

HEALTH AND SAFETY POLICY STATEMENT

OF Trademagic Ltd

# Statement of general policy:

* To meet or exceed the minimum legal requirements of health and safety law;
* To ensure, so far as is reasonably practicable, the health safety and welfare of our employees;
* To ensure, so far as is reasonably practicable, the health and safety of anyone who may be affected by our activities;
* To consult with our employees on matters affecting their health and safety;
* To provide and maintain safe plant and equipment and safe systems of work
* To ensure safe handling, transportation, storage and use of substances;
* To ensure, so far as is reasonably practicable, safe access and egress for our employees to their places of work;
* To provide information, instruction and supervision for employees;
* To ensure all employees are competent to do their tasks, and to give them adequate training;
* To prevent accidents and cases of work-related ill health;
* To consult and cooperate with clients on matters affecting the health and safety of our and their employees;
* To maintain safe and healthy working conditions

# General Health and Safety

* The overall responsibility for health and safety lies with the Operations Director who has day to day responsibility for managing health and safety.
* The Management are committed to achieving the highest standards of health and safety throughout the Company.

The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company’s work activities.

* The Management are also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.
* The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
* The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may

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appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.

* The Senior Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.
* Copies of this policy are to be available to all Company employees and other interested parties.

# ORGANISATION

To ensure health and safety standards are maintained/ improved, the following table lists areas of responsibility and the people responsible

1. **Amy Hocknull** has overall and final responsibility for health and safety and for ensuring this policy is put into practice.
2. **Amy Hocknull & Paris Barnard has day-to-day responsibility for health and safety**

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| --- | --- |
| Area of responsibility | Person(s) responsible |
| Ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising. | Amy Hocknull |
| Senior management will have at least a basic knowledge and understanding of HASAWA 1974 and associated regulations and Approved Code of Practices.  Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.  Initiate the timing and annual review of the Health & Safety Policy, ensure it is promoted to all employees and others working on behalf of the company.  Ensure that all employees carry out the health and safety responsibilities allocated to them.  Ensure the safety performance of the Company is monitored and take action to remedy and identified deficiencies.  Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made. | Amy Hocknull |
| To keep all employees advised as to their responsibilities in respect of Health & Safety matters | Richard Hocknull  Amy Hocknull |
| Establish procedures to deal with emergencies Create and maintain a training matrix for all staff  Ensure that risk assessment s (inc COSHH) are carried out when needed.  To ensure follow up actions are completed.  To promote an interest and responsible attitude towards Health & Safety matters throughout the Company | Amy Hocknull |
| Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. | Amy Hocknull |
| Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.  Arrange appropriate training for all employees | Paris Barnard |

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| To initiate and or recommend any changes, developments and amendments to the policy as and when necessary.  Inform the HSE of all notifiable accidents, and investigate any accidents or dangerous occurrences and recommend means of preventing re-occurence | Amy Hocknull |

All employees have to:

* + co-operate with supervisors and managers on health and safety matters;
  + not interfere with anything provided to safeguard their health and safety;
  + take reasonable care of their own health and safety; and
  + report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety Risks Arising From our Work Activities

* Risk assessments will be undertaken by:

Amy Hocknull / Paris Barnard

* The findings of the risk assessments will be reported to:

All members of staff affected.

* Action required to remove/control risks will be approved by:

Amy Hocknull

* Ensuring any action required is implemented is the responsibility of:

Amy Hocknull

* Checking that actions implemented have removed/reduced the risks will be the responsibility of:

Amy Hocknull

# ARRANGEMENTS

Risk assessments will be reviewed:

* at least once a year;
* following an accident or near miss;
* when there is a change of employees;
* when there is a change in working methods;
* on the introduction of new equipment or substances;
* where there is a relevant change in the law Method statements will be reviewed:
* at least once a year ;
* before commencement of any new contract;
* where a risk assessment indicates it is necessary

# CONSULTATION WITH EMPLOYEES

Consultation with employees is provided through:

