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Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Netring Ltd

This document is available online at: <http://www.netring.co.uk/policies>

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Robert Gray

Duncan Gray

Responsibilities

As the employer we have the overall responsibility for health and safety. Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with us to comply with the law.

Overall and final responsibility for health and safety is that of Robert and Duncan Gray.

Day-to-day responsibilities for ensuring this policy is put into practice are now delegated to Francesca Daniels as from 10 October 2008.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
Robert Gray	Ideal Moments
Duncan Gray	Netring Ltd
Neale Humphries	Allaways Ancillaries

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk Assessments will take place every 3 months or when the work activity changes, whichever is soonest by Francesca Daniels.
- The findings of the risk assessments will be reported to Robert Gray or in his absence to Duncan Gray.
- Action required to remove/control risks will be approved by Robert Gray, or in his absence Duncan Gray.
- Robert Gray or in his absence Duncan Gray will be responsible for ensuring the action required is implemented.
- Robert Gray will check that the actions implemented have removed or reduced the risks.
- Staff training will be given by Rob Gray every 6 months or sooner if a circumstance arises that requires additional training.

Office areas must at all times have clear walk ways; Entrances must not be blocked in any way.

All waste items must be disposed of in the approved pedal bins that are to be emptied every day. Waste disposal is the responsibility of the cleaner who will take any waste to the skip at the rear of the building.

Paint solvents and cleaning materials are to be stored in the lockable fire proof cabinet located at the rear of warehouse.

Clear well placed signs must be used in high level risk areas i.e. for building maintenance. Concerning the areas where heavy/dangerous equipment is in use authorized personnel access only signs must be used.

Building maintenance hazards or additional hazards that may arise from new tasks will be evaluated as they arise.

Employees should use the safety equipment provided by Netring Ltd. The safety equipment will be inspected regularly to ensure suitability for the task.

All ground floor walking areas are to be marked. First floor walking areas will require marking depending on items blocked and stored.

Any electrical equipment not in use must be isolated at the socket and where necessary removed from the socket.

Packing responsibilities:

No sealed packs are to be broken for customer sales.

Hands must be washed in designated sinks prior to packing food stuffs.

Manual handling i.e. lifting etc

The following rules must be adhered to:

- If you must lift objects, do not try to lift objects that are awkward or are heavier than 25 kg. Please note that lifting above this weight becomes a two man lift.
- Before you lift a heavy object, make sure you have firm footing.
- To pick up an object that is lower than the level of your waist, keep your back straight and bend at your knees and hips. Do not bend forward at the waist with your knees straight.
- Stand with a wide stance close to the object you are trying to pick up and keep your feet firm on the ground. Tighten your stomach muscles and lift the object using your leg muscles. Straighten your knees in a steady motion. Don't jerk the object up to your body.
- Stand completely upright without twisting. Always move your feet forward when lifting an object.
- If you are lifting an object from a table, slide it to the edge to the table so that you can hold it close to your body. Bend your knees so that you are close to the object. Use your legs to lift the object and come to a standing position.
- Avoid lifting heavy objects above waist level.
- Hold packages close to your body with your arms bent. Keep your stomach muscles tight. Take small steps and go slowly.
- To lower the object, place your feet as you did to lift, tighten stomach muscles and bend your hips and knees.
- Safety steps must be used to remove all items on top shelving.

Make proper use of equipment that has been provided for your safety.

End of day

Workshop areas must be clean via to leaving at the end of the day, i.e. all floor surfaces swept. Plug sockets and cables should be free from paper and other flammable materials. Sockets for electrical items not in use must be turned off.

Safety outside warehouse i.e. car park

Parking areas are in front of the building or against the fence. Please remember not to block fire exits with your vehicle.

Late or lone working

Office/ Warehouse hours are usually between 9 am and 5.30 pm

If working after hours please take into consideration your personal safety, by ensuring all doors into the building are locked. Notify someone where you are and that you will be staying late with an approximate time of leaving, please note that this is for your own safety with the concern of possible intruders.

In an emergency dial **9** then **01239 711 379** or **999**.

Safe plant and equipment

We will ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before we buy it.

- Rob Gray will be responsible for identifying all equipment/plant needing maintenance.
- Rob Gray will be responsible for ensuring effective maintenance procedures are drawn up.
- Rob Gray will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Rob Gray.
- Rob Gray will check that new plant and equipment meets health and safety standards before it is purchased.
- In the absence of Rob Gray for any extended period of time Duncan Gray will assume responsibility.
- Only approved serrated knives are to be used in the packing room. All blades are to be more than 7" / 17cms long. No Stanley knives are allowed.
- Safety boots must be worn at all times by personnel in the packing room.
- Where necessary wear protective gloves and/or safety goggles.

Please take extra care when using the shredder.

All heavy shredding (non confidential material) is to be handed to the packing room and packing room staff shall be responsible for shredding and the storing of that material.

Take notice of any loose clothing especially a tie, or long hair.

Whilst using the shredder ensure hands are at a safe distance from the machine.

Children are not allowed in the packing room or near this equipment even if supervised by an adult.

Light cardboard or paper are only to be used, **no metal** objects should be put through the shredder (small office staples are acceptable).

Please remember to pay attention to all warnings on the shredder which we have highlighted here, this is for your own safety.

