

HEALTH AND SAFETY POLICY DOCUMENT

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Health and Safety Policy Statement of Intent

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Fawkes & Reece Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Fawkes & Reece Ltd acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Health & Safety Co-ordinator will implement the company's health and safety policy and recommend any changes to meet new circumstances. Fawkes & Reece Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Fawkes & Reece Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Fawkes & Reece Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signed by:



Name: Ray Connolly

Position: Managing Director

Date: November 2021

2. Health and Safety Organisation

Management Structure

Managers and employees all have health and safety duties specified in this document and these should be considered as an integral part of a post holder's job description.

In addition the safety rules, the procedures and the practices detailed in this document are business policy and must be strictly adhered to by all employees, regardless of the nature of their specific duties.

Health and Safety Responsibilities

2.1 Managing Director H&S Responsibilities

The Managing Director has absolute responsibility for all Health and Safety matters concerned with the Business.

Main Health and Safety responsibilities of the Managing Director are to:

1. Initiate the business H&S policy for the prevention of injury, ill health, loss and/or damage.
2. Be aware of the requirements of current legislation and establish systems to implement and monitor compliance.
3. Setting out the main safety objectives, standards and targets for the Business.
4. Arrange for competent assistance to assist in complying with and implementing health and safety arrangements.
5. Ensure that at all levels of staff receive adequate and appropriate, information, instruction, training and supervision.
6. Ensure that employees are consulted on matters affecting their health and safety and welfare.
7. Insist that safe working practices are regularly observed.
8. Ensure that accidents and incidents are investigated and action taken to prevent recurrence.
9. Ensure that injuries, accidents and dangerous occurrences are recorded and reported in accordance with statutory requirements.
10. Reprimand any member of staff failing to discharge satisfactorily their responsibilities regarding this safety policy.
11. Arrange for adequate resources and facilities to meet the requirements of this policy.
12. Regularly monitor and review this policy to ensure that it is effective, continues to be relevant and takes into account changes in activities or circumstances.
13. Set a very high personal example.

2.2 Director H&S Responsibilities

The Directors are responsible to the Managing Director. The Directors have responsibilities for the implementation, continuance, co-ordination and monitoring of the health and safety policy and procedures within the business.

Main Health and Safety responsibilities of the Directors are:

1. Nominating competent persons to assist the business in complying with and implementing health and safety arrangements.
2. Ensuring that adequate resources are available to implement the health and safety policy to include:

3. Ensuring that risk assessments being carried out.
4. Ensuring that consultation with employees on matters affecting their health and safety.
5. Ensuring that safe working practices used by employees.
6. Ensuring that training, information, instruction and supervision.
7. Ensuring that accidents and incidents are recorded, reported, investigated and action taken.
8. Ensuring that disciplinary procedure are set in place
9. Ensuring that regularly monitor the effectiveness of the policy and review this policy regularly.
10. Set a very high personal example at all times.

2.3 Management H&S Responsibilities

The Managers/Team Leaders are responsible for the effective management of health and safety within their teams and will be held accountable to the Director.

As part of the management team, all Managers are responsible for achieving the objectives of the Health and Safety Policy within their designated area of control and they must ensure that Health and Safety is given a high profile and must strive to reduce accidents and unsafe working practices.

Management responsibility: Safety management duties include the following:

1. Ensuring that safe systems of work are established and used by all staff.
2. Ensuring that the premises and all equipment are adequately maintained.
3. Monitoring premises and work equipment, reporting faults and implement actions to rectify where necessary.
4. Participating in the risk assessment programme and ensuring that they are carried out.
5. Identify health and safety training needs and ensuring that adequate health and safety training is provided.
6. Investigating and reporting on accidents and incidents.
7. Report to the Director on the status of the businesses management of health and safety on a weekly basis including: injuries, accidents and dangerous occurrences and improvements in health and safety.
8. Enforcing the PPE requirements of the business.
9. Set a personal example at all times especially in the use of the personal protective equipment and the safe working procedures.
10. Ensuring that staff working in their areas of control are properly instructed in the following procedures where applicable:
 - Emergencies – The fire escape route, the muster point, any alarm call points, the fire equipment points, the nearest telephone, location of the first aid equipment, and the names of first aiders.
 - Personal – Protective clothing/equipment, no smoking policy, Lone working policy adhered to.
 - Safety – Footwear, personal protective equipment, the correct use of fire fighting equipment, safe working at heights.

