

Health and Safety Policy – Kamco Limited

This is the statement of general policy and arrangements for:		Kamco Limited
Keith MacBain		has overall and final responsibility for health and safety
Graham Waller		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Ian Saunders	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Ian Saunders	Staff given necessary health and safety induction and provided with appropriate training (including instruction and testing if fork lift truck usage and electrical safety) and personal protective equipment.
Engage and consult with employees on day-to-day health and safety conditions	Graham Waller All staff	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.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Graham Waller	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Ian Saunders	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: Keith MacBain 	Director	Date:	1st June 2014
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Health and safety law poster is displayed at (location)	Warehouse notice board
First-aid box is located:	1. Warehouse corridor 2. Office next to CCTV station
Accident book is located:	Main office filing area

RISK ASSESSMENTS:

Company name: Kamco limited

Date of risk assessment: 1st June 2014

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips in warehouse	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff to keep work areas clear, eg no boxes left in walkways, and deliveries stored immediately.	Weekly inspection Ensure that visitors are always escorted in warehouse.	All staff Ian Saunders	From now on 1 st June 2014	
Fork lift truck incidents	Staff and visitors	Biannual training of fork lift truck drivers by outside contractor	Refresh staff in procedures more regularly	Ian Saunders. Run regular H&S briefings about fork lift use.	1 st June 2014	ongoing
Pallet truck in warehouse not stored away from walkways	Staff & visitors – trip hazard	Instructing staff to always leave truck inserted in a pallet.	Occasional reminder to staff	Ian Saunders	1 st June 2014	ongoing
Fire exit gangway obstructed	Staff & visitors in the event of a fire	Instructing staff that gangway MUST be kept clear	Occasional reminder to staff	Ian Saunders	1 st June 2014	ongoing
Inadequate light level for safe working	Staff & visitors	Instruct staff to keep fluorescent lighting switched on and to use large halogen lights when necessary.	No	Ian Saunders	1 st June 2014	
Back problems incurred whilst lifting goods	Staff	Instruct staff to use trolleys and equipment provided.	No`	Ian Saunders	1 st June 2014	ongoing