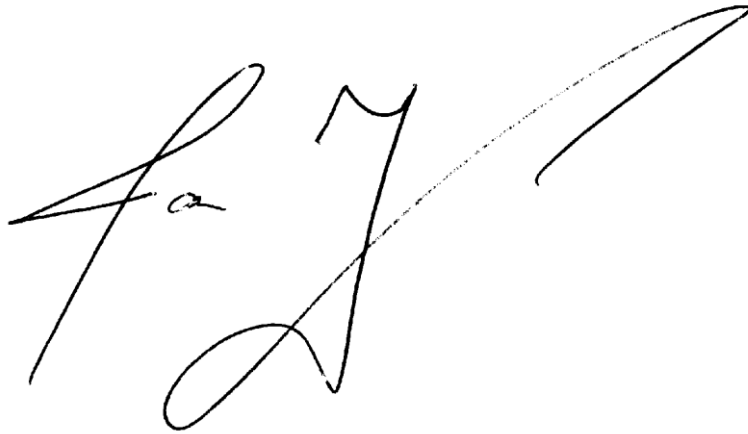


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# ISO Health and Safety Policy

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A handwritten signature in black ink, appearing to read 'Ian Fletcher-Price', is centered on the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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**Approved For Use By :** Ian Fletcher-Price (CEO)

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**Document Authority:** Warren Sellers (Business Standards Manager)

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## Document Control

Reference: ISO Health and Safety Policy

Issue No: 9

Issue Date: May 2020

In this policy document the words “we” “us” and “our” mean Posturite Limited and “you” and “your” mean an employee or all employees of Posturite Limited.

## CONTENTS

Topic	Page number	
First Aid boxes	4	
H&S and Risk Assessment documentation	4	
Alarms	4	
Fork lift trucks	4	
Emergency assembly points	4	
Insurance cover	5	
Duties and responsibilities	5	
Risk assessment including COVID-19	6	
Fire	7	
Site specific procedures	9	
Safety of plant and equipment	10	
Manual Handling	12	
Hazardous Substances (COSHH)	12	
Personal protective Equipment (PPE)	12	
Noise	12	
Information instruction and training	13	
Accidents, first aid and work related ill health	13	
Accident reporting procedures	14	
RIDDOR	15	
Emergency Procedures	16	
Transport	16	
Mobile phones	17	
Working off site	17	
Contractors	17	
Young workers	17	
Pregnant workers	17	
Disabled workers	18	
Asbestos	18	
Stress	18	
Smoking	19	
Home workers	19	
Monitoring	20	
Audits and reviews	20	
Competent persons	20	
<b>Appendices</b>		
Appendix 1	Index of relevant personnel	21
Appendix 2	H&S Organisational Chart	22

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

## **FIRST AID BOXES LOCATION**

Main Building, Top floor – Small First Aid kit, Eye Wash station plasters

Main Building, Middle floor – Large First Aid kit, Burns kit, Eye wash station

Warehouse Top Floor – Small First Aid kit, Eye Wash station

Warehouse – Large First Aid kit, Eye Wash station

Warehouse Kitchen – Burns kit, Medium First Aid Kit, Eye washes

The Defibrillators are located in the Warehouse kitchen, and in the main building in the kitchen on the middle floor.

## **HEALTH AND SAFETY AND RISK ASSESSMENT DOCUMENTATION**

All health and safety and risk assessment documents are available on our Risk Management System. Managers responsible for health and safety in specific areas are listed below.

<b>Area</b>	<b>Manager</b>
Warehouse	Mick Walster
IT Office	Chris Jones
Grounds	Warren Sellers
Ground Floor finance	Warren Sellers
1st floor customer service	Warren Sellers
2nd floor	Warren Sellers
Sales team	Jamie Hall & Regional Managers
Consulting	Katharine Metters

## **FORKLIFT TRUCKS**

Persons authorised to drive and with suitable forklift truck training are:

Lee Putland Warehouse assistant  
Michael Baker Warehouse assistant

## **ALARMS**

The Mill and Warehouse  
Alarms maintained by Kestrel Alarms – 01403 711000

## **EMERGENCY ASSEMBLY POINTS**

The Mill: Car park in The Berwick Inn opposite the Mill

## **INSURANCE COVER**

We have sufficient employer's liability and public liability insurance cover in force at any time. The employer liability insurance certificate is displayed on the wall at the staff entrance in The Mill and in the warehouse kitchen.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

