

# Health and Safety Policy & Handbook

The Good Times Movement Company LTD and its subsidiaries:

Tides Within

Policy Start Date: 01.02.2024

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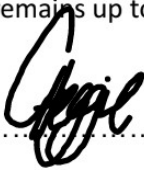
## Health and Safety Policy Statement

We are committed to creating a healthy and safe working environment and context for all our co-workers. We commit to local health & safety regulations.

We recognise our responsibility to ensure employees' health, safety and welfare whilst at work and our duty of care towards others who may be affected by our undertakings. The Company policy is to do all that is necessary to prevent personal injury, ill health, and damage to property and equipment and to protect everyone from foreseeable work hazards. This policy also extends to non-employees insofar as they may be affected by the undertakings of the company and its products. We will, so far as is reasonably practicable, provide and maintain:

- Equipment and systems of work that are safe and without risk to health, safety, and welfare.
- All necessary safety devices and protective equipment.
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- Sufficient information, instruction, training, and supervision to enable employees to avoid hazards during work and to contribute positively to their health, safety and welfare and of others.
- A safe and healthy working environment.

The company will maintain a constant and continuing interest in all health, safety and welfare matters. This policy will be revised when there are major changes in the size and nature of the business, new legislation, and following any significant accident, incident or near miss. To ensure that the policy remains up to date, it will be formally reviewed at least once per year.

Signed .....  ..... Date Feb 1st 2023

Director/Owner George Heggie

## Objectives & KPIs

This handbook is one of the elements through which we would like to reach certain objectives, we list our objectives in regards to Health and Safety here.

### Objectives

- Raise awareness about health and safety risks and the necessary precautions via a Handbook.
- Record and track all health and safety incidents in a dedicated Health and Safety log.
- Recognise and address training needs in relation to health and safety.
- Reduce all work-related health and safety incidents to zero each year.

## Employee and Contractors General Duties

All Employees and Contractors should read the 'Health and Safety Policy Statement and the Health and Safety

Handbook and carry out work in accordance with its requirements.

All Employees have a duty to ensure that they:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, including family, visitors, work colleagues and members of the public.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others.
- Observe the local regulations and guidelines in regards to safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- Cooperate with their employer and others in the interests of health and safety.
- Attend and follow any health and safety training or instruction provided.
- Carry out required user checks on equipment prior to use; report any unsafe conditions, defects in equipment or any shortcomings in the health and safety arrangements.
- Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- Report to the Management any injury to yourself that results from an accident during work, even if the injury does not stop you from working. Report also any incident which could have resulted in injury or damage, i.e. near miss
- Familiarise themselves with the action to take in the event of a fire or other emergency.
- Never introduce any substance without the written consent of Management.
- Seek safety advice, where necessary, through the appropriate responsible person.
- Set an example to all staff, clients and visitors by working safely and encouraging others to do the same.

Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees or contractors, family, visitors and members of the general public.

## Key Rules

- Take care of yourself and others in work activities involving training or induction.
- Cooperate with management arrangements for health and safety and health and safety training.
- Attend any training courses that are identified as necessary.
- Follow training, guidance and instruction to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report to the management team any hazardous or dangerous situations.

## Disciplinary Rules

All employees have personal responsibility for their behaviour. Employees may be dismissed for gross misconduct if, after investigation, The Good Times Movement Company Ltd believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules.
- Removed or misused any piece or item of equipment, label, sign or warning device that The Good Times Movement Company Ltd provides for the protection and safety of its employees.
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.
- Undertook any action that could interfere with an accident investigation.

Failed to follow established procedures for the use of:

- Flammable or hazardous substances.
- Equipment

## Key Rules

- Do not misuse or interfere with anything provided for health, safety and welfare.
- Report any identified hazards to your employer.
- Comply with clearly indicated and specific safety rules.
- Conduct yourself so that you do not create a potential risk of injury or danger to yourself or anyone else or incite or increase the likelihood of work-related violence (e.g. abuse, threats or assault).

Employees should report any instance of work-related violence or risk of such to the Management Team in the first instance. If they cannot do so, they should report the matter to a Partner or a member of the Management Team.

Employees have a responsibility to respond to any reports of violence and should be supportive of colleagues who are victims of or have witnessed work-related violence.

