

# Health And Safety Policy

Date: 05/02/19

This health and safety policy was written in May 2016 after consultation and advice from Matthew Brown and will be reviewed annually, or immediately if there are any major changes within the workplace.

This was reviewed with Matthew Brown on the 05/02/19 at the office location.

This is the statement of general policy and arrangements for:	Sovereign Insignia Limited T/A Impamark
Overall and final responsibility for health and safety is that of:	Nicky Crisp
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Various members of staff as indicated below

Impamark is a promotional merchandise company of some long standing and has been based at Dammerwick Farm for almost 10 years. The Managing Director Nicky Crisp and her husband John Crisp the Company Secretary are based in Spain. There are currently a total of 5 other members of staff who work from the farm 5 days a week from 8.30 a.m. - 5.00 p.m. Monday to Thursday and 8.30 a.m. - 4.00 p.m. on a Friday. A paid cleaner comes once a week for an hour. The rest of the staff have shared responsibility for keeping the bins emptied and their own work area tidy.

The offices are based on a working farm and staff are required to take care when parking.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Nicky Crisp & John Crisp	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Nicky Crisp	Staff given necessary health and safety induction and provided with appropriate training (including heavy lifting awareness and electrical safety). We will ensure that suitable arrangements are in place to cover employees engaged in working remotely from the main company site ie exhibitions, visiting customers, networking events etc including driving on company business
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Nicky Crisp	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	All staff are aware of emergency procedures & can implement if required.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	John Crisp	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of computer equipment, and machinery and for ensuring that action is promptly taken to address any defects.

Document locations:

Health and safety law poster is displayed:	Kitchen
First-aid box is located:	Black Cupboard by kitchen door in main office
Accident book is located:	Kitchen
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	
Note 1: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a> Note 2: <a href="https://www.hse.gov.uk/riddor">https://www.hse.gov.uk/riddor</a>	

## Risk Assessment

What are the hazards	Who might be harmed and how	What are you already doing	Do you need to do anything to manage this risk	Action by whom	Action by when	Done
COSSH	Staff	<p>No chemicals in regular use</p> <p>Possible spillage of photocopier toner. Evacuation of area – call specialist cleaning contractor</p> <p>Cleaning chemicals bought by company for use by outside contractor for one hour per week</p> <p>Cleaner advised to use all cleaning materials in accordance with manufacturer's instructions and to wear protective gloves</p>	No			05.02.19

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Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	<p>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned and bins emptied regularly.</p> <p>Fridge is kept clean in kitchen and food monitored daily and out of date food disposed of.</p> <p>Awareness of cleaning fluids for toilet and kitchen</p>	Update Staff	All Staff		05.02.19
Fire and Smoke Inhalation	Staff & Visitors	<p>Strutts have a main fire alarm for the farm. Ensure that all fire doors are kept clear and there is easy access from the property. Follow fire exit signs to nearest exit and muster outside the front of the farm at muster point.</p> <p>Fire extinguishers tested 2016 in December and are tested annually.</p> <p>Staff underwent fire extinguisher training at this last date.</p> <p>Escape routes clearly indicated</p> <p>No source of ignition in use</p> <p>All electrics subject to regular checks</p> <p>Fire evacuation drills practised once a year</p>	Update Staff	All Staff		05.02.19
Emergency First Aiders	N/A	All staff are trained in contacting the the emergency services if it is required and a first aid box is on site.	Update Staff			05.02.19

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Lunch Breaks	Staff	Staff are encouraged to leave their desks for 30 minutes. A rest area is provided where lunch can be eaten. Staff are also encouraged when weather is fine to leave the office and take some exercise	Update Staff	All Staff		05.02.19
Electricity at work	Staff	Alan Ponder the farm manager for Strutts has been contacted and he has provided a complete electrical test certificate for unit 1. he has advised that fixed wiring has been tested and examined and found to be in good condition	No	John Crisp		05.02.19
Lone Working	Staff	Due to the fact we are a small company there may be occasions when members of staff are unavoidably working on their own due to staff holidays or sickness, but this is always kept to an absolute minimum	Review Lone Works Policy Ensure all staff are more careful and aware of potential additional risks when working on their own	Nicky Crisp		05.02.19
Offsite Work		Staff aware of driving policy and care whilst off site	Check insurance for drivers	Nicky Crisp		05.02.19
Legionella	No one	There are no storage tanks or showers, no disease chain - no risk from this source	No	Nicky Crisp		05.02.19
Asbestos		Discussions have taken place with the landlords Strutt & Parker and they were written to 03.05 and information was requested regarding the asbestos in the roof. They confirmed that is only restricted to the outer roof area only, and is in good condition and that it is inspected periodically	No	John Crisp		05.02.19

What are the hazards	Who might be harmed and how	What are you already doing	Do you need to do anything to manage this risk	Action by whom	Action by when	Done
Display Screen Equipment	Staff	Staff warned about eye and back/wrist strain Desks and work stations checked in 09/17 Monitor stands are used Display Screen equipment set up correctly Eye Tests offered to staff Frequent breaks – 10 mins every hour to carry out other duties	Discussions with staff re eye tests needs to take place Staff to ensure their work station, desk, chair, monitor is at correct height and suitable for work and that it is kept clean. Staff to take regular breaks from looking at the screens	John Crisp		26.04.16, 18.05.16 & 29.09.17 & 05.02.19
Farm & Industrial Buildings	Staff	Discussions have taken place about taking due care when parking and leaving and entering the building as the farm is busy and there are hazards associated with that e.g. manoeuvring large vehicles	No	Nicky Crisp		05.02.19

## Reviews

### 27/04/18

- Extension cables in meeting room and office areas to be minimised where possible and to prevent multi sockets (daisy chaining)
- PAT Certificate to be displayed on the wall in the kitchen
- Toilet situation (issue with flushing) has been monitored and are all ok
- Smells from adjoining buildings - all ok
- No first aid administered - book is empty
- Keep bins emptied regularly - daily if need be

### 04/09/19

- Alan Ponder (strutts) emailed and new farm electricity report requested
- Eye tests offered and discussed with staff
- Work stations kept monitored

- Carbon monoxide detector discussed but no reporting of issues from next door

For further information and to view our example risk assessments go to

<http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11

Nicola Crisp – Managing Director