2.4 Safety Adviser H&S Responsibilities

The Safety Adviser is the advisory link between the Managing Director, the Management Team and all employees. The Safety Adviser is responsible for providing competent advice on the safety policy, organisation and arrangements, which support the overall health and safety programme, as well as day-to-day technical safety advice in support of the business.

The Safety Adviser is responsible for co-ordinating many health and safety activities and acting as a primary source of health and safety advice within the business.

These responsibilities specifically include:

1. Co-ordinating the businesses risk assessment programme.
2. Administering the accident investigation and reporting procedure, submitting reports as required by RIDDOR.
3. Co-ordinating the health and safety inspection programme.
4. Training:
 - Identifying health and safety training needs.
 - Providing and sourcing health and safety training.
 - Providing health and safety induction training to new staff.
5. Arranging the regular housekeeping inspection and quarterly safety checks, keeping the managing Director, Director and management personnel informed of the findings. Such inspections and checks are to be documented and retained for audit purposes.
6. Advising on the specification required of PPE, obtaining and the issue of PPE, maintaining records of such issues and the maintenance thereof ensuring that the records are kept up to date.
7. Obtaining from suppliers, Data Sheets for any chemicals used in the business, retaining them on file, and for raising a Chemical Assessment Sheet and risk assessments in accordance with current COSHH regulations, using the business assessment form.
8. Attending all safety meetings as the adviser, to discuss health and safety matters, recording the minutes of such meeting and circulating those minutes to the employees.
9. Preparing and submitting progress reports on an annual health and safety action programme.
10. Sourcing additional specialist health and safety assistance as and when necessary.
11. Identifying the implications of changes in H&S legislation and/or HSE guidance.
12. Liaising with the HSE, the businesses insurers and other external bodies.
13. Setting a high personal example in all matters regarding health and safety.

2.5 First Aiders & Appointed Persons Responsibilities

Medical treatment will be provided at the scene promptly, efficiently and effectively before the arrival of any medical teams that may have been called. First-aid can save lives and can prevent minor injuries from becoming major ones. The appointed persons in each relevant branch, will take charge of first-aid arrangements for the business including looking after the facilities and equipment and calling the emergency services when required.

First Aid trained personnel have successfully completed first-aid training and are able to apply the following competencies:

- To act safely, promptly and effectively when an incident occurs at work;
- To administer cardio-pulmonary resuscitation (CPR) promptly and effectively;
- To administer first-aid safely, promptly and effectively to a casualty who is:
 - Unconscious; wounded or bleeding;
- To administer first-aid safely, promptly and effectively to a casualty who:
 - Is burnt or scalded;
 - Has an injury to bones, muscles or joints;
 - Is in shock;
 - Has an eye injury;
 - Is suffering from poisoning;
 - Has been overcome by gas or fumes;
- The transportation of the casualty safely in the workplace;
- The recognition and management of common major illnesses;
- The recognition and management of minor illnesses;
- The management of records and the provision of written information to medical staff if required.

First-aiders must also know and understand the following elements of first-aid at work:

- The legal requirements relating to the provision of first-aid at work;
- First-aid responsibilities and procedures in an emergency;
- Safety and hygiene in first-aid procedures;
- How to use first-aid equipment provided in the workplace

2.6 Fire Safety Personnel Responsibilities

Whatever the number of employees, it is vital that responsibility for action in the event of fire is assigned to specific persons.

Poonal Patel will act as the nominated Fire Safety Person for the head office site and is responsible for implementing the day-to-day business fire prevention procedures as stated below:

- Ensure that all procedures, precautionary measures and safety standards (as specified in the H&S Policy) are clearly understood and complied with by all those within the business.
- During the alarm, oversee safe evacuation of site, ensuring that all staff/visitors report to assembly points;
- Promote a safe working environment.

