

Health and Safety Policy

Effective Date: 01/04/2025

Review Date: 01/04/2025

Version: 1.0

1. Introduction

Certified Spaces Limited ("we", "our", "us") is committed to providing a safe and healthy working environment for all employees, contractors, and visitors. This Health and Safety Policy outlines our approach to health and safety management, our responsibilities, and the procedures in place to minimize risks and ensure compliance with applicable health and safety legislation.

2. Scope

This policy applies to all employees, contractors, and visitors at Certified Spaces Limited. It covers all activities and operations conducted on our premises or during training sessions conducted off-site.

3. Objectives

The primary objectives of our Health and Safety Policy are to:

- Ensure the health, safety, and welfare of all employees and stakeholders.
- Prevent accidents, injuries, and occupational illnesses.



- Comply with all relevant health and safety legislation and industry standards.
- Promote a culture of health and safety awareness throughout the organization.
- Provide training and resources to support safe working practices.

4. Management Commitment

Top management at Certified Spaces Limited is committed to the implementation and continuous improvement of our Health and Safety Policy. This commitment includes:

- Providing adequate resources and support for health and safety initiatives.
- Ensuring that health and safety responsibilities are clearly defined and communicated.
- Regularly reviewing health and safety performance and setting measurable objectives.

5. Roles and Responsibilities

5.1 Health and Safety Officer

The Health and Safety Officer is responsible for:

- Overseeing the implementation of the Health and Safety Policy.



- Conducting risk assessments and ensuring compliance with safety regulations.
- Organising health and safety training and awareness programs.
- Investigating incidents and accidents, and implementing corrective actions.

5.2 Employees

All employees are responsible for:

- Adhering to health and safety policies and procedures.
- Reporting unsafe conditions, incidents, or near misses to management immediately.
- Participating in health and safety training and awareness programs.
- Taking reasonable care of their own health and safety and that of others.

6. Risk Assessment and Management

We will conduct regular risk assessments to identify potential hazards in the workplace and during training sessions. The risk assessment process includes:

- Identifying hazards and assessing the level of risk associated with each hazard.
- Implementing control measures to eliminate or minimize risks.
- Reviewing and updating risk assessments regularly or when changes occur in the workplace.



7. Training and Awareness

We are committed to providing training and resources to ensure that all employees are competent in their roles regarding health and safety. This includes:

- Induction training for new employees covering health and safety policies and procedures.
- Ongoing training for all employees on specific health and safety topics relevant to their roles.
- Regular health and safety meetings to promote awareness and discuss concerns.

8. Incident Reporting and Investigation

All incidents, accidents, and near misses must be reported to management immediately. We will maintain an incident reporting system that includes:

- A clear procedure for reporting incidents.
- Investigation of all incidents to determine root causes and implement corrective actions.
- Documentation of incidents and the actions taken to prevent recurrence.

9. Emergency Procedures



We will establish and communicate emergency procedures to ensure the safety of all employees and visitors in the event of an emergency. This includes:

- Clearly marked emergency exits and assembly points.
- Regular fire drills and training on emergency evacuation procedures.
- Availability and training for first aid responders within the organization.

10. Monitoring and Review

We will regularly monitor and review our health and safety performance to ensure ongoing compliance and improvement. This includes:

- Conducting regular audits of health and safety practices.
- Reviewing health and safety objectives and performance against targets.
- Engaging employees in discussions about health and safety improvements.

11. Compliance with Legislation

Certified Spaces Limited will comply with all relevant health and safety legislation, including but not limited to the Health and Safety at Work Act 1974 and any associated regulations. We will stay informed about changes in legislation and update our policies and practices accordingly.



12. Policy Review

This Health and Safety Policy will be reviewed annually to ensure it remains applicable and effective. Any changes will be documented, and the updated policy will be communicated to all employees.

13. Contact Us

For any questions or concerns regarding this Health and Safety Policy, please contact:

Certified Spaces Limited

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This Health and Safety Policy is designed to protect the well-being of all employees and stakeholders at Certified Spaces Limited. By adhering to this policy, we aim to foster a safe and healthy working environment that promotes productivity and well-being for all.