



EPM Health and Safety Policy procedure

Updated January 2024

General Statement of Policy, Duties & Responsibilities

1. Europe Project Management Ltd (EPM) (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and contractors affected by its business activities. EPM operates an online business with homeworkers.

Europe Project Management Ltd (EPM) recognises and accepts its health and safety duties for providing a safe and health working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

2. This is a statement of policy only and does not form part of your contract of employment. This Policy may be amended at any time by the Employer at its absolute discretion. The Employer will review this Policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible For Workplace Health and Safety?

1. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This Policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers, fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer Responsibilities

1. The Employer is responsible for:

- Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities, and people visiting its head offices.
- Identifying health and safety risks and finding ways to manage and overcome them
- Providing a safe and health place of work, including during an emergency situation
- Providing adequate information, instruction and supervision to enable all staff to do their work safely and contribute positively to their own health and safety at work.
- Ensuring our health and safety representative receives appropriate training to carry out his/her functions effectively.



- If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff 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.

2. Overall responsibility for health and safety lies with. They have appointed Emma Porter as the Health and Safety Officer with day-to-day responsibility for health and safety matters.

Contact details of Health and Safety Officer:

Emma Porter at emma.porter@epmconsultancy.eu.

Tel: +44 7807 619530.

Responsibilities of All Staff

1. All staff must:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Cooperate 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
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Report all health and safety concerns to the Health and Safety Officer promptly.
- Cooperate in the Employer's investigation of any incident or accident which either has led to injury or which, in the Employer's opinion, could have led to injury.
- Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book.
- 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 2013 (RIDDOR), where required.
- If an epidemic or pandemic alert is issued, all staff must comply and cooperate with all instructions, arrangements and advice issued by the Employer. Any questions should be referred to the Health and Safety Officer.





Health and Safety statement and policy

This is the statement of general policy and arrangements for:	Europe Project Management Limited	
Kathy Vuillaume, Director:	Has overall and final responsibility for health and safety	
Kathy Vuillaume, Director:	Has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: (Name/Title)	Action / arrangements:
Prevent cases of work-related ill health by managing the health and safety risks inherent in consultancy work	Kathy Vuillaume Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Kathy Vuillaume Director	Staff provided with appropriate training and guidance when required to complete work outside their comfort zone. Review all outputs before they are sent to clients.
Engage and consult with employees on day-to-day health and safety conditions	Kathy Vuillaume Director	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular performance review meetings or sooner if required.



Monitoring sheet: Health and Safety

ACTION	NAME END ROLE	SIGNATURE
Prepared by:	Franck Houis IT and Corporate Manager	
Reviewed by:	Kathy Vuillaume Director	

Revision History

REVISION	DESCRIPTION	DATE
1:	First issue	01-04-2020
2:	Amended	04-01-2024

Monitoring schedule plan

Health and Safety audits, undertaken monthly by the Health and Safety Officer, online reporting.

For Year 2024:

04/01/ 2024	No pending action
01/02/2024	No pending action
01/03/2024	No pending action
02/04/ 2024	No pending action