



Fruitful Jobs Ltd Health & Safety Policy

It is the intention of the directors of this company, to ensure the health safety & welfare of all it employees and others who may be effected by our procedures & practises such as Visitors, Contractors & members of public.

- We aim to provide safe access and egress in the workplace.
- Staff welfare facilities will be provided and maintained to a high standard.
- Safe plant and systems of work are in place and will be constantly monitored and supervised.
- Adequate information, instruction, training and supervision will be given to all employees.
- We shall provide and maintain appropriate procedures for action to be taken in case of fire and other emergencies, including injuries and dangerous occurrences, and for their effective reporting and recording.
- The organisations aim is to continually improve the installed health & safety management systems through consultation, monitoring & reviews.
- To ensure the health & safety of our workforce and others who may be effected by our acts or omissions we will periodically review our Health & Safety policies.

Staff are reminded of the legal requirements to comply with the policy, arrangements and procedures. In particular they are required:-

1. To take reasonable care for their own health and safety at work and of those who may be affected by their acts and omissions.
2. To co-operate with their employer to ensure that they comply with any duty or requirement imposed upon their employer by law and contained in this statement and the policy, arrangements and procedures.
3. Not to intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare.
4. To report any hazards found in the workplace.

Justin Emery
Managing Director

Issued: 1/8/2019

Organisation

Roles & Responsibilities

1. The overall responsibility for health and safety matters within the company rests with the board of directors.
2. Management and supervisors have a responsibility for all employees and others Health and safety within their area of control. They must lead by example in safe working and enforce best practise methods. Management and supervisors are key in completing safety objectives set out within this policy.
3. The company will discuss with staff the contents of the safety policy, risk assessments and control measures in order to ensure so far as is reasonably practicable, there is an understanding and application of the safe working practises for the business. Safety policy and risk assessments are made available for employee information on the company health & safety notice board.
4. All employees have the responsibility to co-operate with supervisors and, management at all time to achieve a safe and healthy workplace and to take care of themselves and others.

Employees are required to

- Follow established work procedures and controls measures (including the use of PPE where issued) and applicable safety rules.
 - Report health and safety incidents including near misses and unsafe acts/conditions immediately.
 - Suggest areas for improvement
 - Support improvement measures
5. Whenever an employee, supervisor or manager notices a health & safety problem which they are unable to correct, they must inform Justin Emery or Rachel Hubbard.
 6. Everyone has a responsibility to co-operate in order to achieve a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their acts and omissions. Deliberate actions resulting in risk will not be tolerated and appropriate action will be taken. The non-reporting of danger or continued use of a dangerous process will be judged to be gross misconduct, and may result in disciplinary proceedings.

The Companies Duties

1. It is our policy for ensuring compliance that we will keep abreast of all current and proposed legislation, such as the Health and Safety at Work etc Act 1974, ACOPS and guidance produced by the enforcing authorities/trade associations/employers and workers organisations, This will be achieved by seeking advice and guidance from specialist consultants, The Health and Safety Executive and trade associations.
2. To provide satisfactory levels of finance, human resources, time and other requirements to ensure health and safety at all times
3. Ensure the provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
4. Ensure the control of risks to health and safety in handling, storage and the transportation of materials, articles and substances.
5. To identify all significant Hazards within the business and develop them through the process of risk assessment to enable appropriate controls to mitigate risks through technical, organisational and procedural methods.
6. To conduct any statutory risk assessments and testing

