



**General Statement
of
Health & Safety Policy**

Index

General Statement of Policy	Page 1
Safety Personnel	Page 1
Co-Operation & Care	Page 1
Consultation	Page 2
Communication	Page 2
Safety Training	Page 2
Workplace Inspections	Page 2
Work Equipment	Page 2
Personal Protective Equipment	Page 3
Manual Handling	Page 3
Overhead and Underground Services	Page 3
Confined Space Entry	Page 3
Work On Roofs	Page 4
Use of Ladders	Page 4
Control of Hazardous Substances	Page 4
Noise	Page 4
New or Expectant Mothers	Page 4
Children & Young Persons	Page 5
Display Screen Equipment	Page 5
Fire Safety	Page 5
Fire Detection Equipment	Page 6
Fire Fighting Equipment	Page 6
Fire Doors	Page 6
Fire Exits	Page 6
Fire Provision - General	Page 6
Emergency Evacuation Procedures	Page 6
Smoking	Page 6
List of Designated Smoking Area	Page 6
Accident Investigation & Reporting	Page 7
Accident Procedure	Page 7
Qualified First Aiders	Page 7
General	Page 8
Working Environment	Page 8
Walkways	Page 9
Tool & Equipment Maintenance	Page 9
Personal Protective Equipment	Page 9
Manual Lifting & Moving	Page 9
Summary	Page 10
	Appendix 1
Smoke Free Policy	Page 11
Health & Safety Declaration	Page 13

General Statement of Policy

It is the policy of IKM Network Communications Limited (hereafter known as IKM) to comply with the terms and conditions of the Health and Safety at Work Act 1974, and subsequent regulations to provide and maintain a healthy and safe working environment.

IKM health and safety objective is to minimise the number of instances of occupational accidents and illness and ultimately to continue to maintain an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision, necessary to implement the policy and achieve the stated objective.

IKM recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of IKM will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each individual associated with the company, It is the duty of each employee to take reasonable care of their own and other peoples' welfare and to report any situation which may pose a threat to the well being of any person whether that person is an employee of IKM or not.

The management of IKM will provide every employee with the training necessary to carry out his or her tasks safely, however if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, it is the employees' duty to report this to the supervisor or the Manager. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be reported to an IKM Manager, a Health and Safety representative or a supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. IKM's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated annually as a minimum requirement.

The specific arrangements for the implementation of the policy and personnel responsible are detailed below.

Signed:.....

Date:

**Managing Director
IKM Network Communications Limited**

Safety Personnel

The person with overall and final responsibility for health and safety at IKM is the Managing Director. In addition to other duties, he will be referred to as the Director of Safety. The person responsible for overseeing, implementing and monitoring the policy is the Director of Safety.

The following personnel will be responsible for the supervision of health and safety in particular areas. They will act as Deputy Director of Safety in the absence of Director of Safety.

Name	Area	Responsibilities
Site Managers	On site	Full H&S
Mr A Wilder	Office	Full H&S

Co-Operation and Care

If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees, contractors and sub-contractors are expected to co-operative with the safety- officer and to accept their duties under this policy. Disciplinary action may be taken against any employee, contractor or sub-contractor who violates safety rules or who fails to perform his or her duties under this policy.

Employees, contractors and sub-contractors have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company

Consultation

The management of IKM considers communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings as often as is deemed necessary. The purpose of Safety Committee is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of IKM will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. IKM communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in, or associated with, the organisation, be trained to perform his or her job effectively and safely. It is the opinion of the management of IKM that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any role or any new task. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as deemed necessary they also will provide another opportunity for workers to express any fears or concerns that they might have about their jobs.

The people with the responsibility for safety training are detailed below:

Name	Department
John Delaine & Associates	On Site
John Delaine & Associates	Office

Workplace Inspections

It is the policy of IKM to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and all subsequent additions and amendments.

The safety advisor will conduct regular inspections of the workplace; in addition inspections will be conducted in the relevant areas whenever there are sufficient changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of IKM to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (Includes LOLER (98), and all subsequent additions and amendments.

IKM will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which might pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons only.

All work equipment will be maintained in good working order and repair and will be subjected to a full and proper maintenance programme.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment and the task in hand.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of IKM to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1998 and all subsequent additions and amendments.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitted, and effective personal protective equipment.

All personal protective equipment provided by IKM will be properly assessed for suitability and efficiency prior to its provision.

All personal protective equipment provided by IKM will be maintained in good working order.

All workers provided with personal protective equipment by IKM will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

IKM will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees. Where site contractors issue to their employees compliance with the above supply it will be required.

Regular inspections of personal protective equipment are an essential part of our health and safety culture.

