

Tauri-Tec Ltd.
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England

Health and safety policy

Tauri-tec Ltd.

Tauri-tec Ltd is a London based I.T. consultancy focused on software development. Tauri-tec Ltd recognises that complying with the Health & Safety at work etc. Act 1974 (and regulation made under it) is a legal requirement, not a matter of choice.

1 Statement of intent

Tauri-tec Ltd is committed to ensuring the safety of our employees as well as any clients who visit our workplace. Overall responsibility for observing safety standards belongs to the managing director of the company, while routine inspection of safety in the workplace is the responsibility of the Health & Safety officer. In addition to this it is made clear that health and safety in the workplace is the concern of all employees, and that employees should do everything in their power to minimise risks in the work place. In support of this policy, a number of arrangements have been made (for more details, see the *arrangements* section):

- Staff training
- Regular risk assessment of the work place
- Recording and reviewing of risk assessments
- Provision of appropriate equipment
- Consultation with employees
- Compliance with online documentation (hse.gov.uk)

This policy is reviewed whenever a change is made to the workplace. In addition to this, the policy is reviewed on a 6 month basis (in both July and December).

2 Organisation

Managing director: Responsible for the overall maintaining of health and safety standards

Health and Safety officer: Responsible for maintaining health and safety standards in the workplace on a regular basis. Responsible for risk assessment in the workplace.

3 Arrangements

In order to minimise hazards in the work place, a number of health and safety measures have been put into place, both in the workplace and in home offices (for employees who work from home):

- **Staff training:** All staff are instructed in working practices to minimise the effects of health problems associated with an I.T. workplace (e.g. strains resulting from bad posturing and bad work station layout).
- **Regular risk assessment:** Every time a change is made to the workplace, risk assessment is performed to ensure that the changes have no undesirable effect on the health and safety of the employees. Risk assessment covers the following areas:
 - Improving poorly designed work stations.
 - Ensure that staff take regular breaks.
 - Test for faulty or inappropriate electrical equipment.
 - Ensure that the workplace is tidy and clutter free
 - Ensure that all work stations are well lit
- **Consultation:** At the monthly staff meeting, employees are consulted on their view of health and safety in the workplace, and what can be done to improve it. In addition to this, the health and safety executive website (hse.gov.uk) is consulted for documentation on how best to manage risk in the workplace.
- **Records & reviews:** All risk assessments are recorded and reviewed on a six month basis.

4 Risk assessment form

potential hazards	effect	action	status
Poorly designed workstation	Contributes to long term health problems	All staff are provided with office furniture suitable for work and that will minimise bad posturing	assessed 01/01/2010.
Inadequate lighting and visual equipment	Contributes to long-term sight problems	All staff are provided with 22-inch monitors and workplaces are inspected to ensure they are well-lit	assessed 01/01/2010.
Inappropriate computer equipment	Contributes to long term health problems (such as R.S.I)	All staff are given access to ergonomically designed keyboards, mice and wrist supports	assessed 01/01/2010.
Cluttered / Untidy workplace	Increases the chances of accidents in the workplace	Ensure that all cabling and wires are stowed properly, and ensure that all emergency exits are clear of obstructions.	assessed 01/01/2010.
Faulty / inappropriate electrical equipment	Increases the chances of a fire hazard	Have an electrical engineer test all the electrical equipment used by staff in the office to ensure that they are safe for use.	pending.

Table 1: Risk assessment 01/01/2010

This policy is the responsibility of **Edward Suvanaphen**, Tauri-tec Ltd Health and safety officer, and will next be reviewed in:

Review date:

Signed:

Current Date: