

ELIZABETH MICHAEL ASSOCIATES - HEALTH AND SAFETY POLICY

SECTION I: General Statement of Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Your responsibility

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to Chris Pidgeon. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

Name of Organisation – Elizabeth Michael Associates Ltd

Address – Minerva House, Spaniel Row, Nottingham, NG1 6EP

Signed – Chris Pidgeon.....

Position – Operations Director Date – 4/1/05

SECTION II: Responsibilities

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the organisation rests with

Name: John Hyde
Status: Managing Director
Location: Head Office/Sole Location

2. Person responsible for execution of the policy at

Premises: Head Office/Sole Location
Name: Chris Pidgeon
Status: Operations Director
Location: Head Office/Sole Location

3. Person who will deputise

Name: Marion Ashby
Status: Administration Manager
Location: Head Office/Sole Location

4. Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.

5. Person responsible for safety training

Name: Chris Pidgeon
Status: Operations Director
Location: Head Office/Sole Location

6. Person responsible for investigating accidents and dangerous occurrences

Name: Chris Pidgeon
Status: Operations Director
Location: Head Office/Sole Location

SECTION III : Medical Facilities

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.

1. First-Aiders

Name(s): Chris Pidgeon is the "Appointed Person" (low risk environment, fewer than 50 employees, therefore "Qualified" first aider not required by law).

2. First Aid Box/First Aid Room is located at:

Location: Main Office, at Head Office/Sole Location

3. The Accident Book is located at:

Location: Main Office, at Head Office/Sole Location

SECTION IV : Emergency Services

1 Nearest Hospital with a Casualty Department

Name: Queens Medical Centre
Address: Derby Road,
Nottingham.
Telephone Number: 0115
9249924

2 Police Station

Name: Central Police Station
Address: North Church Street,
NG1
Telephone Number: 0115
9482999

3 Fire Station

Name: Central Fire Station
Address: Shakespeare Street,
NG1
Telephone Number: 0115
9670880 – Bestwood HQ

4 Gas

Name: No Supply to Location.
Address: n/a
Telephone Number: n/a

5 Electricity

Name: Powergen
Address: Phoenix Centre,
Nottingham
Telephone Number: 0800
363363

6 Water

Name: No Supply to Location.
Address: n/a
Telephone Number: n/a

7 Employer Contact

Name: Chris Pidgeon
Address: Minerva House, Spaniel
Row, NG1 6EP
Telephone Number: 0115 979
9806

SECTION V: Fire Safety

It is essential that adequate equipment and staff training is provided on this subject. Guidance can be obtained from your local fire service or reference to the Fire Certificate (if appropriate).

1. Facilities

Number/location of escape routes: Main Door, down the stairs immediately to the left and out onto Spaniel Row. Do not use the lift.

Number/location of fire extinguishers: 4 – Reception, corridor, main office area

Number/location of fire alarms: Main Office, communal building facility

Checked by: Caretaker

Frequency: Weekly

2. Fire Safety Training Officer

Name: Chris Pidgeon

Status: Operations Director

Location: Head Office/Sole Location

3. **This company is exempt from requiring a fire certificate** – falls under the Fire Certificate in place for the Communal Building – certificate number DB1426

4. Fire Drills

Frequency: Random - communal building drills

Responsibility of: Caretaker

5. Fire Equipment Maintenance Company

Name: MF Fire Equipment

Address: 198 Cator Lane, Chilwell, Nottingham, NG9 4BE

Telephone Number: 0115 9252261

6. Rules/Procedure in the Event of a Fire:

ELIZABETH MICHAEL ASSOCIATES LTD- FIRE RISK ASSESSMENT AND PROCEDURES

The following should be read and understood by each member of the Elizabeth Michael Associates Ltd team. Anybody who does not completely understand or has a query of any description should talk to John Hyde.

It is the duty of everyone within the business to make the working environment as safe as possible, especially where the risk of fire is concerned. The following will hopefully give you some ideas and hints on how you can personally help to minimise the risk of fire.

