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## OpenVision Health and Safety Policy

### 1. Introduction

This policy is to outline the measures that will operate, and must be observed by all staff, customers, candidates and visitors.

### 2. General

OpenVision is committed to ensure as far as reasonably practicable, that:

- Customers and candidates' welfare is safeguarded and promoted by means of risks to them being identified and appropriately managed.
- Employees are not exposed to undue risk in respect to their health, safety, and welfare whilst at work.
- All staff, customers, candidates and visitors are protected from health & safety risks while on OpenVision premises.
- No employee or contractor is authorised to initiate or continue any activity, operation or process that will endanger or expose staff, customers, candidates, and visitors to hazards to health.
- Suitable and sufficient risk assessments will be completed and the necessary agreed control measures to prevent incident shall be introduced.

The OpenVision's specific objectives are:

- To provide conditions and safe systems of work for all employees and a safe environment which prevents danger to the health, safety and welfare of customers and candidates. This requires risk assessments to be undertaken to enable hazards and risks to be identified and for these risks to be reduced where possible, to enable the standards of safety to be adapted and enforced.
- To ensure that all equipment is maintained properly and that none will be used knowingly when it presents any risk to the safety of staff or the public.
- To provide adequate means of access and egress which are safe and without risks to health.
- To provide comprehensive information, instruction and supervision, so far as is reasonably practicable, to ensure the health, safety and welfare of all staff, customers, candidates and visitors.
- To ensure that the health, safety and welfare of staff, customers, candidates and visitors are under continuous review by management at all levels.

This policy and the achievement of the objectives are largely dependent upon the total cooperation of every person who are at the OpenVision premises and indeed all staff, customers, candidates, and visitors have a legal duty of care to:

- Take reasonable precautions in safeguarding the health and safety of themselves and others.
- Observe all health & safety rules and procedures as laid down by the OpenVision and use all health & safety equipment provided.

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- Alert management to any potential hazard that they may have either noticed or caused and report all accidents, incidents or near miss/hits that have led, or may lead to, injury, illness or damage.
  - Ensure that no person uses potentially dangerous equipment unless they have been fully instructed as to the dangers and precautions to be observed and have either received sufficient training in work at the machine or are being supervised by

### **3. Responsibilities**

#### Managing Director

- Overall responsibility for the health and safety of all staff, customers, candidates, and visitors.
- Ensure that there is a health and safety policy in place that can be delivered.
- Monitor the performance of the measures and amend where necessary
- Delegate responsibility of the overall management of the policy to Finance and Administration Manager

#### Responsibility of the Finance and Administration Manager

- Ensure all Staff are aware of the relevant policies
- Control of Contractors
- Ensure that procurement of goods i.e. products, raw materials, hazardous materials or substances and equipment, and services conform to health and safety requirements.

#### Responsibility of Business Manager

- Ensure that they fully understand the H & S Policy
- Carry out their duties in an effective and professional manner
- Ensure customers and candidates awareness of relevant policies

#### Responsibility of all management team members

- Implement and maintain health and safety measures in their respective work areas.
- Promote, support and follow up on the progress of health and safety-related project under their responsibility.

#### Responsibility of all staff

- Aware of health and safety rules and regulations, and strictly follow.
- Report unsafe action and unsafe condition.