Any employee found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

## Risk Assessment

A Risk Assessment is a careful examination of work activities and tasks. The aim is to eliminate or minimise the likelihood of anyone, including yourself, being harmed or suffering ill health due to the hazards that arise from performing the activities and tasks.

Typical hazards can include:

Working conditions and processes

Manual handling activities

Work-related stress



Long working hours

Workstations and posture.

The Good Times Movement Company Ltd is responsible for ensuring suitable and sufficient control measures are in place to prevent harm.

## Key Rules and Instructions for Employees

- Take care of yourself and others in work activities outlined in risk assessments.
- Comply with any control measures laid down within risk assessments.
- Follow any training, information, guidance and instruction given by your employer.
- Report any hazards or defects to your employer immediately.
- Cooperate with management arrangements for health and safety.

## Accidents, Incidents, Ill Health and Near Misses

All employees must report any accident, near miss and cases of work-related ill health, however small, to the Management Team and cooperate in completing the Incident Report Form and Accident Book. A copy of the report form must be provided to the Management Team.

Reporting all accidents and near misses makes it easier to prevent accidents from happening again, not to apportion blame.

In some instances and depending on local regulations, the injury must be reported by law to appointed and assigned roles. Please check and comply to local regulation in regard to reporting and notifying the required instances of such events and incidents.

### Examples of 'Type of Event' which must be reported

Injury: Physical harm to a person resulting in the need for First Aid.

Ill health: Asthma attack/fainting etc. (You do not need to fill this report out for common illnesses such as stomach bugs and colds)

Incident/near miss: An event that could have resulted in an injury.

Examples of 'Harm (or potential harm)' which must be reported

Fatal or major: Death, amputation of a limb etc.

Serious: Broken bones, serious bleeding, severe burn, head injury etc.

Minor: Graze, bruising, minor bleeding etc.

Damage to property only: Either company property or personal property is damaged, but nobody is harmed.

If you require a Report Form, please ask the Management Team.

### Key rules for workers and contractors

- Report symptoms of discomfort or ill health to the Management Team and GP as soon as they are aware of them.
- Inform the Management Team of any training needs and health and safety needs they become aware of.

If in doubt, ask.

### First Aid

All injuries should be reported and treated immediately, even minor injuries which can become infected if left untreated.

Any First Aid treatment administered should be recorded in the Accident Book and the Incident Report Form.

In the event of a minor injury to yourself, contact the hospital or walk-in centre, who will advise or determine whether to administer the necessary treatment if working from home. If possible request a First Aider in the first instance.

In the event of a more serious injury to yourself or a colleague, do not attempt to move the injured but contact the Emergency Services, who will identify the seriousness of the injury and decide what action is required, including but not limited to a decision as to whether the injured person should be taken to hospital for further treatment.

### Fire and Emergency Procedure

It is important you have a plan for exiting your home in the event of an emergency such as a fire. This should be via the nearest or safest route.

#### If you Discover a Fire

1. Warn everyone by shouting 'Fire', and if there is a fire alarm, this should be raised.
2. Call your countries appropriate Emergency Services number to inform the emergency services.
3. Tackle the fire using the nearest suitable extinguisher only if you consider it safe to do so and you have undergone sufficient training.
4. Exit the building by your nearest exit.

#### If you hear the fire alarm or if you are warned of a fire

1. Leave the premises immediately via your nearest exit.
2. Do not stop to collect personal belongings.
3. Do not re-enter the building until the all-clear is given by the fire brigade.



If a Personal Emergency Evacuation Plan (PEEP) is required, please inform the Management Team, and arrangements will be made. At The Good Times Movement Company Ltd every location/building has a specific Emergency Evacuation Plan. This plan is tested multiple times a year. Every employee is responsible to be aware of these procedures and to follow them when an emergency occurs.

## Control of Fire Risk

Follow instructions – perform your tasks correctly and safely. Know and follow all safety procedures. Don't cut corners.

Work safely – always keep your work area tidy, including under your desks. Don't obstruct access to fire exits. Know what materials around you could ignite accidentally. Handle and store dangerous materials with extreme care.

Maintain equipment properly – keep all equipment in good condition. Report all defects, particularly frayed wires, overloaded circuits, spills and unprotected flammable materials to the Management Team.

Use flammable substances safely – handle them with care. Follow procedures. Read container labels carefully and carry out all recommended precautions. Avoid spills and drips.

Always test – Smoke detectors should be tested once per month. Defective smoke detectors must be replaced or repaired.

