

POLICIES



HEALTH AND SAFETY

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INTRODUCTION

Section 2 of the Health and Safety at Work etc., Act 1974 states that “It shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to the Health and Safety at work of his employees and the arrangements for the time being in force for carrying out that policy and to bring the statement any revision of it to the notice of all of his employees.”

The Company places major importance on securing and maintaining high standards of Health and Safety for its employees and for others involved in its business operations.

We all have a responsibility for Health and Safety and this booklet sets out the Company’s policy together with practical guidance on how you can best take care of your own safety and the safety of others.

Please read your booklet thoroughly and always put the rules and advice provided into sound practice.

A handwritten signature in black ink that reads "Arthur Hindmarch".

Arthur Hindmarch
Managing Director

May 2019

The Health and Safety at Work etc., Act 1974, and the Management of Health and Safety at Work Regulations 1999, impose statutory duties on employers and employees: to enable these statutory duties to be carried out, it is the Policy of this Company, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors.

THE COMPANY'S RESPONSIBILITIES

It is the responsibility of our Company, so far as is reasonably practicable, to ensure:-

- Compliance with relevant Health and Safety legislation;
- The provision and maintenance of plant and systems of work which are safe and without risk to health
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
- Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary to ensure that, when properly used, they will be safe and without risk to health.
- Such information, instruction, training and supervision as necessary is provided to ensure the health and safety at work of all employees.
- The provision of a Health and Safety Manager to whom all relevant matters may be addressed.
- The working environment for all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
- The protection of the health and safety of other persons who may be affected by our business activities
- Compliance with the Health and Safety (Display Screen Equipment) Regulations 1992. The related Request Forms are available on the LAN
- The review of this Policy on a regular basis (minimum annually) in order to reflect changes in legislation and work practices.
- Liaison with customers and suppliers to develop safer working conditions.

THE EMPLOYEES RESPONSIBILITIES

It shall be the responsibility of all employees at work:

- To read and comply with the Company Health and Safety Procedures and Guidelines and the Company Risk Assessment Policies, all of which are available on the LAN, Intranet or as hard copy.
- To take reasonable steps to ensure the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work
- As regards any duty or requirement imposed on his employer to any other person by or under any of the relevant statutory duties, to co-operate with the company so far as is necessary to enable that duty or requirement to be performed or complied with.
- To carry out their activities in a safe manner and ensure that any equipment used is suitable and maintained in a safe condition.

IMPLEMENTATION AND MONITORING OF THE HEALTH AND SAFETY POLICY

The implementation of this policy is the responsibility of the Directors who are individually accountable to the Managing Director.

The Health and Safety Manager's role is one of guidance, coaching, administration and coordination. His / Her duties include monitoring the site, reporting to the directors, reviewing accident/hazard reports; instigating action thereon if necessary and reviewing said action.

The Health and Safety Manager is responsible to the Managing Director.

It is the responsibility of every Manager and Supervisor to ensure the Health and Safety of their subordinates whilst at work, within the limits of their authority. When any action is required to be taken which falls outside of their authority they must report it to their immediate Supervisor. They will provide any relevant information on Health and Safety matters to their subordinates.

It is the responsibility of each employee to take care in respect of their own Health and Safety and that of other persons who may be affected by their actions and to co-operate with Management and Supervision in Health and Safety matters. Employees are encouraged to draw the attention of Management or Supervision to any matter whereby Health and Safety standards may be improved.

WORKPLACE REGULATIONS AND THEIR APPLICATION

Each Departmental Manager is responsible for the safe implementation of workplace regulations. Each Departmental Manager is responsible for ensuring that their area meets reasonable standards as a safe and healthy place in which to work. Any faults must be reported on a Report Form and passed to the Departmental Director for action/rectification.

All personnel have a legal duty to report hazards. New hazards should be reported to the Health and Safety Manager on the Hazard and Near Miss Report Form which is available on the LAN, hard copy from the Health and Safety Manager or by e mail to the Health and Safety Manager (Sue Lewis). As Near Misses can be embarrassing, Near Miss Reports may be anonymous.

Departmental Managers are responsible for the assessment and training of employees relevant to the work of their own department.

