

Landward Research

HEALTH AND SAFETY POLICY



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1 Health & Safety Policy Statement

1.1 Company

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives, and becomes an integral part of everything we do.

This Policy Statement applies equally and fully to all staff members of Landward Research Ltd and to staff members of all subsidiary companies of Landward Research Ltd (on 24th June 2021: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

1.2 Our Statement

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'.

1.3 Consultation And Communication

Whilst every employee and contractor has a personal responsibility to control and minimise risks present in their own activities, we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the company policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

- Allocating responsibilities for health and safety to our employees, suppliers and business partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.

- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, collaborating with our workforce to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

Competent workforce: our commitment is to:

- Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
- Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

Risk management: our commitment is to:

- Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies.
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety.
- Devise an emergency action plan for our organisation.
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work-related ill-health developing.

Name of most senior manager: Kenneth Aitchison

Role: CEO and Founder

Date: 24th June 2021

2 Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors.

The Strategy and Operations Manager is responsible for co-ordinating and driving activities throughout Landward Research to ensure continuous improvement.

Line Managers have responsibility for the health and safety of those working within their operation and those who may be affected by the activities. They must ensure that adequate systems are in place to ensure delivery.

All Employees have the responsibility to protect their own health and safety and that of others who may be affected by their activities. Adequate training must be employed to allow them to be able to do this.

2.1 Responsible Director

Kenneth Aitchison, as CEO, is accountable for the Company's compliance with Landward Research Health and Safety Policies including allocation of resources and accountabilities across business to meet this policy. The Responsible Health and Safety Director will ensure that:

Documented systems and resources are in place to investigate work-related accidents and ill health thought to be caused by work.

This includes identification of a single point of contact within the Operating Company (the Designated Health and Safety Manager) to support line managers, ensure that investigation is adequate and that actions are identified to prevent recurrence.

2.2 Line Management

With support from the Responsible Director, line managers will ensure that:

All accidents and incidents at work are promptly reported and are adequately investigated in line with the requirements of this Policy (i.e., to an extent in line with the severity of the actual and potential outcomes)

Employees actively co-operate with investigations.

Suitable actions are taken to prevent a recurrence.

2.3 All Staff and/or Contractors

Report all work-related accidents, incidents and occupational diseases.

Actively co-operate with investigations.

Ensure they and their sub-contractors have investigation policies and procedures that meet the requirements of this policy and the Health and Safety Standard "Contractor Control".

Investigate and communicate all work-related accidents on Landward Research business to the Landward Research Management

Actively support and participate in investigations and instigate actions to avoid recurrence.

Ensure all accidents are reported in line with Landward Research and local statutory requirements.

3 Monitoring, Follow up and Reporting of Accidents and Occupational Health Problems

Incidents under all of the following headings will be reported, monitored and followed-up.

- Serious incidents
- Works' accidents
- Lost time accidents
- Accidents causing over three days' lost time.
- Major accidents
- Deaths due to works accidents.
- Occupational illnesses
- Working at Height
- Emergency Response to Fire/Threat etc
- Building Evacuation Practice annually for each location
- Exposure to Radio Frequency Waves

- Adequate Fire Marshals/First Aiders
- Driving at Work
- Workstation Ergonomics
- Mobile Phones and Driving
- Violence at Work

3.1 Accident Investigation

Accidents and ill health (mental and physical) cause pain to individuals and suffering, and reputation damage and costs to Landward Research. Landward Research will take action to prevent accidents and occupational ill health by ensuring all accidents are suitably investigated. Knowledge of the factors causing accidents helps us take actions to prevent recurrence - thus working towards a zero-accident culture.

This document sets out minimum standards for investigating all accidents, incidents and ill health at work.

This document applies to all teams/offices and contractors working on Landward Research's behalf. It covers all accidents to employees, contractors or third parties as a result of Landward Research's undertakings.

3.1.1 Accident and Incident Investigation - Policy Principles

All accidents/incidents will be investigated. The scope of the investigation will be based on the actual or potential significance of the accident/incident.

The investigation of major accidents or fatalities should be overseen by a safety professional from another Operating Company to ensure objectivity and thoroughness.

Investigation must identify contributing factors and their relative significance. Accident reports recommend controls to prevent recurrence.

