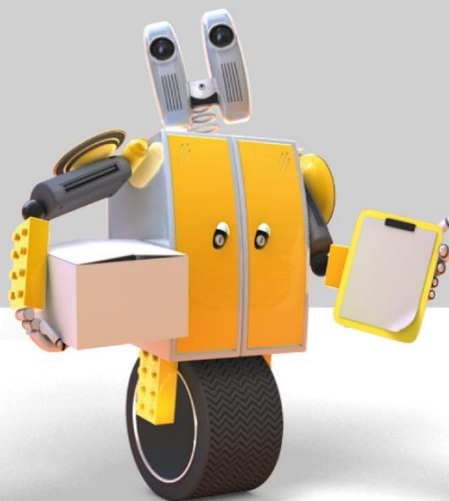




Health & Safety Policy



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Company Health & Safety Policy

General Statement of Intent

The company believes that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the company believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

The company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation. The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed:
Timothy Doouss
Managing Director

Date: 26th June 2020

Review Date: 25th June 2021



Organisation

Overall and final responsibility for health and safety is that of: **Mr Tim Doouss**

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

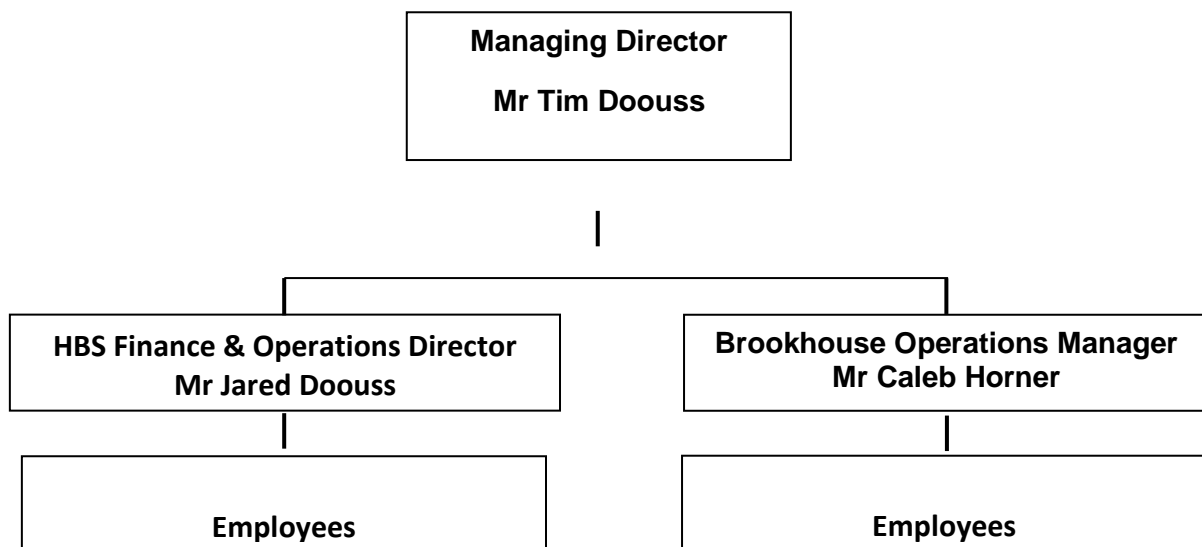
HBS Operations - Mr Jared Doouss

Brookhouse Operations – Mr Caleb Horner

To ensure that health and safety standards are maintained and improved, the following people have been appointed with responsibility for the following areas:

Name	Responsibility (Area/Location)
Mr Jared Doouss	HBS Offices
Mr Jared Doouss	Car Park/Yard/Rear shed
Mr Jared Doouss	Warehouse/Kitchen area
Mr Caleb Horner	Overall Brookhouse Operations
Mr Eddie Goody	Clients Site Locations

Health and Safety Organisational Chart





Employees' Duties

All employees are required 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 the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner

Approval for the required action to remove or control risks will be given by: **Mr Tim Doouss**



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Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, **Citation**. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The Health and Safety management system is the responsibility of:

HBS - Mr Jared Doouss

Brookhouse - Mr Caleb Horner

In addition to the management system, we engage with Ian Stone who acts as our Health and Safety Manager carrying out regular checks to our health and safety files as well as carrying out site inspections. Ian Stone's CV including qualifications and experience is available on request.