2.7 All Employees H&S Responsibilities

Employees are responsible for ensuring the health and safety of themselves and others who might be affected by their actions and for co-operating at all times on health and safety matters. All employees are held accountable at law not to commit acts in breach of legislation and they must not wilfully, and without reasonable cause, do anything likely to endanger themselves or others.

ALL employees are responsible for:

1. Complying with the businesses procedures and health and safety policy.
2. Complying with the businesses PPE requirements.
3. Behaving in a responsible manner.
4. Identifying and reporting defects and other health and safety concerns.
5. Suggesting improvements to procedures and/or safe systems of work.
6. Co-operating with the business on all health and safety matters.
7. Not to intentionally interfere with or misuse anything that has been provided in the interests of health and safety or welfare, whether it has been provided for the protection of employees or other people.
8. Warning new employees of known hazards.
9. Refraining from horseplay and the abuse of welfare facilities.
10. Setting a good personal example.

Accident Reporting Including RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2003 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

All accidents at work must be reported to the HR Manager on a completed Accident/Incident Report Form. The decision on whether to make a statutory report to the HSE, will be made on behalf of the Company by the Senior Management Team.

Full and prompt completion of an Accident / Incident Report Form is essential so that the Company can make any necessary statutory reports to the HSE, monitor and review incidents, and act if necessary.

Following a major injury to an employee or a dangerous occurrence as defined in the Regulations the HR Manager will make a report to the local HSE office.

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

Health and Safety Arrangements

3.1 Accidents:

The arrangements below are to be used regardless of the circumstances.

All employees must carry out the following actions if an accident occurs:

1. Ensure that an appointed person is attending to the casualty and no one else is put in danger.
2. Assess seriousness of casualty and if not serious apply local first aid assistance.
3. If casualty is in a serious condition ensure that suitable first aid is summoned (Dial 999 for emergency services). Keep casualty warm and comfortable until emergency services arrive.
4. Enter all relevant details in to the accident book and report the incident to the management team.

3.2 Fire and Emergency Procedures:

In the event of a fire within the premises all employees must carry out the following actions:

- 1.If a fire is discovered, the alarm shall be raised immediately by the appropriate method (shouting "Fire, Fire, Fire").
- 2.The business does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.
3. Immediate evacuation of the building must take place as soon as the evacuate signal is given.
- 4.All occupants, on evacuation, should report to the pre-determined assembly point(s), at their relevant branch.
- 5.Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so.
- 6.The business will appoint competent person(s) to take charge of evacuation procedures, as required under the Management of Health and Safety at Work Regulations 1999.
- 7.The fire procedure will be explained to each new employee, along with the identification of exits and different types of fire extinguishers, as part of the induction process.
8. Fire Instructions will be displayed at identified fire points.

3.3 Provision of Fire Fighting Equipment

- 1.The business will provide the necessary fire fighting equipment in accordance with the requirements of the local Fire Authority.
2. It is the policy of the business to over rather than under provide such facilities.
3. All employees are required to familiarise themselves with the fire drill before commencing work.
4. Fire drill exercises will be arranged at regular intervals.
- 5.Fire fighting equipment will be inspected and a certificate issued by a competent fire company on an annual basis.
7. Fire exits must be kept clear at all times. No fire door to or from an occupied room may be locked.
8. Smoking is only permitted in designated areas.
9. No doors are to be wedged or propped open in any way.
10. All personnel will be trained in the safe use of fire fighting equipment.
11. All personnel should know which extinguishers are available in your immediate place of work.
- 12.All personnel should ensure that combustible materials do not accumulate around your place of work. Flammable materials must never be exposed to hot surfaces or direct heat sources.
- 13.Fire extinguishers should only be removed from their wall brackets in an emergency. The removal of fire extinguishers in other cases without good reason will be considered as misconduct.
14. In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices.

3.4 Provision of Information and Consultation:

1. The business will ensure that all members of staff are provided with the information that they require to work safely and without risk to their health, by briefings or information located on the notice board.
2. This will include information, such as the results of assessments and the appointment of various categories of competent person(s), required under various pieces of legislation.
3. Employees will be consulted with either directly or through a representative whom they have elected.