Where employees carry out manual handling activities which go beyond the Low Risk Manual Handling Guidance (please see Manual Handling Assessment Policy) they should be trained by the Manual Handling Coordinator (Warehouse Supervisor) or the Health and Safety Manager.

Display Screen Equipment and ancillary services are set up by our in house I.T. Department. Problems and queries should be referred to the I.T. Department for action via 'helpdesk@commercial.co.uk' and the Departmental Manager should be informed. A Workstation Assessment Form is available on the network. Commercial, itself an Office Equipment provider, prides itself on providing state of the art technology for its employees. Should any employee require aids to improve their work comfort or their workstation, these can be ordered via their Departmental Manager.

It is the responsibility of each employee to check their own equipment and report any faults to their Supervisor/Departmental Manager. Any electrical faults must also be reported to the Health and Safety Manager who will refer the matter to the qualified electrical contractor employed by Commercial Group. Copies of electrical equipment reports and assessments are kept on file.

Commercial Group uses outside reputable Contractors for any work not able to be covered by their own employees. Before being employed by Commercial Group a Contractor must supply recognised documentation as to their competence within their own sphere.

COSHH : Control of Substances Hazardous to Health. Please see section in Company Handbook. Specifications of substances supplied in the course of business, which may be covered by COSHH regulations, are kept on file.

All Report/Assessment/Self-Assessment forms are available on the Company Intranet, on the LAN or hard copy from the Health and Safety Manager.

INTRODUCTION

This section defines the standards and rules, which relate to everyone working for or on behalf of the Group. It is their responsibility to observe these rules and to act in a safe and sensible manner.

All Suppliers and Sub-Contractors are expected to maintain the same high standards of Health and Safety as is required from Commercial employees when working on behalf of the Group or its customers.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure. Other non-employed personnel will be dealt with appropriately.

Any breach of Health and Safety Legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties, i.e. fines and imprisonment. The Group will also take appropriate action against individuals, which may result in dismissal.

The Company recognises that it is not possible to prepare in written form every safety rule as circumstances may vary depending upon the nature of work. However, employees are expected to adhere to verbal instruction given by Management. Warning signs are displayed throughout the premises and must be observed at all times.

PLANT AND MACHINERY

- You must not operate any machinery, plant or equipment unless you have been trained and authorised to do so.
- You must not operate any machinery, plant or equipment whilst under the influence of alcohol or drugs.
- You must make full and proper use of all machine guarding.
- You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant equipment, tools or guards.
- You must not clean any moving machinery, plant or equipment unless authorised to do so.
- You must not make any repairs or carry out maintenance work of any description unless authorised to do so. This includes any electrical works which must only be undertaken by an authorised person.

THE WORKING ENVIRONMENT

- You must keep your work area clear and in a clean and tidy condition.
- You must be considerate of others and keep the kitchen and other communal areas in a clean and tidy condition
- You must dispose of all rubbish and waste materials both within your working area and in the communal areas, using the appropriate facilities provided.
- You must clear up any spillage of liquids as soon as is practicable, using the appropriate methods.
- You must ensure that you do not cause any hazards through leaving equipment in such a way, which may result in injury.

Note:

If another employee is feeling ill and you offer to take them to the hospital or to their home – please ensure that a third party also travels with you. It is not considered safe to look after a sick person if you are also driving the vehicle.

EQUIPMENT

- You must report any damage, loss, fault or unsuitability of equipment to your Supervisor.

FIRE PRECAUTIONS

- You must be aware of all emergency procedures pertinent to your work activity and ensure compliance with these.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must report any use of fire equipment to your Supervisor.
- You must obey 'No Smoking' instructions.
- You must not create any potential fire hazards.
- You must report potential fire hazards to your Supervisor.

SMOKING

The smoking of cigarettes, e-cigs and similar is prohibited in all Company premises and in Company provided vehicles. You may smoke during unpaid meal breaks in designated outside areas at the back of the building. Offenders will be subject to disciplinary action.

VEHICLES

Everyone who is likely to drive a Company vehicle must read the Company Vehicle and Driving Policy and adhere to it.