The investigation report is based on factual evidence gained during the investigation including witness statements and statements made by the injured person.

4 Workstation Ergonomics Policy

4.1 Policy Statement

Computers like other work equipment can pose risks. This is often due to the way the computer workstation is set up and used by the employee. The most common risks from using computers are eye fatigue, musculoskeletal discomfort or pain and stress. This Landward Research policy provides advice on how to set up and use a computer and desk safely and comfortably.

Landward Research has a legal obligation to provide its employees with safe work equipment and a safe working environment. However, the employee also has a responsibility to work.

4.2 Posture

There are a few simple rules to follow to ensure that a comfortable posture is adopted. These simple adjustments will help to prevent back, neck and wrist strain and increase comfort. When making an adjustment remember that the aim is for you to be comfortable while working and to adjust the workstation to fit you and not vice-versa.

Adjust the chair height so that your forearms are horizontal when using the keyboard.

Ensure there is room between the tops of your legs and the work-surface.

Move any obstacles such as boxes or equipment if this is restricting movement of legs under the work-surface.

If feet are dangling off the floor when the chair has been adjusted to the correct height, then use a footrest to take the pressure off the backs of the legs.

Adjust chair back to ensure an upright posture is maintained. Good lumbar support is essential.

Avoid flexing wrists too much when using keyboard or mouse. Use a wrist rest if this helps.

The top of the display screen should be roughly in line with your eyes, without excessive tilting of the monitor. Raise the monitor if necessary. If you are not a 'touch typist' you may benefit from positioning the display screen below eye level to avoid repeated shifting of focus and bending of the neck.

Keep the mouse and keyboard within easy reach. Avoid using with arms outstretched.

Keep a clear area of 2 to 4 inches (5 – 10 cm) in front of the keyboard to rest the wrists when not typing.

Keep elbows close to your body at all times when keying or using the mouse - don't extend arms.

Keep feet flat on the floor or footrest - don't sit with legs crossed or with feet hooked around the chair base for long periods as this will reduce circulation.

Take short breaks if sitting at the computer for long periods. Exercise/stretch periodically to relieve aches and pains caused by tension in shoulders, arms, wrists and hands.

4.3 Safe Working with Display Screen Equipment

Employees are encouraged to prioritise the layout of items on desks and position those items used most frequently within easy reach. Works should be organised so that the employee is not continually reaching and bending to find papers or items.

Use a document holder to minimise eye and head movement if inputting large amounts of data from paper and reduce glare and reflections on the screen by adjusting blinds or curtains.

The individual employee should adjust the contrast and brightness of the screen to suit the lighting conditions in the room and clean the display screen regularly with the appropriate cleaning materials.

Use keyboard short cuts to keep keystrokes and mouse clicks to a minimum particularly and use a light touch when holding and depressing the mouse button(s).

5 Manual Handling Policy

A manual handling operation can be defined as a transporting or supporting a load (including lifting, putting down, pushing pulling, carrying or moving) by hand or bodily force. There are risks to health and safety associated with manual handling and within Landward Research handling of items such a ream of paper, office equipment and site equipment is classified as manual handling. Landward Research abides by Statutory Instrument 1991 No. 2793 The Manual Handling Operations Regulations 1992.

Landward Research will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of their being injured. Where it is not reasonably practicable to avoid the need for employees to undertake manual handling operations which involve a risk of injury Landward Research will make a suitable and sufficient assessment of the manual handling operations. Landward Research will take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking manual handling operations to the lowest level reasonably practicable and will take appropriate steps to provide employees who are undertaking manual handling with general indications and, where it is reasonably practicable to do so, precise information on the weight of the relevant items.

As a guide, there is no such thing as a completely safe manual handling operation but working with the following guidance should cut risks and avoid the need for a more detailed assessment.

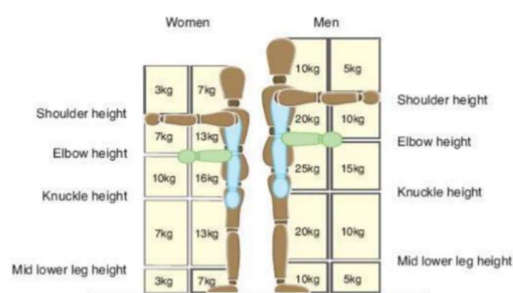


IMAGE 1: Diagram depicting the maximum height that is recommended that items of specified weights are lifted to by men and women.

