

Health & Safety Policy



The company recognizes that a safe working environment will contribute to the wellbeing of staff and has positive benefits to the company and its performance.

The management team is committed to allocate adequate and suitable resources to, as far as is reasonable practicable, prevent accidents and dangerous occurrences and safeguard the Health and Welfare of all employees, who also have duties imposed on them by the Health and Safety at Work etc Act 1974

The principle objectives of this Policy are:

1. To promote improving standards of Health, Safety and Welfare for all employees and comply with all statutory duties.
2. To maintain a safe and healthy place of work for all employees, visitors and others that may be affected by the work activity.
3. To prevent accidents and cases of work-related ill-health.
4. To consult with all employees on matters affecting their health and safety, ensuring their involvement.
5. Develop the culture for health and safety awareness amongst all employees and a commitment to continuous improvement.
6. To provide adequate welfare facilities for all of our staff.
7. To effectively monitor safety performance.
8. To review this policy as necessary at regular intervals.

Responsibilities:

1. The management team are responsible for ensuring that this policy is maintained and that our operations are executed in such a way to ensure the health, safety and welfare of our employees and other persons who may be affected by our operation.
2. Overall responsibility for health and safety is that of the company Managing Director.
3. Employees must:
 - Co-operate with line managers on health and safety matters.
 - Use any safety equipment provided to them for the health and safety of themselves or others.
 - Take reasonable care of their own health and safety and report all health and safety concerns to their line manager or the Managing Director.

Health and Safety Risks:

1. Risk assessments will be undertaken by the Health and Safety Lead and the Line Manager.
2. The findings of the risk assessments will be recorded and reported to the Management Team and staff.
3. Actions required to remove or control risks will be approved by the Line Manager and Managing Director.
4. The Line Manager will be responsible for ensuring the action is implemented.
5. The Managing Director will check that the implemented actions have removed or controlled the risk.
6. Risk assessments will be reviewed annually or when work activity changes.

Consultation with employees, information, supervision and training:

1. All employees will receive instruction on health and safety procedures, policies and responsibilities on induction – to be carried out by the Health and Safety Lead.
2. Employees will receive regular and recorded health and safety training, and such training will be repeated for new or reassigned employees.
3. All policies and procedures will be accessible to all employees on the shared drive.
4. Line managers will consult with staff on a regular basis, providing and receiving information on health, safety and welfare issues and arranging training where required.
5. Job specific training will be provided or arranged by the Line Manager

Health and Safety Lead ie. equipment training, forklift training, manual handling etc.

6. Staff driving forklifts will be assessed annually.
7. Training records are kept by the Head of Logistics.
8. Concerns relating to health, safety and welfare issues will be escalated to the management team or Managing Director.
9. The Health and Safety law information is displayed on the company notice board.

Safe plant, equipment and handling of substances:

1. The Health and Safety Lead, Head of logistics and Line Managers will be responsible for identifying equipment needing maintenance and ensuring maintenance procedures are drawn up and implemented.
2. All employees are responsible for reporting problems found with any equipment to their line manager or the Managing Director.
3. The Health and Safety Lead or Line Manager is responsible for ensuring new equipment meets health and safety standards.
4. Manual handling training will be conducted annually.
5. An electrical survey will be conducted annually and recorded in the manual.
6. The Health and Safety Lead will be responsible for identifying any substances requiring a COSHH assessment and implementation of any actions identified.
7. It is the Health and Safety lead responsibility to check that any new substances can be used safely.
8. Assessments will be reviewed annually or when work activity changes.

Accidents, first-aid and work-related ill health

1. First aiders have been appointed and are notified on the company notice board.
2. First aid boxes are maintained by the Health and Safety Lead.
3. All accidents and cases of work-related ill health are recorded in the accident book. The book is kept by the Health and Safety lead.
4. The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

1. Active monitoring and periodic reviews are undertaken to ensure our safe working practices are being followed. This is conducted annually by a third party company.
2. The Health and Safety Lead is responsible for investigating minor accidents
3. Accidents involving serious injury and work related ill-health will be investigated by the Managing Director

Emergency procedures – fire and evacuation

1. The Health and Safety Lead is responsible for ensuring the fire risk assessment is undertaken annually or when activity changes and any actions implemented.
2. Escape routes are checked and kept clear by Line Managers at all times.
3. Emergency lighting will be tested periodically and an inspection made annually.
4. Fire extinguishers are maintained and checked by external contractors annually – the certificate held in the contractor's file. The Health and Safety Lead is responsible for this.
5. Fire alarms are tested weekly by the Health and Safety Lead and checked by external contractors annually.
6. Fire drills and evacuation are conducted periodically.

Charlotte Clarke
Managing Director

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