

This is the statement of general policy and arrangements for:

Hub Electronics Ltd

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

PAUL LATTER

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Paul Latter

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		Weight and bulky Handling. Racking distribution of parts Slip hazards Work area definition Height working restrictions. Electrical/Electronic safety protection Tool use
To provide adequate training to ensure employees are competent to do their work	Paul Latter	Paul Latter – Use system training log and keep updated – to be reviewed annually & staff appraisal element.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Paul Latter	
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Paul Latter	Fire evacuation and all health & safety documents are posted on the company notice board placed in stores area
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		All main electronic and electrical devices used by staff are PAT tested annually. No hazardous substances are stored or used.
Health and safety law poster is displayed:		
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) (see note 2 below)	First aid box and accident book are mounted in the ground floor toilet/wet room	

Risk assessment

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

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

Organisation name: Hub Electronics Ltd

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 once per week. Staff are required to carry hot drinks upstairs using a non slip tray. Anti slip flooring is installed in Wet room and toilet areas.	General housekeeping is needed for staff to maintain kitchen area, eg on spills, keep worktop clear, use bins provided, switch off appliances and tidy each evening. Kitchen area to be 'box free zone'	Paul Latter to monitor	01/01/2017	03/01/2017
Heavy weights	Stores personnel	Goods are already stored as heavy (low rack and lighter High racks.	Specify rack number for heavy goods and specify max weight that above which assistance should be sort. No heavy weights or awkward packages shall be moved by an individual above 20KGS without assistance All staff to read manual handling guide on staff notice board.	Paul Latter	01/01/2017	03/01/2017
Height working	All staff	No essential files, folders or objects are held above 6ft.	Highlight no swivel chair stepping policy	Paul Latter	01/01/2017	03/01/2017
Shower room	All staff	Shower curtain provided for use	Outer shower area must be wiped dry to protect against slipping and water damage	Paul Latter	01/01/2017	03/01/2017
Electrical	All staff	PCs, monitors, printers, hand held electricals and machines are PAT tested and checked. Kettles are changed after 2 years or before (date on base). No extension leads or loose cables are permitted within the main working area (whole building)	General Staff reminder. No personal electrical equipment (plugged in) should be used on the premises apart from phone chargers (at managers discretion)	Paul Latter	01/01/2017	03/01/2017

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
Hand tools	All staff	Safety cutting knives	Cutting knife Blades should be changed regularly to ensure no dragging occurs. Other hand tools (apart from cutters) can only be operated by assigned staff / management	Paul Latter	01/01/2017	03/01/2017
Data Security	All staff, Management Financially/ company closure	Data security Training, part system exclusion, data handling policy	Continually assess system and policies for areas that may effect data handling	Paul Latter	01/01/2020	

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

Author Paul Latter	PL	
Last Status 1	Current Status 2	