



**Association of Certified  
Digital Accounting Professionals**

**Health and Safety Policy**

**Health and Safety at Work Act 1974**

Our statement of general policy in relation to Health and Safety :

**1 Concord Business Centre, Concord Road, London, W3 0TJ**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees and learners on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees and learners
- To ensure all employees and learners are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

**Signed: Salman Khan, CEO**

**Association of Certified Digital Accounting Professionals (ACDAP)**

Date: 02/01/2021

**HEALTH AND SAFETY MANAGEMENT PROCESS**

ACDAP believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within ACDAP. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in management job descriptions.

ACDAP requires managers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.



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For major additional expenditure, cases of need will be submitted by managers to the Director, Salman Khan

If unpredictable Health and Safety issues arise during the year, the Board of Directors must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

#### **Management Responsibilities**

This policy has been prepared and published under the requirements of Health and Safety legislation. The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

The Health & Safety Officer and the individual who has overall responsibility for health and safety is Salman Khan.

The Health & Safety Representative is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. ACDAP's robust Health and Safety Policies must be regularly reviewed to ensure so far as is reasonably practicable:

- That the declared statement of the Health and Safety at Work Policy is achieved
- That all employees within ACDAP are made fully aware that health and safety is regarded as having equal ranking with other management responsibilities

The Health and Safety at Work Policy is reviewed regularly and any changes are brought to the attention of Salman Khan.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Umar Tariq.

To ensure that health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Consultation with employees is provided by: Salman Khan

The appointed Managers are wholly accountable to the Director, Salman Khan for the implementation and monitoring of the policy within the area of their specified responsibility.

Appointed Managers will ensure that regular Safety Audits are carried out within their Departments, covering premises, workplaces and work activities throughout the sphere of their operations.

Assigned Managers will support, consult and co-operate in developing, educating and encouraging a health and safety culture throughout their departments and effectively be working towards ACDAP's overall strategy on Health and Safety.



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**HEALTH AND SAFETY REPRESENTATIVE**

The Health and Safety Representative Salman Khan is responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.4 The Health and Safety Representative is responsible for:

- the production and maintenance of ACDAP's policy and ensuring that all guidelines are consistent with the policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The Health and Safety Representative also acts on behalf of the Board of Directors, as ACDAP's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within ACDAP.

**RESPONSIBILITIES FOR SPECIFIC WORKPLACES**

The Health & Safety Representative will ensure, as far as is reasonable and practicable the health, safety, security and welfare of all persons employed by ACDAP. It is the responsibility of all employees to accept their personal involvement in the practical application of this Health and Safety policy. However, a Health and Safety Representative must be appointed at each site so as to ensure all procedures are adhered to.

Any problems with equipment will be reported to

The Health and Safety Law poster is displayed in all ACDAP premises.

First aid equipment is located at all premises and is clearly marked.

The accident book is kept at the front of the office.

All employees and learners must:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety

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- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as above)

Risk assessments will be undertaken by Salman Khan and findings will be recorded and, in the case of employed learners, to their employer

Actions to remove/control risks will be approved by Salman Khan or the learner's employer, who will also be responsible for ensuring actions required, are implemented.

**RECORDS, STATISTICS AND MONITORING**

ACDAP will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Health and Safety Representative, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Managing Director.

**REPORTS TO THE HEALTH AND SAFETY EXECUTIVE**

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive shall rest with the Board of Directors, as delegated to the Health and Safety Representatives.

Iveta Thomas is responsible for reporting incidents

**SPECIALIST ADVISORY BODIES**

Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety Executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside of ACDAP.

**THE OCCUPATIONAL HEALTH SERVICE**

It is the policy of ACDAP to provide Occupational Health Services for all staff. Such services are provided confidentially to the individual employee and include counselling on Health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

**FIRST AID**

It is the policy of ACDAP to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Health and Safety Representative is responsible for ensuring the Regulations are implemented and for identifying training needs.



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**FIRE**

The Managing Director is responsible for ensuring that staff receive adequate fire training, and that nominated fire officers are designated in all Company premises.

In addition the Company will nominate a Fire Officer (this may be the Health and Safety Representative or this may be an external body to the Company) to:

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

Fire equipment is maintained regularly. ACDAP arranges testing and drills.

**CONDEMNATION AND DISPOSAL OF EQUIPMENT**

Procedures for the, condemnation and disposal of equipment are set out in the ACDAP's Standing Financial Instructions. Managers introducing new equipment should have new equipment checked by the Health and Safety Representative.

**FOOD HYGIENE**

The Health and Safety Representatives shall be responsible for any food acquisition, storage, processing and serving, and staff induction and training. In addition, the Health and Safety Representative shall be responsible for ensuring that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Health & Safety Representative.

**LIFTING AND HANDLING**

Managers are responsible for informing staff of safe lifting techniques. The Health and Safety Representative will identify specific training needs. The Health and Safety Manager will ensure training in lifting and handling is provided to staff.

**NON-SMOKING ON COMPANY PREMISES**

In line with legislation, ACDAP has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking are available from the Health and Safety Representative.



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#### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Control of Substances Hazardous to Health Regulations (COSHH) requires ACDAP to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. ACDAP must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The appointed Health and Safety Representative is responsible for implementing these Regulations.

#### **COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS**

All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

#### **CONTROL OF WORKING TIME**

ACDAP is committed to the principles of the Working Time Regulations (1998). No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

#### **HEALTH AND SAFETY AND THE INDIVIDUAL**

The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with ACDAP for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves them self or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

#### **PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY**

Persons working in ACDAP premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

#### **VISITORS AND MEMBERS OF THE PUBLIC**

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ACDAP wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

Any member of staff who notices persons acting in a way, which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.



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**CONTRACTORS**

ACDAP wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe ACDAP's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition the Directors will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff, who judges there is a risk where contractors are working, should inform their Manager immediately.

In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager responsible for managing the Contract will also be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.

**THE SAFE LEARNER**

ACDAP is committed to support the principles of the Safe Learner, following the six key elements of the Safe Learner Blueprint. All learners are afforded the same rights as employees with regard to working in a safe and healthy environment. We have a separate document detailing our strategy to meet the Safe Learner principles.

**SAFEGUARDING**

This Policy and procedure should also be looked at in relation to the safeguarding policy and procedures. Any items within the areas of concern within Health and Safety that may reflect on the learners safeguarding and or wellbeing should be also logged on the Safeguarding form

**POLICY REVIEW**

This policy shall be reviewed annually and amended accordingly at intervals not exceeding 12 months.

You will see other Policy and Procedures which link to this such as workplace assessment's and Fire assessments and other items



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