

Health and Safety Policy

This is the statement of general policy and arrangements for:

PLS Medical Ltd Name of organisation


Overall and final responsibility for health and safety is that of:

Paul Sewell - Director Name of employer
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Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Robin Li Laing

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Robin Li Laing – Ecommerce/Quality Control	Ensure all Health & Safety guidelines are adhered to at all times. Ensure all staff follow the safe systems of work designed and introduced by the employer.
To provide adequate training to ensure employees are competent to do their work	Paul Sewell - Director	Ensure regular Health & Safety training updates are carried out at quarterly intervals.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Robin Li Laing – Ecommerce/Quality Control	Oversee regular checks of premises and staff to ensure all guidelines are adhered to.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Paul Sewell - Director	Ensure emergency procedures are regularly reviewed between all team members.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Paul Sewell - Director	Ensure regular safety checks are made on all equipment and machinery.

Health and safety law poster is displayed:	Yes		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	First-aid box and accident book are located on the shelf in the kitchen in plain sight. Fire extinguisher is located between the kitchen and office.		
Signed: (Employer)		Date:	1/09/2016
Subject to review, monitoring and revision by:	Robin Li Laing	Every:	6 months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name: PLS Medical Limited

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, eg on spills	All staff, supervisor to monitor	10/09/2016	01/09/2016
Stock on high shelving	Staff	Compliant step ladders are supplied of a size capable of safely reaching high stock	Members of staff are trained to operate the step ladders correctly	All staff	10/09/2016	01/09/2016
Manual Handling	Staff	Regular staff training on correct procedures, with guidelines visible in the warehouse.	Regular reviews and updates to ensure all guidelines are adhered to.	All staff	10/09/2016	01/09/2016
Injuries from knives	Staff	The knives have a designated area on the packing table	Staff must ensure the blade is always retracted when the knife is not in use.	All staff, supervisor to monitor	10/09/2016	01/09/2016
Risk of Fire	Staff, visitors, neighbours	All electrical appliances are switched off when not in use, the site has a very strict no-smoking policy, paper and recycling bins are emptied regularly, fire extinguishers are on site	Staff must be aware of fire hazards on a daily basis, and act immediately if they see anything that poses a fire risk.	All staff	10/09/2016	01/09/2016

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11