



HEALTH AND SAFETY POLICY STATEMENT

This is the statement of general policy and arrangements for: Ashton & Moore Ltd,
12 Smith St, Hockley,
Birmingham, B19 3EX

Dr K. G. Tucker has overall and final responsibility for health and safety.
Miss H. Parker has day-to-day responsibility for ensuring this policy is put in to practice.

Statement of General Policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Technical Dept.	Completion of risk and DSE assessments, implementing control measures and ensuring that assessments are carried out when there is a change of circumstance or if a new process is being implemented.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Top Management Technical Dept.	Ensure H&S training and inductions are carried out with additional training as necessary. Provision of P.P.E.
Engage and consult with employees on day-to-day health and safety conditions	Top Management Technical Dept.	H&S concerns are considered and dealt with accordingly and conducting H&S review meetings.
Implement emergency procedures – evacuation in case of fire, spillage and other significant incidents.	Fire Wardens Employees	Ensuring that all fire exits and escape routes are kept clear from obstructions, ensuring that emergency evacuation plans are adequate.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of chemicals.	Top Management Technical Dept. Stores Manager	Ensure welfare facilities are available. Preventative maintenance is carried out. Chemicals are kept in stores and handled in accordance to their SDS.

Signed K. Tucker:  Date: 14/09/18

Signed H. Parker:  Date: 14/09/18

H&S law poster is displayed next to the clocking in machines.

First-aid boxes are located with first aiders. Eye wash bottles, etc located around building.

Accident book is located with the first aiders. Date: 14/09/18

Health and safety policy is reviewed if it is no longer valid e.g. change of circumstances.
All accidents and ill health at work is reported under RIDDOR.

RESPONSIBILITIES

1. Health and Safety at Work Act 1974

- 1.1. The employer shall ensure so far as reasonably practicable the health, safety and welfare of its employees, which includes:
 - Provision of safe plant and systems of work;
 - Safe use, handling, storage and transport of articles and substances;
 - Provision of required information, instruction, training and supervision;
 - Safe place of work including safe access and egress; and
 - Safe work environment with adequate welfare facilities.
- 1.2. Employees are required to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. Employees are also required to co-operate with their employer and others to enable them to fulfil their legal obligations.
- 1.3. No persons must at any time misuse or interfere with anything provided in the interests of health, safety and welfare in pursuance of statutory provisions.
- 1.4. Employees shall not be charged for any P.P.E. required by health and safety legislation.

2. Management of Health and Safety at Work Regulations

- 2.1. Written risk assessments shall be undertaken – taking in to consideration vulnerable persons, and these shall be reviewed regularly. New processes shall have a risk assessment completed before production begins.
- 2.2. Emergency procedures such as fire control and evacuation, first aid provision, safe use of equipment, etc shall be created and communicated to the employees.
- 2.3. The employer shall ensure that the employees' health is surveyed regularly as appropriate to the situation.
- 2.4. The employer shall appoint a competent person to advise and assist in undertaking the necessary measures to comply with relevant statutory requirements.

SPECIFIC DUTIES

MANAGING DIRECTOR

- Initiate the company's health and safety policy statement and ensure this is communicated to all employees.
- Ensure delegated duties for implementing health and safety requirements are being carried out.
- To be advised of requirements of appropriate legislation.
- Arrange for resources to meeting the requirements of the safety policy.
- Provide adequate employers liability insurance.
- Ensure that health and safety is a prime consideration in all forward planning.
- Demonstrate and promote a good health and safety culture throughout the organisation.
- Alert the Health and Safety Officer when there are any changes within the company that may affect H&S.

HEALTH AND SAFETY OFFICER

- Assist in planning, promotion and assessment of organisational arrangements for health and safety.
- Advise on the implications of health and safety legislation, codes of practice and work procedures.
- Assist supervisors with preparation of safe working procedures.
- Advise on health and safety aspects of new or re-organised plant, premises, tools and equipment.
- Carry out periodic inspections of work places and work practices.
- Assist supervisors in suitable training in health and safety for all employees.
- Ensure that risk assessments are undertaken.
- Work alongside first aiders in the keeping of the accident record book, and to use this to assess trends.
- Investigate and record all major accidents and incidents, and to report as required under RIDDOR.
- Undertake COSHH assessments and review as required.
- Maintain and update library of health and safety literature relevant to the company's requirements.
- Liaise with representatives of statutory bodies.

SUPERVISORS

- Ensure all employees under their control understand their health and safety responsibilities.
- Carry out risk assessments for tasks carried out under their control.
- Follow risk assessment, ensuring that working arrangements conform and that employees and non-employees have adequate protection.
- Report to senior management, any matters that are potentially serious hazards that require decisions at a higher level.
- Ensure all employees under their control are adequately trained and instructed in their duties and receive sufficient information on fire precautions, first aid and emergency procedures.
- Comply with procedures for reporting accidents, investigations and violence at work.
- Ensure that P.P.E. is available, correctly used and maintained.

EMPLOYEES

- Employees are required to take reasonable care of themselves and others who may be affected by their activities.
- Seek guidance from supervisors when situations arise which affect health and safety of themselves and others.
- Conform to safe working practices and all instructions regarding health and safety.
- Seek advice from supervisors where any doubts or concerns arise relating to plant, tools, work equipment and work methods.
- Assist in maintaining good housekeeping standards.
- Co-operate in the work of safety inspections, accident investigations, etc.
- Use P.P.E. for its intended use and to maintain equipment in a clean and useable condition.
- Attend health and safety training courses/meetings as required.
- Report injury or violence at work incidents.