# HEALTH AND SAFETY POLICY DOCUMENT

**General Statement - *(All offices)***

The organisation regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. Management and staff have responsibility for implementing the specific arrangements under this policy. All employees are required to cooperate with the Organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The policy will be updated, particularly as the business changes in nature and size, and in light of new legislation. To ensure this, the policy and the way in which it isoperated will be reviewed and revised as necessary at regular intervals.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

Signed: ………………………………… **Stuart J. Gregory**

**MANAGING DIRECTOR**

Dated: …………………………………

**Responsibilities - *(All offices)***

1. Overall responsibility for Health and Safety in the Company is that of the HR Director: Karen Munro.

2. All employees have a responsibility to co-operate in achieving a healthy and safe workplace, and to take reasonable care of themselves and others affected by their actions.

3. Any health and safety problem noticed by an employee which cannot be immediately put right **must be** notified to the HR Director.

4. All employees must report any injury suffered in the course of, or resulting from, work to the HR Director.

5. Any employee needing further advice about any aspect of Health and Safety should speak to the HR Director.

6. Separate arrangements are provided for all WSS Group offices. It is the responsibility of employees employed in each office to ensure that they are familiar with the arrangements that apply to their office.

**Health and Safety - *(Colchester Langham Barns)***

Safety inspections / risk assessments will be carried out on a regular basis to identify risks and initiate any preventative or protective measures necessary. The HR Director is responsible for these inspections and will record any identified risks/action taken and notify employees. Attention is drawn to the following:

1. **Cleanliness.** The kitchen areas are to be kept clean and tidy at all times. All cups, plates, cutlery etc., are to be placed in the dishwasher or to be washed in clean hot soapy water when returned to the kitchen and **not allowed to accumulate.**

All desk spaces are to be kept tidy and telephone and power cables are to be positioned so as not to present a hazard.

2. **Waste Disposal.** Responsibility for waste disposal will rest with the cleaners and be supervised by the HR Director.

3. **Stacking and Storage.** Stacking and storage of documents and equipment is to be carried out with proper care. No items are to be stored where they may hinder gangways or exits.

4. **Electrical Equipment.** Employees are **not** to attempt repairs to any electrical equipment, including computers. All faults are to be reported to the IT Department who are responsible for arranging for an electrical contractor to effect necessary maintenance.

5. **Hazardous Substances.** Employees using any potentially hazardous substance must ensure that it is used in accordance with instructions provided.

6. **Smoking and Vaping** are totally banned within the office.

7. **Security.** The Managing Director has building responsibilities relating to security and has a list of nominated key holders. Key holder status must be authorised by a Director.

**Fire and Evacuation Procedures - *(Colchester Langham Barns)***

1. The procedure to be followed in the event of a fire is displayed on the notice board all employees must be familiar with these instructions.

2. All fire exits are clearly marked and must be kept free from obstruction at all times.

3. Periodic fire drills will be held to test the evacuation procedure, and to ensure that employees are familiar with the routine. The fire alarm will bechecked regularly*.* The HR Director will be responsible for organisation.

4. All fire extinguishers will be checked regularly to ensure that they are in good working order. The HR Directorwill be responsible for organisation.

**First Aid - *(Colchester Langham Barns)***

1. The First Aid box is located in the main office by the filing cabinets.

2. First Aiders are responsible for administering first aid; their names are on the Health & Safety Poster.

3. Any employee involved in an accident when on duty **must** report it to the HR Director and / or a First Aider.

4. Details of all accidents at **work** must be recorded in the WSS GroupAccident Record book.

5. Where necessary, injuries, diseases or dangerous occurrences will be notified to the appropriate authority by the HR Director.

**Training - *(All Offices)***

1. Information regarding health and safety will be given to all new employees as part of their induction programme.

2. Health and safety training will be provided for all employees on a regular basis. The HR **Director** will be responsible for organisation.

3. In the event of a change in circumstances involving health and safety, any necessary new information and training will be provided for all employees.

4. Employees are reminded that their co-operation in this process is vital. Any employee who feels that they need further training in any aspect of health and safety should speak tothe HR Director.

Pages 1, 2 & 5 relate to all offices

Pages 3 & 4 - relate to separate offices: see list below:

* Colchester, Langham Barns
* Fläkt Woods Ltd., Colchester
* Mars Chocolate UK Ltd., Dundee Road, Slough
* GE Energy Ltd., Rugby

**WSS Group companies:**

Wallis Shipping Services Ltd.

WSS Procurement Ltd.

**SBG/KM**

**18.10.22**

***(Review October 2024)***