## **1. DUTIES AND RESPONSIBILITIES**

### **1.1 CEO and SM**

Our CEO is the Health and Safety person responsible for the co-ordination and management of health and safety as follows:

- Oversee the effective application of our health and safety policy with the aim of preventing accidents and ill health and reducing hazard
- Co-ordinate the efforts of all parties on matters of health and safety and welfare
- Ensure that adequate funds are available to meet the requirements of the policy
- Review the policy annually and make changes as required
- Ensure that everyone connected with us co-operates on matters concerning health and safety
- Ensure that disciplinary procedures are adequate to act against those who do not adhere to safe working practices

### **1.2 Health and Safety Manager**

To provide advice to the Director and Senior Manager (SM) and managers to ensure your health and safety and that of contractors and visitors and any others who may be affected by our activities and to ensure that we are aware of our obligations under health and safety legislation.

- Assist departmental managers in carrying out their health and safety responsibilities
- Act as the interface in conjunction with the Health and Safety Director with the enforcing authority and other bodies with regards to health, safety and environmental matters
- Assist where necessary in the risk assessments procedure
- Assist the managers in risk control measures in response to the outcomes of the risk assessments.

### **1.3 Departmental Health & Safety Management Team**

- Ensure that the area of responsibility is safe for you, visitors and others
- Co-operate with the other managers in all matters concerning health, safety or the environment
- Ensure that the necessary risk assessments are performed, acted on and kept up to date
- Ensure that you received suitable information & training to perform your job safely
- Maintain suitable records in relation to health and safety and training
- Put in place any control measures required to remedy any unsafe plant or unsafe system of work

## Document Control

Reference: ISO Health and Safety Policy

Issue No: 9

Issue Date: May 2020

### 1.4 Health and Safety Manager addition

Competent persons have been appointed to assist in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to. They will be given adequate instruction and training to ensure effectiveness and are listed in the index.

### 1.5 Staff

- Take reasonable steps to ensure your own health and safety and that of others who may be affected by your behaviour and activities at work
- Co-operate fully with us to ensure that any duties or requirements imposed by or under any relevant statutory provisions can be complied with and/ carried out
- Refrain from intentional or reckless interference with anything provided in the interest of health and safety
- Correctly use all safeguards, protective clothing and equipment provided
- Adhere to any risk assessments and safety procedures and comply with any relevant information provided by the assessment
- Assist, where required, in the investigation of all significant accidents and incidents in order to discover the cause and prevent any recurrence
- Maintain good standards of housekeeping, tidiness and cleanliness especially within your own working area
- Report any accident and/or incident, hazard or near miss, whether or not personal injury results, to your manager and ensure a report is completed
- Seek first aid treatment and report any injury, no matter how slight, to your manager
- Report any defects to equipment without delay and not attempt repairs which you have not been authorised or are not qualified or trained to carry out.

### 1.6 Information and communication

We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees. Statutory notices will be displayed in the workplace and the health and safety law leaflet is given with the contract of employment.

If a member of Staff is thinking about being a first aid rep – please contact Emma Cooper asking about an opportunity to become a first aider. Or Emma may contact department managers asking if they know of anyone interested in becoming a first aider.

Training required to become a first aider:

- Emergency First Aid At Work EFAW – £135 Ex. VAT per person for up to 12 people, 1 days course or,
- Emergency first aid at work Requalification - **£135 Ex. VAT** per person
- First Aid at work (Higher Qualification) 3 day course - **£300.00 Ex. VAT** per person.

Debbie Pettit from Posturite trains the EFAW at Posturite's HO. It last 6 hrs for full training and 3 hours for refresher. St Johns FAW is a 3 day course for the full qualification and a 1 day refresher is completed at the local St Johns training hall in Eastbourne.