	Women	Men
Height	Weight	Weight
Shoulder height/ Mid- lower leg height	3-7kg	5-10kg
Between shoulder to elbow height/ mid-lower leg to knuckle height	7-13kg	10-20kg
Between elbow and knuckle height	10-16kg	15-25kg

TABLE 1: The maximum height that is it recommended that items of specified weights are lifted to by men and women.

6 Risk Assessment Policy

Landward Research acknowledges its responsibility to identify foreseeable significant hazards and risks associated with clinical and non-clinical work activity. Where hazards are identified Landward Research will evaluate the risk and develop suitable and sufficient control measures to eliminate or minimise significant risks to employees and any other persons.

Significant hazards and risks will be assessed and prioritised by a process involving the systematic examination of all work activities. Significant hazards will be identified, associated risks evaluated, and safe working procedures will be determined to promote the health, safety, well-being and welfare of those who could reasonably be affected by the work activities, including staff, patients and others.

Suitable and sufficient risk assessments will be conducted by competent persons. A written record of all assessments will be maintained and the significant findings of each will be communicated to all relevant personnel.

Assessments will be reviewed and, as appropriate, updated at least 2 yearly and/or if there is any significant change in circumstances or the assessment is no longer thought to be valid for any reason.

6.1 Scope

Landward Research acknowledges its statutory responsibilities to ensure the health, safety and welfare of employees and others in accordance with the Health and Safety at Work Etc Act 1974 sections 2 and 3. It also recognises the requirement

for risk assessment under the Management of Health and Safety at Work Regulations 1999, Regulation 3 and acknowledges the need for risk assessment under other, more specific legislation e.g. Manual Handling Regulations, Noise at Work Regulations and Display Screen Equipment Regulations etc. This policy covers the risk assessment of tasks and activities undertaken, workplaces occupied or frequented and materials or equipment used or provided by Landward Research.

6.2 Definitions

Risk Assessment – A systematic review of all work activities and working environments to identify hazards and develop control measures that eliminate, reduce or control the risk in order to produce safer working conditions.

Hazard – Anything with the potential to cause harm, injury, damage or loss.

Risk – A combination of the likelihood of harm, injury, damage or loss occurring, and the consequences should it occur.

Control Measures – Actions, procedures, protocols etc designed to eliminate, reduce or control risk presented by exposure to the hazard.

Generic Risk Assessment – a risk assessment which is developed to identify the hazards, risks and control measures associated with a common task, activity or environment. Note: generic assessments may be supplemented, as appropriate, to include hazards and risks associated with the specific environment or circumstances.