Health & Safety Manual

The company has a Health and Safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by **Citation**, and is kept at **Head office**

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided through:

Verbal (toolbox talks) and Written Information and Instructions

Safe Plant and Equipment

The company will ensure that all plant and equipment located at our Hemel Hempstead site is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance and ensuring that effective maintenance procedures are drawn up is that of:

HBS - Mr Jared Doouss

Brookhouse - Mr Caleb Horner

The responsibility for ensuring that all identified maintenance is implemented is that of:

Brookhouse – Mr Caleb Horner

HBS - Mr Jared Doouss



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Any problems with plant or equipment should be reported to: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner

The responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

The responsibility for identifying all substances that need a COSHH assessment is that of:

HBS - Mr Jared Doouss

Brookhouse - Mr Caleb Horner

COSHH assessments and the required action to remove or control risks will be carried out by:

HBS - Mr Jared Doouss

Brookhouse - Mr Caleb Horner

Noise Control

The company will assess and implement controls to limit exposure of noise at work in accordance with Control of Noise at Work Regulations 2005 (CONAWR 2005).

The responsibility for ensuring the implementation and completing noise risk assessments will be carried out by: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in: **The kitchen**

The company employs **Citation** to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact **Mr Tim Doouss**, who is authorised to contact **Citation** if necessary.

Supervision of young workers/trainees will be arranged/undertaken/monitored by: **Mr Tim Doouss**



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Training and Competency

Induction training, job specific training and monitoring of all employees is the responsibility of the relevant line managers: **Mr Jared Doouss (Finance & Operations), Mr Selwyn Doouss (Sales & Marketing), Mr Caleb Horner (Brookhouse UK)**

Training records are kept: **With individual's personnel files**

Training will be identified, arranged and monitored by: **Mr Jared Doouss (Finance & Operations), Mr Selwyn Doouss (Sales & Marketing), Mr Caleb Horner (Brookhouse UK)**

Accidents, First Aid and Work Related Ill-Health

The First Aid boxes are kept in: **The Kitchen cupboard in the offices/clients site and in the vans.**

The appointed person/first aiders are: **Mr Tim Doouss, Mr Eddie Goody, Mrs Michela Phillips-Makin**

All accidents and work-related ill-health are recorded in the online accident book, located on the **Citation** (Atlas) website.

Responsibility for completing any incident to be carried out by: **Mr Tim Doouss, Mr Jared Doouss, Mr Caleb Horner**

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of: **Mr Tim Doouss**

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will **Conduct Regular Inspections and Assessment Reviews**

Responsibility for investigating accidents and acting on findings to prevent a recurrence is that of:
Mr Tim Doouss

Responsibility for investigating work-related causes of sickness absence is that of:
Mr Tim Doouss

A quarterly Health & Safety check is carried out by: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner

Site inspections and paperwork checks are carried out by: **HBS - Mr Jared Doouss**

Brookhouse - Mr Caleb Horner



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Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Mr Tim Doouss, Mr Jared Doouss, Mr Caleb Horner

HBS Fire Marshall duties to be carried out in the event of an evacuation or fire by:

Easter Park - Mr Caleb Horner, Mr Jared Doouss

Escape routes are checked weekly by:

Easter Park - Mr Caleb Horner, Mr Jared Doouss

Fire alarm systems are tested weekly by:

Easter Park - Mr Caleb Horner, Mr Jared Doouss

Fire extinguishers are maintained and checked annually by:

Easter Park - Mr Caleb Horner, Mr Jared Doouss

Emergency evacuation will be tested at least once every:

Easter Park - 12 Months (Caleb Horner will instigate)