7. To implement and test arrangements for any foreseeable emergency situations and ensure effective planning is carried out.
8. To prevent injury or damage to any person and to adjacent property effected by our operations.
9. To ensure that all third parties comply with the relevant parts of this Policy, method statements and risk assessments.
10. To make arrangements for implementing any special requirements required by the Local Authority/HSE
11. Ensure that necessary personal protective equipment (PPE) is available at all times.
12. The provision and maintenance of high standard welfare facilities and first aid arrangements.
13. Consultation and communication between everyone is encouraged on all matters, and especially health and safety. The entire workforce is expected to display constant vigilance in the identification and control of risks. Any health and safety problems which they are not able to rectify must be raised immediately with the appropriate persons named in this policy. It is our policy to involve staff at all levels in achieving a high standard of health and safety and these targets will be met by using the following:
 - Organising health and safety meetings
 - Setting up a hazards reporting system
 - Setting up a staff suggestion scheme
 - Providing instruction, information training and supervision on all workplace practises.
 - Involvement in the design of safe systems of work
14. It is our policy to achieve effective communications on all matters relating to health and safety. Management is responsible for taking a lead and will present a high profile to demonstrate our commitment by:
 - Regular Health & safety inspections
 - Communication & consultation with employees
 - Taking the lead in accidents and incident investigations
 - Meeting the standards set by current industry standards and legislation
15. It is our policy to ensure competence of all levels of staff in matters relating to occupational health and safety. The organisation accepts the responsibility to provide training extending to the following areas.
 - Induction
 - Selection and placement
 - Organisation of training on and off the job
 - Maintenance of training records
 - Organisation of supervised working post training
 - Refresher training
 - Effective supervision and monitoring
16. The organisation notices the requirement for the responsible directors and management to have sufficient knowledge of Health, Safety, Welfare and environment laws and best practise to enable them to discharge their duties. This is to be achieved by attending suitable training courses.
17. Formal training in managing health and safety, monitoring, hazard identification and risk management will be provided for other named persons in this policy, commensurate with their knowledge and their level of responsibility.
18. Its is our policy that conflict between operational requirements and health & safety requirements will be avoided. In the event of any problems arising on this issue please contact **Justin Emery or Rachel Hubbard**

General arrangements

Site Info

Address: Smithy, Harewood End, Herefordshire, HR2 8JT

Telephone: 01989 500 130

First Aid/Fire Emergency Procedures

First Aid

All persons who are injured at work must report immediately to Justin Emery and are to ensure details are entered into the accident book kept in the office.

The following particulars must be kept in respect of accidents, reportable diseases and dangerous occurrences:

- The date and time of the event or diagnosis
- Full name of the affected person
- Occupation (If non employee, show status, eg customer, bystander)
- The name and nature if the disease, or nature of injury
- In the case of an accident or dangerous occurrence: The place where the event happened & a brief description of circumstances
- The date and method of report to enforcing authority if necessary

First aid stations can be found in the following locations: Office

Qualified First aiders are.	Location
Justin Emery	Office
Appointed persons are.	Location

Local Accident & emergency: **Gloucestershire** Royal Hospital Address: Great Western Road City: GL1 3NN
Phone Number: 08454 222222

The nearest medical practise is:
Alton Street Surgery, Alton St, Ross-on-Wye, 01989 563646

Serious accidents RIDDOR or notifiable diseases must be reported to the enforcing authority by:-

Incident Contact centre, Caerphilly Business Park, Caerphilly, CF83 3GG
Tel: 0845 300 9923

Health & Safety Executive helpline:-
Tel: 08701 545500

Fire Procedures

A suitable and sufficient fire risk assessment has been completed by a competent person and is reviewed periodically or after a change in business practise/site alterations etc.

The responsibility for checking escape routes is: Rachel Hubbard

Fire drill practise will take place quarterly

Fire extinguishers are serviced annually, and checked weekly

All fire equipment monitoring to be recorded

Fire emergency contact – 999

In order to comply with The Regulatory Reform (Fire Safety) Order 2005, a valid detailed Fire risk assessment is to be completed by a competent person, and reviewed on a 12 monthly basis.

Emergency Evacuation Arrangements

Rachel Hubbard is to arrange, conduct, and record drill results.

