

HEALTH AND SAFETY POLICY

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Of Company: UNITED CARLTON OFFICE SYSTEMS LTD

HEALTH AND SAFETY POLICY

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HEALTH & SAFETY POLICY STATEMENT

This statement forms part of our health and safety policy required under Health and Safety at Work etc. Act 1974 (section 2 – [3]). The safety policy also includes: the organisation with responsibilities for health and safety; risk assessments; and the arrangements (protective and preventive measures) for health and safety.

It is our policy to comply with all health and safety legislation, Acts, Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

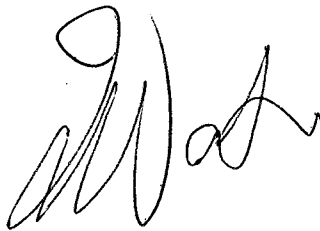
To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction and training. Follow the arrangements and safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) who may be affected by our business.

This policy will be brought to the attention of all employees.

The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.

Signed:



Managing Director

Date: 06/09/2007

PART 2 RISK ASSESSMENT

- 2.1 Risk assessment record sheets located in IT Managers Office. Specific risk assessment sheets can be found additionally for;
- * Display screen equipment
 - * Manual handling
 - * Hazardous substances
 - * Workshop
- 2.2 Control measures are in place as a result of the risk assessments. The control measures have been implemented and are included in the arrangements part of this policy or in the records of risk assessment.
- 2.3 Risk assessments will be reviewed annually or earlier if significant changes take place.
- 2.4 It is the responsibility of Paul Mason/John Ellis to ensure that risk assessments have been completed and signed off by John Watson and that reviews are carried out by the due date.
- 2.5 The significant risks have been identified, written down and will be made known to all relevant persons. Training, information, instruction and supervision will be provided as required. Controls measures will be put into practice as recommended from the risk assessment process.

ORGANISATION AND RESPONSIBILITIES

- 3.1 John Watson will lead on health and safety matters and have day to day responsibilities when present at the company premises, 8 Octavian Way, Dukesway, Team Valley Trading Estate, Gateshead. John Ellis will take responsibility in John Watson's absence.
- 3.2 Paul Mason will ensure that this policy is carried out and will inspect the premises and activities every 3 months.
- 3.3 Paul Mason has been designated as responsible in the office for health and safety and supervision of employees. Paul Mason will report all failures of policy, hazards, dangerous events etc. to John Watson or John Ellis.
- 3.4 All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees must report any unsafe conditions to John Watson, Paul Mason, John Ellis or a Director and employees must co-operate with the Company on health and safety matters. Employees must keep the workplace clean and tidy.
- 3.5 Health and safety will be discussed at work meetings when appropriate and information will be posted around the premises and on the notice board.
- 3.6 Christina Towns and David Forrest are qualified first aiders. Jen Harvey is responsible for the accident book and for reporting any accidents to John Watson and Paul Mason before reporting it to HSE on form F2508.
- 3.7 The designated competent health and safety person for the company is Paul Mason. Employees who have any queries regarding health and safety should ask John Watson, Paul Mason or John Ellis.
- 3.8 John Watson and Jen Harvey are responsible for emergencies including fire and will act as fire wardens, organise and record drills.

FIRST – AID

- 4.2.1 First aid boxes are kept by service department heads in the filing cabinet in the service managers office, in work control and in the accounts office.
- 4.2.2 Christina Towns and David Forrest are qualified first aiders. In their absence, John Watson or Jen Harvey will act as appointed persons, call the emergency services and ensure the comfort of any injured person.
- 4.2.3 Notices are placed around the premises in respect of first aid
- 4.2.4 A record of first aid will be kept on the appropriate form in the health and safety file.
- 4.2.5 Employees must not take it upon themselves to render first aid and must always seek the first aiders or appointed persons. Emergency telephone numbers are displayed on the first aid notice.
- 4.2.6 The company aim to fulfil the requirements of the Health and Safety (First aid) Regulations 1981.

TRAINING

- 4.3.1 All employees will be informed of this policy, risk assessments and the control measures. All new employees will be shown around the premises and have health and safety arrangements explained to them by Paul Mason/ Jen Harvey.
- 4.3.2 Employees will be shown how to do things safely prior to use, this particularly applies to the use of any equipment (i.e. FLT/stair climber). Record of employees training and instruction will be kept.
- 4.3.3 The company will endeavour to ensure that employees are capable on terms of health and safety for every task that is asked of them.
- 4.3.4 Specific training and instruction will be provided as appropriate to the employees work as identified in the risk assessment. All employees will be trained in;
- fire arrangements
 - hazardous substances
 - safe use of equipment (including display screen equipment where appropriate)
 - employee responsibilities
 - use of personal protective equipment
 - health and safety arrangements
 - risk assessments and control measures
 - accident and first aid arrangements
 - electrical safety
 - manual handling
 - use of fork lift
 - use of stair walker
 - use of racking/storage facilities
- 4.3.5 Any employee who is uncertain of how to do a job safely must ask a supervisor or department head. Anyone who wants further training in health in safety is encouraged to request it.

