

## **MyPay Limited, Sovereign House, Stockport Road, Cheadle, SK8 2EA**

### **Health and Safety Policy Statement**

**MyPay Limited** is committed to ensuring that all employees are provided with a safe and healthy working environment. It is MyPay's aim to ensure that:

- employees are provided with safe and healthy working conditions; safe equipment and systems of work;
- employees are provided with information relating to health and safety arrangements at the premises to which they are assigned, any risks identified and precautionary measures to be followed;
- employees are competent to do the tasks which they are allocated and have adequate training; and
- employees are aware of emergency procedures at the premises at which they are based;
- employees have the opportunity to provide feedback on any matters affecting their health and safety;
- accidents and cases of work-related ill health are avoided.

The policy is fully supported by all at MyPay and will be implemented by the arrangements set out in the following pages.

MyPay relies on its employees to comply with their obligations to co-operate with the company in achieving the aims set out above, to comply with health and safety arrangements in place at the premises to which they are assigned and to notify MyPay in the event of any concerns or any accident arising.

MyPay will continue to monitor and review this Health and Safety Policy and the arrangements which are in place and will revise these whenever the need for any change is identified.



**Name:** Stephen Hollins  
**Position:** Director

**Date:** 12<sup>th</sup> July 2017

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## Responsibilities

MyPay, its employees and the End Users for whom they work all have responsibilities with regards to health and safety. MyPay relies on full support and co-operation from employees and End Users in ensuring that employees have a safe and healthy working environment.

Details of the key responsibilities are set out below with further information provided in the following sections.

### MyPay

MyPay has overall responsibility for ensuring, so far as is reasonably practicable the health, safety and welfare of all of its employees at work.

Stephen Hollins has lead responsibility for health and safety matters on behalf of MyPay.

Michael Hollins has been delegated with day to day responsibility for health and safety matters.

Where employees are working at the premises of End Users, arrangements are in place to ensure that health and safety obligations are complied with. MyPay relies on the full cooperation of its employees in complying with these arrangements.

In the event that an employee has any concern regarding health and safety arrangements at an End User's premises at any time, he/she should report this immediately to MyPay at 0161 428 3993.

Feedback on health and safety arrangements and any suggested improvements can be provided at any stage to MyPay by emailing [myumbrella@mypay.uk.com](mailto:myumbrella@mypay.uk.com) or by contacting Michael Hollins at MyPay or in his absence any other member of the MyPay team.

### End Users' responsibilities

End Users have obligations to provide information to MyPay employees on health and safety arrangements, safe systems of work, proper use of equipment and emergency procedures in place for those premises. In particular End Users are required:

- To provide in advance of any assignment details of any special qualifications or skills which will be required for the position and any special features of the work which are likely to affect health and safety;
- To provide at the start of an assignment
  - information on health and safety arrangements including any risks identified and any safety procedures to be complied with; and
  - information on emergency evacuation procedures including the persons nominated by the End User to take charge in the event of an emergency.
- To ensure that any work equipment provided is safe and suitable for use;
- To ensure that that work stations and any display screen equipment are suitable for use and provide an individual assessment where required.

- To provide necessary training, including:
  - induction training including key health and safety requirements, safe work practises and emergency procedures in place at the premises; and
  - any instruction or training required in connection with use of work equipment provided by the End User or the safe working practises which are in place;
- To record any accidents, dangerous occurrences, reportable diseases or work related absences in its accident book, pass on details to MyPay and/or make a report to the HSE where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (“RIDDOR”) and
- Otherwise to co-operate with MyPay and its employees to ensure their health, safety and welfare whilst on the End Users premises.

### **Employees’ responsibilities**

All MyPay employees are required:

- At the start of an assignment, to ensure that you have been provided with information from the End User on:
  - the health and safety arrangements which are in place including any risks which have been identified and safety measures to be followed;
  - details of fire marshals or other persons appointed by the End User to assist in implementing health and safety and emergency procedures and
  - the location at the premises of the HSE approved poster setting out information on health and safety in the workplace and local contact details
- At all times to co-operate and comply with the End Users health and safety arrangements and instruction from those responsible for compliance;
- To ensure that you are aware of the evacuation procedures in place for the End User’s premises in which you are based;
- To take reasonable care of your health and safety and that of others who may be affected by your actions and not to interfere with anything provided to safeguard your health and safety.
- To assess any risks and stop work immediately if you consider that your working environment is unsafe and raise the matter of the End User and, unless satisfactorily resolved, Michael Hollins or another member of the MyPay team; and
- To report all dangerous incidents, accidents and work related absences to both the End User and to Michael Hollins or other member of the MyPay team.

