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Matt Service - 07052024

Blue Lights Digital Ltd. Health and Safety Policy

Introduction

Blue Lights Digital Ltd. ("the Company" also referred to as BLD) is committed to providing a safe and healthy working and learning environment for all staff, apprentices, contractors, visitors, and partners. As an employer and provider of apprenticeships, we recognise our legal and moral obligations to prioritise health and safety and believe that an effective health and safety policy is fundamental to our operational excellence.

Purpose

The purpose of this policy is to outline the Company's commitment to health and safety and establish the responsibilities and procedures necessary to ensure the wellbeing of all stakeholders during their employment or training period.

Scope

This policy applies to all Blue Lights Digital staff, apprentices, contractors, visitors, and anyone affected by our operations or training activities.

Objectives

We aim to:

1. **Provide Safe Working Conditions**: Ensure that the working and training environment is free from hazards and complies with all applicable laws and regulations.
2. **Promote Health and Safety Awareness**: Raise awareness among staff and apprentices about health and safety risks and their responsibilities.
3. **Prevent Accidents and Ill Health**: Implement measures to prevent accidents and work-related ill health.
4. **Continuous Improvement**: Regularly review and improve our health and safety performance.

Responsibilities

The Chief Operations Officer (COO)

- Overall responsibility for the implementation of the Health and Safety Policy.
- Ensure adequate resources are allocated to meet health and safety obligations.
- Promote a culture of safety throughout the organization.

Health and Safety Officer

- Monitor compliance with the Health and Safety Policy.
- Conduct risk assessments and implement appropriate control measures.
- Investigate incidents and accidents and report findings to management.
- Provide health and safety training for staff and apprentices.
- Maintain health and safety records.

Supervisors and Managers

- Ensure staff and apprentices follow health and safety procedures.
- Identify potential hazards and report them to the Health and Safety Officer.
- Support the implementation of corrective actions.
- Promote health and safety awareness among team members.

Staff and Apprentices

- Take reasonable care of their own health and safety and that of others.
- Comply with health and safety procedures and policies.
- Report hazards, near misses, accidents, or unsafe conditions to a supervisor or the Health and Safety Officer.
- Participate in health and safety training.

Contractors and Visitors

- Follow all applicable health and safety procedures while on Company premises.
- Cooperate with Company staff to maintain a safe environment.

Health and Safety Procedures

Risk Assessments

- Conduct risk assessments for all activities, workspaces, and equipment used by staff and apprentices.
- Implement appropriate control measures to mitigate identified risks.
- Review and update risk assessments regularly.

Incident Reporting and Investigation

- Report all accidents, near misses, and work-related ill health to the Health and Safety Officer immediately.
- The Health and Safety Officer will investigate incidents and recommend corrective actions.
- Maintain accurate incident records and submit statutory reports as required.

Emergency Procedures

- Ensure all staff and apprentices are familiar with emergency procedures, including fire safety and first aid.
- Conduct regular fire drills and equipment checks.

- Maintain an adequate number of trained first aiders on-site.

Training and Awareness

- Provide health and safety training for new staff and apprentices as part of their induction.
- Conduct refresher training regularly for all staff and apprentices.
- Provide specific training related to roles, such as manual handling, display screen equipment use, or hazardous material handling.

Workplace Safety

- Maintain a clean, organised, and hazard-free workplace.
- Ensure that work equipment is regularly inspected and maintained.
- Provide appropriate personal protective equipment (PPE) where required.

Health and Wellbeing

- Promote mental health and wellbeing initiatives.
- Provide access to support services, such as employee assistance programs.

Monitoring and Review

- The Health and Safety Officer will monitor health and safety performance through regular audits and inspections.
- This policy will be reviewed annually or whenever significant changes occur.
- Feedback from staff, apprentices, and partners will be considered for continuous improvement.

Contact Information

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