Qualifications obtained are Emergency First Aid at Work (QA Level 2 Award) St Johns FAW – Firstly Aid at Work (QA Level 3)

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

This benefits – Keeping staff safe, H&S requirements, gives Posturite employees the opportunity to learn life skills. First Aiders are responsible to give first aid to someone who is injured or ill, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital. The first aider is to give someone this help, while making sure that they and anyone else involved are safe and that they don't make the situation worse.

It takes up 1 hour of your time a month to make sure everything is up to date. First Aiders get together once every 3 months for 15 Minutes per annum.

There is a list of current first aiders printed and placed on each floor of each department around HQ. Next to the names of the first aiders there is the extensions numbers. More information such as – Employees certificates, first aid requirements, HSE certificate and log of when the first aiders need refreshers is saved on our shared drive – *Computer – DATA(S:) – First Aid.*

The EFAW last for 3 years needing a refreshing once a year. St Johns First Aid at Work last for 3 years and need annual refresher.

If you wish to step down from being a first aid rep please let Emma Cooper know, she will take you off the contact list

## **2 Risk Assessments**

### **2.1 On our premises**

It is a managerial responsibility to ensure that risk assessments are performed in each area and for each task where there may be a significant risk to the health and safety of employees and others affected. Your manager or the manager of the area will carry out risk assessments using the HSE booklet "5 steps to risk assessment" for guidance.

Where specialist knowledge is required The H&S Manager will work to ensure that appropriate risk assessments are performed and action taken to control risks and approved at Board level. The managers will then work to the controls in place and high light any other risk that may happen in-between next review. Generally reviewed annually, if there is a change in our activities, location the manager should reported back to the Business Standards Manager to re – assess the relevant Risk Assessment. An additional COVID-19 Mitigation Risk Assessment is available on request for all our Field Sales and Installation Technicians

Managers will be provided with the relevant information, training and support to fulfil this obligation. This is to include social distancing in the workplace.

Managers will issue all staff with their relevant area risk assessment on commencement of employment.

All risk assessments and associated documentation will be available on SharePoint site/ Management System A copy of the risk assessments will be kept by the manager of the area with any other health and safety related documents for that area or task.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

If you identify an uncontrolled hazard you should immediately contact the manager of the area or your manager and inform him of the nature of the problem.

You have a responsibility to yourself and to others under health and safety legislation. You are encouraged to stop, think and consider the options. If you feel that you are placing yourself or others at risk you must not proceed. If in doubt, never compromise safety.

### **2.2 Other places**

While we accept our responsibilities by providing safe places of work as defined under legislation it is also your responsibility to assess personal risks when working off site and to seek guidance if you have any concerns. A generic risk assessment will have been completed by your manager for your job role, please ensure that you are aware of this and the control measures put in place for your safety and health. You must always follow the health and safety procedures for the sites that you visit and if you have any concerns you must contact your manager.

### **2.3 Consultation with you**

Any observations or concerns regarding health and safety which arise during the normal course of work should be raised with your manager. You have a duty under health and safety legislation to look after yourself and others. It is therefore vital that health and safety issues are brought to our attention as soon as possible. There are regular meetings at which any health and safety issues can be raised by you or your manager.

## **3 Fire**

### **3.1 Applicable to all our premises**

Our premises have been risk assessed and are covered by fire safety legislation and have adequate firefighting equipment and procedures to be followed in the event of a fire. You will be made aware of these procedures and receive fire training as part of your Induction via the FireRite programme.

The fire alarms are tested weekly and are regularly maintained. The fire extinguishers are also regularly maintained.

Fire safety must be taken seriously. Fire spreads quickly and kills many people every year. Places of work are generally much safer than houses because they are covered by legislation and there are usually more people present to identify a fire long before it takes hold. However, you must be aware of fire hazards and play your part in reducing the risk. It is the responsibility of the manager in the area that all of the staff and visitors who use that area are aware of the fire procedures.

Where necessary all electrical machines and other equipment used at work are checked for electrical safety. These appliances will be labelled to show when they were tested. All home workers need to have their equipment PAT tested prior to working at home full time.

Extension cables and electrical adapters are only to be used on a temporary basis. If they are required on a more permanent basis other arrangements must be made. It is your responsibility to inform your manager if these situations arise. No equipment is to be used on site unless its use is discussed with your manager.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

### **3.2 Risk Assessments**

A fire risk assessment for the Warehouse and the Mill has been carried out by the Competent Person and a copy is available on request.