Maintain good housekeeping standards by ensuring that:

Floors Keep clear of rubbish and spills.

### Fire exits and doorways.

Keep clear and free from obstructions.

Storage areas Keep clear and tidy.

Clothing Keep clean and free from contamination.

Rubbish Keep safely contained and disposed of regularly in the correct location.

Equipment Keep clean and store correctly.

Electrical equipment Ensure switched off when not in use.

## Electrical Safety

Thousands of people are killed or injured each year as a result of electrical shocks. Many fires are reported each year as being caused by electrical faults.

- Do Not tamper with electrical equipment. The Management Team should be informed of any faults or suspected faults.

You could be a victim if you:

- Are careless around electricity.

- Use equipment carelessly.
- Use equipment for a job it is not intended to be used for.
- Use faulty equipment.

## Electrical Safety Measures

- Cut off the supply – switch off or isolate all equipment before adjusting or maintaining.
- Don't touch the water – or damp surfaces while you are touching unearthed metal or bare wires. Keep electrical equipment dry.
- Check equipment before use – to ensure that the insulation is not broken or damaged. Ensure that the insulation sheath enters into both the plug and equipment.
- Maintain equipment – keep equipment in good condition and free from damage.
- Damaged equipment – all electrical equipment must only be repaired by suitably qualified and authorised staff. Damaged equipment should not be used, and the Management Team should be notified immediately.
- Do not overfill any kettle or other receptacle.
- Do not cover or restrict cooling vents on any electrical appliance.

## Housekeeping

Keep equipment clean and free from dust, oil and moisture. Always cover trailing cables.

### Fire

Never use water on an electrical fire.

### Training

Follow the training and guidance provided to prevent injury to yourself and others. If unsure how to operate electrical equipment, stop and inform the Management Team. Never carry out tasks without the necessary authorisation.

Never carry out repairs or alterations to electrical equipment unless suitably qualified and authorised to do so. Report all defects to the Management Team.

Never carry or drag electrical equipment by its cable/flex.

## Hazardous Substances

We do not currently supply any hazardous substances to our staff. If this is ever required, we will provide you with information for each substance with accompanying Manufacturer Handling and Safety instructions and other requirements as mandated by local regulations.

You must familiarise yourself with the assessments for substances you use at work and follow all safety instructions, including any required safety equipment.. Ask a member of the People Team for more information.

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, cleaning agents).
- Naturally occurring substances (e.g. dust).
- Biological agents (e.g. bacteria and other micro-organisms).

Substances harmful to the body may enter by four main routes:

Absorption – through the skin, including entry through cuts and abrasions and the eyes.

Ingestion – through the mouth, which is generally considered to be a rare method of contracting industrial disease.

Inhalation – the most important route of entry, which can allow direct attacks against the lung tissue, which bypass other defences such as those of the liver.

Injection – through puncture wounds, i.e. needlestick/syringe injuries and contact with sharp objects. Compressed air, if misused, can be injected through the skin.

### Key Safety Rules

- Take care of yourself and others in work activities involved with hazardous substances.
- Cooperate with management arrangements for health and safety.
- Check and only use substances that have been risk assessed.
- Follow Manufacturer's Handling and Safety instructions and required safety equipment
- Visually inspect containers for damage or leaks.
- Assume caution with containers that may look the same but contain different materials.
- Ensure good personal hygiene
- Take part in training programmes.
- Observe container hazard symbols.
- Return all hazardous substances to their secure location after use
- Do not use hazardous substances that have not been risk assessed or do not have clear handling instructions
- Do not eat, drink or smoke in the vicinity of hazardous substance

### Safety Symbols

The following symbols are the main warnings used to identify substances hazardous to health.

Information Labels and data sheets provide vital information that you need to know before using hazardous substances.

## Housekeeping

Good housekeeping is a cheap and efficient way to control risk. It involves keeping the work area clean and tidy at all times and maintaining good storage systems for hazardous substances and other potentially dangerous items.

Poor housekeeping practices frequently contribute to incidents such as slipping and tripping, falling over, poor cleanliness, dirty equipment, cluttered escape routes and fire risks.

Housekeeping includes:

- Keeping work areas neat and orderly, being sure to dispose of any unwanted materials.
- Maintaining floors free of slip and trip hazards such as cardboard boxes and bins
- removing waste materials and other fire hazards from work areas such as a build-up of cardboard under desks.

