

UNIQUE OFFICE SOLUTIONS LTD

Health and Safety Policy

(Audited, reviewed and updated annually by Unique Office Solutions management team – Last review date: 03/12/2009)

**This is the company's written statement on health & safety
which must be read by all employees.**

Contents:

- 1. Health and safety policy statement**
- 2. Responsibilities**
- 3. Line Management responsibility**
- 4. Health and safety risks arising from work activities**
- 5. Consultation with employees**
- 6. Safe plant and equipment**
- 7. Safe handling and use of substances**
- 8. Information, instruction and supervision**
- 9. Competency for tasks and training**
- 10. Accidents, first aid and work-related health**
- 11. Personal Protective Equipment**
- 12. Monitoring**
- 13. Emergency procedures – fire and evacuation**

Signed as read, understood and accepted by:

Employee name.....Specimen..employee.....

Signature...Specimen..signature.....Date.....

1. Health and safety policy statement

Unique Office Solutions Ltd has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company, and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their cooperation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of Company safety law

Tony Copping

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Signed: Tony Copping
Managing Director

2. Responsibilities

- Overall and final responsibility for health and safety rests with the Managing Director.
- Day to day responsibility for the management of health and safety at Board level rests with Peter Newland, Company Secretary.
- Day to day responsibility for ensuring that this policy is put into practice, and for advice to staff and managers is delegated to Robin Day and Steve Hopkirk as Competent Persons.

- To ensure health and safety standards are maintained/improved, those listed below have responsibility in the following areas:

Name	Responsibility
Steve Hopkirk	Safety within and around Head Office
Robin Day	Warehousing & Distribution safety
Peter Newland & Robin Day	Fire safety and training
Robin Day & Mike Bullman	Designated loan workers safety

3. Line Management responsibility

All line managers and supervisors must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of Company safety rules and procedures will be subject to disciplinary action.

- **All employees are required to:**
 - co-operate with managers and supervisors 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;
 - take reasonable care for the health and safety of others such as visitors;
 - report all health and safety concerns to an appropriate person. (as detailed in this policy document)

4. Health and safety risks arising from work activities

- Risk assessments will be undertaken by Robin Day or Mike Bullman.
- The findings of the risk assessments will be reported to Peter Newland.
- Action required to remove/control risks will be approved by Peter Newland.
- Robin day or Mike Bullman will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every two months or when the work activity changes, whichever is the soonest.

5. Consultation with employees

- Employee representatives are Alex Patterson, Andy Daykin and Lorraine Copping.

6. Safe plant and equipment

- Robin Day will check that new plant and equipment meets health and safety standards before it is purchased.
- Robin Day will be responsible for identifying all equipment/plant needing maintenance.
- Peter Newland will be responsible for ensuring effective maintenance procedures are drawn up.

- Peter Newland will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Peter Newland.

7. Safe handling and use of substances

- Robin Day will be responsible for identifying all substances which need a COSHH assessment.
- Peter Newland will be responsible for ensuring that all environmental issues are dealt with as part of this policy.
- Robin Day will be responsible for undertaking COSHH assessments.
- Peter Newland will be responsible for ensuring that all actions identified in the assessments are implemented.
- Peter Newland will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Robin Day will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every two months or when the work activity changes, whichever is the sooner.

8. Information, instruction and supervision

- The Health and Safety Law poster is displayed at Head Office (first floor – drinks facility) and Warehouse (Office). Health and Safety Law leaflets are issued by Steve Hopkirk and Robin Day.
- Health and safety advice is available from Peter Newland.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the appropriate department head.
- Robin Day is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

9. Competency for tasks and training

- Induction training will be provided:

For warehouse /distribution personnel by Robin Day
For sales personnel by Mike Bullman
For office personnel by Steve Hopkirk

- Job specific training will be provided by the appropriate department head.
- Training records are kept at Head Office by Peter Newland.
- Training will be identified, arranged and monitored by the management team comprising Tony Copping, Mike Bullman, Peter Newland, Steve Hopkirk and Robin Day.

10. Accidents, first aid and work-related health

- First aid boxes are kept at Head office in Peter Newland's Office, at the warehouse in Robin Day's office and in each of the company's delivery vehicles.
- If you are a designated lone worker and require a personal first aid box, these are available from Peter Newland.
- The appointed persons/first aiders are Darren Bartlett, Andy Daykin, Robin Day and Lee Burns.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept at Head Office by Peter Newland.
- Peter Newland is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

11. Personal Protective Equipment

Personal protective equipment will be provided to all staff whose job role requires it free of charge. Such equipment must only be used in accordance with manufacturer's guidance and Company risk assessment. Failure to wear appropriate equipment is dangerous, and will lead to disciplinary action.

12. Monitoring

- To check working conditions and ensure safe working practices are being followed the company will PAT test all electrical equipment annually and check all personal protective equipment supplied or paid for by the company quarterly. We will also carry out spot checks to ensure that where personal protective equipment has been supplied it is being used.
- Peter Newland is responsible for investigating accidents.
- Peter Newland is responsible for investigating work-related causes of sickness absence.
- Tony Copping is responsible for acting on investigation findings to prevent a recurrence.

13. Emergency procedures – fire and evacuation

- Peter Newland is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes and emergency lighting are checked by Peter Newland every two weeks and are certified by Alpha Fire Alarms Ltd every six months.
- Fire extinguishers are maintained and checked by Alpha Fire Alarms Ltd every six months.
- Alarms are tested by Peter Newland every two weeks and certified by Alpha Fire Alarms Ltd every six months.
- Emergency evacuation will be tested every six months.