### **3.3 Fire Wardens**

They will ensure that fire exits are kept clear and are unlocked during work hours.

They will also make sure that all staff and other persons from their area have left the area and are present at the assembly point after activation of the fire alarm and report this to the director, senior person on site or the emergency services as appropriate. On no account must they re-enter the building or place themselves at risk whilst carrying out their duties.

If safe to do so ensure that all windows and doors are closed on leaving the area when the fire alarm is raised. These duties will be delegated to another suitable person during periods of absence.

### **3.4 Fire induction information**

You will receive a copy of the relevant fire information and or be shown the appropriate fire escape routes, fire- fighting equipment and methods to raise the alarm on your first day by your manager. As part of induction you will receive training using the FireRite software.

### **3.5 Fire procedures general**

Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager or fire warden.

Summon the fire brigade without delay by calling 999. Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which fire- fighting should be avoided or discontinued is included in the Fire Wardens training.

Evacuate the building as soon as the evacuate alarm is heard. Do not wait to conclude meetings or telephone calls or to collect belongings.

Switch off any equipment which, if left unattended, may itself constitute a fire hazard if safe to do so.

As you make your escape, close doors, particularly those designated as fire resisting doors.

Report to the assembly point. Do not re-enter the building until person in charge declares it is safe to do so.

Fire wardens will check that their area of the building has been evacuated and all personnel from the area are accounted for at the assembly point and report this to the Head Fire Officer.

Fire wardens will liaise with the fire brigade on attendance and arrange such assistance from us as the fire brigade may require.



### **3.6 Site specific procedures**

#### **3.61 The Mill offices and warehouse**

All the fire exits are clearly marked. Make sure you are aware where the exits are in the building

<b>Ground Floor office</b>	Front Door Staff entrance Boardroom
<b>1<sup>st</sup> Floor main office</b>	Office area
<b>Top floor office</b>	Main office area
<b>Main area in warehouse</b>	Top left end of warehouse Top right end of warehouse Entrance to warehouse
<b>Office/kitchen area in warehouse</b> <b>Top floor</b>	Stairwell to top floor Bottom of the staircase

The assembly point is the car park in the Berwick Inn opposite The Mill.

There are fire call points and fire extinguishers by each exit and around the building. Please make sure that if you are first in an area in the morning that the fire exits are unlocked.

The fire alarm will be tested at 10.00am each Tuesday morning, if you hear the alarm at any other time and you have not been notified that there is a test you must leave the building immediately.

There will be periodic evacuation practices. These will be discussed and agreed by your manager prior to the event.

If you do not hear the fire alarm on Tuesday mornings please notify the Head Fire Officer or if unavailable your manager, as there may be a fault that needs to be investigated.

If you have any questions or concerns about these or other health and safety issues please discuss them with your manager.

## **4. Safety of Plant and Equipment**

### **4.1 General**

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

Each manager is responsible for identifying any plant or equipment that needs maintenance and ensuring that it is carried out. The manager will keep the maintenance procedure and records of the maintenance.

Any problems found with plant or equipment should be reported to the manager immediately and if necessary the equipment put out of action until the problem is rectified.

It is the responsibility of any manager purchasing new equipment to ensure that it meets with health and safety standards before it is purchased.

### **4.2 Equipment Safety**

We will take all reasonable steps to ensure your safety whilst working on machinery as well as to ensure the safety of others who may be affected by the machinery. We will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train you accordingly.

Should you have any problems relating to machinery safety you should inform a manager so that steps can be taken to remedy the situation promptly.

We will, in consultation with the operators, assess the operation of the machine and we will take all reasonable steps to minimise all the risks found from these assessments

We will ensure that the machinery is:

- Safely and securely positioned
- Maintained in an effective state, in working order and good repair
- Make available adequate health and safety information and any written instructions pertaining to the use of the machinery to all users and managers.

### **4.3 No longer on site - compressor**

### **4.4 Electrical safety**

All reasonable steps will be taken to secure your health and safety while using, operating or maintaining electrical equipment. We acknowledge that work on electrical equipment can be hazardous and we will reduce the risks as far as possible.

