

## **HEALTH & SAFETY POLICY STATEMENT**

### **Clarks of Amersham - Policy Reference Number: CoA 01**

The Company recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all its employees.

The Company, will provide finance as is reasonably practicable to meet this responsibility.

The Company will pay particular attention to the provision and maintenance of:

1. Plant, equipment and systems of work which are safe
2. Safe arrangements for the handling, storage and transport of goods.
3. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.

Instruction, training and compliance is the responsibility of the Managing Director.

Persistent and willful refusal on the part of any employee to abide by the legitimate and authorised direction or instruction on safety and health at work matters could result in disciplinary action and/or dismissal.

A copy of this statement is issued to all employees. It will be reviewed, added to, or modified from time to time and will be supplemented in appropriate cases by further statements relating to the work of particular departments or groups of workers

### **Effective Dates/Revision Number**

Specifies the dates of applicability of the policy. Additionally, a version number for change control purposes must be included

Effective Date: 18/09/2009  
Last Review Date: 13/02/2024  
Next Review Due: 13/02/2025  
Version: 1.9

## HEALTH AND SAFETY POLICY STATEMENT

### CONTENTS

- 1.0 Health & Safety Responsibility
- 2.0 Training
- 3.0 Responsibilities of Employees at Work
- 4.0 Conduct
- 5.0 Office
- 6.0 Vehicle Operating Areas
- 7.0 Company Vehicles
- 8.0 Plant and Equipment
- 9.0 Storage

## **HEALTH AND SAFETY POLICY STATEMENT**

### **HEALTH AND SAFETY AT WORK ACT (1974) RULES AND - PROCEDURES STATEMENT**

1.0 The Company's safety policy and rules are in addition to and in no way replace any Act in force which it is obliged by law to comply with.

Michael Clark is responsible for safety in the company and will monitor the safety policy on a regular basis. He will ensure that risk assessments are carried out to include the company premises and customer's premises where appropriate, sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling and the provision of eye-tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

#### 2.0 TRAINING

2.1 Each employee will be trained to operate safe systems of work and to avoid hazards.

2.2 Before working on machines or handling equipment (mechanical or electrical) of any type, employees must be familiar with operating procedures, instructions, and manufacturers recommendations to enable safe operation and avoid risks or hazardous situations.

2.3 Trainees are to be under supervision of a competent operator or instructor at all times, until a level of skill necessary to work efficiently and with care for the safety of themselves and others, has been attained.

2.4 Refresher training will be provided from time to time as required.

2.5 Training will include briefing on:

2.5.1 Fire procedures and drills

2.5.2 Accident reporting procedure. All accidents must be reported to the main office immediately and an accident report form (available in the main office) must be completed, as soon as is practical.

2.5.3 Identifying major hazards and risks, such as blocked fire exits and unsafe vehicles or equipment.

2.5.4 Risk Assessment in relation to manual handling operations.

2.5.5 The need for a responsible attitude at all times when at work, to ensure safe working practices.

### 3.0 RESPONSIBILITIES OF EMPLOYEES AT WORK

- 3.1 All employees have a responsibility to take reasonable care for the health and safety of themselves and/or any other persons who may be affected by their acts or omissions at work.
- 3.2 They should comply where appropriate with Company procedures and co-operate with the Company and or any other person so far as is necessary, to make it possible to comply with all statutory duties and requirements affecting health and safety.
- 3.3 Not to interfere with, or misuse items/equipment provided for health and safety purposes.
- 3.4 When operating in another company's premises/warehouse etc., they should comply with that company's procedures etc. If the employee feels the procedures are not robust enough, stop and report to your manager.

### 4.0 CONDUCT

- 4.1 If you see or are in a hazardous situation, it is your duty to report it to your immediate Manager/Supervisor and colleagues as necessary.
- 4.2 Management/Supervisors are to ensure visitors are not exposed to risks to their health and safety while on the company's premises or parking areas.
- 4.3 Employees who receive visitors are to ensure that they are not exposed to risks to their health and safety while on the company's premises.
- 4.4 No employee may lift, carry or move any load which is too heavy and would be likely to cause injury or harm to said employee.
- 4.5 Staff must not partake of alcoholic drinks or other substances (drugs) which could impair their ability to work in a safe and healthy manner and avoid hazards.
- 4.6 Neighbors should not be exposed to health and safety risks, by personnel who should also refrain from causing disturbance by noise or other disruption.