3.5 Training:

All relevant persons will be informed of this policy, risk assessments and the control measures.

1. All new employees will be shown around the premises and have health and safety arrangements explained to them by the management team.
2. General induction training will be provided for all new members of staff. Additional training will be provided for nominated members of staff as required.
3. The planning of training in health safety is the responsibility of the safety advisers.
4. If any member of staff feels that he/she could benefit from specific safety training in addition to that, which has been assessed as relevant by the business, then they should approach management.
5. The business will endeavour to ensure that employees are capable in terms of health and safety for every task that is asked of them. Employees will be shown how to do things safely prior to use, this particularly applies to the use of any equipment.
6. Records of employees training and instruction will be kept.
7. Specific training and instruction will be provided as appropriate to the employees as identified in the risk assessment.
8. All relevant persons will be trained in the following H&S arrangements; Accident and first-aid arrangements; Employee responsibilities; Fire and Emergency arrangements; Personal protective equipment; Risk assessments and control measures; Manual handling; Safe use of equipment; Hazardous substances; Mechanical Handling safety and Electrical safety. Any employee who is uncertain of how to do a job safely must ask the management team. Anyone who wants further training in health and safety is encouraged to request it.

3.6 Risk Assessments:

1. The business is committed to the development of an effectively planned, organised and controlled approach to health and safety at work and recognises that risk assessment is the cornerstone of sound management practice which aims to anticipate and so reduce the occurrence of accidents and incidents.
2. The business has produced detailed written risk assessments for all branches.
3. Risk assessment record sheets are located in each office.
4. All staff are required to read the risk assessments and abide by their requirements at all times.
5. If at any time you are concerned by any aspects of safety, health and welfare in the workplace then stop work and make immediate contact with the Management Team.
6. Control measures are or will be put in place as a result of the risk assessments. The control measures that have been implemented are included in the arrangements part of this policy or in the records of risk assessment.
7. Risk assessments will be reviewed on a regular basis or earlier if significant changes take place.
8. It is the responsibility of the Management Team to ensure that risk assessments have been completed and that reviews are carried out by the due date.

3.7 Public Safety:

The business will endeavour to ensure the safety, health and welfare of the public whilst on the premises.

1. Provisions are in place to exclude members of the Public, where possible, from areas where work is in progress.
2. In areas to which the public are allowed access, the access/egress routes are clearly identified and clear of obstructions.
3. All entrances and access routes to potential hazards are protected and secured to prevent unauthorised entry.
4. Warning notices are displayed to indicate restricted access to the Public
5. Adequate training, instruction and information has been provided to employees on all matters to maintain safety of the Public

3.8 Visitors:

1. Contractors and visitors must all come through front entrance and be escorted to the main office to sign the visitor's book, which is kept by the management team.
2. No members of the public are allowed into the working area or the warehouse unescorted.
3. In the case of an emergency it is the responsibility of the escorting member of staff to lead them out of the area to the safe assembly point.
4. Visitors will be provided with and required to wear any necessary PPE when in an applicable area.
5. Visitor must not operate any equipment and must keep within any designated marked areas.

3.9 Contractors:

1. Any contractor carrying out work at the premises may be required to provide the following details to the Management Team in advance of the work commencing:
 2. Health and Safety Policy - Risk Assessments - Liability Insurance Cover.
 3. Contractors carrying out electrical, gas or hot works will be issued with a permit to work before commencing work. A permit to work will also be required for persons working at height or in confined spaces.
4. All contractors working for the business are required to comply with this safety policy and with all other written safety instructions.
5. Contractors must inform the business of any hazardous substances, electrical equipment, other equipment, or anything else that they intend to use that might affect the health, safety or welfare of its employees.
6. Contractors carrying out any work on our premises will be given a copy of this policy and expected to abide by it. Work to be undertaken by the contractors on the premises must have undergone suitable risk assessments.
7. Any work experience student or trainee will be treated as any other employee however; particular attention and arrangements will be made for their supervision, training and instruction.