All electrical equipment will be tested to ensure that it is safe for use. This will be completed every 5 years, portable appliances every 2 years, unless otherwise specified. It will be labelled with the date tested and entered on to the electrical equipment database held in the health and safety file.

All tests will be completed by our Electricians and their records are kept of inspections and tests of fixed electrical installations and Posturite portable appliances are checked on a regular basis.

Where a problem arises related to electricity at work you must inform a responsible person immediately who will take the necessary measures to investigate and remedy the situation.

## Document Control

Reference: ISO Health and Safety Policy

Issue No: 9

Issue Date: May 2020

We will

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations
- Maintain the fixed installation in a safe condition by carrying out routine safety testing
- Inspect and test portable equipment as frequently as required. The frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled.
- Promote and implement a safe system of work for maintenance, inspection or testing

### 4.5 Faulty Equipment

You must report faults immediately. Do not use or continue to use faulty equipment. Do not carry out repairs unless you are authorised to do so.

### 4.6 Display Screen Equipment

All workstations are assessed, and users trained using software during induction and where necessary specialist advice will be sought to ensure full compliance with the regulations and current best practice. **The assessments are held on the WorkRite system.**

If there are any changes to the workstation, work practice or to the use of the DSE the assessment will be reviewed.

Details of our eye test arrangements can be found in our eye care policy which can be found on InsideRite/SharePoint.

It is the managers' responsibility to ensure that the DSE assessments are performed, reviewed and any necessary action taken.

If you have any concerns about your workstation or are experiencing any pain, discomfort or tingling in your spine or arms, hands or fingers you must report this immediately to your manager who will ensure the relevant action is taken to resolve the situation. Remember early intervention can usually prevent or cure any musculoskeletal problems.

## 5. Manual Handling

Back injuries and musculoskeletal problems are one of the greatest causes of time off work. A back problem affects all aspects of life, so it is vital that steps are taken to minimise the risks.

Tasks that require manual handling will be identified and a risk assessment performed by the relevant manager and control measures put in place if a significant risk of injury is identified.

As manual handling is an unavoidable part of the business you will receive manual handling training relevant to your needs. Your manager will arrange this.

On joining us you will complete the HandleRite software programme as part of your induction.

## 6. COSHH (Control of Substances Hazardous to Health)

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

All substances that are used by us are assessed. If a substance or its use presents a risk to health a COSHH (Control of Substances Hazardous to Health) assessment will be performed and control measures put in place.

If a new substance is to be used, then it will be assessed by the manager of the area and any necessary control measures put in place prior to its use.

### **7. PPE (Personal Protective Equipment)**

Where a need for PPE has been identified it will be provided and maintained by us. Each user will be given suitable training and information as to the use of the equipment's use. Where necessary, fit testing will also be carried out.

If safety knives are required, they are issued on commencement of employment and appropriate training will be given via the induction programme.

You must use the equipment provided and must take care and store the equipment appropriately.

If you feel that you are unable to use the PPE or that there is a problem with the equipment you must immediately inform your manager.

### **8. Noise**

If you are concerned about noise, please bring it to the attention of the manager of the area who will arrange for it to be investigated and take any relevant action.

### **9. Information, instruction and training**

On joining us you will complete an induction programme relevant to your job role, your manager is responsible for your induction programme and will liaise with the HR department who are responsible for the co-ordination of your induction programme.

Induction training ensures that you will:

- Receive fire, emergency and first aid procedures for the area and be aware of the location of health and safety information. You will also be made aware of the hazards in your area and any relevant control measures.
- Complete your training record induction sheet which will then be checked and filed in the training file.

The health and safety component of induction training will contain the following:

- Our health and safety policy that will be available on the internet
- First aid/accident reporting procedures – this will cover the action to take when an accident has occurred, the person to be informed and where to go for first aid treatment
- Fire procedures and precautions – this section covers action to be taken when the fire alarm sounds and will include the location of the fire exit, the assembly point, the responsible person must report to, further instructions on the action to be taken in the event of discovering a fire, introduction to safety legislation.
- Site safety rules and procedures – this section will cover our safety rules.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

We will ensure that all you are provided with any relevant information and training that is required for you to perform your work. All head office training records will be held in the training file at the Mill by the HR Department.

