



**ZAYTRO GLOBAL LTD**

EMPOWERING COMMUNITIES WITH SUSTAINABLE ENERGY INNOVATION

# ZAYTRO

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REFERENCE:

DATE:

## **ZAYTRO GLOBAL LIMITED**

### *Health and Safety Policy*

### *Statement of Zaytro Global Health and Safety Policy*

### *Health and Safety at Work Act, 1999*

## **PART ONE**

### **GENERAL STATEMENT OF POLICY, DUTIES & RESPONSIBILITIES**

#### **1.1 Policy Statement**

Zaytro Global Limited recognizes and accepts its health and safety duties for providing a safe and healthy working environment for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1999, the Fire Precautions (Workplace) Regulations, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, and “employees” include both paid and volunteer workers.

It is the policy of Zaytro Global to promote the health and safety of the committee, volunteers, staff, and all visitors to Zaytro Global premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage people on the premises to co-operate with Zaytro Global in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure provision and maintenance of safe plant, equipment, and systems of work.
- Maintain safe arrangements for handling, storage, and transport of articles and substances.
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health.

- Provide specific information, instruction, training and supervision for personnel who have health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative).
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other people that may arise from Zaytro Global activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of people not in the employment of Zaytro Global arising at or in connection with Zaytro Global activities.
- Make specific assessments of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer's workers on Zaytro Global premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by Zaytro Global Management Committee (“the Committee”). The statement and the procedures are to be reviewed in the (quarter) of each year by the Health and Safety Subcommittee or by other people appointed by the Committee. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made at the next following ordinary meeting of the Management Committee

## **1.2 Statutory Duty of Zaytro Global**

Zaytro Global will ensure, as far as reasonably practicable, the health, safety, and welfare of workers and visitors by:

- Maintaining safe workplaces.
- Ensuring safe plants, machinery, and systems of work.
- Ensuring safe handling, storage, and use of substances.
- Providing information, instruction, training, and supervision.

In particular, Zaytro Global will:

- Conduct and record risk assessments.
- Implement necessary health and safety measures.
- Appoint competent people for health and safety.
- Establish emergency procedures.
- Provide adequate first aid.
- Ensure workplace welfare standards.
- Maintain safe work equipment.
- Control exposure to hazardous substances.
- Manage risks from fire, electricity, noise, and radiation.
- Reduce risks from manual handling.
- Provide health surveillance where required.
- Supply protective equipment free of charge where needed.
- Maintain safety signage.
- Report notifiable incidents to authorities.

## **1.3 Statutory Duty of Zaytro Global Workers**

Employees also have legal duties, and the Organization confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with Zaytro Global on safety matters.
- Use equipment and protective gear correctly.
- Avoid misuse of safety provisions.
- Report injuries, accidents, and dangerous occurrences promptly.
- Comply with health and safety law applicable to community premises.

#### **1.4 Policy for Visitors and Contractors**

- On arrival all visitors should be directed at the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.
- On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should record their time of departure.
- Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Zaytro Global.

## **PART TWO**

### **ORGANIZATION OF HEALTH AND SAFETY**

#### **2.1 Health and Safety Sub-committee**

The Management Committee shall appoint a Health and Safety Sub-committee responsible for:

- Overseeing health and safety matters.
- Reviewing policies and procedures.
- Conducting safety tours.
- Ensuring risk and COSHH assessments.
- Ensuring compliance with responsibilities.
- Reporting to the Management Committee.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Zaytro Global.

#### **Safety Tours**

- Conducted every six months.
- Reports submitted to the Management Committee.
- Accident files inspected during tours.

#### **2.2 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Zaytro Global may publish from time to time.

#### **Accident Forms and Book**

- The book must be kept in a locked drawer once completed.

- Any injury suffered by a worker or visitor in the course of employment or otherwise on Zaytro Global premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by Zaytro Global.

### **Fire Precautions**

- All personnel must familiarize themselves with fire escape routes and procedures and follow the directions of Zaytro Global in relation to fire.

### **Equipment and Appliances**

- No equipment or appliances may be used, other than as provided by or specifically authorized by or on behalf of Zaytro Global, and any directions for the use of such must be followed precisely.

### **Safety Clearways**

- Corridors and exits must remain clear and lit.

### **Maintenance**

- Defective items must be reported immediately.

### **Hygiene and Waste Disposal**

- Waste must be disposed of hygienically and appropriately.

### **Food Hygiene**

- Strict hygiene rules apply during food handling (hand washing, clean clothing, separation of raw/cooked food, proper storage, and reporting defects).

### **Display Screen Equipment**

- Regular breaks are required.
- Eye tests provided where necessary.

### **Alcohol, Drugs, and Tobacco**

- Smoking and drug use are prohibited.
- Alcohol is prohibited during working hours.

## **2.3 Mental Health and Wellbeing**

Zaytro Global promotes mental wellbeing through counseling access, surveys, training, open dialogue, and flexible working.

## **2.4 Remote Working Safety**

Measures include ergonomic assessments, safe home office guidance, wellbeing check-ins, cybersecurity training, and adapted emergency procedures.

# **PART THREE**

## **ARRANGEMENTS AND PROCEDURES**

### **3.1 First Aid and Accident Reporting**

#### **First Aid**

- First Aider details displayed.

- First Aid boxes are located at Reception Stand and Kitchen Store.

### **Accidents**

- Call emergency services when required.
- Report all accidents immediately.
- Complete accident forms.
- Investigations conducted by the Health and Safety Officer.