3.10 Display Screen Equipment:

1. The business will analyse workstations used by employees who meet the criteria for being classed as "users" under the Regulations in order to assess and reduce risks.
2. The business will carry out formal assessment of all workstations for identified "users".
3. The business will encourage "users" to plan their work so there are breaks or changes of activity.
4. It is the policy of the business to provide eye tests for visual display screen work where an employee is required to work with this equipment.
5. On request, the business will arrange eye and eyesight tests for "users" and provided corrective appliances where the eye and eyesight tests suggest that these are required for display screen equipment work.
6. The business will provide information and safety training where required.

3.11 Electrical Safety:

1. Ensure that all electrical equipment you use is in good order.
2. Do not use any electrical equipment that does not appear to be in good order; employees must report any defects or damage to electrical equipment immediately to the Management Team.
3. No employee must carry out electrical repair work himself; changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the Management Team.

General Safety Requirements for Electrical Systems

- Switch off all electrical equipment after use.
 - Do not overload sockets.
 - Do not allow wires to project into the walkways where they present a tripping hazard.
4. The business will maintain all electrical equipment (portable and fixed) this will include an annual inspection and where deemed necessary, testing of the electrical system.
 5. Anyone suffering an electrical shock (however minor) must report it as an accident.
 6. Electrical equipment that requires testing and inspection will be marked and a record kept of the result.

3.12 First Aid:

1. The business will provide first aid cover in accordance with the current legislation.
2. The nominated first aiders will be published on the notice board in each branch.
3. If you suffer an injury, however slight, report it to your manager and the nominated first aider at once.
4. The injury must be entered in the accident book and you will be required to provide a full explanation of the events surrounding the accident.
5. If a serious accident occurs the first aider should be contacted at once. The first aider will arrange for an ambulance to be summoned immediately.
7. If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid.
8. A first aid box is kept in each branch

3.13 Control of Substances Hazardous to Health:

1. An assessment of all hazardous substances will be made and will be kept in each branch.
2. Employees must follow the precautions and controls as a result of the risk assessment so that they do not expose themselves or others to any risk.
3. Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing.
4. If an employee feels ill as a result of using a substance they must report it to the Management Team and record it in the accident book so that the matter can be investigated.
5. All hazardous substances must be stored in their original containers and those containers stored correctly.

3.14 Maintenance of Premises:

1. The business will ensure that reasonable measures are taken to provide premises, means of access and egress, that are suitable, safe and without risks to health, which are kept well maintained and in good repair.
2. This will include meeting the requirements relating to sanitary conveniences, washing facilities and the provision of drinking water.
3. Premises will be cleaned daily and waste will be disposed of in the approved manner.
4. All staff should endeavour to maintain their work areas in a safe and tidy condition by:
 - Keeping work areas tidy.
 - Keeping floors, gangways, exits and fire points free from obstructions.
 - Not stacking unsecured loose items on areas above head height.

3.15 Manual Handling:

Lifting and moving loads by hand is the biggest cause of injury in the work place. Lifting should be carried out in accordance with the following guidelines:

1. If a load is awkward or beyond your capability you must get help.
2. Check all packaging and articles for sharp edges and projections before lifting.
3. Ensure that there are no obstructions in your path before lifting any article.
4. Ensure that you can see around a load when lifting it.
5. Ensure that there is adequate room to put down a load when you have moved it.
6. When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
7. Always use your entire body weight in a controlled manner when pushing a load.
8. Heavy goods are to be lifted in accordance with the business assessments for manual handling. Do not use lifting equipment unless you have been specifically authorised.
9. Employees must not attempt to move any load, which they think, may cause them an injury.
10. Two person lifts are to be encouraged where practical for large pieces of equipment or materials.
11. Employees must follow the methods described as a result of the risk assessment and the training given.
12. Any employee who is injured during any manual handling operation must report it and record it in the accident book.
13. Where hazardous manual handling operations remain, the risk they pose will be assessed and, where necessary, additional control measures will be introduced in order to reduce the level of risk.
14. Training in "correct" lifting techniques will be provided where deemed necessary, but will not be relied upon as the sole means of reducing manual handling risks.

