

## Health and Safety Policy Statement

### Health and Safety at Work etc Act 1974

#### Our statement of general policy is:

- 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 and 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 as necessary at regular intervals.



Signed:

Julian Fielden  
Managing Director  
OCF plc

Date: 1<sup>st</sup> July 2017

Review Date: 1<sup>st</sup> July 2018

High Performance Data Processing, Management and Storage



2003/357

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Company Registration Number: 4132533 VAT Number: GB 780 6803 14

## Health and Safety Procedures

### Responsibilities:

- Overall and final responsibility for health and safety is that of the Managing Director, Julian Fielden.
- Day-to-day responsibility for ensuring this policy is put into practice and maintained/improved is delegated to direct Managers and Health & Safety Representative.
- All Employees have to:
  - Co-operate with supervisors and managers on Health and Safety Matters;
  - Not interfere with anything provided to safe guard their Health and Safety;
  - Take responsible care of their own Health and Safety; and
  - Report all Health and Safety concerns to the appropriate person

### Health and safety risks arising from our work activities:

- The Health & Safety Representative will undertake risk assessments.
- The findings of the risk assessments will be reported to a direct Manager.
- Action required to remove/control risks will be approved by direct Manager and Managing Director.
- The Health & Safety Representative will be responsible for ensuring the action required is implemented and has removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### Consultation with employees:

- Employees representative(s) are direct Managers.
- Direct Managers provide consultation with employees.

### Information, instruction and supervision:

- The Health and Safety Law poster(s) are displayed in both kitchens, upstairs and down.
- Health and safety advice is available from Managers and your Health & Safety Representative.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant Manager.
- Direct Managers are responsible for ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information.

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### **Accident, first aid and work-related ill health:**

- The first aid box(es) are kept in both kitchens, upstairs and down.
- The appointed first aiders are Claire Robson, Damian Eaves and Daniel Metcalfe.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is situated by the upstairs first aid box.
- The appointed first aider is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring:**

- To check our working conditions, and ensure our safe working practices are being followed, we will:
  - Carry out General and Fire Risk Assessments on a quarterly basis;
  - Ensure a Safety Audit is undertaken;
  - Carry out annual PAT and Fire Extinguisher testing;
  - Review health and safety procedures and policy on an annual basis.
- The appointed first aider is responsible for investigating accidents.
- Personnel is responsible for investigating work-related causes of sickness absence.
- The Health & Safety Representative is responsible for acting on investigation findings to prevent recurrence.
- Personnel will ensure that all staff required to drive for their job role are insured to do, have a valid MOT certificate for the vehicle and have a valid driver's license.

### **Emergency procedures – fire and evacuation:**

- The Health & Safety Representative is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked on an annual basis to ensure adequate egress is provided.
- Fire Extinguishers are maintained and checked annually by an independent company.
- Alarms are tested quarterly by the Health & Safety Representative and maintained by a specialised, independent company. Emergency evacuation will be tested every year.

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