- The drill shall include everyone in the building. This includes all employees, visitors and contractors. There are no excuses for not participating. Everyone must leave the building during the drill period.
- All persons shall assemble at evacuation safe points outdoors which are away from the building and clear of entrances.
- The fire officer shall account for those known to be in the building at the time the alarm is sounded. In case of actual fire conditions, information regarding persons believed to be inside the building should be made available to responding emergency crews. (Do not return inside. Only trained search and rescue personnel should re-enter an evacuated area.)
- The drill shall not be conducted at regular scheduled times, and shall be held without warning.

Employees, Visitors and contractors shall:

On hearing the fire alarm or when instructed to do so by Fire Marshals – walk quietly but quickly to the nearest exit and proceed to the outdoor assembly points which are displayed on the building notices.

- Do not stop to collect personal belongings
- Follow instructions of Fire Marshals.
- Do not panic, do not run, push or overtake. Keep noise to a minimum so that Fire marshals instructions may be easily heard.
- Do not return to building until all clear is given by the Fire marshals or Fire brigade officer.

The Fire Marshal shall terminate the fire/emergency drill by:

- Notifying the appropriate organisations/personnel that the drill has been completed.
- Make a written record of the date, time, and results of the drill.

REMEMBER THAT FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY AND WHILE SMALL FIRES CAN BE DEALT WITH BY A TRAINED FIRE MARSHALL, FOR A SIZEABLE FIRE SAFE EVACUATION MUST BE THE PRIMARY CONCERN.

NOTE UNTRAINED EMPLOYEES ARE NOT PERMITTED TO USE FIRE EXTINGUISHERS. EXTINGUISHERS SHOULD ONLY BE OPERATED BY TRAINED FIRE MARSHALS IF DEEMED SAFE TO DO SO.

EMERGENCY ACTION PLAN

- **ACTION ON DISCOVERING A FIRE.**
Calmly inform all occupants of the building to leave immediately. Do not attempt to fight the fire unless you are a trained and authorised fire marshal and only if safe to do so.
- **WHAT TO DO IF THERE IS A FIRE.**
Leave the building immediately by the nearest exit and report to the designated assembly point. Walk, not run, and do not stop to collect personal possessions.
- **CALLING THE FIRE BRIGADE.**
The fire brigade to be summoned by using the following procedure:-
 1. Dial 999 and ask for the fire service.
 2. Give the full company name and address and telephone number.
 3. Give the location of fire, eg., upstairs office
- **EVACUATION OF WORKPLACE.**
The company fire marshals will have a responsibility for controlling the evacuations by ensuring staff are leaving by the nearest safe evacuation route. Particular attention and assistance to be given to the elderly, disabled, visitors and contractors.
- **ASSEMBLY POINTS OUTSIDE BUILDING.**
The assembly points are located and signed as follows:-
 1. Concrete area to right of building (turn right and walk forward from front door)
 - 2.
- **LIAISON WITH EMERGENCY SERVICES**
A company fire marshal should liaise with emergency services on arrival and inform them of fire location, whether any staff are in the building or unaccounted for, location of the fire hydrants and access points to the building.
- **USE OF FIRE ESCAPE ROUTES**
 1. Exit the building by the shortest possible route.
 2. Be advised and assisted by a fire marshal.
 3. WALK – do not run; beware of any tripping hazards, obstructions or wet slippery floor areas.
 4. Close doors behind you if no-one is following closely.
 5. Present yourself at your designated assembly point for a roll call.
 - 6.
- **USE OF FIRE FIGHTING EQUIPMENT**
Trained fire marshals only to use fire fighting equipment and then only if safe to do so.
- **RESPONSABILITIES AND DUTIES**
Trained and authorised fire marshals to take full control of evacuations. Directors and managers who are not trained in fire fighting/evacuation techniques must defer to fire marshals.

Fruitful Jobs Ltd Smoke Free Policy

Purpose:

This policy has been developed to protect all employees, service users, customers and other visitors to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer and other serious illnesses. Ventilation or separating smokers and non smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy:

It is the policy of Fruitful Jobs Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, visitors.

