

# Health and Safety Policy and Procedures

## Contents

Amendment Record.....	2
1 Policy Statement .....	3
2 Organisation .....	4
3 Arrangements.....	5
(i) General safety rules.....	5
(ii) Examples of breaches or infringements of the Safety Rules .....	6
(iii) Health and safety duties of employees and contractors .....	6
(iv) Company health and safety arrangements .....	7
(v) Health and safety incident reporting policy .....	7
(vi) Health and safety incident reporting procedure .....	8
(vii) Reporting an accident/incident to the HSE .....	9
(viii) Completing a Company Health and Safety Incident Report form .....	9
(ix) Accident investigation .....	9
(x) Appointment and qualifications of First Aiders.....	10
(xi) Display screen equipment .....	10
(xii) Visitors and contractors.....	10
(xiii) Hazardous substances (COSHH) .....	10
(xiv) Lone working and protection from violence .....	11
(xv) Visiting other places of work .....	11
(xvi) Personal protective equipment .....	11
(xvii) Risk assessments .....	11
(xviii) Pregnant workers .....	11
(xix) Manual handling.....	12
(xx) Electricity at work.....	12
(xxi) Safeguarding property.....	12
(xxii) Smoking policy .....	12
(xxiii) Asbestos Policy .....	12
(xxiv) Health Surveillance .....	12
(xxv) Working at Height.....	13
4 Review.....	13

# Amendment Record

Date Updated	Description of Change
20.10.2022	Version 1 issued.
02.06.2023	Update 1

## 1 Policy Statement

Primrose Weddings and Events Ltd ('the Company') Trading as The Harrogate Food and Drink Company and Funky Fridays complies with the Health and Safety at Work etc. Act 1974 (and Regulations made under it) to fulfil its legal obligations, and to take appropriate care for the health and safety of its employees.

The Company exceeds the minimum requirements of the law where practicable and provides sufficient resources to meet its commitments. The Company implements systems to maintain, monitor and, where necessary, improve its safety performance. Through team meetings the Company communicates and consults on health and safety matters between all levels of the business.

The Company provides any information, instructions, training or supervision necessary to ensure you can perform your job safely. In fulfilling its responsibilities, the Company:

- provides adequate resources to ensure competent guidance, including information, instruction, training and supervision on health and safety
- provides a safe and healthy environment for all employees, visitors and contractors on its premises
- provides and maintains plant and systems of work that are, so far as reasonably practicable, safe and without risk to health
- maintains its workplace in a condition that is, so far as reasonably practicable, safe and without risk to health
- maintains proper measures for fire protection and firefighting, and systems of evacuation in an emergency
- ensures, so far as is reasonably practicable, the safe use, handling, storage and transport of articles and substances where necessary
- establishes and observes operating procedures which protect its employees and promotes safe working and efficient operating procedures
- carries out periodic risk assessments and health and safety reviews.

Signed: Linda Aikman

Date: 2.6.23

Managing Director

## 2 Organisation

- i. The Managing Director holds overall responsibility for resources and the successful management of health and safety within the Company. This includes ensuring that this policy remains dynamic and current
- ii. Directors are responsible for ensuring the implementation of health and safety procedures in their business units, supported by the Appointed Safety Consultant. They ensure that the health and safety systems are successfully communicated and administered, forming an integral part of the overall terms and conditions of contracts of employment. They ensure that all employees receive suitable and sufficient health and safety information, instruction and training to allow them to carry out their job functions with due regard to their own and others' safety. They hold responsibility for consultation with employees over:
  - the introduction into the workplace of any measure which could substantially affect the health and safety of employees
  - assisting Directors in supporting the implementation of the Company's health and safety obligations.
  - any health and safety information which we are legally obliged to provide
  - the planning and organisation of health and safety training
  - the health and safety consequences of new technologies and equipment introduced into the workplace.
- iii. The Managing Director responsible for the management and monitoring of the health and safety systems.
- iv. All Staff are responsible for monitoring and maintaining safe working practices and procedures within their areas of control. This includes identifying and meeting specific health and safety training needs, receiving information from employees about any unsafe acts or conditions which they observe and recording any accidents or near misses in the accident book. In the absence of a First Aider they are responsible for ensuring that the first aid box is kept fully stocked.
- v. Employees are responsible for taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work; and, as regards any health and safety duty or requirement imposed on the Company, for co-operating to enable that duty or requirement to be performed or complied with.
- vi. Allocated Fire Wardens (or, where there is no Fire Warden, Managers) are responsible for ensuring that effective fire and emergency procedures are formalised, implemented, monitored and recorded.
- vii. The Managing Director is responsible for co-ordinating the risk assessment programme.