- You must carry out checks of any vehicle allocated to you prior to use and in conjunction with the laid down checking procedure.
- You must not drive or operate any vehicle for which you do not hold the appropriate driving licence or permit.
- You must not carry unauthorised passengers or unauthorised loads.
- You must not use Company vehicles for unauthorised purposes.
- You must not overload vehicles beyond the stated capacity.
- You must not drive or operate Company vehicles whilst suffering from a medical condition or illness or whilst taking prescribed medical drugs that may affect your driving or operating ability.
- You must not drive or operate Company vehicles whilst under the influence of alcohol or drugs.

- You must report any faults to your Supervisor and ensure that the vehicle is not used until corrective action has been taken.
- You must adhere to all Government legislation. You will be responsible for all penalties incurred whilst driving.

ACCIDENTS

First Aid Boxes are located in the Administration Office, the IT Services Office, the Office Supplies Office, the Service Office, the Warehouse and the Ladies Toilets. These are checked regularly by the Health and Safety Manager or a qualified First Aider. A list of qualified First Aiders is displayed around the building.

- You must seek medical treatment for injuries you sustain, no matter how slight, and ensure that appropriate records are entered in the Accident Record Book, which is kept in Reception or on an Accident Report Form available on the system. Upon returning from treatment, you must report the incident to Management/Supervision/the Health and Safety Advisor, who will instigate all necessary action.
- You must report all accidents and dangerous occurrences to Management/Supervision/the Health and Safety Advisor as soon as reasonably possible thereafter.
- You must notify Supervision of any incident in which damage is caused to Company or customer's property as soon as reasonably possible thereafter.

HEALTH

- You must report to your Supervisor any medical condition which may affect the safety of yourself or others.
- You must inform your Supervisor of any medication that you are taking which may affect your work or should be known in case you require medical treatment.
- You should only handle objects which you consider to be of such a weight or dimension that they will not cause you injury. Seek help if in doubt and ensure that objects are free of any hazards, such as nails, sharp edges, etc. Always lift with a straight back using your legs. Hold the object as close to your body as possible and ensure that your vision is not obstructed.

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- You must comply with the relevant instructions when operating visual display equipment. Users must ensure that their equipment is suitably positioned and that they take adequate breaks. Any concerns must be reported to supervision immediately.
 - Breaches of Health and Safety Procedures may lead to dismissal
 - An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:
 - A serious or wilful breach of the Safety Rules.
 - Unauthorised removal or interference with any guard or protective device.
 - Unauthorised operation of any item or machinery, plant or equipment.
 - Unauthorised removal of any item of first aid equipment.
 - Wilful damage to, misuse of or interference with any item provided in the interest of Health and Safety or welfare at work.
 - Unauthorised removal or defacing of any label, sign or warning devise.
 - Misuse of chemicals, flammable or hazardous substances or toxic materials.
 - Smoking in any hazardous area.
 - Horseplay or practical jokes which could cause accidents.
 - Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrences.
 - Dangerously overloading any item of lifting equipment.
 - Overloading or misuse of any of our vehicles.

This list is not exhaustive.

Remember: Whatever your job – you have a personal responsibility for Health and Safety within Commercial.

MAKE YOUR WORKPLACE A SAFER PLACE.

In case of fire:

- Sound the alarm by telling someone, shouting and/or setting off the fire alarm.
- Never take any personal risk
- If possible, try to extinguish the fire, by using the nearest extinguisher
- Evacuate the Building

There are five common types of fire extinguishers: European regulations now require all extinguishers to be coloured 'red' with appropriate coloured labels.

Red (Water)	Use for wood, paper, fabrics etc. Do not use on Electrical or Flammable Liquid Fires
Red with Black (CO ²)	Use for Electrical or Flammable Liquid Fires.
Red with Beige (AFFFF) Foam	Use for Flammable Liquid Fires. (Do not use on electrical fires)
Red with Blue (Powder)	Use for All Risks, Flammable Liquids and Gases.
Red with Green (Vaporising Liquids)	Use for Electrical and Flammable Liquid Fires.

EVACUATION PROCEDURES

The evacuation signal is a Fire Alarm. If you hear this signal:

- Leave the building, quickly and calmly, using the nearest exit
- Proceed to the Assembly Point - The Car Park beyond the Fuel Tanks between Commercial House and Unit C.

Never put your life at risk or the life of others