

HEALTH AND SAFETY POLICY STATEMENT

OF ANDREWS FASTENERS LTD



Issue: **A13**
Review date: **8th March 2018**
Change Date: **8th March 2018**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Managing Director:


Michael Carey

1. RESPONSIBILITIES

Overall and final responsibility for health and safety in the company is that of Michael Carey, Managing Director.

Day to day responsibility for ensuring this policy is put into practice is that of Michael Carey, Managing Director.

To ensure health and safety standards are maintained and improved the following people are responsible for safety in particular areas:



Name	Area
Michael Carey	Office
Jeffrey Callum	Warehouse

All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace, not interfere with anything provided to safeguard their health and safety and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem, which they are not able to put right, they must straightaway tell the appropriate person named above.

2. RISK ASSESSMENTS

Risk assessments take place basing on overall law requirements.

The findings of the risk assessments are reported to Michael Carey.

Action required to remove or control risks will be approved by Michael Carey who will be responsible for ensuring that the action required is implemented.

Michael Carey will check that the implemented actions have removed/reduced the risk.

Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

3. CONSULTATION WITH EMPLOYEES

Health and safety information being provided on notice boards and a suggestions box provided for staff.

4. SAFE PLANT AND EQUIPMENT

Michael Carey together with department managers will be responsible for identifying all equipment needing maintenance and ensuring effective maintenance procedures are drawn up.

Michael Carey will be responsible for ensuring that identified maintenance is implemented.

Any problems found with plant and equipment should be reported to the department head.

5. SAFE HANDLING AND USE OF SUBSTANCES

Michael Carey will be responsible for identifying all substances that need a COSHH assessment and for ensuring that all employees are informed about COSHH.



6. INFORMATION INSTRUCTION AND SUPERVISION

The Health and Safety law poster is displayed on the notice board and in the warehouse.

Supervision of young workers/trainees will be undertaken and monitored by the departmental head.

7. COMPETENCY FOR TASKS AND TRAINING

The departmental head and/or Michael Carey will provide induction training. The departmental head will provide Job specific training. Quality Manager keeps training records.

8. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

The First aid boxes are kept in the warehouse and in the sales office.

The appointed persons who will take charge of first-aid arrangements are listed on company internal document available on request.

All accidents and cases of work related ill health are recorded in the accident book kept in the safe and/or by the first aider (if applicable).

Michael Carey is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

9. GENERAL FIRE SAFETY

Company is conducting periodical Fire Risk Assessment by an external company. External company is conducting fire risk assessments and all findings are reported to Michael Carey. Managing Director and department heads are responsible for implementation all actions highlighted after assessment.

10. ADVICE AND CONSULTANCY

Local inspector's office and telephone number Environmental Health Services: **0113 247 6282**

11. CONTRACTORS AND VISITORS

Contractors and visitors sign in at reception and are provided with site rules and action to be taken in case of fire.