

## HEALTH & SAFETY POLICY

### Context of the organisation

Pier's core service is integrated communications. We perform a largely administrative function, via an office-based hybrid workforce. We have a leased office space in Ipswich Suffolk, and access to an office space in Farringdon, London, where our team can work when not working in their home offices. Some of our work involves working with clients and the public at events, or in person meetings with clients. Pier has a Health & Safety Policy appropriate to our industry and type of work. Below is the statement of general policy, organisation and arrangements for Pier Marketing Limited (also known as Pier).

Amy Bendall, MD of Pier, has overall and final responsibility for health and safety. Lisa Smith, Operations Lead, has day-to-day responsibility for ensuring this policy is put into practice.

Pier Marketing undertakes to:

- Ensure all necessary health and safety requirements are enforced under all applicable health and safety legislation for the activities that we undertake
  - Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
  - Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
  - Engage and consult with employees on day-to-day health and safety conditions, including DSE user training and assessment
  - Implement emergency procedures – evacuation in case of fire or other significant incident
  - Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
  - Complete an annual risk assessment for an office-based business in order to identify any hazards and update procedures as required
  - Complete risk assessments for out of office activities in order to identify any hazards and ensure correct procedures are in place. For external events involving members of the public, such as Stakeholder consultations, we will endeavour where reasonably operationally possible to visit venues and check for accessibility/suitability before booking, in addition to carrying out risk assessments. We use First Aid Trained security staff at public consultation events and provide suitable first aid equipment for the number of people expected to be present.
- Our Health and Safety law poster is displayed in the Ipswich office
  - The First-aid box is located on a clearly marked shelf under this poster, in the Ipswich office
  - The Accident/Injury Record book is located on a clearly marked shelf under this poster
  - The senior team of Account Directors monitor their team and the working environment and highlight any issues that may impact health and safety at Pier. They report any issues to the Operations Lead and MD and a plan is agreed and implemented
  - The Operations Lead undertakes annual office and fire risk assessments, reports findings and recommendations to the MD and an agreed action plan is put in place.
  - Relevant accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>



Amy Bendall, Managing Director

Date: 16/12/24