

## Health and Safety Policy

### Our Statement

We are committed to prioritising the Health and Safety (H&S) of our staff, contractors and visitors. We do this by providing and maintaining a safe working environment and by the adoption of working practices that encourage our employees to care for their health and wellbeing. We also ensure that our statutory duties are always met, as laid down under the Health and Safety at Work Act 1974.

This policy applies to all persons working for, or on behalf of, Moore Insight in any capacity, referred to as “staff” within this policy. This includes employees at all levels, directors, agency workers, associate consultants, contractors, third-party representatives and business partners. This policy does not form part of any contract of employment for those mentioned above and we may amend it at any time.

To this end we:

- Actively promote and administer a strong H&S culture.
- Provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable.
- Consult with staff on matters affecting their health and safety.
- Provide information on health and safety issues.
- Ensure all staff are competent to do their tasks and give them adequate training.
- Work to prevent accidents and cases of work-related ill health by undertaking regular risk assessments.
- Maintain safe and healthy workplaces with the necessary facilities.
- Provide a safe means of access to and from the place of work.
- Review and revise this policy as necessary at regular intervals.

To ensure these objectives are realised, we have established an Integrated Management System incorporating the requirements of:

- ISO9001:2015 Quality Management Systems
- ISO14001:2015 Environmental Management Systems
- ISO45001:2018 Occupational Health & Safety Management Systems

### Responsibilities

Overall and final responsibility for H&S is that of the following Moore Insight Directors:

- Peter Morley
- Brian Mahon

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Laura Schofield, Quality & Operations Manager, to make sure those standards are maintained and improved.

The Management Team have adopted a risk-based strategy to identify, assess and raise awareness of health & safety risks and opportunities. These are used to constantly review, implement and improve processes and procedures to prevent and mitigate negative risks whilst pursuing positive risk opportunities.

Company policies, objectives and targets are established and reviewed during ‘Management Reviews’, upon establishment of the significant health and safety initiatives. Objectives and obligations can also be established via legislation changes, periodically by Management directives and meetings, and for specific project works.

The Directors place a high value on the health and safety of their staff. Staff are required to adhere to the company's Health and Safety Policy, to take care of their own health and safety and not by their actions endanger the health and safety of their colleagues or clients.

All staff are therefore required to:

- Take reasonable care of their own health and safety and not endanger others.
- Not interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
- Prevent fire in the workplace.
- Clear the utilised workspace at the end of each business day.
- Take responsibility for keeping the workplace in a safe condition.
- Avoid any actions that will place themselves or other people at risk.

### Provision of Information

The Moore Insight Project Manager (or delegate) for each project is responsible for ensuring that staff working at client sites or locations other than their base location are given the relevant H&S information.

A designated person(s) will monitor supervision of trainees.

### Health and Safety Risks Arising from Our Work Activities

Laura Schofield, Quality & Operations Manager is responsible for monitoring risks arising from our work activities and reporting any findings to the Management Team. All employees, including Directors, will be consulted in this process.

Laura Schofield, Quality & Operations Manager will then be responsible for recommending and undertaking action to remove or control any risks identified as directed by the Management Team.

The Directors will be responsible for monitoring actions to alleviate risks.

### Safety of the Office and Equipment

Laura Schofield, Quality & Operations Manager will be responsible for ensuring that all office equipment is maintained in safe, working order and conducting regular checks. The appropriate Moore Insight suppliers and/or the building Managing Agent will be contacted for any repair, when required.

Staff will be instructed on appropriate safety measures when dealing with all electrical equipment including computer equipment and made aware of the guidance when working with VDU's and laptops. Staff are encouraged to take regular breaks from typing and viewing the screen.

Problems found with equipment or facilities should be reported to the Operations Team at the earliest opportunity.

### Monitoring

To check our working conditions and ensure our safe working practices are being followed, Laura Schofield, Quality & Operations Manager with the support of the Management Team will:

- Conduct spot checks to ensure that all office equipment is used in a safe manner.
- Investigate the causes of any accidents and act for future prevention.
- Conduct regular risk assessments and monitor any actions identified.

### Competency for Tasks and Training

An induction including first aid and fire issues will be given to all new staff, both full and part time, by their Line Manager in line with the induction checklist provided by the HR team. This includes making staff aware of the Fire Evacuation procedure. Updates and reminders will also be communicated to staff.

### Accidents, First Aid and Work-Related Ill Health

A First Aid box is kept in the office, this is clearly signed.

In the event of an accident occurring this will be recorded in the accident book which is kept in the first aid cupboard. Full instructions of how to record an accident are contained within the accident book. The reporting of accidents and management of the first aid requirements is the responsibility of Claudia Dickinson, Head of People and Culture.

Laura Schofield, Quality & Operations Manager is responsible for reporting a reportable accident, disease or a dangerous occurrence to the enforcing authority

which may include the local authority or HSE. In the event of a major occurrence, regulations will be followed as laid down by RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

### Fire and Arson Threat

All staff and visitors have their part to play in preventing fire in the workplace and must not do anything that will place themselves or other people at risk. It is also the responsibility of employees to challenge anyone who should not be on the premises and report any suspicious activities to the Operations Team. Arson is a serious threat to buildings and those who work in them.

### Emergency Procedures – Fire and Evacuation

Laura Schofield, Quality & Operations Manager with the support of the Management Team is responsible for:

- Ensuring that a fire risk assessment is undertaken, implemented and updated as required.
- That the escape routes are checked on a regular basis.
- That any fire-fighting equipment within office spaces is in working order.
- That adequate signage and evacuation information is clearly displayed.

Fire alarms will be tested and maintained by the Managing Agent. Full fire evacuation drills will also be arranged by the Managing Agent's contractor on a regular basis to which all employees will be required to attend unless at client site or absent e.g. through holiday / sickness.

Inspection and testing of the fire extinguishers will be carried out by an independent specialist company and the certificate will be displayed. The Managing Agent will also carry out independent checks of all equipment within the communal areas.

Further information can be sourced from the Operations Team ([Operations.Team@moore-insight.com](mailto:Operations.Team@moore-insight.com)) or alternatively on the Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)) or by calling 0845 345 0055.

As Directors, we have overall responsibility for this policy and have allocated all necessary resources for its implementation and ongoing compliance.



Peter Morley, Director  
17<sup>th</sup> January 2024



Brian Mahon, Director

### Contacts

If there are any questions regarding this policy or if you would like to contact us, please send an email to

[Operations.Team@moore-insight.com](mailto:Operations.Team@moore-insight.com)

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