Health & Safety Policy

Overview

Recover takes health and safety issues seriously and is committed to protecting the health and safety of it's employeesand all those affected by its business activities and attending its premises. This policy is intended to help the Recover acheive this by clarifying who is responsible for health and satefy matters and what their responsibilities are.

Who is responsible for workplace health and safety?

Acheiving a healthy and safe workplace is a collective task shared between the Recover and it's employees. This policy and the rules contained in it apply to all those who work for Recover, irrespective of seniority, tenure, and working hours, including all employees, directors and consultants and contractors, casual staff, trainees homeworkers, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "responsibilities of all staff".

Recover's Responsibilies

The employer is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the employers business activities, and people visiting it's premises.
- Identifying health and safety risks and finding ways to manage and overcome them.
- Providing an safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
- Providing and maintaining safe working area, equipment and systems and, where necessary, appropriate protective clothing.
- Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribue positively to their own health and safety at work. The employer will give you the opportunity to ask questions and advise who best to contact in respect if you unsure about to safely carry out your work.
- Ensuring any health and safety respresentative receive appropraite training to carry out their functions effectively.
- Providing a health and safety induction and appropriate safety training to your role.
- Promoting effective communication and consultation between the employer and staff concerning health and safety matters.
- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as an organaisation of business operations and steps to be taken to minimise the risk of infection.
- Regularly monitoring and reviewing the management of health and safety at work, making

any necessary changes, and bringing those to the attention of all staff.

Responsibilities of all employees

General staff responsibilites

All staff must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.
- Co-operate with the Health and Safety Officer and the employer generally to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instruction on the safer use fo equipment.
- Keep health ans safety issues in the front of their minds and personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace tidy and hazard-free.
- Report all health and safety concerns to the Health and Safety Officer promptly, including any potential risks, hards or malfunctioning of equipment, however minor or trivial they may seem.
- Co-operate in the employers investigation of any incident or accident which either has led to injury or which, in the employers opinion, could have led to injury.

Staff responsibilites relating to equipment

All staff must:

- Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
- Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for mainenance and safety of equipment.
- Ensure that health and safety equipment is not interfered with.
- Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilites relating to accidents and first aid

All staff must:

- Promptly report any accident at work involving personal injury, however trivial, to the Health & Safety Officer and report the accident in the Accident Book. They must also cooperate with any associated investigation - The accident is stored in the First Aid box in the kitchen.
- Familiarise themselves with the location and contents of the First Aid Kit - this is located in kitchen.
- The event of an emergency telephone 999.
- The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR), where required.

Staff responsibilites relating to national health alerts, including the Coronavirus (COVID 19) pandemic

All staff must:

- If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instruction, arrangements and advice issued by the employer as to the organisation of business operations and steps to be taken by staff to minimise infection. Any questions should be referred to the Health and Safety Officer.
- Given the outbreak of Coronaviris (COVID 19), it is important that all staff members follow the guidelines set out in this policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance.
- Please see the section headed "Staff returning to work - Coronavirus (COVID 19)" below for health and safety measurements which specifically address the Coronavirus (COVID 19) pandemic.

Staff responsibilites relating to emergency evacuation and fire

All staff must:

- Familiarise themselves with the instructions about what to do if there is a fire.
- Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
- Comply with the instructions of fire Officers if there is a fire, suspected fire or fire alarm (or a practice frill for any of these scenarios)
- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held every 12 months.
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire officers and colleagues working near you.

On discovering a fire, all staff must:

- Immediately trigger the nearest fire alarm and, if time permits, call 999 and notify the Fire department.
- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained to use fire extinguishers.

On hearing the fire alarm, all staff must:

- Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
- Leave without stopping to collect personal belongings.
- Stay out of any lifts.
- Remain out of the building until notified by the fire officers that it is safe to re-enter.

The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that

changes are made where required and for making sure that there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk Assessments and Manual Handling

- Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff Managers must ensure that any risk assessments take place and the resulting recommendations are implemented. The Health and Safety Officer is responsible workplace risk assessments and any measures to control risks.
- Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimise or avoid the need for for manual handling where there is a risk of injury.