A risk assessment will be considered to be suitable and sufficient if it: -

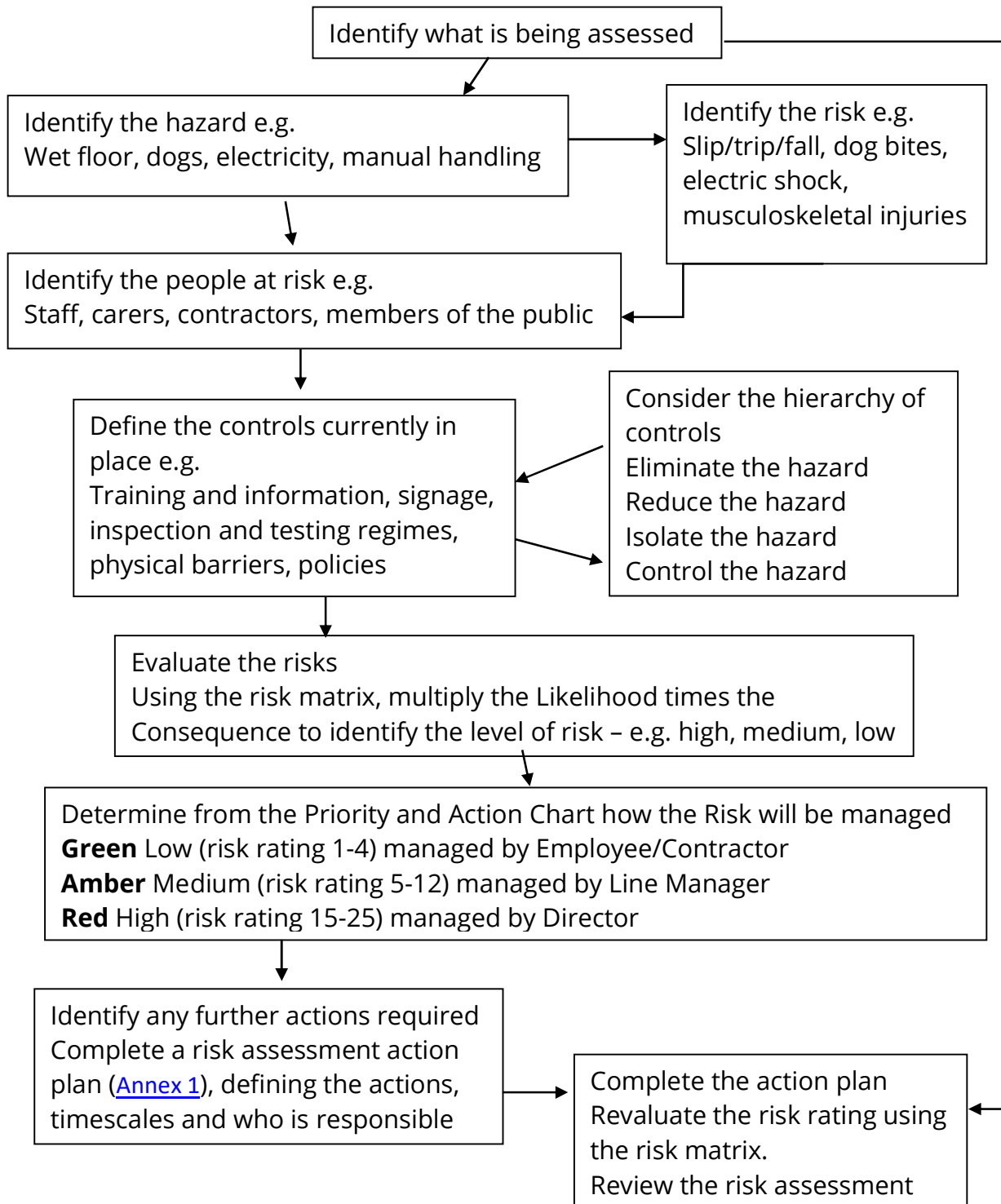
- takes a systematic approach in identifying hazard and risk.
- includes enough detail proportionate to the risk.
- considers who might be affected.
- identifies the measures already in place to control risk as well as any required to further reduce risk.
- includes a recommended review date: i.e., identifies the period of time for which the assessment is likely to remain valid.

6.3 Guidance for Completing a Risk Assessment

Guidance on the basic steps to take when preparing a Risk Assessment is provided in the pathway schematic below. The tables which continue below provide assistance in defining the likelihood of risks/and their consequences how to calculate the risk from combining the likelihood and consequence and how to prepare actions to mitigate the risk.

6.3.1 Pathway for Completing a Risk Assessment

Using risk assessment form in [Annex 1](#) complete the following steps:



6.3.2 Consequence Definitions

Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
No injury	No medical treatment required.	Medical treatment required	Extensive injury	Death
Minimal financial loss	First Aid treatment required.	Short term sickness	Long term sickness	Severe loss of confidence in the Organisation
No service disruption	Minimal or no disruption to service delivery	Reduced capacity to deliver service	Serious property damage	Substantial disruption of service Provision
No risk to Landward Research	Identified financial loss	High financial loss	Litigation/Maj or financial loss/cost >£500k- £1m<	Substantial financial impact Extensive Injuries Litigation >£1m
Complaint or claim remote	Complaint or claim unlikely	Complaint or claim possible.	Adverse publicity	International/ national adverse publicity
		RIDDOR* reportable	RIDDOR* notifiable	RIDDOR* notifiable
			Major loss of confidence in the organisation	Major loss of confidence in the organisation

