

health & safety policy statement

health and safety at work etc. Act 1974

The Board believe that a safe working environment and the avoidance of accidents will contribute to both the well being of our staff, and will also have a beneficial impact on business performance.

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, given adequate training, and provided with personal protective equipment where appropriate;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions, and to provide adequate financial and physical resources to ensure this;
- To provide adequate welfare facilities for all of our staff;
- To review and revise this policy as necessary at regular intervals, and
- To commit to continuous improvement in Health & Safety performance.

Responsibilities

- 1 The Board of Directors are responsible for ensuring that this policy is maintained and that the Company's operations are executed in such a way as to ensure the Health, Safety and Welfare of all employees and other persons who may be affected by our operation.
- 2 Overall and final responsibility for health and safety is that of the Chief Executive.
- 3 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Corporate Operations.
- 4 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
The Director of Corporate Operations and the Department Manager	Thornbury Offices
The Distribution Manager	All Distribution Operations
The Retail Sales Manager	All Shops
The Production Manager	All Bothwell Park and Morocco Operations
The Location Manager and the Director of Corporate Operations	All Remote Offices and Subsidiary Companies

- 5 All employees have to:
 - Co-operate with supervisors and managers on health and safety matters;
 - Use any safety equipment provided to them for their health and safety;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Director of Corporate Operations and the appropriate Department Manager
- The findings of the risk assessments will be reported to the Line Managers and Staff
- Action required to remove/control risks will be approved by the Department Manager and the Director of Corporate Operations
- The Department Manager will be responsible for ensuring the action required is implemented
- The Department Manager and the Director of Corporate Operations will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest

Consultation with employees

- Consultation with employees is provided by using the line management structure and Health and Safety Committees, where appropriate, to provide information to staff and to receive information back from staff
- If there is no appointed Health & Safety representative for your work area then the employee representative(s) will be your Line Manager

Safe plant and equipment

- The Site Services Manager, The IT Manager, the Distribution Manager, the Production Manager, the Department Managers and the Director of Corporate Operations will be responsible for identifying all equipment/plant needing maintenance
- The Site Services Manager, The IT Manager, the Distribution Manager, the Production Centre Manager, the Department Managers and the Director of Corporate Operations will be responsible for ensuring effective maintenance procedures are drawn up
- The Site Services Manager, The IT Manager, the Distribution Manager, the Production Centre Manager, the Department Managers and the Director of Corporate Operations will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to your Line Manager and/or the Site Services Department, or the Maintenance Manager
- The Department Manager will check that new plant and equipment meets health and safety standards before it is purchased

Safe handling and use of substances

- The Department Manager and the Director of Corporate Operations will be responsible for identifying all substances which need a COSHH assessment
- The Department Manager will be responsible for ensuring that all actions identified in the assessments are implemented
- The Line Manager and the Director of Corporate Operations will be responsible for ensuring all relevant employees are informed about the COSHH assessments
- The Line Manager will check that new substances can be used safely before they are purchased
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest

Information, instruction and supervision

- The Health and Safety Law poster is displayed on the main notice board at all locations Health and safety advice is available from your Line Manager, the Director of Corporate Operations, or the H.R. Department

- Supervision of young workers/trainees will be arranged, undertaken, and monitored by the Department Manager and the H.R. Department
- The Department Manager is responsible for ensuring that, where appropriate, our employees working at locations under the control of other employers, are given relevant health and safety information

Competency for tasks and training

- Induction training will be provided for all employees by the H.R. Department, Line Management or any other appointed person
- Job specific training will be provided, or arranged, by the Department Manager or the H.R. Department
- Specific jobs requiring special training are Maintenance Staff, Forklift Truck Drivers, and users of any equipment with moving parts
- Training records are kept by the H.R. Department
- Training will be identified, arranged and monitored by the Department Manager

Accidents, first aid and work-related ill health

- The first aid boxes are maintained by the First Aiders at each premises
- The appointed person(s) and first aider(s) are detailed on the Notice Board
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept either with the First Aid box, by the location manager, by the H.R. Department or the Director of Corporate Operations
- The Director of Corporate Operations is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

- To check our working conditions and ensure our safe working practices are being followed, we will carry out active monitoring and periodic reviews
- The Line Manager is responsible for investigating accidents
- Accidents involving serious injury will also be investigated by the Director of Corporate Operations/H.R. Department
- The Line Manager and the H.R. department are responsible for investigating work-related causes of sickness absence
- The Department Manager is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures - fire and evacuation

- The Director of Corporate Operations and the Department Manager are responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked and kept clear by Line Managers every day
- Fire extinguishers are maintained and checked by external contractors every 12 months
- Alarms are tested by appointed staff weekly and by external contractors every 6 months
- Emergency evacuation will be tested every 6 months

Signed _____

(Employer)

Date 01 / 11 / 08

Review Date 01 / 11 / 10