- viii. The Company provides adequate first aid facilities for its employees. Where appropriate allocated First Aid Officers are responsible for ensuring that all first aid arrangements are in place; where there is no First Aider the Managing Director will ensure that the first aid box is fully stocked.
- ix. The Managing Director is responsible for managing COSHH audits.

### **3 Arrangements**

To ensure good practice in health and safety at work, the Company requires the co-operation and encourages the involvement of all its employees and contractors, who all have a legal responsibility for the health and safety of themselves and others who might be affected by their activities. This includes fulfilling the duty under Section 8 of the Act not to interfere with or misuse anything provided in the interests of health, safety or welfare. A failure of employees to comply with these duties will be seen by the Company as a breach of discipline and will be dealt with accordingly. Failure of contractors to comply with these duties may lead to the termination of their contract for services.

#### **(i) General safety rules**

- (a) No task is so important that it cannot be carried out safely.
- (b) Never attempt a task if you are not sure you understand the instructions and can carry them out safely.
- (c) Always maintain a clean and safe work area. Housekeeping and an orderly workplace save you time and effort.
- (d) If you observe an unsafe act or condition or see what you think is an unsafe act or condition, report it to your Manager as soon as possible, and immediately take steps to correct it or ask your Manager to rectify it.
- (e) Silence is consent. You will be taken to have agreed to an unsafe condition if you do not comment on it and you continue working.
- (f) Certain jobs require you to wear protective clothing and equipment. Sometimes the law says that you must wear it. Always wear any personal protective equipment required for the job that you are doing, and if you are not sure which equipment to use then ask your Manager before you start working. Keep it in good condition, replacing it as and when necessary.
- (g) You must ensure that all cleaning materials or other potentially hazardous substances are correctly stored and are used in compliance with manufacturers' instructions in order to reduce the risk of injury or danger to health. All waste or by-products must be properly disposed of.
- (h) Only use, adjust, alter or repair equipment if you are authorised to do so.
- (i) If you, or the equipment you operate, are involved in an accident – regardless of how minor – report it immediately to the most senior member of staff onsite and to a First Aider, if there is one

on site. Get first aid attention promptly. You must also report all near-miss incidents to your Managing Director. All incidents are to be reported to the Manager on Site.

- (j) Obey all rules, signs and instructions. If you are unsure what they mean, ask!

## **(ii) Examples of breaches or infringements of the Safety Rules**

Some examples of breaches and infringements are shown below (this list is not exhaustive):

- (a) Fire exit routes and doors blocked by crates or equipment, or fire doors wedged open. Missing or defective fire extinguishers. Extinguishers or hose reel cupboards blocked. Accumulation of combustible waste.
- (b) Trailing electrical cables, overloaded sockets, makeshift connections, broken lights, insufficient lighting levels.
- (c) Broken furniture, jagged edges, protruding nails, loose floor or ceiling tiles. Broken glass. Slippery or wet floors.
- (d) Containers of hazardous chemicals left on floors.
- (e) Poor standard of lavatories, washbasins, carpets. Evidence of mice, mites etc.
- (f) Irregularities in food handling, dirty vending machines, perishable goods, foods, dirty plates, etc..
- (g) Contractors' equipment, ladders, etc., left on staircases and in corridors.

