

DRUGS/ALCOHOL

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the Health & Safety of each individual.

The company's policy on alcohol and drugs recognises that it is a health hazard with implications for safety by impairing the ability of an individual to make decisions and to work effectively.

Employee's must not attend work whilst under the influence of alcohol or drugs.

Employees must not consume alcohol on the premises.

Employees must not return to work after lunch breaks under the influence of alcohol.

CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY MAY RESULT IN IMMEDIATE DISMISSAL

VISITING OTHER LOCATIONS

Company employees are required to take all reasonable precautions to ensure their own health and safety when visiting other locations. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

MOBILE PHONES

Employees are reminded that, any driver caught using a mobile phone whilst at the wheel will face a fine of up to £1,000.

Employees are not permitted to use handheld mobile phones whilst driving company vehicles.

MANUAL HANDLING

Where provided employees must make full and proper use of mechanical lifting equipment, e.g. Fork Lift trucks, pallet trucks etc.

Back strains can be avoided if lifting is carried out in the correct manner, i.e.. with leg and arm muscle rather than back muscles.

If manual handling needs to be carried out, employees should remember the following points.

1. Not to carry more than they can manage
2. Keep a firm grip on the object being carried.
3. Never carry a load on one arm
4. Distribute the weight of the load evenly and to bend your legs not your back.

Employees should be mindful of their own capabilities, and should not lift anything that they believe to be too heavy.

Further advice and information is available from:-

Health and Safety Executive

HSE INFOLINE

0845 345 00 55

HSE WEBSITE

www.hse.gov.uk

Safety measures are very important. A great deal of money, time and effort is spent on our accident prevention programmes.

There comes a point, however, where the individual employee must play their part in the realisation that despite all the best efforts of management laying down safe methods of work, one careless or thoughtless act on your part can often cause an accident not only to yourself but also to your workmates which can also affect innocent third parties.

REMEMBER THAT EVERYONE HAS A ROLE TO PLAY IN HEALTH AND SAFETY

The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown on the front page.

This booklet is a summary of the information contained in the Health and Safety Policy a copy which is available on request

SMOKING

The company operates a strict "No Smoking Policy" Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles.

This policy applies to **all** employees, consultants, contractors, customers or members and visitors.

Employees are reminded that Smoking in prohibited areas is in breach of Smoke-free (Premises and Enforcement) Regulations 2006 and will face a fine of £50.

IF YOU ARE UNSURE ABOUT ANYTHING IN THIS HEALTH AND SAFETY BOOKLET PLEASE ASK!

Health and Safety
Booklet
April 2009

Rev 0



StallardKane
ASSOCIATES

• Consultants in Health • Safety •
• Environment • Business •

11-13 MARKET STREET
GAINSBOROUGH
LINCOLNSHIRE
DN21 2BL

TEL 0845 838 7301
FAX 0845 838 7302

WWW.STALLARDKANEASSOCIATES.COM

1. The Health and Safety Policy of 365 Retail Property Care Ltd

Our policy is to provide and maintain safe and healthy working conditions for all personnel employed by the company.

In addition we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. our customers, members of the public.

The Managing Director responsible for Health and Safety of the company Simon Thomson recognises and accepts his responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with. The nominated person for Health and Safety is Mr Craig Lorimer.

Responsibility of All Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, customers and visitors) under the Health and Safety at Work Act 1974. Employees must therefore:

1. Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
2. Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger themselves or other person
3. Co-operate with the Company with regard to agreed health and safety arrangements and procedures
4. If involved in an accident resulting in, or which may have resulted in, injury report the details as soon as possible.
5. Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
6. Use equipment only when authorised and properly trained to do so
7. Report any defects in equipment
8. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people
9. Avoid improvisation which entails unnecessary risks.
10. Warn new people of known hazards.
11. Suggest ways of eliminating hazards.

3. The arrangements for putting the policy into effect.

This section provides guidance for those responsible for health and safety (*that means you!*), on how to minimise health and safety risks.

FIRST AID

A First Aid box, of sufficient size to cater for the number of persons employed shall be provided on all sites in compliance with the 1981 First Aid at Work Regulations.

PROCEDURE FOR REPORTING ACCIDENTS

All accidents must be reported to Craig Lorimer who will carry out an initial investigation on the appropriate form. This must be filled in for every accident/near miss/damage incident in order that a proper investigation can take place. *This is not to apportion blame but to help with the identification of the cause of the incident and assist with the steps taken to prevent a re-occurrence.*

Every reported accident will be recorded in the Accident Book Form B1 510. Located at the Office

All accidents must also be reported to Gemma Thompson who will enter the accident in to the accident book

Following an accident where the person is absent from work for 3 consecutive days, the internal Company Accident Report form must be completed in every detail and passed to Stallard Kane Associates Ltd

It is vital that all accidents are reported, even if they are considered to be small or insignificant. In this way the Company can look for trends appearing such as unsuitable tools being used or a piece of equipment with sharp edges etc.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (P.P.E.) includes items such as gloves, goggles and ear defenders PPE is provided to you free of charge. It is your responsibility to make full and proper use of any PPE provided to you and to report any loss or defect immediately. The reason that PPE is issued is that there is no other way to protect you from the risk. By not wearing the right PPE you are exposing yourself directly to the risks of illness and injury

SAFETY INFORMATION/TRAINING

Induction training is carried out for all new employees. In addition, safety information is provided in the form of this periodically updated Health and Safety Booklet, which is circulated to all employees.

HOUSEKEEPING

Remember at all times that a tidy site is generally a safe site.

- 1 Help keep your site clean and tidy.
- 2 See that walkways are kept clear of materials and rubbish that may trip you or your workmates.
- 3 Stack materials in a tidy manner.
- 4 Help keep toilets etc clean and tidy.

Pick it up, wipe it up, sweep it up – prevent a fall.

VEHICLES

Company vehicles shall only be driven by “authorised drivers” who hold a valid driving licence. Authorised drivers of company vehicles are responsible for the serviceability of the vehicle and should immediately bring to the Partners attention any defects.

No passenger is allowed to ride on any vehicles unless a passenger seat has been provided specifically for that purpose.

Never leave a vehicle unattended with the engine running.

The applicable speed limits must be observed.

Remember – speed kills.

FIRE PREVENTION AND FIRE EMERGENCIES

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions, which you believe may constitute a fire risk, should be immediately reported to your immediate supervisor, who will take the appropriate action.

THE SAFE USE OF PLANT AND MACHINERY

It is the responsibility of employees to use all work equipment in the correct manner. Employees must report any damages or defects to their immediate supervisor.

1. Employees must not operate any machinery that they are not trained or authorised to use.
2. Employees should switch off machinery when not in use
3. Employees must not interfere with any guards
4. Ladders must be footed at all times
5. Checks should be carried out prior to using any machinery.
6. All faulty machinery or plant must be reported