## **3.2 Fire Drills and Evacuation Procedures**

### **Fire Drills**

- Monthly equipment testing.
- Quarterly drills.
- Close-down checks after sessions.

### **In the Event of Fire**

- Sound alarm.
- Evacuate immediately.
- Call Fire Brigade.
- Account for all people.

### **Bomb Warnings**

- Record information carefully.
- Notify Police.
- Evacuate without using fire alarm.

### **Licensed Events**

- Compliance with policy and safety lighting.
- Report facility defects.

### **Cleaning Materials and High-Risk Areas**

- Machinery safety rules.
- Use warning signs and protective equipment.

### **General Safety**

- Keep exits clear.
- Preventing vehicle obstruction.
- Report hazards immediately.

## **3.3 Pandemic and Infectious Disease Preparedness**

Protocols include sanitation, PPE provision, distancing guidance, vaccination encouragement, and emergency closure plans.

## **3.4 Environmental Safety and Sustainability**

Measures include recycling, ventilation monitoring, eco-friendly products, energy audits, and sustainability training.

# **PART FOUR**

## **APPENDICES**

### **Appendix A – ACCIDENT REPORTING**

#### **1. Accidents**

All accidents which occur during work for Zaytro Global and/or for the User/Hirer, or on premises under the control of Zaytro Global must be recorded.

## **2. Accidents to Workers or Contractor's Staff**

### *a) For ALL Accidents*

Complete Accident Form and give to Health & Safety Officer

b) For accidents reportable to the Health & Safety Executive (for contractors see section c)  
If accident results in incapacity for work for more than 3 calendar days, then report formally to the Chair of the Management Committee.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then immediately notify:

Health & Safety Executive on HSE's Infoline Tel:

*And* the Chair of the Management Committee

Follow up within seven days with completed online form F2508 with copies to the Chair of the Management Committee

c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

## **3. Accidents to Members of the Public**

### 1. For ALL Accidents

Complete Accident Form and give to Health & Safety Officer

### 2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then immediately notify:

Health & Safety Executive, Incident Contact Centre, at the Head Office

*And* the Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital because of an accident, follow up action is carried out.

## **4. Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
  1. The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye

2. Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether due to direct contact
3. Loss of consciousness resulting from lack of oxygen
4. Decompression sickness requiring medical treatment
5. Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
6. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
7. Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

***If in doubt report it***

## **5. Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

*Notify* the Chair of the Management Committee

## **6. Occupational Diseases**

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor to the Chair of the Management Committee

***If in doubt report it***

## **Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

### **1. Assessment**

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### **2. Prevention or Control**

Employers must ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

Because of the assessment, the employer must decide which control measures are

appropriate to the work situation to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures
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It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task has sufficient information, instruction and training to the job properly.

### **Appendix C – FIRE PREVENTION**

1. Has the Fire brigade been consulted on:
  - The number and width of escape routes to provide a ready means of escape from all parts of the premises?
  - Emergency lighting and its maintenance?
  - The most suitable way of raising an alarm in the event of fire?
  - The contents of fire instruction notices?
  - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
  - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
  - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
  - The maximum number of people who should be allowed on the premises at any one time?
  - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
  - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?

- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
  - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?
- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
  - Are staff/duty officers trained to use this equipment?
  - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
- No smouldering fires or cigarettes left burning?
  - Heater and cookers turned off?
  - Televisions and other electrical apparatus turned off and unplugged?
  - Lights off?
  - Internal doors closed?
  - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- Smoking not allowed in store rooms or backstage?
  - Substantial ashtrays provided in areas where smoking is permitted?
  - Heating appliances fitted with adequate and secure fire guards?
  - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
  - Precautions to ensure that convector type heaters are not covered with clothes and curtains?
  - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
  - Sufficient socket outlets provided to obviate the need for long trailing flexes?
  - Damaged leads replaced regularly?
  - Cooking operations supervised by a reliable person.
  - Scenery, decorations and costumes for stage performances treated to make them flame retardant.
  - All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms.

## **Appendix D – HEALTH AND SAFETY INSPECTION**

### **1. Inspection**

- A Health and Safety inspection of the building should be undertaken at least every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- The whole form should be made available to members of the Management Committee.
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response

## **2. Risk Assessment**

- Risk assessments relate to activities within the premises or grounds
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
  - i. Changes in layout of equipment
  - ii. Observing trends on the accident form
  - iii. Changes in staff
  - iv. Introduction of new procedures, processes or materials

## **Appendix E – DISPLAY SCREEN EQUIPMENT**

### **1. Who is a Display Screen User?**

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all the following criteria are met:

- i. The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- ii. The individual has no discretion as to the use or non-use of the display screen equipment

- iii. The individual needs significant training and/or skills in the use of display screen equipment to do the job
- iv. The individual uses display screen equipment in this way daily
- v. Fast transfer of information between the user and the screen is an important requirement of the job
- vi. The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

## **2. Workers' Entitlement**

### ***a. Eye Test***

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- i. Is already a user for a significant part of his/her work
- ii. Is about to start using display screen equipment for a significant part of his/her work
- iii. Is experiencing visual difficulties which may reasonably be related to display screen work
- iv. It is recommended by an option at the time of an eye examination that the worker should have eye tests at regular intervals

### ***b. Spectacles***

If because of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If because of the test's spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

### ***c. Who pays the opticians?***

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

We request that all Staff, Volunteers, Members, and Visitors respect this, Policy.

**Approved by the Management Committee**

Signed: \_\_\_\_\_

**[Name]**

Director, Zaytro Global Limited

Date: \_\_\_\_\_