



Filtration Ltd Health and Safety Policy

Updated: April 2019

General Statement of Policy

We are committed to ensuring the health, safety and welfare of our employees, so far as is reasonably practicable, and recognise that the effective management of health and safety is an integral part of our overall business performance. We also fully accept our responsibility for other persons such as contractors and visitors who may be affected by our activities.

The objectives of the Policy are to ensure that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks.

We will:

- Ensure there is adequate control of the health and safety risks arising from our work activities.
- Provide and maintain systems that are safe and without risk to health for:
 - work
 - equipment
 - working conditions
- Implement safe practices and procedures in connection with the handling and use of hazardous substances.
- Ensure that
 - all employees are competent to carry out their duties
 - provide new recruits, and existing employees with
 - appropriate information
 - instruction
 - training and supervisionso they can cope with the particular health and safety aspects and/or responsibilities associated with their job and place of work.
- Provide and maintain adequate facilities and arrangements to enable all employees and their representatives to raise issues of health and safety.
- Consult our employees on matters affecting their health and safety.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Make regular safety inspections and set safety standards.

We will ensure that adequate time and finances are committed in pursuance of these aims and, provide Competent Persons, including the use of experts as necessary.

Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.

EMPLOYEES MUST CO-OPERATE BY:

- Working safely and efficiently to approved methods
- Working with regard to the safety of themselves and others
- Adhering to the Company's safety procedures and rules
- Reporting all accidents in the proper way and co-operating in the investigation of accidents and measures taken to prevent recurrence
- Reporting possible hazards, defects or dangers

The successful implementation of this policy requires total commitment of management and employees at all levels. Full details of the organisation and arrangements for health and safety are set out in separate sections of the Safety Policy document.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually, and, updated in the light of legislative or organisational changes.

Signed:



Nathan Reed - Operations Manager

Organisation and Responsibilities

The overall and final responsibility for health and safety in the company is that of:

Derek Campion – Managing Director (IOSH Managing Safely certified)

The day to day responsibility for ensuring this policy is put into practice is delegated to:

Mr Nathan Reed – Operations Manager

To ensure health and safety standards are maintained / improved, the following people have responsibilities in the following areas:

Name:	Area:	Responsibilities:
Anna Marcinow-Lach	Lower Offices	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
Nathan Reed	Upper Offices	
Paul Turner	Warehouse	

All employees have a responsibility to:

- Co-operate with supervisors and managers 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; and
- Report all health and safety concerns to an appropriate person

People responsible for:

Safety training:	Nathan Reed/Paul Turner
Carrying out safety inspections:	Derek Campion/Paul Turner
Risk Assessments:	Derek Campion
Investigating accidents:	Nathan Reed
Monitoring maintenance of plant and equipment:	Paul Turner
Security:	Nathan Reed
First Aiders:	Nathan Reed
Accident Reporting:	Nathan Reed
Fire Alarm/Evacuation:	Nathan Reed/Paul Turner
Location of First Aid Box:	Derek Campion/Nathan Reed

The competent source of advice on health and safety matters is: Derek Campion

Name of Health and Safety Enforcing Authority: Health & Safety Executive

Arrangements and Procedures for Health and Safety

This part of the Policy should be used to record the rule, systems and procedures for health and safety and should include:

- General risk assessments
- Manual handling assessments
- How hazardous substance will be identified and COSHH assessments carried out
- DSE assessments
- Fire risk assessment
- Fire alarm/emergency lighting installation inspections
- Fire fighting equipment maintenance and inspection
- Emergency evacuation and fire procedures
- Consultation with employees
- Electrical inspection and testing
- Plant and Equipment maintenance
- Building and facilities maintenance
- Safety training
- First aid
- Accident reporting procedures
- Accident investigation procedures
- Safety inspections
- General safety/housekeeping rules
- Waste disposal