



## HEALTH AND SAFETY POLICY

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# HEALTH & SAFETY POLICY

**Spook Limited (Spook) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and those affected by its business activities and attending its premises. This Policy is intended to help the Spook achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.**

**This is a statement of policy only and does not form part of any contract of employment. This Policy may vary from time to time by Spook at its absolute discretion. Spook will review this Policy at regular intervals to ensure that it is achieving its aims effectively.**

For the purpose of reference, the term Health and Safety Officers within this policy are:

- Martin Luck
- Andrew des'Ascoyne

When the term 'Health and Safety Officer' is mentioned, either, or both individuals will apply.

## **Document main areas:**

- Health and safety responsibility
- Spook responsibility
- Staff responsibility
- Risk assessments and manual handling
- Display Screen Equipment (DSE)
- Staff returning to work - Coronavirus (Covid-19)
- Non-compliance

## **Health and safety responsibility**

Achieving a healthy and safe workplace is a collective task shared between Spook and staff. This Policy and the rules contained within it apply to all staff irrespective of seniority, tenure and working hours; including all employees, directors, officers, consultants, agents and contractors, casual or agency staff, trainees, homeworkers, fixed term and non fixed term staff and any volunteers. Specific responsibilities of staff are set out in the section headed 'Responsibilities of all staff' below.

## Spook responsibility

Spook is responsible for:

- Taking the reasonable steps to safeguard the health and safety of staff, people effected by our business activities and people visiting its premises.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangement, including during an emergency situation for all its visitors.
- Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all sated to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. Spook will provide the opportunity to ask questions and to advise who best to contact in respect if you are unsure about how to safely cary out your work.
- Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
- Providing a health and safety induction and appropriate safety training to your role, including training on head office attendance routines.
- Promoting effective communication and consultation between management and staff concerning health and safety matters.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to one taken to minimise the risk of infection.
- Regularly monitoring the reviewing and the management of health and safety at work, and making any necessary changes and bringing those to the attention of staff.
- Overall responsibility for health and safety lies with the co-founding directors of Spook who have been appointed as Health and Safety Officers with day-to-day responsibility for health and safety matters, and;
- Any concerns about health and safety matters should be communicated to the Health and Safety Officer.
- The term Health and Safety Officer contained within this document can constitute any or both of the above mentioned personnel.

## **Staff responsibility**

All staff must:

- Take reasonable care for their own health and safety and that of others who may be effected by their acts or omissions.
- Cooperate with the relevant Health and Safety Officer to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard free.
- Report all health and safety concerns to the relevant Health and Safety officer promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial it may seem.
- Cooperate with the any investigation of any incident or accident which either has led to an injury of which, in Spook's opinion, could have led to an injury.
- Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
- Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the relevant Health and Safety Officer, who is responsible for maintenance and safety of equipment.
- Ensure that health and safety equipment is not interfered with.
- Do not attempt to repair equipment unless suitably trained and authorised.

### **> Staff responsibilities relating to accidents and first aid**

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the relevant Health and Safety Officer, so that details can be recorded in the company accident book. They must also cooperate with any associated investigation.
- Familiarise themselves with the details of first aid facilities and trained first aiders, which are available for the relevant Health and Safety Officer.
- If an accident occurs, contact a Health and Safety Officer and ask for the duty first aider; giving name, location and brief details of the incident.

- The relevant Health and Safety Officer is responsible for investigating any injuries or work related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), where required.

### **> Staff responsibilities relating to national health alerts, including the Coronavirus (Covid-19) pandemic**

- If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by Spook as to the organisation of business operations and steps to be taken by staff to minimise the risk of infections. Any questions should be referred to the relevant Health and Safety Officer.
- Given the outbreak of Coronavirus (Covid-19), it is important that all staff members follow the guidelines set out in this Policy to ensure maximum safety and to minimise the risk of infection. These guidelines will be reviewed regularly to ensure they are kept up to date with Government guidance.
- Please see the sections headed 'Staff returning to work - Coronavirus (Covid19)' below for health and safety measures which specifically address the Coronavirus (Covid19) pandemic.

### **> Staff responsibilities relating to emergency evacuation and fire.**

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire which are available from the Health and Safety Officer.
- Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm, or practice drill for any of these scenarios.
- Cooperate in fire drills and take them seriously, and ensure any visitors to the building do the same. Fire drills will be held at least once every twelve months.
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Officer immediately of any circumstances; for example, impaired mobility, which might hinder or delay evacuation in the event of a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan which will be shared with the fire wardens and colleagues.

On discovering a fire, all staff must:

- Immediately trigger the nearest fire alarm and, if time permits, call reception and notify them of the location of the fire.

- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing a fire alarm, all staff and visitors must:

- Remain calm and immediately evacuate the building, walking quickly, without running, and follow any instructions of the fire wardens.
- Leave without stopping to collect personal belongings.
- Use stairs and DO NOT use lifts.
- Remain out of the building until notified by a fire warden that it is safe to re-enter.
- The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms and escape routes, signage and emergency lighting.

## **Risk assessments and manual handling.**

- Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. Spook will assess any risks and consider measures to best minimise them. General workplace risk assessments will be carried out when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
- Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively be controlled.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by Spook, and as such will try to minimise or avoid the need for manual handling where there is a risk of injury.

## **Display Screen Equipment (DSE)**

Spook is obliged to ensure that:

- Risks to health and safety from DSE use (such as musculoskeletal disorders, visual fatigue and mental stress) are controlled.
- Staff are aware of the potential risks to their health and safety from DSE use and the actions they take to reduce the risks.

## > Spook responsibilities

Spook will:

- Ensure DSE assessments are carried out on each workstation and include the display screen equipment, furniture and working environment.
- Where health and safety issues have been highlighted in the DSE assessment, ensure that appropriate remedial action is taken to reduce any highlighted risks.
- Maintain records for all DSE assessments and risk assessments.
- Encourage the early reporting by staff of any symptoms which may be related to visual screen work.
- In circumstances where injury or ill health associated with DSE is identified, ensure that an incident report is completed.
- Plan the activities of users of DSE so that short, frequent breaks are taken to prevent intensive periods of on-screen activity.

## > Staff responsibilities

Staff will:

- Cooperate with the completion of the workstation DSE assessment and all measures and training to promote safe working practice.
- Use equipment in the intended manner.
- Adopt any advice given by the Spook to prevent intensive periods of on-screen activity.
- Use any corrective glasses prescribed specifically for working with DSE.
- Inform their line manager immediately if they experience any problems or ill health which could affect their ability to work with DSE.

## > Workstation assessments

Workstation assessments must be carried out on each workstation. Responsibility for ensuring workstation assessments are carried out lies with the Health and Safety Officer.

- As a first step, staff must complete a DSE self-assessment.
- DSE self assessments should be carried out on:
  - a. New staff at induction
  - b. Laptop users.
  - c. Homeworkers.

- Staff should review their self-assessment annually, or when there is significant change to their workstation.

### > Breaks

Staff are encouraged and will be expected to take opportunities for breaks in their work routine to prevent the onset of fatigue. See [HSE guidance](#) for more information, or speak to the Health and Safety Officer.

### > Eye Tests

Staff are entitled to eye tests by a registered practitioner (Optician or Doctor) on the following occasions:

- a. When they first become a DSE user.
- b. When requested by themselves.
- c. At regular intervals thereafter on the recommendation of the practitioner (Usually even 2 years).
- d. When staff experience visual difficulties attributed to display screen use.

Staff are currently entitled to receive the following financial contributions towards their eye tests and corrective appliances:

- a. Up to £0 (zero) towards the cost of an eye test.
- b. Up to £0 (zero) towards the cost of lenses and frames.

Staff will be responsible for the initial payment of their eye test and any costs incurred on lenses and frames.

Please note that glasses are soles and specifically for DSE use and cannot be combined with lenses for other uses, for example: driving.

For more information please contact the Health and Safety officer.

### > Eye testing procedure

- To claim for reimbursement of eye tests costs and/or contributions to lenses/frames, you must complete a claim form, which can be requested from the Health and Safety Officer.
- You are responsible for arranging your own appointment with the practitioner.
- You should take the claim for along to your appointment for the practitioner to complete and authorise. Any receipts for costs incurred should be retained and attached to the claim form.
- You will be required to complete and sign the form and then forward it to the Health and Safety Officer for authorisation. Next, the Health and Safety Officer will be required to confirm whether or not the claimant uses DSE as an essential part of their work for a significant part of their normal working hours.



- Once the claim form is fully completed and signed by you, the practitioner and the Health and Safety Officer, it should be forwarded to the accounts team, along with receipts of all costs incurred relating to the eye test and frames/lenses.
- If the claim is approved, you will be reimbursed in accordance with the stipulated contribution limits. Once approved calls have been processed, payment will be made via the accounts team along with a receipt detailing a breakdown of the reimbursement claim.

## **Staff returning to work - Coronavirus (Covid-19)**

Although Government restrictions introduced in response to the Coronavirus (Covid-19) pandemic have been lifted, the pandemic is ongoing and appropriate safety measures must be adhered to. Employees must adhere to the Coronavirus (Covid-19) mitigation provisions which are still relevant to our workplace as published by the [Government website](#).

## **Non-compliance with Health and Safety Rules**

Any breach of health and safety rules or failure to comply with this policy will be taken seriously and is likely to result in disciplinary action against the offender, in accordance with the Spook's disciplinary procedures.

For more information regarding this policy please [contact us](#) and we will address each query accordingly.

**- END -**