

**HEALTH AND SAFETY  
POLICY STATEMENT**

**J.S. SEATING LIMITED**

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HEALTH AND SAFETY AT WORK ETC. ACT 1974

HEALTH AND SAFETY POLICY OF:

**J.S. SEATING LIMITED**

53 Liddon Road, Bromley, BR1 2SR

**1. GENERAL STATEMENT OF POLICY**

As an employer we are responsible for:

- A) Providing within the framework of law and of good practice, safe and healthy working conditions, equipment and systems of work for all our employees, contractors, visitors and others
- B) The health, safety and welfare of other people who may be affected by the business (e.g. the safety of all emissions into the atmosphere by way of dust, dirt, smell and noise). However, all staff should be aware that they too have responsibilities under this legislation, e.g. to work in a safe manner so as to prevent accidents to both themselves and others

The way in which we implement the policy is recorded via the Forum of Private Business/TUC Health & Safety Guide and with Croner Consultants

Signed.....

For and on behalf of J.S.Seating Ltd

Date.....

**Date of Next Review** .....

## 2. Organisation

1. Overall and final responsibility for health and safety in the company is that of:  
Mr. D.W. Rimmington, Mr. C.D. Johnson. & Mr. P.S. Narramore .....Directors
2. Mr. C.D. Johnson, Director is responsible for this policy being carried out at the premises at 53 Liddon Road, Bromley, Kent BR1 2SR.  
Mr. B. Bate will be responsible as his deputy.
3. The following supervisors are responsible for safety in particular areas:

<b>Supervisor</b>	<b>Area</b>
Mr. B. Bate	Works
Mrs. J. Notridge	Offices
4. All employees have the responsibility to cooperate with supervisors and directors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee, supervisor or director notices a health or safety problem that they are not able to put right, they must straightaway tell the appropriate person named above.
6. Consultation between management and employees is provided by discussion.

This is how the company shows that co-operation, good communication and consultation at all levels in the Company will be implemented in order to discuss any Health & Safety matters raised by employees. The Company will also keep employees up to date with amendments on Health & Safety requirements, where to obtain advice and adequate training. A record of recommendations, implementations and training will also be kept.

## 3. Arrangements

### A) Risk Assessment

Risk Assessments are carried as indicated as in Appendix 1, this gives the frequency of Inspection. New hazards are identified through an annual update of the general risk assessment and are added to the management system as necessary

### B) Accident & Emergency Procedures

#### Accident & Injury

Summon all help available, especially any first aiders. If safe to do so, deal with the problem using the facilities available

Injured or shocked people should be kept still, warm and calm. They should not be moved unless threatened by immediate danger. In case of heavy bleeding, use pads of clean material to apply hand pressure.

Do not attempt to give further first aid unless you have been properly trained to do so.

Never leave an unconscious casualty unless it is absolutely necessary.

In case of electric shock, make sure the casualty is isolated from the power source before approaching or attempting first aid

In the case of a powered machine make sure that the machine is isolated before attempting to help the casualty further.

#### Fire

If you discover a fire

- 1) Raise the alarm by calling FIRE! FIRE! FIRE!
- 2) Evacuate the building by the nearest, safe fire exit
- 3) Direct everyone to the evacuation point
- 4) Only tackle the fire with a suitable extinguisher if you have been trained and can do so without putting yourself or others at risk

If you hear the call FIRE! FIRE! FIRE! **OR** The smoke detectors operate

- 1) The fire brigade will be called by **Management**
- 2) Leave the building by the nearest safe fire exit
- 3) Close all doors behind you

4) Report to the your supervisor or person in charge at **junction of Liddon Road and Cannon Road**

**Do not**

- 1. Stop to collect personal belongings**
- 2. Re enter the building until authorized by the fire service**

**General Fire Safety**

Escape routes Front Door, Rear Double Doors and Warehouse Shutter Door .The side gate at the side of the office block is the escape route from the rear door and should not be locked during working hours

Escape routes checked: Mrs. J. Notridge + Mr. B. Bate - Daily

Fire extinguishers: Mr. C.D. Johnson - Annually

Maintenance company: Direct Fire Protection - Gillingham 01634 855600

Fire Training: K & G Fire Training 01634 271050

Fire alarms: N/A

**C) Health & Safety Information**

Notices in regards to all Health & Safety issues are located in the Kitchen Area Notice boards and are kept up-to-date

**D) First Aid & Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

First aid box is in: Cabinet in Works adjacent to Mick's bench.

Appointed person responsible for box: Mr. B.Bate

Trained/qualified first aiders are: Mr. B.Bate (From Jan04)  
Mr. D.Burn (From July04)  
Mr. M.Winney (From July04)

All accidents & Injuries must be recorded in the accident book. If the incident is deemed to be reportable it will be notified to the appropriate authority.

