

Office Water Supplies Health & Safety Policy



04th January 2021

Our statement of general policy is;

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for Health and Safety is that of; Mr Paul Mitchell

Day-to-Day responsibility for ensuring policies and statements are put into practice is of; Mr Paul Mitchell

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not to interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed)

Risk Assessments

Risk assessments will be carried out by Mr Paul Mitchell with the assistance of either internal knowledge or external professional such as MPH Consultants, Britannia Health & Safety Training or other sources. Findings and actions to add/remove risks including implantation of actions to be the responsibility of Mr Paul Mitchell. Assessments will be carried out every 12 months usually at the beginning of each calendar year.



Office Water Supplies

Unit 6A, Snetterton Business Park, Harling Road, Snetterton, NR16 2JU

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Consultation With Employee's

Any new measures implanted will be detailed to the employee's either via regular weekly or internal email. Employee's are welcome to highlight any concerns to either of the business partners at the very earliest convenience ensuring safety is paramount.

All statements and policies are always accessible, these are displayed on our notice board as well as the computer hard drive.

Safe Equipment

Any problems with equipment or company vehicles should be reported to either of the business partners at the earliest of convenience. The company vehicles will be maintained regularly with weekly checks by staff members, quarterly checks by external source as well as annual Service and MOT's in accordance to the Government guidelines.

Pieces of equipment will be PAT tested prior to departing our premises, this will be carried out by qualified personnel with the equipment calibrated every 12 months.

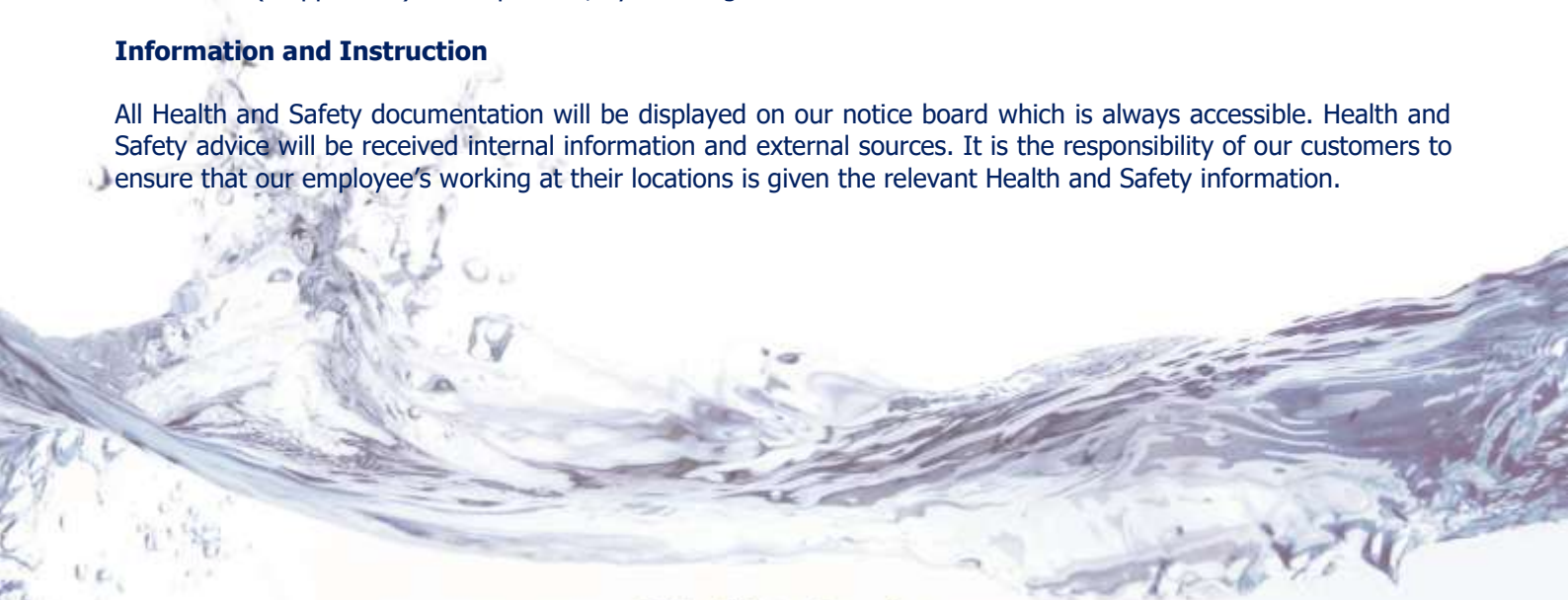
New equipment which is purchased by the company will be the responsibility of either of the Partners to check upon completion whether it requires regular maintenance and to ensure it is Health and Safety compatible.

COSHH and Safe Handling

It is the responsibility of the business partners to identify the substances which requires a COSHH assessment. It is their duty to ensure the employee's are informed of the product. MSDS'S will be made available which is always stored in the maintenance room accessible for all staff members. Assessments to be carried out annually, unless a new product is introduced. It is the business partners responsibility to ensure safe storage, the application, and the best before (if applicable) of the product, by referring to the label and the MSDS sheet.