* monthly meetings with employees;
* one-to-one meetings between employees and managers or supervisors;
* non- scheduled meetings as necessary to consult on health and safety matters

# SAFE PLANT AND EQUIPMENT

* Identifying all equipment/plant needing maintenance is the responsibility of:

Amy Hocknull

* Ensuring that effective maintenance procedures are drawn up will be the responsibility of:

Amy Hocknull

* Ensuring that all identified maintenance is implemented will be the responsibility of:

Paris Barnard

* Any problems found with plant/equipment should be reported to:

Amy Hocknull / Matthew Bradshaw / Paris Barnard

* Check that new plant and equipment meets health and safety standards before it is purchased will be done by:

Amy Hocknull / Richard Hocknull

# SAFE HANDLING AND USE OF SUBSTANCES

* Identifying all substances which need a COSHH assessment will be the responsibility of:

Amy Hocknull

* Undertaking COSHH assessments will be the responsibility of:

Amy Hocknull

* Ensuring that all actions identified in the assessments are implemented will be the responsibility of:

Amy Hocknull

* Ensuring that all relevant employees are informed about the COSHH assessments will be the responsibility of:

Paris Barnard

* Checking that new substances can be used safely before they are purchased will be the responsibility of:

Paris Barnard

* COSHH assessments will be reviewed every year

# INFORMATION, INSTRUCTION AND SUPERVISION

* The health and safety Law poster is displayed at the following location:

Office Foyer

* The Health and Safety Law leaflets are issued by:

Amy Hocknull

* Health and safety advice is available from:

HSE

* Supervision of young workers/trainees will be arranged/undertaken/monitored by

Amy Hocknull

* Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information will be the responsibility of:

N/A

# COMPETENCY FOR TASKS AND TRAINING

* Induction training will be provided for all employees by:

Paris Barnard

* Job specific training will be provided by:

Amy Hocknull / Richard Hocknull / Paris Barnard (and any other authorised trainer)

* Specific jobs requiring special training are:

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| --- |
| Forklift Truck |
| Operating saws including mobile saws |
| Welding |
| Operating presses |
| Operating other machinery including hand held tools |
| Drilling |
| Grinding |
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* Training records are kept by:

Paris Barnard

# ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

* Health surveillance is required for employees doing the following jobs:

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| Welding |
| Press Operations |
| Forklift Truck |
| Any work inside factory. |
| Driving |

* Health surveillance will be arranged by

Amy Hocknull

* Health surveillance records will be kept by:

Pegasus Occupational Health

* The first aid box(es) are kept at:

Ground floor office, first floor office, first aid room, Welding unit

* The appointed person(s)/first aider(s) is/are

See training matrix .

Mental Health First Aider : Leanne Grainger

* All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at:

Ground floor office

* Reporting accidents, diseases and dangerous occurrences to the enforcing authority is responsibility of:

Amy Hocknull

# MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will carry out spot-check visits to sites, investigate all accidents and near-misses and monitor sickness absence

* Investigating accidents and near-misses is the responsibility of:

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| Paris Barnard |

* Investigating work-related causes of sickness absences is the responsibility of:

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| Leanne Grainger / Ashleigh Grainger |

# EMERGENCY PROCEDURES – FIRE AND EVACUATION

Before the start of work at any new premises, consultation will take place with clients to ascertain levels of fire risk and emergency procedures in clients’ premises, including fire hazards, ignition sources, means of raising the alarm, location of escape routes and assembly points.

* Ensuring that consultation with clients and fire risk assessments are undertaken and implemented is the responsibility of:

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| Amy Hocknull |

* Escape routes are checked by:

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| Daily By Paris Barnard |

* Fire extinguishers are maintained and checked by:

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| Diamond Fire |

This policy will be reviewed annually or when there is a change in circumstances, work practices or the introduction of new legislation.

This Health & Safety Policy Statement has been approved & authorised by:

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| --- | --- | --- | --- |
| Signed |  |  |  |
| Date | 22/04/2022 | Review date | 22/04/2023 |