Person responsible for reporting incidents: Mr. C. Johnson

**E) Accident Book**

Is located in the warehouse adjacent to Mick's Bench with accident book.

## **F) Electrical System**

Routine for inspecting plugs and cables for loose connections and faults: All staff to report any obvious electrical problem to supervisors immediately.

Rules for use of extension leads and portable equipment: All extension leads to be recoiled when not in use. Not to be used across gangways or where people walk.

Arrangements with electrical contractors for periodic checks of the installation and equipment: Annual PAT audit by qualified engineer - 5 yearly NEC/EIC test by above.

## **G) Housekeeping and Premises**

**Cleanliness:** Office and Works to be cleared daily, all areas under workbenches to be kept clear of refuse. (See Appendix 1)

**Waste disposal:** All waste materials to be removed as produced. Rubbish collection weekly.

**Safe stacking and storage:** Boxes etc. to be stacked in a careful manner. No higher than arms length above head.

**Marking and keeping clear gangways, exits etc:** Front and rear fire doors to be kept clear at all times. Gangway through Works to be kept clear at all times.

**Checking equipment like ladders:** Aluminum steps and ladders. Visual check annually only.

**Smoking:** The Company operates a non-smoking policy within the company premises. Company premises are also deemed to include all company run vehicles.

## **H) Specific Hazardous Activities and Equipment**

The Company has identified the following specific areas as follows:

### **Fluids Under Pressure**

- |       |  |
|-------|--|
| Rules | <ol style="list-style-type: none"><li>1. The compressor should be used in accordance with the Manufacturer's Handbook, which should be read in initialed by all operative staff.</li><li>2. Safety precaution must be fully adhered to especially those involved in starting and stopping the machine.</li></ol> |
|-------|--|

### **Manual lifting.**

- Rules:
1. Be aware of correct way to handle loads (poster/guides provided).
  2. Use trolleys and barrows provided.
  3. Get assistance with large or particularly bulky items.
  3. Report to Management all problems encountered with lifting i.e. packaging of goods, own physical condition etc.

### **Vehicles Reversing**

- Rules  
signs  
line  
check
1. At the side of the premises is our goods in entrances where Vehicles are consistently moving in this area is marked by and a yellow line. Great caution must be taken when past the and entry into this area should not be taken without a visual for moving traffic

### **Unloading/Loading Vehicles**

The following procedures apply

### **Suppliers Vehicles**

- Rules
1. Direct the vehicle into our yard ensuring that the vehicle reversing policy is adhered to
  2. Check what the supplier is delivering and then proceed to unload the vehicle. We unload from the back of the lorry only i.e. do not get onto the vehicle.
  3. Be aware of your lifting capability always seek assistance with heavy or bulky loads and ensure the correct protective clothing is worn
  4. If dry the goods can be left in the yard pending a final check if not stow them within the warehouse
  5. Once offloaded check all items against the supplier delivery note, once checked move in to the relevant storage areas using trolleys and barrows as necessary

## **J S Vans**

1. Once the driver has sorted the order of his load. All staff involved will pick the load, ensuring the correct protective clothing is worn and using trolleys and barrows as necessary. Be aware of your lifting capability always seek assistance with heavy or bulky loads.
2. Picked items will be checked against our delivery notes ensuring that any supplier order number quoted is correct
3. The delivery staff ensures that the goods are tied off safely on the back of the vehicle to avoid falling or movement during transit.
4. When at the Customer's premises goods are unloaded using the reverse procedure as loading. A separate method statement covers other health and safety issues
5. When to Vans return goods are unloaded as the reverse procedure of loading. Items are put in the relevant areas i.e. Returns, Repairs, and Showroom etc.

We will implement and record the policy in this Forum of Private Business/TUC Health & Safety Guide. The policy and its implementation will be kept up to date, particularly as we change, improve or add to our systems of work arrangements. Any amendments will be brought to all employees' attention. As a framework for this, the content of the policy and the way it is operated will be reviewed regularly but at least on a yearly basis

Signed .....

For and on behalf of J.S.Seating Ltd

Date .....

# HEATH & SAFETY POLICY

## Cleaning List

### **Daily or As Required**

Washrooms-Clean toilets, sinks and surrounds and empty bins

Kitchen- Clean sink, draining board, work surface and empty bins

Offices – Empty Bins

### **Weekly or As Required**

Washrooms/ Kitchen – Clean floors

Offices- Hoover carpets

### **Monthly or As Required**

All Areas – Wipe down skirting boards, horizontal trunking and radiator tops

Offices – Wipe/Dust desk surfaces. Date to be given to ensure desks are cleared!

16/06/03