## **10. Accidents, First Aid & Work Related Ill Health**

### **10.1 Accident reporting procedures**

#### **The Mill**

You must report to a First Aider who will complete with you with a first aid / accident form recording the incident. This is completed and stored in our in-house Accident Management System.

#### **The Field**

You must telephone a First Aider at Head Office who will complete the first accident form and send it to you to sign and return. They will also record the incident on our data base.

In addition to an accident form being completed, any accident or dangerous occurrence must be reported to your manager as soon as possible. If you are on a client's site you must inform the relevant person.

### **10.1 Accident / Incident reporting**

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below

**Accident** — an unplanned event that causes injury to persons, damage to property or a combination of both. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to breakdown.

**Near miss** — an unplanned event that does not cause injury or damage, but could do so. Examples include: articles falling near to people, short-circuits on electrical equipment.

This policy covers reporting and recording procedures for you and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book.

### **10.2 The Accident Management System**

All accidents resulting in personal injury must be reported and recorded on the Accident Management System (AMS), by a first aider who will assign the incident to the relevant department manager. All accidents must be recorded by law. This applies to everyone irrespective of where you work.

The accident data will be regularly reviewed by senior management at the management meetings to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported to your manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

### **10.3 Accident Reporting Procedures**

#### **10.3.1 You**

You must report all accidents and near misses to your manager as soon as possible and ensure the accident is recorded on the AMS at HQ.

An injury should be dealt with by a First Aider. If an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to the Health and Safety SM immediately.

Where an accident results in absence from work, you must tick the appropriate box on the self-certification form. If you are absent as a result of an accident at work you must keep us informed of your progress, up to and including a return to normal duties.

#### **10.3.2 Managers**

If an injury, damage incident or near miss is reported to you, you should take any necessary action and provide a report to the Health and Safety SM. Any completed entries recorded at HQ relating to your area of responsibility will be supplied to you for you to investigation and to provide a written report as above within 10 days.

Major incidents as defined in RIDDOR 2013 must be reported as soon as possible to the Health and Safety SM to enable them to appropriately report the incident.

#### **10.3.3 Visitors/contractors**

All visitors are signed into the building and are issued with a Health and Safety information sheet. They will be asked questions on if they are showing any symptoms of covid-19 and will be refused entry if positive. Social distancing will be respected on site on-going until government guidelines advise otherwise.

Any visitor or contractor who is involved in an accident or near-miss incident while on our premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, they must obtain the assistance of a First Aider to ensure that our procedures are followed.

All injuries must be recorded on the AMS, however minor.

#### **10.3.4 Members of the public**

If an injury occurs to a member of the public on our premises which results in their removal from site for hospital treatment it is notifiable under RIDDOR by the Health and Safety SM so they must be informed immediately.

### **10.4 RIDDOR 2013**

These Regulations place a duty on responsible persons to report certain workplace accidents, occupational diseases and dangerous occurrences (near misses) to the HSE.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

### **RIDDOR reporting**

Reports must be made immediately by the quickest practicable means (via the HSE website or helpline) and followed up by a written notification to the relevant authority within 10 days, with the exception of reports for over-seven-day injuries which must be sent to the HSE within 15 days.

We will ensure that contractors and visitors in complying with our policy regarding accident reporting whilst on our premises.

### **11. Emergency procedures**

The manager of each department is responsible for ensuring that all staff and visitors within the area are fully conversant with our emergency procedures.

Fire wardens have been appointed for each area to assist with an evacuation.

In the event of an emergency occurring which requires evacuation the fire procedure will be followed and the alarm is activated. If the fire alarm is not activated the emergency action will be directed via the managers.

### **12. Transport**

#### **12.1 Cars and Vans**

Our health and safety obligations are detailed in the driving policy which is issued to all staff using company vehicles or driving on our behalf. The policy can be accessed via Office 365 – SharePoint

#### **12.2 Forklift truck**

We fully recognise and acknowledge that health and safety hazards will arise from the use of forklift trucks. We will ensure that all risks are reduced to a minimum and to this end will give adequate information, instruction, training and supervision. The person responsible for this is the Health and Safety Director.

