

Health & Safety Policy

360e Ltd is dedicated to the achievement of being a leader in the provision of IT and E-Business / Business consultancy, project management and training. To ensure the achievement of this mission, the management of 360e Ltd is fully committed to the principles and practices of the Health & Safety Policy.

Legal issues:

It is the policy of 360e Ltd to comply with the terms of current UK Health & Safety legislation, any applicable Codes of Practice and any guidance from official bodies, to provide and maintain a healthy and safe working environment for all staff, contractors, clients and any visitors.

Our objective:

Our objective is to minimise instances of occupational illness and accidents and to achieve an accident-free work environment. It is also our objective that our staff and contractors etc are not placed at personal risk during the course of their work with us.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

360e Ltd recognises and accepts its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Safety is everybody's concern:

While the management of 360e Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of 360e Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their manager immediately.

An effective health and safety program requires continuous communication between staff at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

The Directors (John Owens and Sue Gordon) have specific responsibilities. They will:

- Instigate and monitor all procedures adopted by the company
- Inform the other Director of any impending/actual breach of regulations
- Be responsible for the day-to-day implementation of health and safety procedures.
- Make these available to health and safety inspectors who may ask to see them.
- Ensure that Health & Safety policies and procedures are reviewed annually

Reporting Accidents

All accidents, injuries, incidents (including near misses) sustained by a person at work must be reported to the Directors. Accident and incident records are maintained and are crucial to the effective monitoring and revision of this policy and must therefore be accurate and as comprehensive as possible.

First Aid

A fully stocked first aid kit is available if required. This is held at Oak House reception

Fire Procedures

Rules of Fire Safety - It is your responsibility to know how to:

- Prevent fires – be very careful with smoking materials & electrical appliances
- Act in emergencies – make sure you are aware of evacuation procedures
- Get out quickly when the fire alarm sounds.
- Never tackle a fire unless you are trained to do so

Working alone:

As (by the nature of our business), it is likely that for long periods of time during the day some staff may well be on their own or at client's premises, that the online calendars used are kept accurately and up to date so that we are aware of their anticipated movements, which clients they will be at etc.

It is also important that staff tell their partners or (if they live alone) a Director where they will be and an anticipated return time is stated. Staff should call their partner or a Director as soon as practical upon leaving a client's premises, to confirm their personal safety, leaving a voicemail if need be.

Both staff and staff member's partners will be provided with landline and mobile phone contact details for both 360e Ltd's Directors in case of emergency.

Unsafe /threatening situations:

Our company policy is that if our staff feel that they are in an uncomfortable / unsafe and possibly personally threatening situation at a client's premises, they **must remove themselves from that situation (as politely as possible given the circumstances), but at the earliest opportunity.**

They should then contact a Director as soon as practical. Other arrangements will, if need be, be made to service the needs of that client.

The safety of our staff is paramount to 360e Ltd.

At clients' sites:

Whilst at client sites, staff and contractors must take reasonable care for the health and safety of themselves and others.

- Co-operate with the business by making themselves aware of Health & Safety rules and company procedures and comply with these.
- Ensure clients are made aware of any unsafe working practices such as trailing cables or poor seating at PC's

All personnel are required to abide by the requirements / contents of this company Health and Safety Policy and failure to do so may result in disciplinary action.

All 360e Ltd Policies will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

Approved for use: 1 August 2008

John Owens & Sue Gordon

Directors