

HEALTH AND SAFETY POLICY

We take very seriously our obligations and responsibilities under Health and Safety legislation. The objective is to provide a safe working environment and a safe system of work.

Our statement of general policy is:

- To provide adequate control of health and safety risks from our work activities;
- To consult with our employees on matters affecting their health, safety and welfare;
- To provide and maintain safe plant and equipment;
- To ensure the safe handling, storage, transport and disposal of articles and substances;
- To provide information, instruction and supervision for employees;
- To ensure that all employees are competent to do their tasks, and to give them adequate training;
- To provide and maintain safe and healthy working conditions;
- To obtain expert advice, as necessary, to determine levels of risk and advising on their reduction or elimination;
- To review and revise this policy as necessary at regular intervals.

Employee Duties and Responsibilities

The Health & Safety at Work Act 1974 requires that employees, while at work:

- Take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions
- Co-operate with their employer to enable them to comply with health and safety legislation
- Do not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare and required by health and safety law.
- Report all health and safety concerns to Jonathon Wilson.

Organisation

Jonathan Wilson as Director has overall and final responsibility for health and safety.

- This health and safety policy will be updated and re-issued as required, but as a minimum, will be reviewed annually by Jonathan Wilson.

Names of people with Health & Safety responsibilities

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Responsibility	Name of person
<ul style="list-style-type: none"> • Day-to-day responsibility for ensuring this policy is put into practice. • Monitoring Health & Safety policy 	Jonathon Wilson Adrian Harvey Kevin Page Kash Gadhia
<ul style="list-style-type: none"> • Ensuring Health & Safety standards are maintained/improved in the following areas: 	VDU's: Jay Patel Office: Kash Gadhia Trade Counter: Derek Harvey Stores: Kevin Page Drivers: Carl Halsey External Sales: Phil Pavitt
<ul style="list-style-type: none"> • Report any hazards or potential hazards. • Wear protective clothing and equipment when required. • Monitor visitors and ensure they comply with health and safety rules. • Report all accidents. • Follow all health and safety rules and procedures. 	All employees.
<ul style="list-style-type: none"> • Ensure risk assessments are carried out and findings are recorded. 	Jonathan Wilson
<ul style="list-style-type: none"> • Ensuring action required is implemented • Review risk assessments annually. 	Jonathan Wilson
<ul style="list-style-type: none"> • Identifying and carrying out COSHH assessments. 	Adrian Harvey

<ul style="list-style-type: none"> • Checking new substances and obtaining relevant information. • Informing employees of COSHH implications. 	
<ul style="list-style-type: none"> • Managing maintenance of equipment & machinery, company vehicles. • Arranging maintenance and repairs and ensuring effective maintenance procedures are drawn up. 	Jonathon Wilson
<ul style="list-style-type: none"> • Identifying, arranging and monitoring relevant Health & Safety training and employee guidance. 	Jonathan Wilson
<ul style="list-style-type: none"> • Health and safety induction training. • Training new staff in safe working practices. 	VDU's: Jay Patel Office: Kash Gadhia Trade Counter: Derek Harvey Stores: Kevin Page Drivers: Carl Halsey External Sales: Phil Pavitt
<ul style="list-style-type: none"> • Fire risk assessments are carried out and implemented. • All employees are instructed on evacuation procedures. • Evacuation routes are kept clear. • Fire drills are conducted twice yearly. 	Jonathan Wilson

Arrangements

Training

All employees will be given appropriate instruction in health and safety as it relates to their job and their general employment with this company. Health & Safety induction training will be provided to all new members of staff.

Specific jobs requiring specific training are:

- Stores work - stacking, handling and loading goods.
- Fork lift training
- Drivers - stacking, handling, loading and delivering goods; safe driving practices and health and safety awareness on other sites.

Training will be identified, arranged and monitored by Kevin Page

Health and Safety risks arising from our work activities

Risk assessments will be undertaken by Peter Wilson and/or other members of the Health and Safety Committee on a regular basis, of the entire premises, its contents and systems of working. Findings will be recorded and action will be taken to eliminate or reduce any hazards identified. Assessments will also take place as a result of changes in work activity.

Consultation/Information

Statutory and Health & Safety information will be displayed on the notice board. Health and safety issues will be discussed in team meetings where staff will also be given health and safety briefings on new health and safety requirements affecting them. As far as possible, employees will be given copies of information and guidance relating to them.

A Health and Safety Committee consisting of Jonathon Wilson, Kevin Page Adrian Harvey will meet regularly to discuss health and safety issues.

Employees are encouraged to contribute ideas, suggestions and comments relating to health and safety issues, which the Health & Safety Committee will consider and sensibly respond to.

Safe plant and equipment

All equipment and machinery provided complies with the appropriate UK standards and is regularly maintained in safe working order. All employees who use the equipment or machinery are properly trained in its use including health and safety considerations.

Jonathon Wilson will ensure that all identified maintenance requirements are implemented. All employees are required to report any problems or faults found with plant/equipment including company vehicles to him or their department manager as soon as possible.

Safe handling of substances (COSHH)

Adrian Harvey will be responsible for identifying all substances, which need a COSHH assessment, for carrying out these assessments and implementing any actions required as well as informing employees. Assessments will be reviewed each year or when the work activity changes, whichever is soonest.

Work practices and systems of work involving storing and handling COSHH substances will be monitored and reviewed in order to identify safety hazards and accidents as far as is reasonably practicable are avoided.

Hazards and Safety risks

All employees have a responsibility to report any potential Health and Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace. Examples may include:

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire escape doors or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment including problems or faults in company vehicles.
- Defective flooring e.g. uneven or slippery surfaces.
- Broken glass.
- Carelessness by an employee, customer or other person on the premises.

Reporting of accidents and incidents

All accidents, incidents, work related ill health and 'near misses' must be reported to Jonathan Wilson and recorded in the accident book, which is kept in the office.

All incidents and accidents will be investigated without delay and appropriate action will be taken.

Jonathan Wilson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

First Aid

The first aid box is kept in the office. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or emergency services or take them to Accident & Emergency at the nearest hospital.

Emergency Procedures - fire and evacuation

Jonathan Wilson is responsible for ensuring that fire risk assessments are undertaken and implemented, all employees are instructed in fire and emergency evacuation, escape routes are checked weekly and emergency evacuation procedures are checked twice yearly.

Fire extinguishers are maintained and checked every 6 months by Complete Fire Protection.

Protective clothing

Protective clothing and equipment is provided and must be worn when required.



..... Jonathan Wilson, Director

04/12/2019

..... Date