

# Ahead



MANAGEMENT GROUP

## Health and Safety Policy

Building fair and effective standards into our business



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## Document Control

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### Document History

	<b>Author</b>	<b>Version</b>	<b>Description</b>
<b>18/02/2022</b>	Donna Chapman	V0.1	Template Draft
<b>22/02/2022</b>	Donna Chapman	V1.0	Final
<b>29/07/2022</b>	Donna Chapman		Office Address Change
<b>24/08/2023</b>	Donna Chapman	V1.1	Minor updates for 2023

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### Signatories

<b>Name</b>	<b>Role</b>	<b>Sign off Date</b>
<b>Andy Ewell</b>	AheadMG Delivery Director	22/02/2022
<b>Neil Hickman</b>	AheadMG Finance Director	22/02/2022

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### Document Storage

All versions of the policy will be stored on our website <https://www.aheadmg.com/new-starters/>

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## Health and Safety Policy

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### Introduction

AheadMG recognises and accepts its responsibilities to its staff under the Health and Safety at Work Act 1974, and its underlying regulations:

- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health Safety & Welfare) Regulations 1992;
- Health and Safety, (Display Screen Equipment) Regulations 1992;
- Manual Handling Operations Regulations 1992;
- Provision and Use of Work Equipment Regulations 1998;
- Personal Protective Equipment Regulations 1992 (as amended);

In addition to any other regulations which may apply.

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### AheadMG Responsibilities

AheadMG accepts its duty of care to all staff extends to the individual's home office space, and will ensure so far as reasonably practicable:

- The provision of such IT or other equipment as is necessary for the member of staff to carry out their work from home. Such equipment may include desktop/laptop/tablet/monitors along with ancillary equipment such as keyboards or mice, as well as printers or copiers as needed. AheadMG will ensure any equipment supplied by us is maintained in accordance with industry or manufacturer recommendations.
- The provision of any furniture that is necessary for the member of staff to work at home in a safe and healthy manner. Such furniture may include an office chair and, where practicable, an office desk.
- AheadMG will carry out, or arrange to have carried out, an assessment of the working area and will provide equipment such as wrist supports or footrests, as needed.
- The provision of support from line managers or mental health professionals, as necessary, to ensure the ongoing mental welfare of the member of staff working from home.
- The provision of adequate information, instruction and, where necessary, training to prevent accidents or work-related ill health.
- Will make adequate enquiries as to Clients Health and Safety provisions while AheadMG staff are deployed on site with a customer.

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### General Health and Safety

The overall responsibility for health and safety within AheadMG lies with the Senior Management Team. The Senior Management Team has day to day responsibility for managing health and safety which includes staff members who work remotely.

- AheadMG will ensure, so far as reasonably practicable, that all staff working from home have daily contact with their line manager.
- AheadMG will appoint an emergency mental health contact for the member of staff.
- AheadMG will ensure, so far as is reasonably practicable, that the member of staff has a suitable area at home where they can work, and it is set up to an adequate standard to suit the work carried out by the individual.
- AheadMG will support staff with medical appointments in line with our T&Cs.

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## Staff Responsibilities

- Complete the Working at Home Checklist and flag any areas where there may be a potential problem to your line manager. To be reviewed on an annual basis.
- Where reasonable, the member of staff will ensure that any parts of their home designated as “work” areas are maintained to professional standards.
- If any part of the member of staff’s home is to be used for client/customer interfacing, AheadMG may require (at its discretion) that specified areas are used solely for company business. It will be the responsibility of the member of staff to ensure the health and safety of any “work” visitors.
- All staff must take reasonable steps to ensure their own health and safety and that of their family members or visitors.
- All staff must ensure that any equipment/tools or appliances supplied by AheadMG are not used or left in any location that may cause harm or injury to the member of staff or any family members or visitors.
- All staff must work according to any instructions or training given to them by AheadMG, including taking breaks or rest periods.
- If equipment or appliances are supplied by AheadMG, the member of staff must not interfere with or misuse them.
- All staff are to use any safety equipment or aids as provided. The member of staff must contact their line manager if they feel any safety equipment or aids provided are not suitable.
- All staff must inform AheadMG if they feel their mental health is being adversely affected by any aspect of working from home.
- If any part of the working area becomes unsuitable because of a change in the member of staff’s domestic circumstances, they must inform their line manager as soon as reasonably practicable.
- All staff is to ensure, so far as reasonably practicable, that all electrical fittings, including extension leads, are in good condition at all times.
- Desks and working space are kept clear and tidy, with all physical paper locked away in the evenings or when the space is not in use.

AheadMG has a responsibility to ensure that its staff are trained and informed appropriately.

This policy is effectively discharged throughout AheadMG and then reviewed annually, or as necessary, to be compliant with any changing legislation.

This policy applies to all staff and associate groups irrespective of differences in terms and conditions of service, client engagement, seniority levels, working patterns and any other irrelevant distinction. All policy documents and training must be completed within the first month of engagement for more details please refer to our Mandatory Training Policy.

All AheadMG policies are accessed and stored on our website <https://www.aheadmg.com/new-starters/>