

Health and Safety Policy

General background

Born at the Right Time Limited takes the safety and welfare of our staff and anyone engaged by, or working with, Born at the Right Time Limited, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to our Operations Manager OR our Director.

This policy is not part of any employment or any other contract. Born at the Right Time Limited, may amend this policy from time to time. in line with the needs and practices of our business.

Part 1: Policy details

1. What does this policy cover and who is covered?
All staff, contractors and workers and other persons affected by the work we undertake are covered by Born at the Right Time Limited's health and safety policy.
2. Our policy is to:
 - a) Understand the health and safety risks arising from our work activities
 - b) ensure adequate control of those health and safety risks
 - c) consult with our employees on matters affecting their health and safety
 - d) provide the necessary information, instruction and supervision for employees
 - e) ensure all employees are competent to do their tasks, and to give them adequate training
 - f) prevent accidents and cases of work-related ill-health
 - g) maintain safe and healthy working conditions
 - h) review and revise this policy as necessary at regular intervals

Part 2: Key responsibilities

3. The ultimate responsibility for health and safety within Born at the Right Time Limited is our Director.
4. The person who has been delegated the responsibility for ensuring that our policy is implemented is our Operations Manager.
5. All those covered by our policy must:
 - a. Co-operate with our relevant supervisors and managers on health and safety matters
 - b. Not interfere with or misuse anything provided to safeguard their health and safety
 - c. Take reasonable care of their own health and safety and that of others, and
 - d. Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs [2.1] and [2.2] above.)



Part 3: Arrangements

1. Consultation with Employees: All existing and new employees have this policy made available to them for review and input. Employees are reminded of their own duties and roles and responsibilities regarding Health and Safety, to enable them to take reasonable care of their own health and safety (including when working remotely), and to report any activities or conditions that they deem to be unsafe or require investigation as soon as possible to the Operations Manager and/or Director. Employees have been involved in the production and review of Risk Assessments.
2. Risk Assessments: Born at the Right Time have Risk Assessments covering the following scenarios:
 - a. Day to Day Activities - Where the team support the core work of the business through a combination of remote and hybrid working. When working together the team work at the company's registered address in Southend. The Risk Assessment covers the Risks for those who work in the Office, as well as for when the team are working from home, including the need to ensure appropriate set up of desks etc. as well as the reduction of fire risks and emergency procedures.
 - b. In-Person Training – To cover the risk assessment activities that take place when delivering training externally, to ensure that all appropriate details around health and safety (Fire procedures) and wellbeing (toilet facilities etc...) are available and communicated to all participants.
 - c. Other ad-hoc events – such as speaking at conferences etc... Lone travel etc... These will be updated and added to as these events occur.

All Risk Assessments will be reviewed and signed by the Director, and reviewed on an annual basis, or where a significant change to circumstances deems this necessary.

3. Hazard Identification and management: The business does not own any heavy plant or equipment. Office Equipment, including Printers, and desktops are checked for signs of wear and tear, and visual health checks completed. There is limited risk of exposure to hazardous substances in the working environment for Born at the Right Time employees working at the registered address. Precautions are those that one would expect in a domestic setting and covered within Risk Assessments.
4. Information, Instruction and Supervision: Born at the Right Time displays Health and Safety Law and Insurance documentation at its registered address. The systems in place to manage Health and Safety draw upon expertise already within the business, and, if needed professional advice would be sought should a significant change in the working environment emerge. Supervision of all employees is undertaken by the Director.
5. Training: When new employees join, discussions around safe working environments are conducted and the Health and Safety Policy is shared. Where additional training needs are identified these would be sought and provided.
6. Accidents, First Aid and Work-Related Ill Health: There are no activities undertaken which necessitate Health Surveillance. First Aid Equipment and expertise is available at the registered address of the business, and for homeworkers, the usual domestic resources will be in place. Any accidents or incidents would be recorded by the Operations Manager on an electronic log, and will be investigated as necessary. The operations manager and Director are aware of when any accident and/or near miss would need to be reported in line with RIDDOR.

Signed *Rachel Wright*

Date 4th July 2023

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