

# Health & Safety Policy

## Policy Statement

Corndel is committed to promoting health and safety within the workplace and will take all reasonable steps to ensure that all employees conduct their day to day duties in a responsible manner, paying due care and attention to their own and their health and safety of any other person they come into contact with whilst performing their contracted duties.

This commitment applies to the treatment of employees in all situations

## Scope

This policy applies to all employees, agency staff, contractors, consultants, visitors, suppliers of goods or services or any person working on behalf of Corndel (hereafter referred to as 'employees' throughout this document).

This policy does not form part of any contract of employment and the Company may amend it at any time.

## Responsibilities

All managers within the Company have the responsibility to ensure that the policy is consistently and appropriately implemented. Managers must ensure that all individual employees are aware that they have an obligation at all times to adhere to this policy and do nothing to jeopardise the health and safety of either themselves or anyone they may come into contact with whilst performing their contracted duties.

All employees are responsible for their own behaviour and actions and must comply with all aspects of this whilst performing their contracted duties in the course of his or her employment.

## General statement of health and safety policy

The Company considers the maintenance of a positive health and safety culture to be an important part in the way in which we conduct our business and we acknowledge that, as a business, we have a responsibility over our employees and visitors (from employer companies or otherwise) in relation to health and safety matters.

Corndel is committed to:

- a) maintaining the health and safety of all our workforce and other staff members including agents and consultants (working from our premises or from other locations) and all those who visit our premises;
- b) providing adequate control of the health and safety risks arising from our work activities;
- c) consulting with our employees, staff members and other stakeholders on matters affecting their health and safety;
- d) providing and maintaining safe equipment;
- e) ensuring safe handling and use of substances;
- f) ensuring all staff members are competent to undertake their tasks and are provided with adequate training;
- g) ensuring the work done by or on behalf of our business does not adversely affect the health and safety of any contractors or members of the public;
- h) preventing accidents and cases of work-related ill health;
- i) maintaining safe and healthy working conditions; and
- j) having a mechanism in place for the ongoing review of health and safety within the business.

## The Company's health and safety duties

As an employer, the Company acknowledges it is obliged to:

- a) comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, HSE Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officer during visits or inspections;
- b) comply with all relevant fire safety regulations including the Reform (Fire Safety) Order 2005 and to co-operate with any local authority or Fire Service recommendations;
- c) consider and comply with the Equality Act 2010 and the need to make reasonable adjustments to avoid placing someone with a disability or an older person at a substantial disadvantage;
- d) encourage the consideration of safety matters within our organisation and promote a culture of discussion and engagement on such matters;
- e) ensure the provision and maintenance of safe equipment and the control of health risks in the handling, use, storage and transportation of hazardous materials and substances;
- f) ensure the operations of our business do not cause injury or damage to any person or adjacent property;
- g) identify and provide adequate information, instruction, training and supervision to employees and others to ensure their health and safety;
- h) provide adequate facilities for the welfare of employees and others such as the provision of adequate first aiders as required; and
- i) conduct appropriate risk assessments and ensure proper procedures as necessary to ensure the health and safety of employees and other persons in line with all statutory and regulatory requirements.

In addition, senior management is also aware they take ultimate responsibility for health and safety throughout our business. In particular, they:

- a) maintain at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and all associated Regulations and Approved Codes of Practice and have familiarised themselves with the hazards and risks associated with working for our business and with the precautions that need to be taken to eliminate or control those risks;

- b) ensure the provision and maintenance of safe equipment and systems of work and the control of risks to health in handling, storing and transporting materials, articles and substance; and
- c) ensure risk assessments are carried out as necessary and the Company provides adequate information, instruction, training and supervision to ensure the health and safety of staff members and consultants and other relevant stakeholders.

## Policy in practice

All employees, irrespective of seniority, must:

- make themselves aware of this policy;
- have a duty of care in respect of the health and safety of not only themselves but of other employees, customers and members of the public;
- adhere to the general health and safety rules and procedures at all times;
- familiarise themselves with the Company's fire and safety and emergency procedures, which are displayed on noticeboards and near fire exits;
- report all accidents no matter how minor without delay;
- fully co-operate with any accident investigation;
- offer all necessary assistance to ensure the health and safety at work of all employees;
- refrain from consuming alcohol during working hours including lunch breaks;
- not attend work whilst under the influence of alcohol, intoxicants, drugs or other substances; and
- inform their manager immediately if they are taking any prescription medicine that may impair their ability to perform their duties or compromise health and safety.

## Enforcement

The Company reserves the right at any time to carry out random drug and/or alcohol testing should there be a reasonable suspicion that an employee is attending for work under the influence of drugs or alcohol.

Any attempt to work whilst in such a condition will be regarded as a serious breach of this policy and result in disciplinary action.

## Support

The Company will consult with employees periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

The Company will take such measures as may be necessary to ensure proper training, supervision and instructions of all employees in matters pertaining to their health and safety and to provide any necessary information.

## Homeworkers

Any employee who is a homeworker must also comply with the terms of the Remote Working Policy to ensure that their working environment is safe and fit for purpose.



**Corndel.**

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