Manual Handling Operations

It is the policy of IKM to comply with the law as set out in the Manual Handling Operations Regulations 1992 and all subsequent additions and amendments.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An assessment will be reviewed if there is any reason to suspect that it is not longer valid or if the situation requiring assessment changes.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Overhead and Underground Services

Underground and overhead electric power cables together with gas; water and drainage pipes and high-pressure fuel lines constitute a potential hazard. When working near gas mains, constant checks must be made to ensure that there are no gas leaks. Care must also be taken near sewers and sewage pipes since damaging them constitutes a double risk. Toxic or flammable gases may be present in a foul sewer from which there is also a risk of infection from contact with the materials flowing. Similar stringent care must be taken when working near underground or overhead live power cables.

It is a specific requirement of the regulations that no work is carried out sufficiently close to any overhead or underground service to cause danger unless it is absolutely unavoidable in which case all necessary and proper precautions must be taken. A suitable and sufficient risk assessment must be carried out in order to determine the appropriate health and safety measures. These measures should be incorporated into a safe system of work. IKM employees, contractors and sub-contractors must be adequately trained, instructed and supervised in the requirements and undertakings set out in any safety method statement.

Whenever it becomes apparent that work near underground or overhead services is unavoidable then contact with the offices of the relevant authority must be made to obtain as much information as possible. Close liaison with these authorities and with the client services manager, must be maintained for as long as the work continues.

Confined Space Entry

All employees, contractors and Sub-contractors of IKM must carefully consider whether a person needs to enter a confined space. Those responsible for planning should use risk assessment criteria to determine whether the work could be carried out from outside the confined space. If work cannot be carried out without entering the confined space, then it is necessary to determine what measures need to be taken in order to secure the safety of all workers and others who may be affected by the work.

The regulations call for the preparation of suitable and sufficient measures to be taken before anyone enters a confined space to ensure their safe and successful rescue in an emergency. The arrangements must also consider the safety of the rescuers. Good practices in planning and operating emergency and safe rescue procedures are of paramount importance and must be reviewed constantly.

Work on Roofs

As a high-risk activity, it is important that any roof-work operation is properly pre-planned and proper precautions are put in place to avoid accidents and danger. The particular hazards of each task must be properly risk assessed so that a safe system of work can be established. This must take into account not only the persons involved in the work, but others who might be affected such as other employees, other contractor, occupiers of the building and members of the public.

Particular care must be taken when working on a flat roof (pitch of less than 10 degrees); toe-boards, edge protection and guardrails will be required.

It is essential that client permission and approval be sought prior to the commencement of any roof-work. Permits to work and safety method statements must be prepared.

Use of Ladders

Ladders should be placed at an angle of 75 degrees to the horizontal, i.e.: about 1m out to every 4m of height. It should be of sufficient length to allow the worker to carry out the task safely and extend to sufficient height above the landing place to provide a safe handhold. A ladder should be secured as near as practicable to its upper resting place or, where this is not possible, at or near its base. Care must be taken to ensure that the support at the top of the ladder is strong enough to withstand the thrust imposed.

Ladders should not be used as a permanent work platform.

All ladders must be regularly and thoroughly inspected to ensure that they remain safe for use.

IF A LADDER CANNOT BE PROPERLY AND SAFELY REPAIRED, IT MUST BE DISCARDED.

Control of Hazardous Substances

It is the policy of IKM to comply with the law as set out in the Control of substances Hazardous to Health Regulations 1989 and all subsequent additions and amendments.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and IKM's knowledge of the work process.

IKM will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who may be exposed to hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically and whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Noise

Loud noise at work can cause irreversible hearing damage. It is one of the most common and potentially, most damaging health problems faced by anyone who works in a noisy environment. IKM will ensure that, where it becomes necessary, hearing protection will be made available whilst being mindful of the requirements of the 1st and 2nd action levels. Employees must immediately report any loss or defect in any hearing protective equipment to their supervisor or the Director of Safety. Where appropriate, noise assessment in the workplace will be carried by a specialist assessor.

New or Expectant Mothers

It is the policy of IKM to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable, the employee(s) concerned will be suspended from work. Statutory requirements will prevail.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found, here this is not possible, she will be suspended from work. Statutory requirements will prevail.

Children and Young Persons

It is the policy of IKM to comply with the Management of Health and Safety at work Regulations and all other legislation and codes of practice and all amendments and additions to such legislation with regard to children and young people.

The general risk assessment process adopted by IKM will be applicable to assessing and controlling risks to children and young people. It must be noted also that there are certain important aspects of the regulations that must be considered, including:

A general prohibition on certain types of work.

A requirement to inform parents of children of the risks they face at work.

A requirement to inform parents of children of the control measures in place.

There are essentially two categories of 'young person'.

A child (Person who has not reached minimum school leaving age) (MSLA)

A young person (a person who has not reached the age of 18)

It is essential to ascertain whether or not young persons are in the employ of the company or whether they are likely to be employed in the future. Discussions should be held with the personnel manager/director to ensure that procedures are established whereby the employment (or training) of young persons is centrally controlled. This will ensure that the appropriate risk assessments can be carried out prior to the work commencing.

Display Screen Equipment

It is the policy of IKM to comply with the law as set out in Health and Safety (Display Screen Equipment) Regulations 1992 and all subsequent additions and amendments. IKM will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all of the companies' workstation meet these requirements. The risks to users of VDU screens will be reduced to the lowest extent that is reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the necessary optical correction equipment.