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

6.3.3 Risk Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

6.3.4 Priority and Action

Risk Colour	Risk Rating	Risk Level	Identifier	Action Required
Green	0-4	Low	The majority of control measures in place or harm insignificant	Action, any quick and easy measures immediately. Plan further actions when resources permit - may be long term. Managed Employee/Contractor
Amber	5-12	Medium	Medium Likelihood of major harm if control measures not implemented	Action as soon as possible but no later than a year (medium term) Managed by Line Manager
Red	15-25	High	Significant probability of major harm	Urgent action required. Consider stopping process. Report immediately to line manager and member of Management Team. Details considered and entered on the Corporate Risk Register. Managed at Director Level

6.3.5 Line Managers' Responsibilities

Line Managers are responsible for ensuring that: -

Activities, environments or conditions associated with the provision and delivery of their service and which present significant risk are identified and summarised within a service risk inventory.

Suitable and sufficient risk assessments are conducted in the area(s) under their control.

Risk assessments consider who could be harmed and clearly identify those groups or individuals in the assessment.

The risk priority is determined by considering the severity of the impact/outcome of the hazard and the likelihood of its occurrence in order to prioritise the risk reduction measures required.

Risks are rated and prioritised for action using the method described in the Event Grading Matrix (Risk Rating Chart)

Safe systems of work are developed to eliminate, reduce or control risk and compliance with these systems is effectively monitored.

Where generic risk assessments are adopted, these are thoroughly reviewed and adapted, as appropriate, to ensure their relevance to the service.

Risk assessments and risk action plans are recorded on the appropriate documentation respectively and are available for inspection.

Risk assessments are communicated to all the relevant personnel, so they are fully aware of the hazards and risks as well as the control measures required to prevent injury loss or damage.

Risk assessments are reviewed at least 2 yearly, and/or when circumstances change or if the assessment is thought to be no longer valid for any reason. The documentation in appendix 1 should be used when carrying out this review.

Staff receive training appropriate to the safe performance of their work activity.

Line managers are made aware of any resource implications related to risk assessments.

The risk manager is made aware of any risks which cannot be eliminated or adequately controlled within their service area and which should be placed on the corporate risk register.

6.3.6 Employee's Responsibilities

Employees are responsible for: -

Familiarising themselves with the risk assessments for their service-based work activities

Undertaking dynamic risk assessments of their working environment in the community, recording any significant findings and bringing these to the attention of their colleagues

Identifying risks where they arise and bringing their concerns to the attention of their manager.

Complying with the safe systems of work identified within risk assessments.

Attending training as required to enable them to undertake assessments and perform their work activities capably and safely.

Reporting all incidents to the manager in accordance with the Trust's Incident Reporting Policy

Not placing themselves or others at risk. This may, on occasion, include a refusal to enter into or complete a task because the risk is deemed too great.

6.3.7 Training

All managers, risk assessment coordinators and risk assessors must undergo training in risk assessment procedures when appropriate.

Landward Research will provide training in hazard identification and risk assessment procedures.

All employees required to conduct risk assessments must receive training to ensure their competence to carry them out.

Senior Managers must ensure that their nominated risk assessors receive appropriate training and, where necessary refresher training to undertake the role of assessor.

Nominated risk assessors must attend for training appropriate to the role of assessor they will be required to develop their competence by undertaking risk assessments via the risk assessment coordinator.

Employees must be trained to understand the importance of safe systems of work identified as a result of the risk assessments process and attend for risk assessment refresher training as identified by the line manager.

7 Communication

All employees will be made aware of the Health and Safety Policy. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

8 Implementation and Monitoring

The Health and Safety Manager is responsible for ensuring the implementation of this policy and will review and revise it, as necessary, in light of legislative or organisational change.

The risk assessment process is a vital component in both the risk management strategy and health and safety management system and must be implemented and embedded within all service areas.

9 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Employee Wellbeing Policy
- Homeworking Policy

Relevant Legislation:

Health and Safety at Work Etc Act 1974

Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Display Screen Equipment Regulations 1992 (as amended by the Health & Safety
(Miscellaneous Amendments) Regulations 2002
Personal Protective Equipment Regulations 2002
Noise at Work Regulations
Lifting Operations and Lifting Equipment Regulations

10 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice and any other relevant information.

Annex 1: Risk assessment template

Risk assessment template

Company name: Landward Research

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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