### **Sanctions for non-compliance**

Any failure to comply with any aspect of the health and safety arrangements set out by MyPay or the End User will be regarded as a matter of misconduct and will be dealt with under MyPay’s Disciplinary Procedure. Due to potential consequence of non-compliance, serious or repeated breaches or blatant disregard of health and safety procedures will be regarded as gross misconduct and may result in summary dismissal.

## Assessments of health and safety risks arising from work activities

### End Users' responsibilities

End Users are required to carry out an assessment to identify any risks arising in their workplace and put in place measures to eliminate these or reduce them to the lowest level practicable.

End Users should provide to MyPay employees information on any risks identified to which they may be exposed whilst carrying out their role, any safety procedures which are to be adopted and provide any instruction or training where required.

### Nature of activities and associated risks

- Where a risk assessment has identified any exposure to hazardous substances, employees should contact a member of the MyPay team on 0161 428 3993 before starting work, unless prior authorisation has already been granted.
- Where that risk assessment requires use of personal protective equipment employees should contact MyPay in the event that the equipment is not provided by the End User or in the event that they should have any concerns as to its adequacy.
- Additional risks may arise for any pregnant or nursing mothers or employees who have any disabilities. Employees should therefore notify any such circumstances to both:
  - a of the HR team or nominated Health and Safety Manager at the End User; and
  - a member of the MyPay team.

## Safe equipment

All equipment which is provided for use in the workplace should be fit for purpose and carry no risk to the health and safety of its employees.

### End Users' responsibilities

End Users are required

- To carry out an assessment of any risks involved in use of equipment to be used by MyPay employees for the purposes of an assignment;
- To provide information to MyPay employees on any risks to health and safety identified from that assessment, the steps which have been identified to eliminate or otherwise reduce the risks involved in use of that equipment to the lowest level reasonably practicable and the procedures which are required to be followed in using that equipment; and
- To provide any training required in use of that equipment to MyPay employees.

**No employee should use any equipment if he/she has any concerns as to the correct use of that equipment or its safety, but should seek further guidance from the End User or failing this notify the issue to Michael Hollins, or a member of the MyPay team on 0161 428 3993.**

## Display Screen Equipment

Where computers or display screen equipment are not used properly, this can lead to health problems such as back complaints, repetitive strain injuries or eye strain. In the vast majority of cases, these can be avoided quite simply by ensuring that workstations are properly laid out and equipment is set up correctly.

### End Users' responsibilities

Where any MyPay employee is required to use display screen equipment whilst on assignment, the End User is responsible for carrying out an assessment of the workstation and ensuring that MyPay employees are provided with:

- An appropriate workstation, equipment and chair;
- Information on posture and correct use of equipment to minimise risks to the employees health and safety;
- Sufficient breaks where computers or display screen equipment are being used for any significant period of time; and
- Additional advice, instruction and an individual assessment where required.

If any employee requires any further information or assessment of his/her workstation, he/she should speak to the health and safety representative or their immediate team leader at the End User in the first instance. If he/she has any continuing concerns which are not addressed by the End User, he/she should contact Michael Hollins or a member of the MyPay team on 0161 428 3993.

### Eye tests

All employees who are required to use a computer or other display screen equipment as part of their work are entitled to:

- An eye and eyesight test paid for by MyPay to determine whether any correction is required when working with a display screen; and
- A contribution to the costs of any corrective glasses which are required for the purposes of working with display screen equipment.

Any employee wishing to arrange a free eye test and/or claim a contribution towards glasses should contact a member of the MyPay team.

## Manual handling

- Wherever practicable, no employee should be required to lift or carry any loads which might result in any risk of injury.
- Where manual handling cannot be avoided steps should be taken to minimise the risk of any injury including use of any equipment provided.
- All employees who are involved in tasks which may involve manual handling should read the guidance note provided by MyPay, to request this please contact your Account Manager. The guidance notes provide advice on lifting objects. All employees should comply with this advice.

### End Users' responsibilities

Where End Users have identified any risks arising from manual handling in the workplace which may be relevant to the work of MyPay employees, they are obliged to identify those risks and provide details of any safe procedures to be followed to minimise risk of injury including use of equipment and/or information on safe lifting procedures.

All employees are required to follow any procedures notified by the End User in the event of having to carry out any lifting or other manual handling operations in the course of an assignment at the End User's premises.

Employees should also read the guidance provided on request by your MyPay Account Manager.