1. Electrical Equipment and Wiring

It is vital that we do not overload any socket, and that all electrical items are correctly wired. If extra sockets are required they can be fitted - see John Hyde or Chris Pidgeon. If extra block sockets are needed, again they can be purchased - see John Hyde or Chris Pidgeon.

2. Smoking

Obviously in this building it is not allowed as you are, I am sure aware. Smoke detectors are fitted. Anyone wishing to smoke should leave the building or use the designated area, next to the car park in the basement of the building.

3. Fixed Heating Devices

We do not have a problem in this respect given that we are centrally heated by gas.

4. Portable Heating Devices

It is essential that these are kept away from any combustible materials and that the individual who switches it on, takes responsibility for switching it off again.

5. Extension Leads and Adaptors

Please be aware of overloading and if in doubt speak to John Hyde or Chris Pidgeon.

6. Light Fittings

Although we are not personally responsible for the replacement and fitting of light bulbs, please be vigilant.

7. Computers

In the event of a computer catching fire, please use the appropriate fire extinguisher to put out the blaze. Act as per your training with John Hyde and Chris Pidgeon.

8. Combustible Materials

As far as we are concerned, this covers areas such as waste paper bins- these are emptied every night and so should not present a problem.

The Store Room is a potentially dangerous area with the sheer volume of combustible material, coupled with the fact that this is where all the switch gear is located for both the telephone and computer systems.

A fire extinguisher is located by the door. Please also keep this door shut at all times.

It stands to reason that desks and chairs etc would go up very quickly, as would our partitioning.

YOUR EXIT ROUTE IN THE CASE OF A FIRE ALARM

This should be as follows:-

Upon exiting the Elizabeth Michael Associates Ltd main entrance, turn left and follow the corridor to the stairs, where you should descend to the ground floor and assemble at the front of the building on the opposite side of the road.

In the event of a fire on the ground floor, you can continue your descent via the staircase and into the basement and then exit via the smoking area.

Alternatively, if neither of the above are options, then you can take the stairs to the third or fourth floor, follow the corridor along to the other side of the building and then descend using the stairs.

UNDER NO CIRCUMSTANCES SHOULD YOU USE THE LIFT.

DISCOVERING A FIRE

If you do discover a fire, sound the alarm immediately. The alarms are clearly marked and have been pointed out to you. Leave the building straight away, do not stop to collect belongings or any other goods.

TO CONCLUDE

Fire safety is about common sense, if you are in any doubt about what to do in the event of a fire, then please talk to John Hyde or Chris Pidgeon.

SECTION VI: Training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. In hazardous situations special training may be required.

