



Treasure Your Wellbeing CIC Health And Safety Policy

Policy Statement

The Company attaches the utmost importance to the safety, health and welfare of all employees on site and will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

The Company so far as is reasonably practicable, are legally responsible to adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances.
- The provision of adequate information, instruction, training and supervision for employees.
- The provision of a safe and healthy place of work and adequate facilities and arrangements for the welfare of employees at work.
- The provision of a safe environment for visitors.

However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Safety devices and protective clothing will be provided whenever necessary and the Directors will take reasonable steps to make sure that the equipment so provided is used at all times by the employees in question. Employees failing to comply with these rules may be subjected to disciplinary action.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard visitors and all those to whom the Company and their customers owe a duty of care, namely people who may come into contact with their work.

To achieve this all of us are:

- (a) Responsible for the safety of ourselves and others affected by our acts and omissions.
- (b) Required to familiarise ourselves with the Company's Health and Safety Statement instructions which will be updated and circulated as necessary
- (c) Required to comply and co-operate with the letter and spirit of the Company's health and safety policy and regulations. In particular;
 - i) Employees must read and comply with all the relevant regulations and procedures regarding safe working. Employees should familiarise themselves with the contents and any updates as and when they are issued.
 - ii) Employees must carefully use all the safety devices and personal protective equipment and clothing, where this is provided, in accordance with the relevant operating instructions.
 - iii) Exercise their awareness, alertness, self-control and common sense at work.
 - iv) Employees must follow the procedures relating to work accidents set out below.
 - v) Employees must take reasonable care for the health and safety of themselves and others and work safely and efficiently. Employees should report any unsafe or potentially unsafe conditions, equipment or practices first to a Director. If felt that the Company's current health and safety procedures could be improved in any way employees are encouraged to put their suggestions to a Director.
 - vi) Employees will be given health and safety training. Existing employees will be given continuance and refresher training. In addition, employees may be required to undergo job-specific health and safety training to ensure that they perform the job properly in accordance with safety procedure. Whenever this is necessary, employees must carefully follow and adhere to the instructions given and ensure that they transpose the new skills and knowledge that they have acquired into the everyday performance of their duties.
 - vii) Where it is obligatory to wear or use protective equipment, any employee failing to comply with the relevant rules will be subject to disciplinary action.

- viii) Any employee who interferes with or misuses information or equipment provided for health and safety purposes will be subject to disciplinary action, up to and including dismissal.

Employees should not be in any doubt that the company will apply disciplinary procedures to any employee who is in breach of the Company's health and safety policy. When working off site they must also comply with the customer's Health & Safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down by external venues.

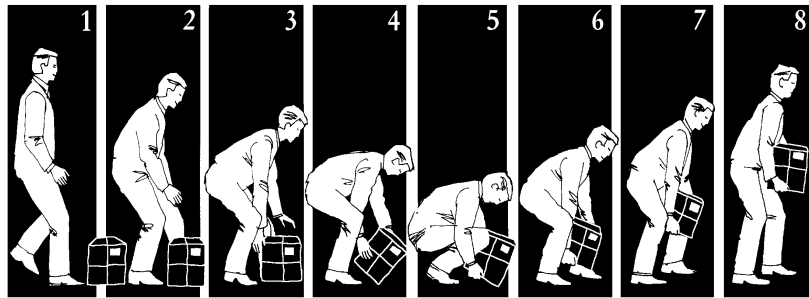
Manual Handling/Lifting

Whilst working there may be occasions when heavy or bulky items need to be moved. In such cases the following guidelines should always be followed;

- Always use a mechanical aid where possible and only if training has been given.
- Always ask for help if a load appears too heavy.
- Breakdown large loads where possible.
- Test the weight of a load before lifting.
- Bend legs and keep back straight, don't jerk, use a smooth and continuous movement.
- Never twist the trunk when moving a load, move the feet instead.
- Take a firm grip on the load.
- Use a good palm hold on parcels and boxes.
- Always balance a load to reduce fatigue and to help keep stable.
- Keep work areas tidy and floors clear of hazards
- Never throw bags or other loads

Lifting Technique

The 'base lifting' technique shown below is founded on the principle that good movement comes from a smooth continuous action.



If at any time employees feel that the environment they have been asked to work in is unsafe, or that their health & wellbeing have been compromised, please notify the Directors immediately.

Working at Heights

If working at heights is unavoidable the following should always be adhered to:-

- Always use a ladder or steps for anything beyond reach.
- Always get a colleague to hold ladders or steps steady.
- Always check that ladders or steps are in a safe condition.
- Never over-reach.
- Never use makeshift 'steps' (boxes, chairs etc).

Prevention of fire

Employees are not permitted to smoke anywhere on the Company premises or in external venues except for any designated smoking areas.

In the event of a fire, employees must take the following steps:

- i) calmly inform other people of the location of the fire;
- ii) dial 999 and ask for the Fire Brigade, or give one specific person instructions to do so;
- iii) ask all other people to leave the office immediately by the nearest available exit; and
- iv) proceed to the fire assembly point.

All employees must follow the fire prevention measures applicable to where they work. Employees must keep passageways clear. Doorways, particularly fire exits, fire and safety appliances must not be obstructed.

Contravention of the fire safety rules may result in disciplinary action

Work accidents and First Aid

Every accident, incident and near miss no matter how minor, must be reported, without exception, to the Directors. The appropriate action can then be taken. The Company is required by law to report certain incidents to the Health and Safety Executive and as a result it relies upon the assistance of its employees to comply with its obligations

In all cases, if employees have any questions or requests they should ask a Director.

Should an injury come to light in the days following an incident it must be reported with the suspected date of the accident and giving all the relevant information as to how the injury occurred.