



Health & Safety Policy

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Distribution

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Approval

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1 Introduction

The Health and Safety policy of Lightbulb Analytics Limited [LBA] , is as far as is reasonably practicable to provide and maintain a safe and healthy environment for all staff, associates, visitors and contractors whilst on LBA premises;

- outline to all LBA staff, associates and visitors their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
- provide a safe system of work and study by ensuring that adequate information, instruction, training and supervision is given to staff and associates as appropriate; encourage joint consultation and participation in improving health, safety and welfare standards between LBA staff and associates through the Health and Safety Meetings and briefing meetings as appropriate
- comply with the requirements of safety legislation, documents and approved codes of practice;
- make arrangements for the safe use, handling, storage, disposal and transport of all substances and equipment; monitor the effectiveness of the LBA’s health and safety policy, revise as necessary and bring to the attention of all staff and associates any such revisions.
- adherence with location specific regulations whilst attending client site
- taking reasonable precautions whilst travelling for business purposes

Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all LBA staff and associates to assist and co-operate in ensuring that the highest standard of health, safety and welfare are not only set but are fully maintained.

If the aims of the policy are to be achieved in practice it requires the support and cooperation of all LBA staff and associates to fulfil the contents and spirit of the policy to the best of their ability.

2 Roles, responsibility and authority

LBA has developed a structure to implement its Health and Safety Policy. The required resources for the implementation and control of Health and Safety policy are controlled by Adrian McMullan, Commercial Director. Each Manager has overall responsibility for their respective area to ensure that LBA's Health and Safety policy is established and implemented in line with company procedures.

Director (responsible for Health and Safety)

- To review and authorise LBA's Health and Safety policy statement
- To ensure that adequate and effective Health and Safety arrangements are developed, implemented and maintained to meet legal obligations. To review and agree H&S objectives and targets at least annually.
- To provide adequate resources for the management of H&S functions and activities in line with stated objectives.
- Ensure that H&S issues are taken into consideration when significant strategic changes to the business are considered.
- Ensure that all employees have access to a Competent Person who can provide support and guidance
- Promote a positive Health and Safety culture and leadership

Other directors and managers

- To provide or assist in the development, implementation and maintenance of Health and Safety policy, procedure and practice.
- To identify Health and Safety hazards and their associated risk assessment.
- To identify and develop control measures outlined during the risk assessment
- To provide advice and support to employees and associates to ensure a safe workplace. To provide information, instruction and training on significant Health and Safety risks within their respective areas.
- To attend meetings for the review and promotion of Health and Safety policy, procedure and practice.
- To advise the LBA management team of potential Health and Safety hazards and dangerous occurrences within the workplace.
- To represent their employees in company Health and Safety meetings.
- To assist in the implementation of identified corrective and preventative actions as a result of audits, inspections, complaints and reviews.
- To assist in the implementation of agreed Health and Safety objectives and targets
- To report to the Director responsible for Health and Safety issues and report progress on agreed objectives and targets.
- Maintaining employee emergency contact details in case of an incident
- Mitigating risk of employee travel

Employees and associates

All LBA staff and associates have a responsibility for health and safety under sections 7 and 8 of the Health and Safety at Work Act 1974. All staff and associates are responsible for:

- Fulfilling the content and spirit of the health and safety policy to the best of their ability conducting themselves in a manner conducive to safety and the safety of others co-operating with the LBA Directors and others in meeting statutory requirements and approved codes of practice
- using equipment provided in the interests of health and safety and in the manner and for the purpose it was intended
- reporting all defects in LBA equipment through their line manager as appropriate
- reporting all incidents as soon as practicable to their line manager, whether injury has been sustained or not, by completing an LBA Incident Report Form
- adhering to local rules which have been set up in their workplace and in other places where their work may take them
- ensuring that the highest standard of housekeeping is maintained in their workplace
- maintaining home working assessment, and advising line manager if no longer reasonable
- advising line management of travel & client site requirements
- adherence with all regulations associated with travel and client's locations whilst on LBA business

3 Implementation and review

LBA has identified its Health and Safety risks in relation to its activities, products and services. Where applicable, the operations associated with these Health & Safety risks are subject to specific control measures. The adequacy, scope and continuing suitability of these operational controls are reviewed on a regular basis and at least once annually.

4 Monitoring

LBA will monitor and measure their activities, products and services that can have a significant impact on Health and Safety risk. LBA also carries out monitoring and measuring of operational controls achieved by audits and inspections. In addition, compliance with relevant Health and Safety legislation is measured on a regular basis and compliance evaluated.

5 Training and awareness

All LBA employees and associates are provided with an appropriate level of awareness of our Health and Safety policy. This is provided through a range of media and styles to ensure effectiveness. Employees and associates whose roles may pose a significant Health and Safety risk are given additional training to enhance their health and safety competence. Appropriate training will be provided on an ongoing basis as a result of an identified training need.

6 Employee and associate consultation

All LBA employees and associates are encouraged to provide feedback on Health and Safety issues. To ensure the effectiveness of consultation and communication, LBA will communicate with all employees and associates when new measures are introduced, an identified training needs is determined, or a revision of our current Health and Safety policy, procedure or practice.

7 Audit

Systematic and periodic Health and Safety audits will be completed during the course of the year. The aim of the audits will be to determine whether the current Health and Safety policy conforms to planned arrangements and requirements and to assess whether the implementation and maintenance of the current Health and Safety policy, procedures and practice is adequate. This will be carried out as part of our ISO 9001 processes.