Implementation:

Overall responsibility for policy implementation and review rests with Rachel Hubbard. However, all staff are obliged to adhere to, and support the implementation of this policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy at the stage of induction.

Non Compliance:

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Signed 

Date 1/8/19

On behalf of Fruitful Jobs Ltd

Purchasing/supply policy

Only CE marked new machinery, equipment and protective clothing will be purchased. Used machinery will not be purchased unless it complies with current health and safety legislation.

Health Surveillance monitoring

No health surveillance is considered necessary.

Provision and use of Work Equipment

The company accepts the responsibilities imposed by The Provision and Use of Work Equipment Regulations 1992 with regards to any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not) and related expressions shall be construed accordingly. The factors to be considered when ensuring the suitability of work equipment are as follows:

- Construction of work equipment/robustness/adaption;
- Conformity with standards;
- Does not create unacceptable risks;
- Maintainable in a safe condition;
- Capable of performing the task for what it was intended;
- Skill level of staff using it;
- Adequate controls of hazards (Guarding Etc);
- Environment/ working conditions;
- Complies with relevant aspects of PUWER (Isolation, Stop controls etc).

Regular/Statutory inspections

Equipment to be checked	Person/contractor responsible for check	Interval
Fixed electrical installations.	Qualified electrician.	36 months or as specified
Portable electrical appliances.	Qualified electrician or competent electrician.	12 Months or as specified
Vehicles	Competent person	Servicing and maintenance as recommended by the manufacturer/Supplier. Pre shift checks to be carried out.

Inspection records/Pre shift checks will be checked as part of the auditing/monitoring procedures. Portable electrical equipment, in addition to the checks specified above, will be checked by the user before use for plug damage, cable damage and cord grip security, damage to external casing, loose parts or screws, evidence of overheating and whether equipment has been exposed to unsuitable conditions e.g. it is wet.

Display screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 will be met by carrying out risk assessments on each workstation to ensure ergonomic compatibility of the operators/users ensuring

- Satisfactory lighting within the work area.
- No Glare or reflections affect the workstation/equipment.
- No Noise above acceptable levels or distractions.
- Adequate leg room, whilst standing and seated.
- Providing cover to windows where natural light causes glare/reflection.
- Software is fit for use, provided in suitable formats and ergonomically sound.
- Display screens are large enough to enable a clear view of information, also allowing positioning, height and brightness adjustments.
- Keyboards are manufactured in accordance to BSEN29241, and are separable from screens, tillable and provided with legible contrastable keys.
- Work surfaces are sufficient to accommodate equipment, and have an anti glare finish.
- Work seating is stable, comfortable, height adjustable, able to swivel with a height/tilt adjustable headrest.
- Footrests are provided on request.
- If laptops are used that workstation docks are provided.

Personal Protective Equipment

The company will ensure that suitable and sufficient protective clothing and equipment is available on site, and worn wherever appropriate. Employees are responsible for safeguarding such items, reporting defects and using the equipment as required. Storage will be provided for the equipment along with suitable levels of information, instruction and training. The company will monitor the use and effectiveness of the PPE provided.

Workplace Transport/Traffic Management

All vehicles provided for use must only be operated by trained and authorised employees. Where a specific license is required employees are expected to produce relevant driver's license for inspection on a quarterly basis. Workplace transport operators are expected to use equipment safely as trained.

The following procedure for safe vehicle operating should be adopted whenever operating a forklift or other vehicle:

- A "Safe Stop" procedure must be used when leaving any vehicle cab. This means that all power should be isolated, the ignition key removed and the handbrake applied.
- Vehicle cabs must be kept clear of rubbish which may interfere with the operation of foot pedals.
- Any vehicle reversing warning light and/or sounder must be kept in good working order.
- All lighting equipment (necessary for night work) must be kept in good order and regularly cleaned.
- Care must be taken when descending from cabs, always come down steps and ladders facing backwards.

Workplace transport areas are designed in such a way that, so far as is reasonable practicable, pedestrians and vehicles can move and work safely without any risks to health.