If any further guidance on manual handling is required, employees should contact their team leader or the health and safety manager at the End User in the first instance. If an employee has any concerns regarding the health and safety arrangements adopted by the End User for manual handling or requires any further information he/she should raise these immediately with Michael Hollins or any member of the MyPay team on 0161 428 3993 and not carry out any further manual handling until the issue is resolved.

## Safe handling and use of substances

MyPay is responsible for protecting its employees from exposure to substances in the course of their employment which may be hazardous to their health.

No employee should work with any hazardous substance whilst on assignment with End Users unless specific authorisation has been received from Michael Hollins or another member of the MyPay team and must comply at all times with any instructions provided regarding the use of safe and/or personal protective equipment.

### End Users' responsibilities

Under the COSHH Regulations (which regulate the use of hazardous substances) End Users are required;

- To identify the use of any substances in their workplace which may be hazardous to the health or safety of MyPay employees;
- To provide information to MyPay employees
  - any risks identified
  - any procedures to be followed to eliminate or otherwise reduce the risk of exposure including, where appropriate, use of any personal protective equipment;
  - and
  - any monitoring or health surveillance required to be carried out; and
- Provide any training required to MyPay employees.

**Employees should contact a member of the MyPay team where:**

- **He/she is required to carry out any work involving exposure to hazardous substances which has not been authorised in advance by MyPay;**
- **He/she has any concerns regarding the information and instruction provided by the End User and/or the safety procedures to be followed in dealing with any hazardous substances; and**
- **Use of any personal protective equipment which is required and has not been provided by the End User or he/she has any concerns as to its suitability.**

## Accidents, first aid and work relate ill-health

### First aid and Emergency facilities

- End Users should details of first aid facilities and any qualified first aid assistance available at the premises together with details of the nearest Accident & Emergency Department or direct employees to where this information is available.
- Employees should locate or otherwise request this information at the commencement of a new assignment.

### Accident reporting

All accidents, dangerous incidents and work related illness, no matter how small, must be reported:

- At the End User to the health and safety manager or other person having responsibility for health and safety or otherwise to a member of the End User's HR team;  
And
- To Michael Hollins at MyPay, or in his absence to any member of the MyPay team.

MyPay and the End User are obliged by law to report certain dangerous incidents, accidents, reportable diseases or related absences to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ("RIDDOR").

MyPay also requires this information in order to assess whether the End User has taken adequate steps to comply with its health and safety obligations and where appropriate, ensure that any steps are taken to reduce the chance of future accidents.

## Emergency procedures

### End Users' responsibilities

- To carry out risk assessment and put in place fire safety arrangements at their premises including emergency evacuation procedures and appointment of fire marshals or others to implement the arrangements in the event of an emergency; and
- To provide information to MyPay employees on the fire safety arrangements and nominated safety officers at the commencement of any assignment

### Employees' responsibilities

All employees are required at the commencement of an assignment, to check that they have been provided by the End User with sufficient information on the fire safety arrangements so that they know:

- The location of and how to raise the fire alarm;
- The location of fire extinguishers and how to use them;
- The evacuation procedures for the building including the location of all emergency exits;
- The fire marshals or safety officers for the office or, where appropriate, the floor or area in which he/she is based.

In the event that the above information has not been provided or any further guidance is required, the employee should raise this with their immediate supervisor at the End User or failing this the health and safety manager. In the event of any continuing concerns as to the fire safety arrangements, employees should contact Michael Hollins or a member of the MyPay team.

- All employees are also required as a matter of law to ensure that they do not block any fire escape route or otherwise cause any obstruction to any staircases, passages, walkways, entrances and exits.

## **Working Time Regulations**

The Working Time Regulations set minimum daily and weekly rest periods and holiday entitlements and special arrangements with regard to night work. Different limits apply in some cases for workers under 18 years. Further details are available on request.

End Users are required by law to ensure that MyPay employees are given the appropriate rest breaks and are not required to work beyond the limits set out in the Regulations. If any employee believes his/ her working hours are at risk of breaching the Regulations he/she should notify his/ her immediate team leader at the End User or where the issue cannot be satisfactorily resolved with the End User, a member of the MyPay team on 0161 428 3993.

All timesheets should be submitted promptly to MyPay in accordance with the procedures set out in the employee's contract of employment.

## Consultation

- Details of any proposed change to the health and safety arrangements set out above will be provided by your MyPay Account Manager.
- Feedback on health and safety arrangements and my suggested improvements can be provided at any stage to MyPay by emailing [myumbrella@mypay.uk.com](mailto:myumbrella@mypay.uk.com) or by contacting Michael Hollins at MyPay on 0161 428 3993 or in his absence any other member of MyPay team.