Information and Instruction

All Health and Safety documentation will be displayed on our notice board which is always accessible. Health and Safety advice will be received internal information and external sources. It is the responsibility of our customers to ensure that our employee's working at their locations is given the relevant Health and Safety information.



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Competency for Tasks and Training

Induction Training and Job Specific training will be provided by the Business Partners prior to the employee's being responsible for their own actions. An animate handling form and practical assessment will be carried out and signed off by both the trainer and staff member. Each employee will also undertake due diligence checks, such as driver's licence and Disclosure & Baring Service certification.

Handling forms will remain on file throughout the employee's employment and kept on the hard drive of the computer for any future referral.

The company will be seeking external training methods for employees that may require additional training for a certain aspect of their role.

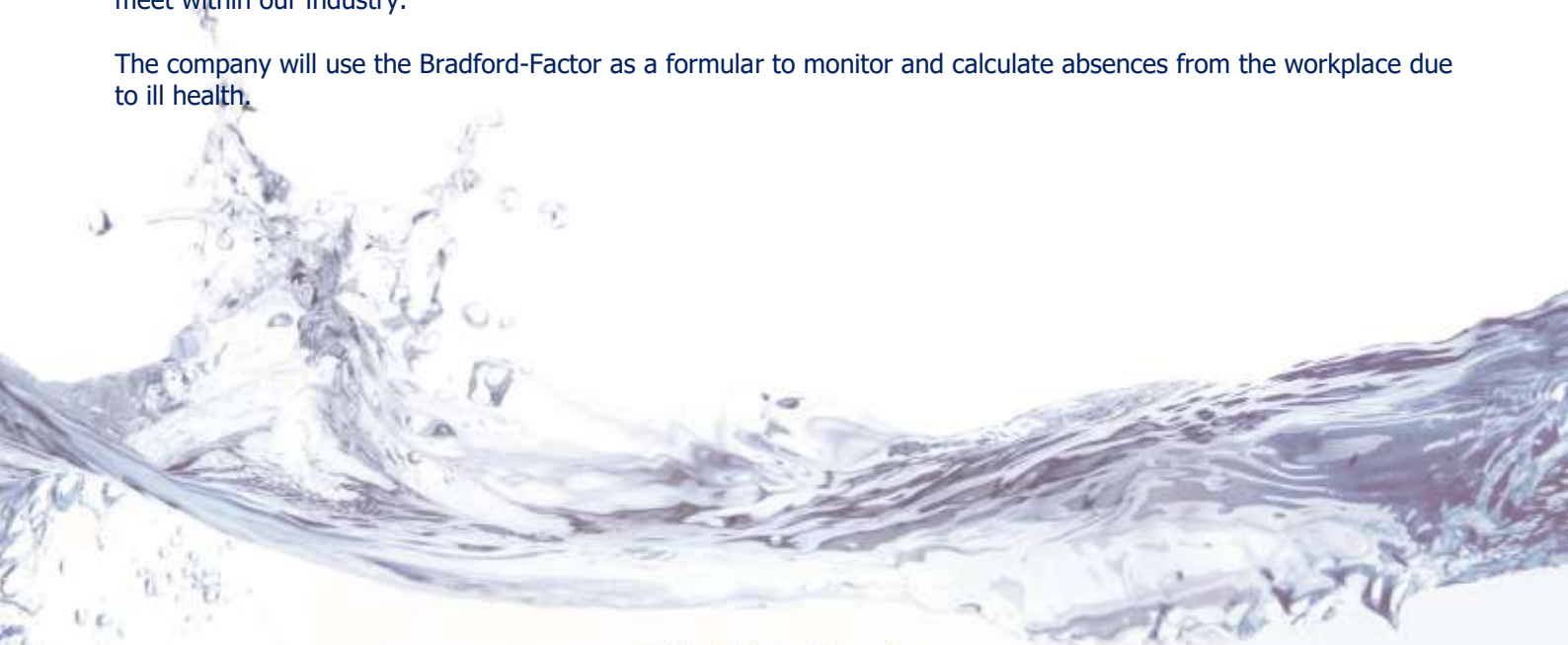
Accidents and First Aid Reports

The appointed First Aider is: Mr Paul Mitchell, the 1st aid box will be found in the Kitchen area which is always accessible.

All accidents/ near misses are recorded and noted on a spreadsheet which is stored on the computer hard drive. The incident must be reported to the business partners whom responsibility it is to discuss the cause and prevention plans.

The employee's are responsible for their health, it is asked that they keep away from the workplace if showing symptoms of an illness that could potentially spread top fellow colleagues and to ensure the hygiene standards are meet within our industry.

The company will use the Bradford-Factor as a formular to monitor and calculate absences from the workplace due to ill health.



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Emergency Procedures

Escape routes are to be always kept clear, yellow floor stickers advising of the necessary actions required for all staff members to observe. Emergency lighting provided by the landlord which is their responsibility to regularly check the operation.

The company fire plan is documented on the warehouse display board, which includes the detail of the meeting point in the event of a fire. This is to be reviewed monthly in accordance to the sites continuous development.

Signed: *P. Mitchell*

Print: Paul Mitchell

Role: Business Partner



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