

ENVIRONMENTAL POLICY STATEMENT

Craig Collinson accepts responsibility for the harmful effects its operations have on both the local and global environment and is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Meet or exceed all the environmental legislation that relates to the Company.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
 - ✓ Minimise use of ink and paper:
 - printing only essential documents; e-mailing invoices; using double sided printing.
 - ✓ Turning off electronic equipment when not in use:
 - not leaving equipment in 'stand-by' mode.
 - ✓ Limited use of printed promotional material or traditional 'mail-shot' material.
- Actively promote recycling both internally and amongst its customers and suppliers.
 - ✓ Use of low waste printer ink.
 - ✓ Re-use paper only printed single-sided.
- Source products to minimise the environmental impact of both production and distribution.
 - ✓ Sourced an office supplies outlet that offers the maximum amount of recycled office supplies.
- The Company encourage staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.
 - ✓ Minimise vehicular use by encouraging employees to walk to meetings or use Public Transport, where possible.
 - ✓ By changing at least of 40% of training delivered to on-line delivery we are cutting down on vehicular use and sending handouts electronically to save printing.

Pamela Collinson

Operations Director – April 2024

EQUALITY & DIVERSITY POLICY STATEMENT

The aim of this policy is to communicate the commitment to the promotion of equality of opportunity at **Craig Collinson**.

It is our policy to provide equality of membership to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All members of **Craig Collinson** and our clients will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit **Craig Collinson**. Our equal opportunities policy will help staff and clients to develop their full potential and the talents and resources of staff and clients will be utilised fully to maximise the effectiveness of **Craig Collinson**.

Craig Collinson is committed to the principles and practice of equality and values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

EQUALITY COMMITMENTS

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- fulfilling all our legal obligations under the equality legislation and associated codes of practice
- complying with our own equal opportunities policy and associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

COMPLAINTS

Members and Clients who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter verbally or in writing to:

Mrs Pam Collinson - Operations Director
Craig Collinson
4 Pullman Terrace
LOUTH
Lincolnshire LN11 0NH

Tel: 07970 440976
e-mail: pam@craigcollinson.co.uk

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

For further information contact the Equality Commission for Northern Ireland who can provide free and confidential advice and guidance on promoting equality of opportunity.
Enquiry line: 028 90 890 890 (for all information and advice enquiries)

Pamela Collinson
Operations Director – April 2024

HEALTH & SAFETY POLICY

Purpose of policy

- 1 Craig Collinson takes health & safety issues seriously and is committed to protecting the health and safety of its staff and those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
- 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 in its absolute discretion. The Employer will review this policy at regular intervals to ensure that is achieving its aims effectively.

Who is responsible for workplace health and safety?

- 3 Achieving a healthy and safe workplace is a collective task share 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 specific responsibilities of staff are set out in the section headed "responsibilities of all staff" below.
- 4 Employer responsibilities

The employer is responsible for:

- a) taking reasonable steps to safeguard the health and safety of staff, people affected by the employer's business activities and of people visiting its premises;
- b) identifying health and safety risks and finding ways to manage or overcome them;
- c) providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
- d) providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
- e) providing safe arrangements for the use, handling storage and transport of articles and substances;
- f) provide adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positive 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 of those questions, if you are unsure about how to safely carry out your work;
- g) ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- h) providing a health and safety induction and appropriate safety training to your role;

- i) promoting effective communication and consultation between the employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
- j) if an epidemic or pandemic alert is issued, providing instructions arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
- k) regular monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

5 Any concerns about health and safety matters should be notified to the Operations Director.

6 Responsibilities of all staff

General staff responsibilities

All staff must:

- a) take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- b) co-operate with the Operations Director and the Employer generally to enable compliance with health and safety duties and requirements;
- c) comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d) 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;
- e) keep the workplace tidy and hazard-free;
- f) report all health and safety concerns to the Operations Director promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g) co-operate in the employers investigation of any incident or accident which either has led to injury or which could have led to injury, in the employers opinion.

7 Staff responsibilities relating to equipment

All staff must:

- a) use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- b) report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Operations Director, who is responsible for maintenance and safety of equipment;

- c) ensure that health and safety equipment is not interfered with; and

Staff responsibilities relating to accidents and first aid

All staff must:

- a) promptly report any accident at work involving personal injury, however, trivial, to the Operations Director so that details can be recorded and cooperate in any associated investigation;
- b) familiarise themselves with the details of first aid facilities and trained first aiders;
- c) if an accidents occurs call the Operations Director and give name, location and details for the problem; and

the Operations Director is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Report of Injuries, Diseases and Dangerous occurrences regulations 2013 (RIDDOR), where required.

8 Staff responsibilities relating to national health alerts

If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infections. Any questions should be referred to the Principal Health & Safety Officer.

9 Staff responsibilities relating to emergency evacuation and fire

All staff must:

- a) Familiarise themselves with the instructions about what to do if there is a fire which;
- b) Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;

10 On discovering a fire, staff must:

- a) Immediately trigger the fire alarm and if time permits, call 999;

11 On hearing the fire alarm, all staff must:

- a) Remain calm and immediately evacuate the building, walking quickly without running;
- b) Leave without stopping to collect personal belongings;

12 On hearing the fire alarm, staff must:

- a) Remain calm and immediately evacuate the building, walking quickly without running;
- b) Leaving without stopping to collect personal belongings;
- c) Remain out of the building until notified that it is safe to re-enter;

13 Risk assessment, display screen equipment and manual handling

The Operations Director is responsible for workplace risk assessments and measures to control risks;

Staff using a computer for prolonged period of time should try, where possible to organise short breaks every few hours away from the computer.

The Employer will try to minimise or avoid the need for manual handling where there is a risk of injury.

14 Working onsite at client premises

All staff must:

Comply with all health & safety procedures required of them when carrying out duties on client premises, including:

- General Health & Safety responsibilities;
- Fire discovery & evacuation; and
- Accidents & First Aid

15 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 disciplinary action against the offender.

Pamela Collinson

Operations Director - April 2024