FIRE

- 4.4.1 The arrangements for fire are as follows:
- fire extinguishers are provided around the premises and are marked "FIRE POINT",
 - fire escape routes are provided:
Front entrance
Rear of downstairs corridor
Workshop door
Rear of upstairs corridor
Exits and routes are marked;
 - a fire alarm system (siren) operates with a break glass operation situated at the marked "FIRE POINT", and
 - the assembly point is the car park at the front of the building
- 4.4.2 If an employee discovers a fire the alarm should be activated. John Watson, Warren Colby and Jen Harvey are trained to use the fire extinguishers, other employees should not tackle a fire but proceed safely to the assembly point via escape routes.
- 4.4.3 An annual fire drill will be carried out, organised by Jen Harvey and fire record will be kept by her.
- 4.4.4 Fire extinguishers will be serviced by Cormeton Fire Protection and Gordon Smith and the alarm system by Advance Alarms. A record will be kept by Jen Harvey in the fire alarm system file.
- 4.4.5 Employees must not interfere with any fire safety arrangements, must keep fire routed and exits clear and abide by the notices explaining the fire arrangements.
- 4.4.6 Smoking is forbidden in any part of the building
- 4.4.7 The Fire Prevention Officer can be contacted on 0191 5419300
- 4.4.8 The company aim to fulfil the requirements of the Fire Precaution (workplace) Regulations 1997.

HEALTH AND SAFETY RESPONSIBILITIES (SUMMARY)

Overall	-	Paul Mason (John Ellis in his absence)
Workshop	-	Service department heads: Rob Heale Trevor Clouston
Office	-	Jen Harvey
First Aid	-	Christina Towns David Forrest
Accidents	-	Paul Mason John Ellis Jen Harvey Service department heads
Fire	-	John Watson Jen Harvey

ACCIDENTS

- 4.1.1 All employees who have an accident at work or are ill as a result of work must report it to Paul Mason and Jen Harvey or Service Department Heads (Trevor Clouston, Rob Heale) and fill in the accident book which is kept with Jen Harvey.
- 4.1.2 Jen Harvey will inform John Watson (or in his absence John Ellis), then inform HSE of any reportable accidents, fill in and send off form F2508 to HSE.
- 4.1.3 Department heads will investigate all accidents and ill-health to determine the cause and they will be responsible to put matters right.
- 4.1.4 Any visitor or contractor who has an accident must also report the matter and the employee responsible for the visitor or contractor must ensure the accident book is filled in correctly.
- 4.1.5 Employees are encouraged to report any serious incident (whether or not there is an injury/accident) to Paul Mason, (or in his absence John Ellis, Jen Harvey or Department Heads).
- 4.1.6 Any dangerous occurrence will be reported immediately to HSE on form F2508 and sent by Jen Harvey with John Watson (or in his absence John Ellis's) knowledge. (See 3.6).
- 4.1.7 The company aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

EQUIPMENT

- 4.5.1 All equipment provided by the Company will be to the correct safety standards.
- 4.5.2 All guards, safety devices and controls must be used at all times by employees and this includes the use of any necessary personal protective equipment.
- 4.5.3 Any fault or defect in a piece of equipment or controls must be notified immediately to service department heads or Paul Mason who will then notify John Watson (or in his absence John Ellis) verbally and by way of memo. The machine must not be used until it has been repaired and safe to use again. Employees should check machines before operating them.
- 4.5.4 Equipment will be maintained regularly and it is the responsibility of service department heads to keep a record of equipment maintenance.
- 4.5.5 Employees will not be allowed to use equipment until they have been trained to do so when supervision and instruction will be provided.
- 4.5.6 Any employee who is unsure of any piece of equipment, safety feature or controls should ask service department heads.
- 4.5.7 The company aim to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 4.5.8 Employees will use appropriate step/ladders to access items stored on workshop racking.
- 4.5.9 The forklift truck is to be used only by licensed employees
- 4.5.10 The stair lift is to be used only by employees who have received manufacturer's training.

HAZARDOUS SUBSTANCES

- 4.6.1 An assessment of all hazardous substances has been made and these are included in the risk assessment part of this policy and kept in the health and safety file. A copy of the assessments are kept in the workshop.
- 4.6.2 Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.
- 4.6.3 If an employee feels ill as a result of using a substance they must report it to the first aider and record it on the accident book so that the matter can be investigated.
- 4.6.4 If an employee is uncertain about the use of any substance they must ask service department heads for advice before using it.
- 4.6.5 Hazardous substances must be disposed of carefully as recommended in the assessment.
- 4.6.6 Any PPE must be worn by employees as recommended.
- 4.6.7 All hazardous substances must be stored in their original containers and those containers stored correctly in the cabinet provided.
- 4.6.8 The Company aim to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 1999.

