



ERP UK Health & Safety Policy – October 2017

ERP UK Ltd (“ERP”) recognises its duties under the Health and Safety at Work Act 1974 (the “Act”) and all relevant regulations made under it from time to time, and its obligation to comply with those duties. ERP will, insofar as it is possible, provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and provide such information, training and supervision as are needed for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Similarly it is the responsibility of individual employees, at all levels, to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management to enable compliance with health and safety obligations.

Employees must:

- Comply with all safety instructions and directions issued by ERP;
- Use equipment provided by ERP in accordance with any training; and
- Promptly report any incidents, risks or potential hazards.

ERP is committed to ensuring that all of its operations are fully compliant with health and safety legislation and industry best practice. This means that as well as maintaining safe and healthy working conditions for our staff, and visitors to our office, we also take steps to ensure that our subcontractors have high standards of health and safety provision. This is done via sub-contractor audits, where health and safety policies, accident records and risk assessments of our subcontractors are reviewed in detail. Provisions of such documents is a mandatory requirement for all new subcontractors. ERP also maintains a Duty of Care Register, and aims to work with suppliers who are ISO 9001 and 14001 certified wherever possible.

If you have any suggestions or comments regarding Health and Safety issues, speak to your manager.

Accidents

Any injury requiring treatment should be dealt with by ERP’s trained first aider(s). If no first aider is available please report to your manager. When in doubt seek treatment immediately.

An accident book is provided to enable staff to record any accident they have while at work.

An accident book and a first-aid box are maintained at both locations (London and Midlands offices) and are available at all times.

Reporting Accidents

All accidents, injuries and cases of ill-health caused by, or affecting, your work must be reported to your line manager without delay. If you are injured, no matter how slight your injury may appear, you must always report it. All dangerous occurrences and ‘near miss’ incidents should also be reported in the same way.

Emergencies

All emergency procedures are identified and updated as necessary. Appropriate procedures are available in the offices and in the Staff Handbook.



Fire

ERP has fire wardens at both locations (London and Midlands offices), who are fully trained in the fire safety procedures applicable to the offices. All new staff are made aware of fire procedures on induction and in internal training, and fire evacuation practice is carried out where required.

Driving At Work

All employees who use hire cars on behalf of ERP or claim mileage for use of private vehicles for ERP business purposes should allow a suitable amount of time for the journey distance proposed.

It is recommended that you do not drive for more than two hours without taking a break of at least 20 minutes' duration. Drivers should not exceed 300 miles per working day and if they need to break the journey should arrange overnight accommodation in accordance with the travel policy.

For further details, please refer to Section Q (Driving Safety Policy) of the Staff Handbook.

Policy Review

This policy is subject to review, monitoring and revision at least every 12 months.

Signature:



Policy owner: John Redmayne
Position: General Manager
Policy Review: Annual



Summary of ERP's Health and Safety Policy:

Statement of General policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	<u>London Office:</u> Steve Smith, Quality and Compliance Manager <u>Midlands Office:</u> Benjamin Johnstone, Database Admin.	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To ensure that employees and visitors to our office have access to first aid provisions.	<u>London Office:</u> Roberta Sanka, Office Administrator <u>Midlands Office:</u> Benjamin Johnstone, Database Admin.	Staff have access to an accident book, and a first aid box is readily available in the offices. There are trained first aiders available at all times in both offices.
To engage and consult with employees on day-to-day health and safety conditions	John Redmayne General Manager Steve Smith, Quality and Compliance Manager	Staff have access to this Health and Safety Policy, which is displayed in the offices, and are also consulted on health and safety matters as they arise. Awareness posters and guidance are available in both offices.
To implement emergency procedures – evacuation in case of fire or other significant incident.	(Fire Wardens) <u>London Office:</u> Dan Sharp, Data Analyst <u>Midlands Office:</u> Michael Pye, Compliance Manager	Escape routes are notified to staff and are kept clear at all times. ERP's London office is located in a serviced office facility, which is responsible for providing and maintaining fire equipment. Evacuation plans are tested from time to time and updated as necessary. A copy of the fire safety policy for the building is available in the office.
To maintain safe and healthy working conditions	John Redmayne, General Manager	Toilets, washing facilities and drinking water are provided.
To ensure that indirect operations are carried out with regard to the health and safety of our own staff, the staff of our subcontractors, and members of the public.	Steve Smith Quality and Compliance Manager	ERP takes steps to ensure subcontractors have high standards of health and safety provision. This is done via sub-contractor audits, where health and safety policies, accident records and risk assessments are reviewed in detail. Provisions of such documents is a requirement for all new subcontractors. ERP also maintains a Duty of Care Register, and aims to work with suppliers who are ISO 9001 and 14001 certified wherever possible