As well as reporting breaches or infringements of the Health and Safety policy, you are encouraged to pass to your Manager on site any recommendations you have for improving the arrangements.

## **(iii) Health and safety duties of employees and contractors**

Apart from any specific responsibilities which may be delegated to you, as an employee or contractor

You must:

- (a) Make yourself familiar with and conform to All health and safety policy at all times, including staff assembly points and first aid facilities. This includes any relevant procedures for the site at which you are working.
- (b) Make yourself familiar with our health and safety practices, especially regarding fire drills, staff assembly points and first aid facilities
- (c) Observe safety regulations and signs at all times
- (d) Make yourself familiar with the emergency procedures relevant to your place of work
- (e) Report all hazards to your Manager on site, who will also receive any suggestions that may improve health and safety within the Company.
- (f) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare

**(iv) Company health and safety arrangements**

**(a) Fire and emergencies**

It is very important that you are fully aware of the procedures to follow during a fire. You should pay particular attention to the instructions of the fire or bomb evacuation procedures.

**Ensure that you are aware of the fire evacuation arrangements on the site at which you are working.**

If you hear the fire alarm you must follow these rules:

- Stop work immediately. Any unnecessary delays could have serious consequences.
- Proceed to the nearest Fire Exit, unless otherwise instructed by the Fire Warden and go to the designated assembly point.
- Do not stop to collect your personal belongings.

Do not re-enter the work area until the Fire Warden (or, in the absence of a Fire Warden, your Manager on Site) has advised you that it is safe to do so.

**DO NOT USE ANY LIFTS UNDER ANY CIRCUMSTANCES.**

If you need help because you are disabled or pregnant or for any other reason please alert the Fire Warden (or, in the absence of a Fire Warden, your Manager on Site).

**(v) Health and safety incident reporting policy**

This procedure is adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's work areas. It addresses reporting and recording procedures for managers, employees and non-employees.

**Definitions:**

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below:

**Accident:**

An unplanned event which causes injury to persons, damage to property or a combination of both.

Examples include:

- An injury sustained from a slip, trip or fall
- A break or loss of limb
- Damage caused by lifting, pushing or pulling
- Loss of life.

**Near miss:**

An unplanned event which does not cause injury or damage, but could do so. Examples include:

- Articles falling near to people
- Short-circuits on electrical equipment

**Should an incident occur on a Client site then employees should also follow the Clients reporting procedure for that site.**

**(vi) Health and safety incident reporting procedure**

If someone is injured on company premises the following procedure should be adopted.

- (a) Obtain treatment for the injury from a First Aider or other appointed person.
- (b) Make the area safe following the incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- (c) Enter details in the accident book.
- (d) Inform a responsible person of the incident.
- (e) Keep the company informed of any after-effects of the incident, including periods of total or partial incapacity for work.

An injury may be dealt with by a First Aider or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any serious incidents/accidents must be reported to the Managing Director immediately. All serious incidents/accidents/emergencies involving the health and safety of staff/visitors/contractors must be reported on a Company Incident Report form and emailed to the Managing Director within 24 hours of occurrence (see below).

**Reporting an accident or near miss**

All accidents or near misses, no matter how small, must be logged in the site Accident Book as soon as possible after the event and the Managing Director should be informed. Unless the company is informed of these incidents, it will be unable to take remedial action. Injuries that occur whilst carrying out work duties off site, must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the Accident Book, a witness or someone who is able to enter an account of the incident should complete this. The employee's account must be entered as soon as possible after the event. All employees must ensure that they are aware of the location of the Accident Book. Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

