



HEALTH & SAFETY POLICY

ImageData Group LTD takes Health & Safety seriously and is committed to protecting the health & safety of its staff and all those affected by its business activities and attending its premises. There is a commitment to making every practicable effort both to attain the highest standards possible to ensure that those standards are maintained and that there is a year on year reduction in incidents. This policy is intended to help imageData Group achieve this by clarifying who is responsible for health and safety and what those responsibilities are.

This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by imageData Group in its absolute discretion. ImageData Group will review this policy annually to ensure that it is achieving its aims effectively.

WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

This policy and the rules contained within apply to all staff of the imageData Group, irrespective of seniority, tenure and working hours, including all employees, directors, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "responsibilities of all staff" below.

EMPLOYER RESPONSIBILITIES

imageData Group is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the business activities of the company and of people visiting its premises.
- Identifying health and safety risks and finding ways to manage or overcome them.
- Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
- Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substance.
- Providing adequate information, instruction, training, and supervision.
- Ensuring any health and safety representative receive appropriate training to carry out their functions effectively.
- Providing a health and safety induction and appropriate safety training to your role.
- Promoting effective communications and consultation between imageData Group and our staff concerning health and safety and will consult with staff directly relating to health and safety.

- If an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
- The CEO and board of directors of imageData Group has overall responsibility for health and safety and has appointed the SHEQ & SECURITY MANAGER as the Principal Health and Safety Officer with day to day responsibility for health and safety.
- Any concerns about health and safety matters should be notified to the SHEQ Manager.

RESPONSIBILITIES OF ALL STAFF

All Staff must

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with the SHEQ Manager and ImageData Group generally to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and Hazard free.
- Report all health and safety concerns to the SHEQ Manager promptly, including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem; and
- Co-operate in ImageData Group investigations of any incident or accident which either has led to injury or which could have led to injury, in the company's opinion.

STAFF RESPONSIBILITIES RELATING TO EQUIPMENT

All Staff must

- Use equipment as directed by any instructions given by the representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- Report any fault with, damage to, or concern about any equipment or its use to the SHEQ MANAGER or immediate line manager.
- Ensure that health and safety equipment is not interfered with; and
- Do not attempt to repair equipment unless suitably trained and authorised.

STAFF RESPONSIBILITIES RELATING TO ACCIDENTS AND FIRST AID

All Staff must:

- Promptly report any accident at work involving personal injury, however trivial, to a First Aider and the SHEQ Manager so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- Familiarise themselves with the details of first aid facilities and where the trained First Aiders are.
- If an accident occurs, dial 01482 670039 9 (SHEQ Manager).
- The SHEQ Manager is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013(RIDDOR), where required.

STAFF RESPONSIBILITIES RELATING TO CORONAVIRUS (COVID-19)

- Given an outbreak of Coronavirus (Covid-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up to date with the latest government guidance. Please see the section on returning to work in light of Coronavirus (Covid-19) for further details.

STAFF RESPONSIBILITIES RELATING TO EMERGENCY EVACUATION AND FIRE

All Staff must

- Familiarise themselves with the instructions about what to do if there is a fire which;
- Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire wardens if there is a fire or fire alarm (or a practice drill).
- Cooperate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the SHEQ Manager immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow alternative safety measures to be implemented.
- **On discovering a fire, all staff must:**
 - A) Immediately trigger the nearest fire alarm.
 - B) Attempt to tackle the fire ONLY if they have been trained to do so. Nominated members of staff will be trained in the use of fire extinguishers.

- **On hearing the fire alarm, all staff must:**
- Remain calm and immediately evacuate the building, walking quickly without running, following any instructions provided of a fire warden.
- Leave without stopping to collect personal belongings.
- Stay out of any lifts.
- Remain out of the building until notified by a fire warden that it is safe to re-enter.

The SHEQ Manager is responsible for ensuring Fire risk assessments take place and that regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting are undertaken.

