



consultancy with clear direction

## Health & Safety Statement

Ergo Consulting Limited  
46 Shelgate Road  
London SW11 1BG  
[info@ergoclear.com](mailto:info@ergoclear.com)  
[www.ergoclear.com](http://www.ergoclear.com)  
+ 44 20 7207 4446

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## 1 Principles

In order to construct this statement, the Directors of Ergo Ltd have taken account of Health & Safety Executive (HSE) guidance in relation to the Health and Safety at Work Act (HASW) 1974 as it applies to "small and medium size enterprises". Indeed, legislation indicates that for organisations with less than 5 full-time employees, a written Health and Safety Policy is not required. Nonetheless Ergo Ltd believe that it has a commitment to the safety of its employees, contractors, and staff and service users with whom it works and that this commitment is best served by complying with HSE guidance for small enterprises, and adopting a written health and safety statement.

## 2 Context

Ergo is a small consulting firm, with less than 5 full time employees, and that calls on the services of up to 10 experienced associates to provide project support. Associates are engaged on a sub-contractor basis. Ergo typically employs fewer than 10 consultants at any one time. They are mainly home based, travelling to clients' offices to carry out work.

Currently, much of our business is conducted within the health and social care sectors. Therefore, our approach to health and safety takes account of the fact that we work in environments that exist in order to provide services to vulnerable people and, indeed, some of our work involves direct contact with vulnerable people themselves.

Ergo employees are not routinely exposed to hazardous substances, do not work at extreme heights or in confined spaces or operate machinery, and therefore this statement does not include substantive reference to these matters. The health and safety risks to which Ergo employees are likely to be exposed are contained in the body of the policy below.

## 3 Statement of general policy:

Ergo Directors will ensure:

- adequate control of health and safety risks arising from its work activity
- that we consult with employees and commissioning organisations about any relevant health and safety matters
- that we provide and maintain safe IT equipment and will ensure that all items brought onto premises controlled either by external agencies, by Ergo, or by users (i.e. when making home visits) have been subject to an inspection and test within the previous 12 months
- that we provide information, instruction and supervision for employees
- all employees are competent to do their tasks, and to arrange suitable training if required
- that we maintain safe and healthy working conditions
- that we review and revise the statement as necessary at least annually.

All employees are required to:

- co-operate with commissioning organisations on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## 4 Health & safety risks arising from work activities:

- Risk assessments will be undertaken by Peter Scott
- The findings of the risk assessment will be reported to all members of the Ergo Executive
- Action required to remove/control risks will be approved by the Ergo Executive team
- Peter Scott will be responsible for ensuring the action required is implemented
- Peter Scott will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

## 5 Competency for tasks and training :

- Training will be identified, arranged and monitored by the Executive
- Relevant health and safety guidance will be obtained from the HSE.

## 6 Accidents, first aid and work-related ill health

- All directors will acquaint themselves with the first aid arrangements when on external premises. Appropriate arrangements for first aid are available to all members of Ergo when working from home or the office.
- Peter Scott is responsible for reporting any work-related accidents occurring away from Ergo premises to the relevant organisation.

## 7 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, Peter Scott is responsible for:

- Investigating accidents
- Co-operating with the commissioning organisation in the event of any investigation.

## 8 Emergency procedures - fire and evacuation

All directors and associates will acquaint themselves with the fire safety arrangements when working at external premises.

## 9 Some key areas of risk

Hazard	Arrangements for reducing the risk to health and safety	Risk assessment
Fire	All Ergo staff will ensure they follow the fire safety arrangements of the relevant agency when working away from Ergo premises	Medium
Working alone and potential violence to staff	All staff will request relevant information from relevant organisations about known risks in order to ensure that staff are not exposed to unwarranted risk and that working conditions are made as safe as can practically be achieved. All staff carry mobile phones. We ensure that staff do not visit sites unaccompanied if there is a reasonable or foreseeable risk of the staff member being subject to attack.	Low-medium
Display screen equipment	All directors are aware of how to arrange DSE equipment and furniture to minimise health and safety risks when using the computer both at home and in an office environment	Low
Use of Work Equipment	All electrical equipment used for work purposes will be subject to an annual inspection and test (PAT)	Low
Working environment	Ergo staff work from home and maintain a safe working environment	Low

Overall and final responsibility for health and safety is that of the Executive of Ergo. Day-to-day responsibility for ensuring the policy is put into practice is delegated to Peter Scott.

Signed:  
Ergo  
Date

**Review date: April 2009**