



HEALTH AND SAFETY POLICY STATEMENT

WORKING PRACTICES

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

GENERAL INFORMATION ABOUT RULES COVERING HEALTH & SAFETY HAZARD WARNING SIGNS & NOTICES

- You must comply with all hazard/warning signs and notices displayed on the premises.

WORKING CONDITIONS / ENVIRONMENT

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

PROTECTIVE CLOTHING & EQUIPMENT

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

ACCIDENTS

- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
 - You must report any incident in which damage is caused to property.

HEALTH

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.

YOUR RESPONSIBILITY

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to the [] using the internal report form.

Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered

a serious disciplinary offence and is one which may lead to dismissal;

- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

GENERAL INFORMATION ABOUT RULES COVERING HEALTH & SAFETY ACCIDENTS

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

SECURITY

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit.

Procedures to be carried out in the event of a fire or emergency will be found on the notice board.