RISK ASSESSMENTS, DISPLAY SCREEN EQUIPMENT AND MANUAL HANDLING

- Risk assessments are a careful examination of in the workplace could cause harm to people. ImageData Group will assess any risks and consider measures to best minimise any risk. The SHEQ Manager is responsible for workplace risk assessments and any measures to control risk.
- Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or eye test by an optician by contacting the SHEQ Manager.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the SHEQ Manager and where necessary training will be provided by imageData. ImageData will always try to minimise or avoid the need for manual handling where there is a risk of injury.

STAFF RETURNING TO WORK – CORONAVIRUS (COVID -19)

- Ensure you familiarise yourself with the guidelines provided by the imageData Group which runs alongside the government guidance.
- A Toolbox Talk and any other relevant information will be provided on your return.
- Working from home is by permission only and is subject to management discretion.

SOCIAL DISTANCING

- Where you are required to return to the office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you must stay at 1-2 metres (preferably 2) away from other individuals, while at work and when travelling between sites.
- Social distancing must be adhered to at all times, including common areas. If this cannot be achieved alternative arrangements will be found.
- We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual

orientation. This means imageData ensure measures do not adversely affect one group over another.

- We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared. This may involve floor markings.
- Where social distancing guidelines cannot be followed in full relation to a particular activity, we will risk assess and introduce appropriate measures accordingly.
- Social distancing will not apply in the event of an emergency.

TRAVELLING TO AND FROM WORK

- We recommend that staff minimise travel. If staff must travel, we urge staff to avoid public transport where possible. If unavoidable, we recommend face coverings to limit your exposure. We also recommend to all staff that car sharing be avoided where social distancing cannot be maintained.

HYGIENE PRACTICES AT WORK

- Staff must follow all hygiene measures in place, which include frequent hand washing, wearing of PPE, hand sanitising and regular cleaning of workstations and equipment.
- We will provide adequate hand washing facilities and hand sanitiser at factory or office entry and exit points where possible.
- We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
- We expect staff to apply good hygiene practices and to dispose of any waste responsibly.
- Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable surfaces such as keyboards, screens, telephones etc to be cleaned.

MEETING ROOMS

- Where possible, staff are expected to social distance and not face one another directly.
- Meeting should be restricted in numbers or invites to those necessary to attend.

PROTECTIVE CLOTHING AND FACE COVERINGS

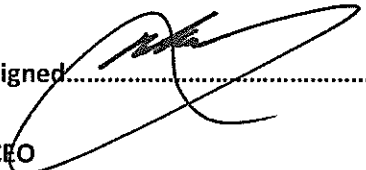
- Where you are already using PPE to protect against Non-Coronavirus (COVID-19) risks, you should continue to do so.
- In line with government guidance, we recommend against the precautionary use of extra PPE to protect against Coronavirus (Covid-19) or when responding to a suspected or confirmed case.

- We may require staff to wear a face covering as a precautionary measure to protect the individual as well as others. If you do wear a face cover, it must cover your mouth and nose. However, a face covering is not a substitute or replacement for general hygiene practices.
- If you choose to wear a face covering or have been told to do so because of social distancing concerns, we encourage the following steps;
 - a) Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
 - b) Avoid touching your face or face covering to prevent contamination.
 - c) Change and wash your face covering daily if it is washable or dispose of it responsibly.

MENTAL HEALTH WHILE WORKING DURING CORONAVIRUS(COVID-19)

- ImageData Group take the health of their staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
- If you are working remotely, or returning to the workplace, we encourage staff to;
 - a) Connect with their fellow colleagues for informal chats or video calls.
 - b) Get regular exercise and sunlight outdoors.
 - c) Take regular breaks away from their workstation.
 - d) Ensure they are following a healthy balanced diet with plenty of water.
 - e) Seek professional help and advice if they feel a need to by phoning the freephone number 0800 321 3137 to speak with an external Counsellor at [able_futures](#)

Employees are reminded that, they also have a legal responsibility to comply with the rules and any breach of Health and safety rules or failure to comply with this policy will be take very seriously and is likely to result in disciplinary action against the offender, in accordance with the imageData Group Disciplinary policy, up to and including summary dismissal.

Signed.....

 CEO

June 2020