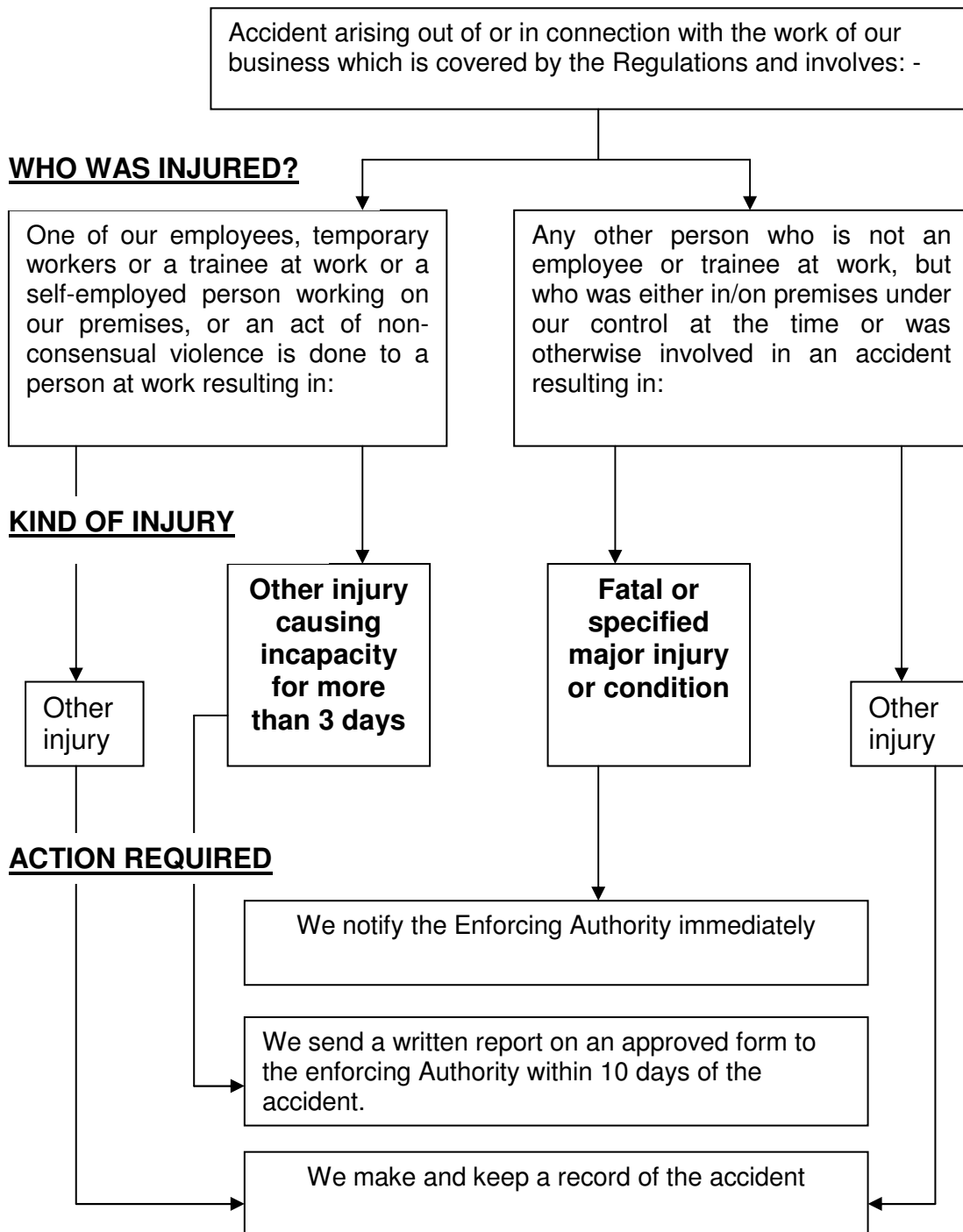
Person(s) Responsible for Training

Name: Chris Pidgeon

Status: Operations Director

Location: Head Office/Sole Location

WHAT WE DO IN THE EVENT OF AN ACCIDENT



ACCIDENTS INVOLVING PEOPLE NOT AT WORK (E.G. THE PUBLIC) ARE REPORTABLE IF THEY ARE TAKEN TO HOSPITAL FOR TREATMENT FOR A WORK-RELATED INJURY.

ELIZABETH MICHAEL ASSOCIATES LTD - HEALTH AND SAFETY RISK ASSESSMENT

Our operations are solely office based, and as a result the risks to employees are minimal. However, employees should be aware of the following risk factors and should act with caution accordingly:

1. DISPLAY SCREEN EQUIPMENT can present a visual risk. The risk of eyestrain can be minimised by not using the screen constantly without a break. "Constantly" can mean staring at it for long uninterrupted periods, and even the most intensive VDU based roles here are not intensive enough to be a major problem.

2. ELECTRICAL EQUIPMENT can present a risk. This equipment is properly maintained, but in order to minimise the risk to users, employees should not tamper with the computer wiring, plug sockets etc unless they are confident in what they are doing and can do so safely. If an employee carries out such actions they will be deemed to accept full responsibility for any resulting injury.

3. FIRE is a risk, so take note of the escape routes and positions and types of available fire extinguishers in the office.

4. SLIPS, TRIPS AND FALLS can be a risk, but not significantly so in this office, except in the storeroom, on the main stairs, and in areas containing wires. Employees should exercise caution when moving around the office and building, and when accessing information from the shelves in the storeroom.

5. POSTURE. Poor posture can lead to many health problems. All employees should ensure that they sit up straight, do not slouch, and have all elements of their workstation within easy reach without stretching. This action will minimise potential joint and back problems which can be associated with office work.

Chris Pidgeon, Operations Director
4th January 2005