**(vii) Reporting an accident/incident to the HSE**

If the accident results in over seven consecutive days of incapacity for work it is reportable under RIDDOR 2013. The local enforcing authority must be informed on a prescribed form within 15 days. Major incidents (as defined in RIDDOR 2013) must also be reported to the enforcing authority immediately. If an injury occurs to a member of the public on company premises, which results in their removal from site for hospital treatment, it must be reported immediately to the Managing Director. The Managing Director must keep records of any developments to the injured person's health, up to and including a return to normal duties. They must also check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

**(viii) Completing a Company Health and Safety Incident Report form**

A Company Health and Safety Incident Report form must be completed as soon as possible after any incident occurring on company premises, to maintain the accuracy of reporting and ensure the appropriate health and safety measures are taken by the Company. The form should be completed by the most senior member of staff present at the time of the incident and should include as much detail as possible. Once completed the form should be emailed to the appointed Safety Consultant for review and advice.

The appointed Safety Consultant will complete the remaining sections of the form as part of an investigation into the incident and any action taken will be recorded. A review of the existing workplace risk assessments and safe systems of work will take place in light of the investigation results.

Copies of the Company Health and Safety Incident Report form are available from the Managing Director

**(ix) Accident investigation**

The appointed Safety Consultant will contact the relevant Manager and complete a full investigation of the incident including speaking to witnesses, and reviewing statements.

A review of existing workplace risk assessments and safe systems of work in light of the accident investigation results will be undertaken. Any changes required as a result of the investigation will be implemented as soon as is reasonably practicable. The Company's procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from recurring
- Recording the findings and actions taken.

**(x) Appointment and qualifications of First Aiders**

The Company provides adequate first-aid facilities for all its employees. Allocated First Aiders are responsible for ensuring that all first-aid arrangements are in place, and that all relevant notices and records are maintained. Where there is no First Aider the Manager will ensure that the first-aid box is fully stocked and that relevant notices and records are maintained..

A record of all first aid treatments is not specifically required by legislation but is advisable to log in the Accident Book any first-aid which is administered.

**(xi) Display screen equipment**

The Health and Safety (Display Screen Equipment) Regulations 1992 have been designed to help you use your equipment properly. Follow these guidelines to ensure your workstation is best positioned for you. Users of Display Screen Equipment should complete the Display Screen Equipment Self-Assessment Form, which is available from the Managing Director.

**(xii) Visitors and contractors**

Visitors and contractors must be accompanied at all times unless otherwise agreed. They are expected to abide by our rules regarding health and safety, which includes taking reasonable care for their own health, safety and welfare and that of any other person who may be affected by their acts or omissions at work; and co-operating with their host.

Visitors and contractors should be informed by their host that:

- They should report any hazards spotted to their host immediately.
- They should observe all signs and instructions regarding health and safety.
- They should not operate any machinery or vehicle unless authorised to do so.
- All accidents or incidents, however minor, occurring on the premises must be reported.

**(xiii) Hazardous substances (COSHH)**

If hazardous chemicals are received on the premises, the Company's receipt of hazard data sheets will be recorded. In these circumstances the Company will conduct assessments for the processes in which the hazardous substances are used, including who will use them and when they are to be used. The Company's handling procedures and instructions will be written down, and training records will be completed to demonstrate that staff have been told how to use materials safely. Any such training will include what to do in an emergency, such as a chemical spillage.

**(xiv) Lone working and protection from violence**

If you unavoidably have to work alone, or if a situation could pose a threat to you, your Manager will discuss with you arrangements for maximising your safety. These arrangements vary, depending on the circumstances, but may involve:

- Making you fully aware of emergency measures, e.g. in the event of fire
- Checking that you have no medical condition which means that it is unsuitable for you to work alone
- Identifying potentially threatening situations in advance so that the risks can be minimised
- Giving you telephone numbers to contact in an emergency
- Maintaining regular contact with you
- Ensuring that you have access to the first aid kit.

**(xv) Visiting other places of work**

If you visit other places of work on behalf of the Company, you must comply fully with any further health and safety rules notified to you. You are responsible for listening to any safety briefings, observing the rules and reporting any unsafe acts to the nominated person.