It also requires paying attention to important details such as:

- The layout of the whole work area and the adequacy of storage facilities ensuring to keep floor space in storage areas clear from obstruction and items stacked safely.

Good housekeeping is also a basic part of incident and fire prevention.

Poor housekeeping can be a cause of incidents such as:

- Tripping over loose objects on floors.
- Being hit by falling objects.
- Slipping on wet or dirty surfaces.
- Striking against projecting, poorly stacked items or misplaced material.

Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss clean-up done occasionally. Periodic "panic" clean-ups are ineffective in reducing incidents.

### Key Rules for Employees

- Cooperate with management arrangements for good housekeeping in the home
- Tidy up after yourself each day – 'Clean As You Go.'
- Clear surplus materials back to storage areas when finished using them
- Keep access routes, walkways, stairways & fire exits clear
- Store tools & materials in their allocated places
- Place waste in the proper bins.
- Keep cables tidy & off the floor.
- Clear up spills from the floors and work surfaces immediately and ensure the area is clean and tidy.



## Manual Handling

Incorrect manual handling is one of the most common causes of workplace injury. It causes work-related musculoskeletal disorders (MSDs), which account for over a third of all workplace injuries.

Manual handling injuries can happen anywhere whilst people are at work. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs. Manual Handling Training will be completed as deemed a requirement by Risk Assessment.

### Steps to correct lifting and carrying

Feet shoulder width apart, one foot ahead of the other in the direction of the intended movement.

Knees bent (not squat) – gain most effective power from thigh muscles. Mid-position is the best.

Back straight – not necessarily vertical, leaning forward slightly. Centre of gravity over the load.

Arms close to the body – nearer the centre of gravity.

Hands palm grasp – roots of the fingers and palm of the hand.

Head looking forward, preventing rounded shoulders and curved spine.

The following general rules should be applied to all manual handling situations:

Do not lift any object unless you have to – Use a mechanical aid. Stand close to the object –

Have a firm footing with feet spread on either side of the load.

Keep your back straight. Bend your knees.

Grasp the object firmly – Be sure your grip won't slip.

Lift with your legs – Slowly straighten your legs. After the legs are straight, bring them back to a vertical position.

Keep the object close to your body throughout the operations.

Avoid twisting your body. If you must change direction, move your feet instead.

Lift smoothly. Avoid jerky motions

### Things to think through

Remember always to:

- Examine the object – Check the size, shape and weight. Decide where and how you are going to hold it.
- Check for grease, oil and sharp edges. Extra care should be taken with awkward shapes as these often present more risk than smaller heavy objects.
- Clear the route – Ensure the path you will take is free from obstructions and tripping hazards.
- Get help – If you have any doubts about lifting an object, ask for assistance.
- Store heavier items at waist height – this reduces the need for excessive bending or stretching.



- Consider the Load, Individual, Task or Environment (LITE).

It might be said that "A little thought will make LITE work of the load."

## Lone Working

A lone worker is an individual who spends some or all of their working hours working alone.

This may occur during normal working hours at an isolated location within the normal workplace.

Any staff member working alone, either in normal working hours or out of hours, should comply with the local lone working procedure.

### Key Rules for all Lone Workers

- You must: cooperate with your employer by following rules and procedures designed to protect your safety as a lone worker.
- Attend personal safety training programmes as directed by your employer.
- You must ensure you are in possession of a mobile phone and emergency contact numbers.
- Inform the site representative (where one exists) that you are working alone.
- Report all incidents relating to lone working using the company reporting procedure.
- Report any dangers or potential dangers they identify or any concerns they might have with respect to working alone.

## Kitchen equipment

Employees should only use the equipment for the intended purpose and in accordance with the manufacturer's instructions.

To ensure the safe use of equipment, employees should:

- Check all equipment before use to ensure that there are no visible defects. Do not use anything where a defect has been found or is suspected.
- Read and comply with all safety instructions relating to the equipment used.
- Do not touch plugs or other electrical equipment whilst hands are wet or when the equipment is in contact with a wet surface.
- Clean up any spillages from floors and work surfaces immediately, and make sure that you leave the area clean and tidy.
- Do not overfill any kettle or other receptacle.
- Throw away unwanted foods and food that have exceeded the shelf life.
- Do not cover or restrict cooling vents on any electrical appliance.

## Slips, Trips and Falls

Thousands of people are injured in workplace falls each year.