All VDU screen users will be given appropriate and adequate training in the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Fire Safety

IKM's Fire Safety Policy and Procedure takes account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the client and the local fire service or the Health and Safety Executive (HSE)

The local fire service inspection staff or the HSE are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

The person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Mr Innes Masson. All workers within the company have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke or fire detectors and/or manually operated fire alarms will be located at strategic points throughout IKM and client workplace areas. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

Client premises may vary in fire provision. All IKM employees must make themselves aware of local client fire provision.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout IKM and client workplace areas. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employees should activate the alarm and evacuate the building or client workplace area immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace. Where fire doors have been installed at strategic points they will be designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. (Not relevant to construction sites)

Fire provision - General.

It must be remembered that the level of fire provision in any location will depend upon the stage of development of the premises/site.

Emergency Evacuation Procedures

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are:

Department	Assembly Point
All Head Office Staff	Rear car park.
External workers	As per Client Fire Safety Orders

Practice fire drills at IKM Head Office will be conducted every 3 months and at other irregular intervals to ensure employee familiarity with emergency evacuation procedures.

IKM employees, contractors and sub-contractors will familiarise themselves with client fire plan strategy and act accordingly.

Smoking

Smoking is prohibited in all areas of the workplace except those areas that have been specifically designated as smoking areas. Smoking areas should at all times be kept safe from flammable material, which must never be stored or allowed to accumulate in areas where smoking is permitted.

All IKM employees, contractors and sub-contractors will adhere to the Companies Smoking Policy (see appendix 1) and the client's local ruling with regard to smoking.

List of designated smoking areas:

At Head Office..... Smoking is prohibited.
External workers..... Smoking as directed by the client.

Accident Investigation & Reporting

It is the policy of IKM to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) and all subsequent additions and updates.

IKM sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the companies' expense.

The completed report will then be submitted to and analysed by IKM Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the companies' insurance risk advisors for assessment.

A follow-up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are to be clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

Where appropriate first aid stations are equipped with two wool blankets and a stretcher in addition to standard first aid kits.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station and on the health and safety notice.

All external employees, contractors and sub-contractors will familiarise themselves with the requirements of IKM clients when working at a clients' site. IKM external work teams will each be equipped with a first aid box.

Qualified First Aiders are:

Name	Department	Contact Number
L Bradshaw	Head Office	01252 365700
A Pilcher	Installation	07786941383
M Whelan	Installation	07967468659
R Cookland	Installation	07947389808

The Safety Manager is responsible for reporting all cases of accident and disease to the Director of Safety. Accident records are compiled and stored by the Director of safety.

The Director of Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

General

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be permitted to work.
4. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be permitted to work if this might jeopardise the health or safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job, which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety or to their supervisor or team leader
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety or their supervisor or team leader
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using any equipment.
13. No employee should use chemicals without the knowledge required to work safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
15. All employees are expected to attend departmental safety meetings and training.

Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

Working Environment

1. Work sites must be kept clean and tidy.
2. Any spillages must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs and barriers when in use.
6. It is important that IKM work areas at client premises should be cordoned off whenever practicable.

Walkways

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passage way is being used by any vehicle or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative, the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified, authorised and competent personnel. It is the responsibility of the supervisor to determine who is permitted to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment, which are in a way defective, must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Person using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or any other person's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
8. Employees are prohibited from using any privately owned, personal tools and equipment unless such tools have been inspected, tested and approved for use by the company.

Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy surfaces or patches.
3. When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstruction or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc.
7. When lifting any object, employees should assume a squat position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

SUMMARY

It is imperative that all employees, contractors and sub-contractors of IKM whether at Head Office or at a clients' premises, understand and adhere to the requirements of the **Health & Safety at Work Act 1974** and all subsequent amendments and additions. Further it is the duty of every person to ensure that he/she exercises a **Duty of Care to themselves and** to all other persons at all times.

Where and when an employee, contractor or sub-contractor of IKM is required to work at a clients' premises then that employee, contractor, sub-contractor shall familiarise him/herself with the safety requirements of the client company and act to fulfil them, whilst continuing to act within the safety requirements of IKM.

Appendix 1



SmokeFree Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of IKM Network Communications Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy came into effect as of Sunday 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. All persons working for or on behalf of IKM shall adhere to their place of work smoking regulations. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The Office Manager shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises, and in all SmokeFree vehicles.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the SmokeFree law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help To Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

SignedInnes Masson.....

Date 1st July 2007

On behalf of IKM Network Communications Ltd.

Health and Safety Declaration

I acknowledge that I have read and are aware of the foregoing code of practice and undertake to agree that I shall at all times observe and conform with each and every provision of the said code of practice.

Name.....

Signed.....

Date.....

Please sign, date and return to the address below.

**IKM Network Communications Ltd
Intec House
St Nicholas Close
Fleet
Hampshire
GU51 4JA**