The forklift truck is regularly maintained the records of the maintenance being held by the Warehouse Manager. Daily checks are also performed by the user and records are held by the warehouse manager.

The forklift truck is suitably insured, and the records held by the Warehouse Manager / Department.

Only persons who can demonstrate by the production of an original valid forklift truck licence will be allowed to use forklift trucks. Forklift truck refresher training will be provided every 3 years or sooner if felt necessary.

Certificates will be kept by the department manager and copies held in the training files.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

### **13 Mobile phones**

We are aware of the ongoing issues surrounding mobile phones and will act in accordance to the guidance available. We will continue to monitor the situation and make changes if necessary, in the light of any new advice from the HSE.

If you are issued with a mobile phone you must at all times comply with the law on their use.

You may be supplied with a hands-free kit with your mobile phone, which must only be used if safe to do so.

### **14. Working off site**

Before you work on another site you must ensure that you have access to and understand any safety information and relevant procedures for that site. This must include relevant fire and evacuation procedures, welfare provisions, information on the risks present on that site or any risks due to the work to be performed and the control measures in place to control those risks.

There is a procedure for Posturite Ltd employees visiting domestic environments. All field staff are issued with this procedure and it can be found on SharePoint, under employment documentation.

### **15. Contractors**

Before any contractors work on our premises, they must be made aware of any risks in the area in which they will be working and the control measures that are in place to protect their health and safety and that of others, including symptoms of Covid-19, Social Distancing and hand hygiene.

It is the responsibility of the manager who brings the contractors onsite to ensure that our health and safety procedures are complied with and that the contractors are aware of any hazardous to which they may be exposed whilst working on our site.

Any contractor who works on our behalf must comply with our health and safety policies and procedures including completion of our health and safety questionnaire.

### **16. Young Workers**

We do at times employ young workers and are aware of our responsibilities Management of Health and Safety at Work Regulations 1999.

Before a young person is employed or offered work experience a risk assessment will be undertaken and control measures put in place acknowledging that they may have insufficient awareness of risks to their health, safety or lack of experience or training.

### **17. Pregnant workers**

When you advise your manager that you are pregnant, the Health and Safety Director and the HR department will be informed. The HR Department will arrange for a risk assessment to be completed with you and the results from that communicated to your manager and Health and Safety Director. Any control measures required will be put in place to ensure the health



## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

and safety of you and your child. The risk assessment will be reviewed in consultation with you every month. If there are any concerns between assessment reviews, then an additional review will be undertaken.

Further information on pregnancy is available in the employee handbook.

### **18. Disabled workers**

We aim to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. If you become disabled, you will be accorded every possible opportunity for maintaining your position or retraining if appropriate.

Our health and safety policy have been prepared to ensure a safe and healthy environment. It recognises that those of you who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The person responsible for the implementation of this policy is the Health and Safety Director.

### **19. Asbestos**

We are aware of our obligations under the Control of Asbestos at Work regulations 2012 and will manage any asbestos found in accordance with the current regulations.

### **20. Stress**

We recognise that, whilst a degree of pressure can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We are committed to promoting good health at work and are therefore concerned to recognise any negative effects that stress may have on you, and to provide suitable support mechanisms.

We will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them as far as is reasonably practicable.

We have a suitable training package and will conduct a risk assessment taking any action necessary to control any risks identified.

### **21. Smoking**

You are not allowed to smoke in any enclosed or substantially enclosed building on our sites or in any vehicle which is owned or leased by us or used on our business. A smoking shelter is provided to the left of the warehouse lower car park.

Further information can be found in the employee handbook

### **22. Home Workers**

As part of our business many of our sales and consultancy staff work from home or on clients' sites. Other office workers may work from home either on a short-term or long-term basis. The procedures below have been put in place as part of the induction process and must be completed prior to becoming a home worker.

## **Document Control**

**Reference:** ISO Health and Safety Policy

**Issue No:** 9

**Issue Date:** May 2020

### **Your responsibilities**

It is your responsibility to ensure that your home environment is a safe place to work e.g. the general house electrics are suitable and that there are no trip hazards in the area.

It is your responsibility to inform us if anything in the home working area changes which may require a review of the risk assessment.

