



HEALTH, SAFETY & WELFARE POLICY

1.0 INTRODUCTION

1.1 The Health and Safety at Work etc. Act 1974 places on Almond Enterprises Ltd. as the employer the following duties:

- to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees;
- to prepare, and as often as may be appropriate, to revise a written statement of its general health & safety policy, and the organisational arrangements for carrying out that policy;
- to bring the statement and any revision of it to the notice of all employees.

1.2 The AEL Health & Safety Policy Statement is attached (*Annex 1*). It has been issued to all employees, is displayed on the staff notice board and will be reviewed each time this policy is reviewed.

2.0 RESPONSIBILITIES

2.1 Board of Directors

- To approve and regularly review a Health & Safety policy and policy statement that complies with current legislation, regulations and good practice.
- To ensure there are in place comprehensive health & safety procedures covering all relevant activities.
- To ensure there are sufficient funds allocated to meet the company's health & safety responsibilities.
- To monitor the implementation of the policy through receipt of regular reports.

2.2 Manager

- To implement the policy on a day-to-day basis.
- To act as the company's Health & Safety Officer.
- To ensure that comprehensive health & safety procedures are in place covering all relevant activities, and that they are regularly reviewed and updated as required.
- To ensure that all employees receive the required training and instruction in relevant procedures.
- To monitor employee compliance with current procedures, safety practices etc.
- To provide regular health & safety reports to the Board of Directors.

2.3 Employees

- To read and comply with the policy statement and all relevant health & safety procedures.
- To participate in all relevant risk assessments and appropriate training.
- To take good care of all personal and other equipment or protective clothing provided for their health & safety, to report any faults or defects promptly and not to interfere with or remove any equipment provided.
- To take reasonable care of their own safety and that of their colleagues and members of the public they come into contact with in the course of their duties.
- To report any accidents or incidents promptly, and raise any health & safety concerns with their Supervisor or the Manager.

3.0 HEALTH & SAFETY PROCEDURES

- 3.1 Comprehensive, detailed health, safety and welfare procedures are set out in the Health & Safety Management System manual held in the office (*see Annex 2 for contents*). The procedures are also online. The system is provided by RBS Mentor who provide regular updates to ensure ongoing compliance with current legislation, regulations etc.
- 3.2 Health & safety training will be provided through a combination of online training modules offered by RBS Mentor and in-house 'on the job' instruction.

4.0 MONITORING AND REVIEW

- 4.1 The Manager will ensure that an annual report on the implementation of this policy, including summary information on accidents recorded and on training received, is submitted to the Board, and that additional ad hoc reports are provided as required following specific incidents.
- 4.2 The Manager will ensure that the Board reviews this policy and the policy statement annually.



HEALTH AND SAFETY POLICY STATEMENT

Almond Enterprises Ltd aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Business, we are committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Business subscribes;
- setting and monitoring of health and safety objectives for the Business;
- effective communication of and consultation on health and safety matters throughout the Business;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Business;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Signature: _____ **Date:** _____

Name:

Position: Chairperson

ANNEX 2**RBS MENTOR HEALTH & SAFETY MANAGEMENT SYSTEM**

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