3.16 Driving:

1. The business recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties.
2. The business recognises that the occupational risks associated with driving are related to a wide range of factors including:
 - Driver Competence
 - Vehicle Fitness for Purpose
 - Journey (Distance/Duration)
4. The business is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.
5. A workplace transport policy is available on the L Drive.

3.17 Personal Protective Equipment:

1. The business will provide free of charge all necessary PPE for employees.
2. Where protective clothing is provided for your health and safety it must be worn.
3. It is a strict legal offence for an employee to abuse or disregard safety equipment.
4. Persons required to handle hazardous substances must first read the material safety data sheet to determine the precise nature of the protective equipment/clothing required for that product.
5. It should be noted however that personal protective equipment is the last measure to be resorted to in the "hierarchy of controls" and, wherever it is reasonable to do so, the organisation will attempt to reduce risks in other ways.
6. The PPE provided to employees will be to European and British Standards.

3.18 Young Persons

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures will be implemented to ensure their safety.

1. Risk assessments undertaken on any process or procedure when performed by experienced adults will be reassessed in the light of the lack of experience of the young person.
2. Additional Information, instruction, training, and supervision will be provided until the young person has demonstrated a satisfactory degree of competence.
3. Careful attention should be made by the young person and supervisor to any restrictions placed on the type of work which may be undertaken.

3.19 Good Housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff working in all areas must have regard to the following:

- Ensure that damaged flooring is reported to the management without delay
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times.
- Close all cabinets, cupboards and drawers after use.
- Never overload shelving or store heavy items above head height.
- Never leave a lit cigarette unattended in the designated smoking area.
- Equipment must not be left where it can be a tripping hazard.

3.20 Storage of Materials

Correct identification and compatibility of materials stored minimises the risk of loss, damage or fire. Correct location of materials can also greatly reduce the risk of manual handling injury.

Additionally, the provision of adequate storage facilities can greatly improve general housekeeping.

1. Therefore the business will provide, as is reasonable, adequate and suitable storage facilities for the material that is used in carrying out its activities.

2. Materials which are covered by either the Control of Substances Hazardous to Health Regulations 1999 or the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 will be stored in accordance with the requirements contained in these Regulations.

3. No supplies should be left on the floor or in the gangways.

3.21 Stress

1. The business recognises its obligations under the Health and Safety at Work etc. Act 1974 to, amongst other matters, take reasonable measures to provide and maintain a safe system of work, where such a system of work aims to prevent psychological as well as physical injury.

2. Therefore the risk assessments undertaken by the business will take into account the possible risks to health arising from work-related stress.

3. The first step in the organisations approach to stress management being to identify work activities, which impose unnecessarily high levels of stress upon the individual employees undertaking them. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

4. The second step being to educate employees identified as being at risk from work-related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

5. Lastly, employees identified as being in need of rehabilitation due to work-related stress will be provided, upon request, with independent and confidential counselling.

6. The business encourages employees who feel that either they or other employees are subject to levels of stress, which are detrimental to their health to report this, in the strictest confidence, to the Management Team.

3.22 Employee H&S Rules

Below is a list of some of the basic rules for employees to follow:

1. It is a requirement of employment for employees to abide by health and safety rules and any employee breaching safety rules will receive a written warning in the first instance. A second offence can lead to dismissal.
2. Keep your worksite area clean and tidy, particularly from things likely to cause person to slip or fall.
3. Always use equipment the correct way as per the instructions.
4. Always wear the right personal protective equipment and clothing;
5. Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
6. Never interfere with equipment, electricity or any safety features;
7. Do not smoke in the premises.
8. Report any defects or damage to any part of the premises or equipment to the Management Team.
9. Do not put yourself or others at risk and this includes horseplay or misuse of articles and substances.
10. Any employee who notices a hazard must report it immediately to the Management Team.
11. The business encourages suggestions from employees to improve health and safety standards.

Signed:



Name: Ray Connolly

Date: November 2022