MANUAL HANDLING

- 4.7.1 Employees must not move any load which they think may cause them an injury. Assessment of main tasks have been carried out and training will be given to employees on safe methods.
- 4.7.2 Employees must follow the methods described as a result of risk assessment and the training given. Any employee who is injured during any manual handling operation must report it and record it in the accident book.
- 4.7.3 Employees should use lifting and carrying aids to move loads.
- 4.7.4 Two person lifts are to be encouraged where practical for large pieces of equipment.
- 4.7.5 Employees will be shown how to lift and carry loads in the correct manner as part of the Company's training policy.
- 4.7.6 The company aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

EMPLOYEE RULES

4.8.1 Below is a list of some of the basic rules for employees to follow;

- Keep your work area clean and tidy, particularly of items likely to cause a person to slip or fall.
- Always use equipment as per the instructions.
- Always wear the correct personal protective equipment and clothing.
- Follow the safety procedures and rules. Ask if you are uncertain.
- Never interfere with equipment, electricity or any safety features.
- Do not smoke anywhere in the building.
- Report any defects or damage to any part of the premises, equipment or machinery.
- Do not put yourself or others at risk and this includes horseplay or misuse of articles and substances.

4.8.2 It is a requirement of employment for employees to abide by health and safety rules and any employee breaching safety rules will receive a written warning in the first instance. A second offence can lead to dismissal.

4.8.3 Any employee who notices a hazard must report it immediately. The Company encourages suggestions from employees to improve health and safety standards.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)

- 4.9.1 The company will provide free of charge all necessary PPE for employees who must use it where instructed and trained to do so. PPE will be to European and British Standards and provide in line with the result of the risk assessment.
- 4.9.2 The company will treat the misuse or non-use of PPE as a breach of contract and employees will be subject to disciplinary procedures.
- 4.9.3 The company aim to fulfil the requirements of the Personal Protective Equipment at Work Regulations 1992.

ELECTRICITY

- 4.10.1 The main electrical system in the building will be tested every 5 years by a competent electrician and any necessary action taken as a result of that inspection.
- 4.10.2 All portable electrical equipment will be maintained by the company and this will include an annual inspection. Where necessary repairs or replacement will be effected.
- 4.10.3 Any defects or damage to electrical equipment must be reported immediately by staff to service department heads or Jen Harvey. Anyone suffering an electrical shock must report it as an accident.
- 4.10.4 No employee must carry out electrical repair work themselves. An electrical contractor will carry out necessary electrical work.
- 4.10.5 Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety File.
- 4.10.6 The company aim to fulfil the requirements of the Electricity at Work Regulations 1989.

CONTRACTORS AND VISITORS

- 4.11.1 Contractors and visitors must all enter through the reception area and sign the visitor's book which is kept in reception. No members of the public are allowed in the building.
- 4.11.2 Contractors and visitors will be accompanied or supervised by a known member of staff made responsible for them. In the case of an emergency it is the responsibility of that member of staff to lead them out of the building to the assembly point.
- 4.11.3 Contractors must inform the company of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the health and safety of employees. Contractors carrying out any work on our premises will be given a copy of this policy and expected to abide by it. Risk assessments for work will be required of any contractor.
- 4.11.4 Any work experience student or trainee will be treated as any other employee. However, particular attention and arrangements will be made for their supervision, training and instruction.

PREMISES

- 4.12.1 The premises will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.
- 4.12.2 Adequate welfare facilities; toilets, drinking water, washing facilities etc. will be provided and maintained by the company.
- 4.12.3 A satisfactory working environment will also be maintained by the company with an adequate temperature, ventilation and lighting.
- 4.12.4 An inspection of the premises, fixtures, fittings, equipment, processes, materials and systems of work will be carried out every 3 months.
- 4.12.5 Any defects or damage to the premises or its fixtures and fittings must be reported by employees to John Watson or Paul Mason.
- 4.12.6 A record of inspections will be kept in the Health and Safety File and are available to any member of staff.
- 4.12.7 The company aim to meet the requirements of the workplace (Health and Safety and Welfare) Regulations 1992.

DISPLAY SCREEN EQUIPMENT (DSE)

- 4.13.1 All DSE users will be offered an eye and eyesight test which will be paid for by the company.
- 4.13.2 All workstations will be assessed and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of DSE.
- 4.13.3 Employees are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE if natural breaks do not interrupt DSE work.
- 4.13.4 Employees will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.
- 4.13.5 The company aims to meet the requirements of the Display Screen Equipment Regulations 1992.