### 5.0 OFFICE

- 5.1 Office Managers and Supervisors must ensure the Office areas are kept to a safety standard which will not entail the workers being put at risk to their health and safety. Office areas are to be kept to a tidy and workable standard
- 5.2 Door areas, walking areas are to be kept clear of obstructions (cables, boxes, papers etc.).
- 5.3 Desk drawers and cabinet drawers are not to be left in an open position.
- 5.4 Where electrical appliances are used, the lead connector must be removed from the socket when not in use, where possible.
- 5.5 The Accident Book is available in the office, with free access for the logging of accidents, hazards and incidents. The remedial action to be taken, and by whom, is also to be logged.
- 5.6 A procedure is in place that will ensure that the First Aid kits provided are kept stocked and accessible to all members of staff.
- 5.7 Company First Aiders are identified on the Health & Safety posters displayed in the operational areas

## 6.0 VEHICLE OPERATING AREAS

- 6.1 The Management and staff must ensure the vehicle operating areas are kept to a safety standard which will not entail the workers being put at risk to their health and safety.
- 6.2 An accident book is available at the main office. Accidents occurring off site should be phoned though immediately. The office will log the accident for verification by the employee on return. The remedial action to be taken, and by whom, is also to be logged.
- 6.3 General rubbish to be cleared from working areas on a daily basis and disposed of as necessary.
- 6.4 All working areas are to be kept to a tidy and workable standard.

## 7.0 COMPANY VEHICLES

These rules apply to all persons when driving COMPANY vehicles, as laid down by the Company.

- 7.1 To ensure the vehicle is in a safe, roadworthy condition and compliant with the law.
- 7.2 To ensure the vehicle is kept in a clean and workmanlike condition.
- 7.3 To ensure that loads are carried in a safe and secure manner so they will not cause hazard to the driver or any other person.
- 7.4 To ensure you have a current driving license for the type of vehicle you intend to drive.
- 7.5 To ensure the vehicle is driven in compliance with all statutory requirements, and due consideration is given to other road users.
- 7.6 Employees will immediately report every accident or incident in which a Company vehicle in their charge becomes involved and where possible take photos. This is regardless of fault, and whatever persons or property are affected.

## 8.0 PLANT & EQUIPMENT

- 8.1 Unauthorised and/or untrained personnel must not operate machines or equipment. As appropriate, Lift Truck operators must hold a current certificate qualifying them as competent in the use of the particular machine.
- 8.2 All equipment to be used according to operating procedures, instructions and manufacturers recommendations. Care must be taken to prevent damage to tools and equipment.
- 8.3 All unnecessary electrical equipment to be switched off and isolated from main socket when not in use.
- 8.4 Machinery not in working order must be isolated from electrical circuits and a notice "DO NOT USE" is to be displayed in a prominent position.
- 8.5 Operators are to take keys from, and turn off machinery/handling equipment before leaving, for whatever reason.
- 8.6 Ladders - free standing type.  
When not in use, are to be put in a safe position and in such a way that they are not a hazard. When in use a person must be stationed at the foot of the ladder to prevent it slipping.
- 8.7 General rubbish is to be cleared on a daily basis. Each employee is responsible for the cleanliness of the area in which they are working. Brooms, shovels and bins are provided and must be used to clear the working area on completion of work, and at the end of the working day.

9.0

## STORAGE

- 9.1 Warehouse Managers and Supervisors must ensure that areas within the Storage and Warehouse facility are kept to a safety standard which will not entail the workers being put at risk to their health and safety.
- 9.2 The accident book is to be made available with free access for the logging of hazards/incidents. The remedial action, and by whom, which follows is also to be logged.
- 9.3 Gangways must be kept clear of obstructions to allow passage at all times.
- 9.4 General rubbish to be cleared from the Storage/ shredding areas on a daily basis and disposed of a necessary.
- 9.5 All working and storage areas are to be kept to a tidy and workable standard.
- 9.6 All fire doors to be unlocked during working hours, and free from obstruction at all times.
- 9.7 All safety and emergency signs must be visible at all times, and all staff must be made aware of emergency and evacuation procedures in the event of an incident or emergency.
- 9.8 Warehouse Managers are to ensure that periodic checks are made on all fire appliances etc. and that all Fire Points and equipment are serviceable.

## **Employee Misconduct Which May Result In Dismissal Without Notice Or Pay In Lieu Of Notice.**

1. Participation in a crime, which relates to or affects the ability to perform employment duties or participation in any criminal offence [excluding minor traffic offences] on the company's premises during the course of employment.
2. The aiding or abetting of such a criminal offence.
3. Grossly insulting or discourteous behaviour towards the company's management or its customers.
4. The divulgence to outside parties of confidential information regarding the affairs of the company, which would be damaging to business.
5. Deliberate falsification of accounts, expenses or other information of a financial or statistical nature or gross negligence in compiling the same.
6. [I]. The acceptance of benefits, cash, gifts or other items from a supplier or other party doing business with the company without first having obtained the company's consent.  
[II]. The giving away of company property without payment or at an unauthorised discount.
7. Grossly negligent behavior endangering the health and safety of employees, customers or other persons or their property.
8. Reporting for work or being on the company's premises when incapable through the effect of alcohol or drugs.
9. Not permitting the company to make reasonable inspection of work area, garments, handbag, shopping or vehicle should circumstances so warrant.
10. Engaging in any type of sexual, racial or other harassment.

The company reserves the right to consider any other misconduct or behavior which it deems as gross misconduct or any other serious failure to meet the company's work standards not listed here as grounds for dismissal without notice or pay in lieu of notice.