More info obtained from HR link SharePoint, home working policy

Or / Further details can be found in our Written Statement of Particulars of Employment.

### **Our actions**

Once your manager has agreed that you can work from home short-term or long-term, part time or full time, it is their responsibility to ensure that a risk assessment is undertaken before you start. This may be performed by an inspection or initially by completing a health and safety questionnaire. This risk assessment must;

- Identify any hazards in the home working area
- Decide who might be harmed and how
- Assess the risks and take action to control them as far as possible
- Record the findings
- Be reviewed on a regular basis or if there is a reason to suspect that it is no longer valid

The areas that the assessment should cover include are:

- The display screen equipment, workstation, chair
- Any other work equipment
- Electrical safety
- COSHH
- Provision of first aid
- Any specific issues e.g. new and expectant workers

Other issues must also be considered such as communication, accident reporting etc...

The Display Screen Equipment assessment will be undertaken initially by the web based training and assessment programme. If there are issues that cannot be resolved remotely then arrangements will be made by your manager for a risk assessor to visit your home workstation.

Home working assessments need to be reviewed if there is reason to believe there has been a change in the situation and at least annually.

Annual portable appliance testing of our electrical equipment will be undertaken.

### **23. Monitoring**

The Health and Safety Director will monitor and review health and safety on an ongoing basis and as part of our activities. He will conduct or arrange reviews and audits as necessary. This will include ensuring that all accidents and near misses are appropriately investigated and remedial action taken to prevent future problems.

Health and safety is an agenda item at the regular management meetings and at board meetings.

### **24. Audits & Review**

Formal reviews of policies and procedures will be carried out by using the HSE's HS (G) 65 document as guidance.

From time to time we may decide to review our health and safety risk assessments, policies or procedures if we feel there is a need or if legislation demands. All policies and procedures will be reviewed at least annually or sooner should the directors deem it necessary.

All relevant policies and procedures will be reviewed in the event of an accident.

### **25. Competent Persons**

We will engage sufficient numbers of competent people to ensure that we discharge our duties under current health and safety legislation. A list of competent people can be found in the index. The Health & Safety Organisational chart can be found in Appendix 2. The company organisational chart can be found on SharePoint (this is an electronic document)

## **APPENDIX 1**

### **INDEX OF RELEVANT AND RESPONSIBLE PERSONNEL**

**Health and Safety Director**  
**Health and Safety Advisor**  
**IMS Manager**

**Ian Fletcher Price**  
**Alison Wright Reid**  
**Warren Sellers**

#### **MANAGERS**

**Sales (SM)**  
**The Mill**

**Jamie Hall**  
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#### **HEALTH AND SAFETY ASSISTANTS**

**Head Office**  
**First Aiders**

**Emma Cooper (Head First Aider)**  
  
**Please see posters on site/other staff**  
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**Document Control**  
**Reference:** ISO Health and Safety Policy  
**Issue No:** 9  
**Issue Date:** May 2020

**Fire Wardens**

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**-Arron Wrath----- (Head Warden)**  
**Please see posters on site/ other staff**

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**Competent Person**

**Warren Sellers**

**Field Staff**  
**First Aiders**

**Debbie Pettitt**

**Appendix 2**  
**Health & Safety Organisational Structure**

**Ian Fletcher Price**  
**Warren Sellers**  
**Alison Wright Reid**  
**H&S Competent person**  
**H&S Staff**  
**Representative**  
**HSQE Committee**  
**First Aider & Fire Wardens**

**H&S Director**  
**Business Standards Manager & BS ISO 45001**  
**H&S Advisor**

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<b>Issue</b>	<b>Change Detail</b>	<b>Date</b>
2.	Initial Issue	July 2015
3	Updated First Aid Policy	June 2016
4	Updates	Oct 2017
5	Ref changes	Dec 2017
6	Yearly review	May 2018
7	Compliance changes	May 2018
8	Review	May 2019
9	Review	May 2020

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The Business Standards Manager is the authority of this document and is responsible for ensuring that this document is reviewed in line with the review requirements of the organisation control and management systems.

This procedure was approved by the CEO on the date shown and is issued on a version-controlled basis under their signature