Handling of WEEE Waste, Lithium-Ion Batteries, and ADR Compliance

EcoMove EV Group acknowledges the importance of safely handling Waste Electrical and Electronic Equipment (WEEE) waste, including lithium-ion batteries, in compliance with the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR). This section outlines specific responsibilities and guidelines related to the safe management of WEEE waste and lithium-ion batteries.

Handling of WEEE Waste:

1. **Identification and Segregation:**
    - All staff must be aware of WEEE waste and its potential hazards.
    - WEEE waste, including lithium-ion batteries, should be identified, segregated, and stored separately from other waste streams.
2. **Safe Storage:**
    - Designated storage areas for WEEE waste should be clearly marked, and access restricted to authorized personnel.
    - Adequate containment measures must be in place to prevent leakage or spills.
3. **Training and Awareness:**
    - Staff involved in the handling and storage of WEEE waste, especially lithium-ion batteries, must receive specific training on the associated risks and safe practices.
4. **Reporting and Documentation:**
    - Any damage, leakage, or malfunction of WEEE waste containers must be promptly reported to the Health and Safety Officer.
    - Accurate documentation of WEEE waste, including details of types and quantities, should be maintained.
5. **Disposal:**
    - WEEE waste disposal must adhere to relevant regulations and guidelines.
    - EcoMove EV Group will engage authorized disposal services to ensure the proper and environmentally responsible disposal of WEEE waste.

Lithium-Ion Batteries:

1. **Safe Handling:**
    - Staff handling lithium-ion batteries must follow prescribed guidelines and safety protocols.
    - Use appropriate personal protective equipment (PPE) when handling batteries.
2. **Storage Requirements:**
    - Lithium-ion batteries must be stored in a cool, dry place away from direct sunlight and extreme temperatures.
    - Avoid stacking batteries to prevent physical damage.
3. **Transportation:**
    - When transporting lithium-ion batteries, ensure compliance with ADR regulations.
    - Use approved packaging and labeling for transportation.

ADR Compliance:

1. **Training:**
    - Staff involved in the transportation of dangerous goods, including lithium-ion batteries, must undergo ADR compliance training.
2. **Documentation:**
    - Ensure that all shipments of dangerous goods are accompanied by the required ADR documentation.
    - The Health and Safety Officer is responsible for verifying ADR compliance for relevant shipments.
3. **Vehicle Inspection:**
    - Vehicles used for transporting dangerous goods must undergo regular inspections to ensure they meet ADR standards.

Review and Audit:

1. Regular audits and reviews of WEEE waste handling, lithium-ion battery storage, and ADR compliance will be conducted to identify areas of improvement.
2. Necessary updates and training will be implemented based on audit findings.

Responsibility:

The Health and Safety Officer is responsible for overseeing the safe handling of WEEE waste, lithium-ion batteries, and ensuring compliance with ADR regulations.

Any concerns or questions related to the handling of WEEE waste, lithium-ion batteries, or ADR compliance should be directed to the Health and Safety Officer.

Staff Returning to work - Coronavirus (COVID-19)

Although Governemnt restrictions introduced in response to the Coronavirus (COVID 19) pandemic have been lifted, the pandemic is ongoing and appropriate safety measures must be applied to Employees must adhere to the Coronavirus (COVID19) Mitigation provisions which are still relevant to our workplace. These include:

Hygiene practices at work

- Staff must follow all hygiene measures which we implement. When appropriate, these may included increased frequency of hand washing, wearing protective clothing, and sanitising workstations and desks.
- We will provide adequate handwashing facilities at the workplace.
- We will also expect staff to apply good hygiene practices generally, such as covering their mouths or faces whein coughing or sneezing and disposing of any waste, such as tissues or hand wipes, responsibly.

Mental Health whilst working during Coronavirus (COVID 19)

- We take the health of our staff seriously, including their mental well-being. Whether you are working reotely or returning to the workplace, we strongly encourage you to speak to the Health and Safety Officer regarding any concerns or issues you may have,

Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disiplinary action against the offender, in accordance with the employers disciplinary policy.