**(xvi) Personal protective equipment**

The Company has a policy of, and accepts responsibility for, issuing all necessary personal protective equipment to its employees. You must not misuse this equipment and must use it correctly with the given instructions.

**(xvii) Risk assessments**

The Company assesses and monitors its workplace and operations to ensure that it is aware of any risks to the health and safety of those who may be affected by its activities. To achieve this the Company carries out formal risk assessments and takes action to eliminate or reduce to an acceptable level any unacceptable risks.

**(xiii) Pregnant workers**

If an employee formally informs the Company that she is pregnant, her Manager conducts a Maternity Health assessment available from the appointed Safety Consultant and implements any necessary reasonable adjustments to accommodate her maternity at work. If you are pregnant you must not lift, push or pull any package which weighs five kilogrammes or more.

**(xix) Manual handling**

The Company aims to ensure that you do not undertake any manual handling operations at work which involve a risk of injury. Where this is not reasonably practicable, the Company makes an assessment of manual handling operations, eliminates the hazard or reduces it to an acceptable level, and provides you with information, instruction and training as necessary.

**(xx) Electricity at work**

The Company maintains its electrical systems, including building installations and portable electrical appliances, to prevent danger so far as reasonably practicable.

**(xxi) Safeguarding property**

It is your responsibility to take every reasonable precaution to safeguard your personal property.

**(xxii) Smoking policy**

The Company operates a smoke-free workplace including the use of electronic cigarettes. In certain areas of the Company smokers may be allowed to use limited areas, or to smoke outside the work area. Breach of the smoking policy may result in disciplinary action.

**(xxiii) Asbestos Policy**

The company shall take reasonable steps to find out if there are materials containing asbestos in any of the premises it is operating in , and if so, its amount, where it is and what condition it is in. The company shall presume materials contain asbestos unless there is strong evidence that they do not. The company shall make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos, assess the risk of anyone being exposed to fibres from the materials identified, prepare a plan that sets out in detail how the risks from these materials will be managed and take the necessary steps to put the plan into action.

The company shall provide information on the location and condition of the materials to anyone who is liable to work on or disturb them and training will be given to all staff so they understand the hazards and procedures for working with or near asbestos.

**(xxiv) Health Surveillance**

Occupational health is concerned with the how work and the working environment can affect an employee's health and how an employee's health can affect their ability to do their work.

The company is committed to:

- Assist with the identification and management of health risks
- Support those employees who are ill to remain at or return to work as appropriate.
- Improve work opportunities for those with disabilities.
- Manage work-related aspects of illness.
- Promote good health to better equip staff to do their work well and make informed lifestyle choices.
- Provide pre-employment screening through medical questionnaires and medicals to provide health surveillance where appropriate.
- Provide advice and support to managers and staff on all aspects of health and work.

The company will, wherever possible confidentially and sensitively deal with employees concerns around health and wellbeing and will provide information, training and instruction to all staff to encourage a nurturing culture of openness and honesty.

#### **(xxv) Working at Height**

The Company recognises that it has a duty to properly, plan, assess and manage any activity that includes an element of working at height. The Company will always take a sensible approach when considering precautions to put in place for working at height activities and the following hierarchy will apply to any assessment:

- **Avoid** – The Company is committed to avoid work at height where it's reasonably practicable to do so.
- **Prevent** - where work at height cannot be easily avoided, the Company is committed to preventing falls using the correct equipment.
- **Minimise** – The company is committed to minimising the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Any Employee required to carry out a working at height activity as part of their role will receive full training on that activity by the Company. Employees who have not received training should not attempt an activity that involves working at height.

## **4 Review**

This policy and the way it is operated will be reviewed at least annually and more often if there are significant changes in the business or the management structure. Any revision necessary to improve safety performance will be made and then reported to employees.