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Snapfast general health & safety policy

The partners of Snapfast recognise their responsibilities to promote Industrial safety and hygiene within the business. Furthermore it regards the promotion of Health and Safety matters as a mutual objective of all management and employees.

It is therefore the policy of the company to do all that is necessary to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards including the public insofar as they come into contact with the company or its products.

The company will:

- 1) Provide and maintain safe and healthy working conditions in accordance with the with the relevant statutory requirements
- 2) Provide safety and job training for all employees and additional safety training where appropriate.
- 3) Provide protective equipment where necessary and supervise their use.
- 4) Ensure that all means of access or egress are known to persons using the premises.
- 5) Maintain constant and continuing attention to all aspects of safety by:
 - a) Making regular safety inspections
 - b) Seeking consultation and contributions from employees on safety matters.
- 6) Take all necessary steps to ensure that employees take all reasonable care to ensure the health and safety of themselves and others affected by their activities. Use any protective safety equipment provided and observe safe methods of working and statutory obligations.

Dated 21st May 2010

A handwritten signature in black ink that reads "Allan Richardson".

Allan Richardson

Partner

Organisation for Health & Safety welfare

Responsibility of Partners

Overall responsibility for implementing the Health and Safety policy of Snapfast rests with Mrs Anne Richardson. The responsibilities include:

- 1) The provision of sufficient resources for fully implementing the general policy
- 2) Ensuring that all employees are fully aware of their responsibilities under the Health and Safety at Work Act 1974 and ensuring that these responsibilities are fulfilled.
- 3) Ensuring that Snapfast complies with all the requirements of Health and Safety legislation.
- 4) Monitoring the effectiveness of the general policy and revising the policy when required.

Employees Responsibilities

All employees must comply with their legal duties:-

- 1) To take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- 2) To co-operate with Snapfast in the performance of company policy and legal duties.
- 3) Not misuse equipment provided in the interest of health and safety.

Protective Equipment

All necessary equipment required for protection of employees will be provided and all such equipment will comply with the relevant British Standard

- 1) Suitable clothing overalls and footwear will be worn by employees and all employees are advised to wear safety footwear.

Fire

Fire Extinguishers will be provided in the office and warehouse and employees will be instructed in the correct use of the appliances.

All extinguishers will be inspected at least once per year as agreed in our contract with Safe and Sure Ltd Unit 2 Mill Lane Langley Moor Durham DH7 8HE

Fire Procedure

In the event of a fire the following procedure will apply to both office and warehouse.

1. Raise the alarm
2. Telephone the fire brigade
3. Without putting yourself at risk attempt to contain or extinguish the fire.

Evacuation

On hearing the alarm office and warehouse will evacuate and assemble outside the building where a roll call will be taken.

First Aid

First aid boxes will be provided and maintained and kept in the kitchen area and any injuries must be reported and recorded to any of the partners or the warehouse manager Mr Brian Coates.

Details of minor injuries receiving treatment must be entered in the accident book.

Details of injuries resulting in over three days loss of work will be entered into the accident book and reported to HSE by telephone. A report on form F2508 will be sent by post within seven days.

Company Vehicles

All company vehicles will be maintained in good order and regularly inspected and serviced in accordance with the manufacturers recommendations

Training

All employees will be fully instructed in the activities in which they are involved.

No employees shall use any equipment or work in any area unless he or she has been assessed as competent to do so and duly authorised to do so.

All employees will be given instruction in the safe use of any equipment emergency procedures and individual responsibilities for safe working procedures.

Accident Prevention

Regular inspections will be carried out of all plant equipment workplaces and procedures.

Record will be kept of all such inspections and examinations including:

- a) Electrical Equipment
- b) Chains and lifting equipment
- c) Access equipment

Discipline

Employees will be disciplined accordingly for any breach of safety rules or policy requirements as laid down in their contract of employment.



Mr. Allan Richardson



Mrs. Anne Richardson