We endeavour to

- Segregate pedestrians and moving vehicles so far as is reasonable practicable.
- Provide safe haven areas for pedestrians to work
- Provide safe pedestrian routes to and from work locations

Driving of Motor Vehicles on Company Business

- Drivers must hold a valid license for the vehicle used.
- Suitable and sufficient Training will be provided and monitored to ensure effectiveness
- Driving licenses will be checked annually.
- All employees are required to report any driving convictions/points on their license.

- Where employees use their own vehicles on company business, it will be their responsibility to ensure they are adequately covered for business use by their insurer. Proof of this will be checked annually by the company.
- Vehicles and trailers will be examined daily to ensure compliance with road traffic legislation and maintenance schedules.
- All vehicle defects will be immediately reported.
- No vehicles/trailer will be used in an unroadworthy condition.
- All speed limits must not be exceeded.
- Mobile telephones are not to be used.
- Road Traffic legislation and the Highway Code must be complied with at all times
- No one will drink alcohol, take drugs or medication which could affect their ability to drive, before operating a vehicle.
- Smoking in shared company owned vehicles or private vehicles whilst in the course of employment is not permitted

Workplace Hazards

All significant hazards/practises associated within the workplace will be individually assessed. Best practise is to eliminate the hazard completely if possible or reduce the risk of loss by substituting the process/task/equipment for that of lower hazard potential. Technical, procedural and behaviour controls should be applied to ensure effective safe systems of work. Management, supervision, instruction and training will be given to the workforce and other third parties in efforts to ensure the highest level of safety.

Manual Handling

The company acknowledge the importance of managing the risk of possible injuries sustained to employees through poor manual handling techniques. In efforts to ensure best practise, to provide a safe working environment ensuring compliance with The Manual Handling Regulations 1992 all tasks and processes involving significant manual handling hazards will be individually risk assessed considering the following factors: The Load, The Individual, The Task & Environment in order to either eliminate the need for manual handling or to enable effective control measures such as using mechanical lifting processes. All employees are expected to avoid the need to manually handling anything which poses the risk of injury to themselves or others who may be affected. Advice and assistance should be sought before attempting to lift potentially hazardous loads.

Training

In order to comply with the Health and Safety at Work etc Act 1974 requirement to provide information, instruction, training and supervision to ensure that employees can carry out their jobs safely is carried out as described. All employees and agency workers are to be given adequate induction training which will be recorded, giving consideration to young workers and others with special needs.

Personal Hygiene

Good standards of food hygiene are to be practised, enforced by company management and supervision.

Housekeeping and premises

Access and egress – Always ensure they are free from obstruction.

Gangways and walkways – Ensure free from obstructions, clean and tidy.

Waste disposal – Always use provided correct units provided, don't overfill.

Signs and warnings – Heed them. They are there for your benefit.

Stacking and storing – Ensure all stacking and storing is as per company policy and as you have been trained.

COSHH POLICY

The Control of Substances Hazardous to Health Regulations 1994 applies to our working environment.

We recognise that some substances have the potential to cause ill-health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work.

Wherever we can, we will discontinue the use of harmful substances (providing this can be done without serious detriment to our business). These substances will be sent for disposal and no more obtained.

Where a harmful substance is being used, we will replace it with a suitable and less hazardous substance wherever possible.

Substances we must use will be assessed and control measures introduced to prevent risk to our employees or others affected by our business operations. Where reasonably practicable, these measures will not involve personal protective equipment (P.P.E).

We will assess the use of all new substances introduced into the workplace. At least once a year, we will make an inventory of all substances present on site and review our control measures to ensure the management controls are still appropriate and effective.

Where P.P.E must be used, employees will be provided with the appropriate equipment which will be maintained, repaired and tested as requires by each class of protection.

Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for non-employees working on site who may be exposed to hazardous substances.

Mr Justin Emery
Director



Date: 1/8/19