**This is the statement of general policy and arrangements for Wicks Manor Pork**

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| Overall and final responsibility for health and safety is that of | Fergus Howie (Managing Director) |
| Day-to-day responsibility for ensuring this policy is put into practice is delegated to | Eleanor Barnes (Technical Assistant)Graeme Mitchell (Production Director) |

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| **Employer Statement**It is our aim to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities. We will achieve this by undertaking relevant risk assessments and ensuring action required to remove/control risks will be carried out. We will check that the implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees. We will review assessments annually or when the work activity changes, whichever is soonest. The individuals identified in this policy have been allocated specific responsibilities. |

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| **Statement of general policy** | **Personnel responsible** | **Action/Arrangements** |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work. | David Couldrey (Technical Director)Eleanor Barnes (Technical Assistant)Alison King (Technical Assistant)Graeme Mitchell (Production Director)Joe Mitchell (Factory Manager)All Team Leaders  | * Identify and provide relevant health and safety information, instruction and training.
* Ensure that an adequate level of supervision is provided for all staff members and young workers/trainees.
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| Engage and consult with employees on day-to-day health and safety conditions. | Eleanor Barnes (Technical Assistant)Graeme Mitchell (Production Director) | * Ensure all employees are aware to raise any health and safety concerns they have with their manager or through a near miss report form.
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| Implement emergency procedures in case of fire or other significant incident. | Graeme Mitchell (Production Director)Eleanor Barnes (Technical Assistant) | * Ensure that emergency plans are developed and brought to the attention of all staff and non-staff members who access the premises.
* Ensure a fire risk assessment is carried out.
* Ensure that those with delegated roles are adequately trained.
* Ensure that emergency plans are tested and improved when required.
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| Provide and maintain plant, equipment and machinery | David Lee (Maintenance Engineer)David Couldrey (Technical Director)Eleanor Barnes (Technical Assistant)Alison King (Technical Assistant) | * Plant and machinery serviced regularly to a schedule and action taken promptly to address any faults.
* Training for safe use of equipment, machinery and substances provided.
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| Ensure safe storage/use of substances. | Eleanor Barnes (Technical Assistant)David Couldrey (Technical Director)Alison King (Technical Assistant) | * Carry out COSHH assessments of hazardous substances on site.
* Provide information, instruction and training for staff.
* Provide appropriate PPE where necessary.
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| Maintain safe and healthy working conditions.  | Eleanor Barnes (Technical Assistant)Graeme Mitchell (Production Director) | * Ensure that all reported workplace incidents and near misses are investigated, and action taken when appropriate.
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| Health and safety law posters are displayed in: | Butchery Changing RoomHigh Risk Changing Room |
| First-aid boxes are located: | Factory Production OfficeFactory Printer RoomHigh Risk Changing Room |
| Accident book is located: | Technical Office |

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| Signed: (Employer)  |  | Date: |  |