

UNIFORM EXPRESS HEALTH & SAFETY POLICY

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Amended by – Karen Dodd – Financial Controller
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Authorised by – Anthony Beavis – Joint MD
Signature - 

1. Policy Statement

Uniform Express recognises and accepts its health and safety duties for providing a safe and healthy working environment for all its employees and other visitors to its premises under the Health and Safety at Work Act 1974. We are committed in taking all practicable steps to protect the health and safety of our employees and minimise the incidence of all workplace risk.

We understand that the efficient management of health and safety is a vital aspect of our performance and should be an essential everyday part of our employee's daily activities in the workplace. Therefore, we expect our employees and any others who visit our may work on our premises to share this commitment and take personal responsibility in conforming with company policies and procedures.

The company is committed to:

- Take all practicable steps to protect the health, safety and welfare of all employees on the premises
- Provide adequate working conditions with appropriate facilities to safeguard the health and safety of personnel and to ensure any work which is undertaken produces no unnecessary risk to health or safety
- Encourage employees to inform the business in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Ensure the facility and maintenance of equipment and systems are safe
- Provide information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities

2. Responsibilities

2.1 Uniform Express

Uniform Express will conform with its responsibility to ensure the health, safety and welfare at work of its workers and of visitors to its premises by:

- Make workplaces safe and without risks to health;
- Ensure machinery is safe
- Provide the information, instruction, training and supervision necessary for health and safety.
- Analysing the risks to health and safety of its employees
- Implement any health and safety measures identified.
- Ensuring that an up to date health and safety policy statement is prepared and brought to the attention of all staff.
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace fulfils health, safety and welfare requirements
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Provide necessary training to staff (and others where appropriate) for safe working.
- Provide free PPE to employees
- Ensure that appropriate safety signs are provided and maintained
- Ensure that accidents / incidents and near misses are properly reported and recorded and appropriate investigations and reviews are undertaken and acted upon.

2.2 Employees

All employees also have the responsibility to observe health and safety while in the workplace. This includes to:

- Take care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Co-operate with any relevant person and comply with all relevant health and safety policies and procedures and risk control measures.
- Use any equipment, machinery, transport equipment, safety device, or system of work in accordance with any training or instruction provided to ensure safe use.
- Wear the appropriate safety equipment and use appropriate safety devices where applicable.

- Report to their manager all hazards which they believe the manager is currently unaware of.
- Report immediately to their manager any accidents, incidents, near misses they are involved, regardless of whether persons are injured or not.

2.3 Visitors/Contractors

On arrival all visitors should be directed to the duty representative of a representative. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident. On arrival, all visitors, including contractors must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices.

3. Training

Health and safety training such as manual handling etc. will be provided for all staff as part of their induction and repeated periodically as part of their mandatory training. Other specialist training necessary for staff with specific health and safety duties such as Fire Warden, First Aider will be provided to fulfil their roles.

4. Risk Assessment

We undertake risk assessments of all identified hazards related to work carried out by our employees. We eliminate these risks wherever possible or implement suitable and sufficient control measures to reduce and manage the risks for our workers and others. Our risk assessments are reviewed periodically and new work activities are risk assessed.

We define the activities undertaken by our employees that are likely to carry significant risk and assessed whether the control measures are adequate or whether further action is necessary. We feedback to our employees the results of all significant and completed risk assessments that are available for their reference and to be aware of.

5. Display Screen Equipment (DSP)

All workstations will meet as a minimum the requirements set out in the schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.

The Company will provide any necessary information and training to ensure employees can use display screen equipment and workstations safely and know how to make best use of it and to avoid health problems.

6. PPE

All employees shall be required to wear the appropriate Personal Protective Equipment issued to them, particularly those whose roles are based in the warehouse when accessing it. It is the responsibility of employees to provide any visitors who walk/view the warehouse with a high visibility vest. PPE must be maintained in a clean and useable condition.

7. First Aid

Uniform Express will ensure that adequate provision is made to provide immediate assistance to employees who are suffering from any injuries that have been undertaken on the premises. In the event of serious injuries an ambulance must be called immediately by an employee or a first aider.

First aiders on the premises are:

First aid boxes are located at: