
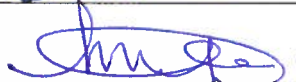


## HEALTH AND SAFETY POLICY STATEMENT

This is the statement of general policy and arrangement for: Ashton & Moore Ltd, 12 Smith Street, Hockley. Birmingham, B19 3EX.
Dr K.G Tucker has overall and final responsibility for Health and Safety. J. Nyamekye-Adams has day-to-day responsibility for ensuring this policy is put into practice.

Statement of General Policy	Responsibility of:	Action / Arrangement
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Technical Department	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 Department	Ensure H&S training and induction are carried out with additional training as necessary. Provision of P.P.E.
Engage and consult with employees on a day-to-day health and safety conditions	Top management Technical Department	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 Department Stores	Ensure welfare facilities are available. Preventative maintenance is carried out. Chemicals are kept in stores and handled in accordance with their MSDS.

Signed: Dr K.G. Tucker: 	Date: 24/11/22
Signed: J. Nyamekye-Adams 	Date: 24/11/22

H&S law poster is displayed next to the clock-in machines
First-Aid boxes are located with First Aiders. Eye wash bottles, etc are located around the building.
Accident report book is located with the First Aiders.
Date: 24/11/22

Health and Safety policy is reviewed if it is no longer valid e.g., change of circumstances.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**

### ***Health And Safety at work Act 1974***

1. The employer shall ensure so far as reasonably practicably the health, safety, and welfare of its employees, which includes:
  - Provision of safe plant and system 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.
2. Employees are required to take reasonable care for the health and safety 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.
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.
4. Employees shall not be charged for any P.P.E required by health and safety legislation.

### ***Management of Health and Safety at Work Regulations***

1. Written risk assessment shall be undertaken – taking into consideration vulnerable persons, and these shall be reviewed regularly. New processes shall have a risk assessment completed before production begins.
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.
3. The employers shall ensure that the employees' health surveyed regularly as appropriate to the solution.
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 meet the requirements of the safety policy.
- Ensure that health and safety is a prime concern 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 workplaces 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.
- Conduct risk assessments for task 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 Personal Protective Equipment (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 advise 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 Personal Protective Equipment (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.