Most falls are slips or trips at floor level – not falls from high places.

Keep a lookout for hazardous walking conditions.

- Loose carpets – Watch for carpets or tiles that are not secured; use caution when walking over loose mats.
- Smooth surfaces – Watch for waxed or highly polished floors.
- Wet surfaces – Take care of wet surfaces, whether from patches of water, ice, snow, oil or grease on the floor. In the autumn/winter, watch out for wet leaves on footpaths and steps.

Make good housekeeping a habit.

- Furniture – Arrange furniture in a safe manner to avoid creating obstacles and sources of potential falls. Always close drawers and cupboards after use.
- Electrical Leads – If electrical cables are in use, route them along walls or overhead where they cannot be walked on or tripped over.
- Personal belongings – Store personal belongings under desks or drawers so they do not create a trip hazard.
- Materials – Do not store items in walkways, corridors or stairways. Put items away in their correct location. Do not leave even the smallest items on the floor, as this can lead to a big fall.

Follow some basic guidelines.

- Check stairways – Ensure that stairs are well-lit and handrails are secure.
- Check lighting – Make sure that lighting fittings are clean and not obscured. This is especially important on stairs.
- Handling – Obtain help when carrying or moving heavy or awkward loads.
- Dress sensibly – Avoid clothing that may become entangled in moving machinery or equipment. Wear flat-soled shoes.
- Avoid taking shortcuts – follow recognised pathways.

Key Rules for Employees

- Take care of yourself and others at all times
- Cooperate with management arrangements for health and safety

## Information regarding the use of Contractors

Contractors may undertake a wide variety of different tasks.

When Contractors are engaged to work for us, The Good Times Movement Company Ltd has a legal duty to safeguard the health, safety and welfare of those in its employment and those not in its employment.

Before any contractor commences work, the employee liaising with the contractor must:

- Obtain evidence from the contractor of current public liability insurance cover of at least £ 5,000,000 and keep a copy of the policy.
- Ask the contractor to advise the company in advance of any health and safety risks likely to be created by their activities.
- Advise the contractor of any significant hazards that may be encountered during their work.
- Ensure that contractors produce evidence that they are complying with health and safety law, including evidence of risk assessments, test records for electrical equipment, method statements, etc.,
- Ensure that contractors adopt health and safety standards that are at least equal to, or more stringent than, those operated by the company.
- Advise contractors in advance of entering the contract that failure to adhere to safe systems of work, or contravention of any Company rule, will constitute a fundamental breach of contract and, where necessary, enter such a clause into the contract.
- Some of these requests are included in final method statements and risk assessments.
- The Management Team should consider the need to produce a Work Statement and/or Risk Assessment.

The employee liaising with the contractor should give each contract company, in advance of entering any contract or any contractor visit, a written document to set out the health and safety conditions precedent of the contract.

## Violence and Abuse at Work

Work-related violence includes any incident in which an employee is abused, threatened or assaulted by a work colleague, customer or member of the public in circumstances arising out of the course of his/her employment.

The company will not tolerate any instances of work-related violence, including verbal abuse, to our employees.

All employees have personal responsibility for their own behaviour. Employees must act in a way that does not incite or increase the likelihood of violence and have a responsibility to respond to any reports of violence. Any employee found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

## Employee and Contractor Confirmation of Understanding this Safety Handbook

This letter is to inform you that the sections of the policy that affect all of our employees and contractors are contained in this Employee Safety Handbook.

### Acknowledgement of receipt

I have read the Good Times Movement Company Ltd Employee Safety Handbook and understand the contents. I accept and will comply with the requirements so, forming part of my contract of employment.

I will keep myself aware of its contents and any updates of which I am made aware.

I am aware that any breach of the health and safety rules could result in disciplinary procedures.

## Governance

### Policy Mandate

The Good Times Movement Company Ltd is committed to the principles contained within this policy document.

This policy will be revised when there are major changes in the size and nature of the business; is new legislation, and following any significant accident, incident or near miss. To ensure that the policy remains up to date, it will be formally reviewed at least once per year.

This policy applies to all companies and brands under The Good Times Movement Company Ltd. (including Tides Within), unless otherwise stated.

Signed .....  ..... Date ..... 01/02/2024 .....

Director/Owner Victoria Chamron

Signed .....  ..... Date ..... 01/02/2024 .....

Director/Owner George Heggie