

Health & Safety Policy Statement

Health & Safety at Work Act
1974

This is the Health & Safety
Policy Statement of:

Pace Digital Sales Ltd
Menta Business Centre, 5 Eastern Way, Bury St Edmunds, IP32 7AB

Our statement of general policy is:

- To comply with relevant health and safety legislation as a minimum
- 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 employees with information, instruction, and supervision.
- 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.

Signed:



Daniel Pank

Operations Director

Date: 01/09/2021

Review Date: 01/09/2022

Responsibilities

1. Overall and final responsibility for health & safety is that of **Daniel Pank**.
2. Day-to-day responsibility for ensuring policy is put into practice is delegated to **Amina Anwar**.
3. To ensure health & safety standards are maintained and/or improved, the following people have responsibility for the following areas:

<u>Name</u>	<u>Responsibility</u>
Daniel Pank	All aspects of the business
Amina Anwar	Team Supervision

All employees must:

- Co-operate with management on matters of health & safety, not interfere with anything provided to safeguard their health & safety.
- Take reasonable care of their own health and safety and that of others.
- Correctly use work items provided by the employer, in accordance with instruction and training.
- Report all health and safety concerns to an appropriate person as detailed in this policy statement.

Health and Safety Risks arising from work activities

4. Risk assessments will be undertaken by **Amina Anwar**.
5. Findings will be reported to **Daniel Pank**.
6. Action to remove / control risks will be approved by **Daniel Pank** and will be responsible for:
7. Ensuring action required are implemented is that of **Amina Anwar**.
8. Checking that actions have removed / reduced the risks is that of **Daniel Pank**.

Assessments will be reviewed every **12 months**, or when work activities change, whichever is the soonest.

Consultation with Employees

All employees are consulted individually or in groups monthly.

Consultation with Employees is provided by **Amina Anwar**.

Equipment

Amina Anwar will be responsible for identifying all equipment / plant requiring maintenance.

Daniel Pank will be responsible for ensuring effective maintenance procedures are drawn up.

Daniel Pank will be responsible for implementing maintenance.

Any problems with equipment should be reported to **Amina Anwar**.

Daniel Pank will check that new equipment meets health and safety standards prior to purchase.

Safe handling and use of substances

Responsibility for identifying all substances which require a COSHH Assessment is that of **Amina Anwar**.

Responsibility for undertaking COSHH Assessments is that of **Amina Anwar**.

Responsibility for implementing actions identified is that of **Amina Anwar**.

Responsibility for informing relevant employees is that of **Amina Anwar**.

Responsible for checking new substances can be used safely prior to purchase is that of **Daniel Pank**.

Assessments will be reviewed every **12 months**, or when work activities change, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed in the office / leaflets are issued by **Amina Anwar**.

Supervision of young worker / trainees will be arranged / undertaken / monitored by **Amina Anwar**.

Responsibility for ensuring that our employees working at other locations under the control of other employers are given relevant health and safety information is that of the **Line Manager**.

Competency for tasks and training

Induction training will be provided for all employees by **Line Manager**.

Specific job training will be provided by **Line Manager**.

Specific areas requiring special training are – **Information Technology**.

Training Records are kept in the **Office** by **Amina Anwar**.

Training will be identified, arranged, and monitored by **Line Manager**.

Accidents, first aid and work-related ill health

Health surveillance is required for employees performing the following jobs –

Job Title

Display Screen Users

Health surveillance will be arranged **by Amina Anwar**.

Health surveillance records will be kept by **Amina Anwar** in the **Office**.

First Aid boxes are kept in **Reception** and the **Office**.

Appointed First Aiders:

Shaun Thurling

Rachel Everett

All accidents and work-related ill health are to be recorded in the accident book which is kept in the **Office**.

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of **Daniel Pank**.

Monitoring

To check our working conditions, and ensure our safe working practises are being followed, we will:

- Conduct random spot checks at irregular intervals.
- Investigate any accidents, work-related ill health, or dangerous occurrence.

Emergency procedures – fire and evacuation

Amina Anwar is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by **Duty Reception** and recorded daily.

Fire extinguishers are maintained and checked under contract annually. Alarms are inspected, tested, and maintained under contract.

Emergency evacuation will be tested every **6 months by the Business Centre Coordinator**.