Using display screen equipment – guidelines

Legislation:

- You should NOT sit directly facing an (external) window or with your back to a window. Ideally the DSE should be positioned at 90 degrees to the window.
- Your screen should be in front of you with the top of the equipment approximately level with your head.
- You should not twist your body in order to use the DSE, rather reposition the equipment or adjust your chair.
- When using the DSE your elbows should be at an angle of about 90 degrees to the keypad, with your wrists flat.
- When sitting, your legs should ideally be at 90 degrees and your feet should be flat on the floor. Your legs should not touch the top of your desk. Any problems, contact your HSEA for advice.
- Chairs should ideally have 5 pronged feet. This reduces the risk of toppling. All new chairs should have fully adjustable height, back support and seat tip. The majority of DSE problems are generated by not adjusting your seat properly.
- If you share your desk, you should consider your comfort each time you use the DSE. After all, if you had to share driving a car you would adjust the seat.

Make full use of the equipment provided, and adjust it to get the best from it and to avoid potential health problems.

Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.

- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, eg to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones. We suggest you do something different for 5 minutes every hour.

Always remember to make adjustments to suit your needs.

Plan work so there are breaks or changes of activity. As the need for breaks depends on the nature and intensity of the work, the Regulations require breaks or changes of activity but do not specify their timing or length. However the guidance on the Regulations explains general principles, for example short, frequent breaks are better than longer, less frequent ones. Ideally the individual should have some discretion over when to take breaks.

On request Netring Ltd will arrange eye tests, and provide spectacles if special ones are needed. Employees are covered by the Regulations and can ask us as the Employer to provide and pay for an eye and eyesight test. This is a test by an optometrist or doctor. There is also an

entitlement to further tests at regular intervals; the optometrist doing the first test can recommend when the next should be. Employers only have to pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

Information, instruction and supervision

- The Health and Safety Law poster is displayed clearly in the main working office area together with any other signs required for display by Legislation.
- Health and safety advice is available from Francesca Daniels in her absence Robert Gray.
- Supervision of young workers/trainees will be arranged/undertaken and monitored by Robert Gray.
- Neale Humphries under supervision of Robert Gray is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

All employees must be have health and safety induction training when they start work, which will cover basics such as first aid and fire safety.

If there are any jobs requiring specific health & safety training Netring Ltd will provide this and assess any risk changes that may require refresher training when such skills are not frequently used.

- Induction training will be provided for all employees by Robert Gray.
- Job-specific training will be provided by Robert Gray.
- Specific jobs requiring special training are first aid, demonstrations of the barista work (Allaways coffee) food hygiene certificate being required. Also warehouse lifting and material handling
- Training records are kept available in the office
- Training will be identified, arranged and monitored by Robert Gray.

Accidents, first aid and work-related ill health

Accident and Incident Book

PLEASE ensure any accident is fully recorded in the accident and incident book. This book is usually held by your Health, Safety and Environment Advisor who is Robert Gray; if this person is not in you will find the book in the meeting room with the first aid box.

We need to know about any accident or incident so that we can make sure that no-one else is injured in the same way.

Health surveillance is required for employees doing the following jobs:

- Employees driving in behalf of the company (insurance declaration)
- Warehouse packing, lifting, off site contracts
- Health surveillance will be arranged by Robert Gray
- Health surveillance records will be kept by Robert Gray in the office
- The first-aid box is kept in the kitchen on the wall
- The appointed person(s)/first aider(s) are Duncan Grey and Francesca Daniels
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the kitchen by the first-aid box.
- Francesca Daniels is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

As employers we are monitoring health and safety actively we will be doing spot check visits, and investigating any accidents or ill health.

- To check our working conditions, and ensure our safe working practices are being followed, Netring Ltd will consult with Francesca Daniels to review Health & Safety issues
- Francesca Daniels and Robert Gray are responsible for investigating accidents.
- Francesca Daniels and Robert Gray are responsible for investigating work-related causes of sickness absences.

- Robert Gray is responsible for acting on investigation findings to prevent a recurrence.

Sickness absence

To assist us in being effective, we will record all absences related to sickness which will include the length taken and the reason for the absence. The point of this being that a pattern could be revealed for instance a pattern of back or upper limb disorders in a particular area of the workplace or people performing similar tasks. This could mean that there is a work-related cause for the disorder and that you need to review the risk assessment in consultation with your employees.

Visitors

All visitors are to be supervised and are only allowed in the office area of the building. If for any reason they bring children or babies they must be supervised by the parent of guardian at all times.

Cleaning

Stainless steel packing surfaces are to be cleaned before use with anti-bacterial cleaner which is provided by Netring Ltd.

The toilets and offices are to be cleaned regularly by the cleaner using the facilities provided. All areas are to be thoroughly cleaned on a weekly basis.

Spillages are to be cleaned immediately and wet floor hazard signs to be displayed.

Cleaning staff are to clean on the ground floor only, warehouse staff will be responsible for cleaning on the first floor.

Safe handling and use of substances

We have assessed the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

Pest Control:

Vermin control boxes can be found at the rear of the building and at the first level at the stair case access point of the building and at the front door within the warehouse.

Vermin control boxes should only be handled, moved or re-filled by authorized personal only.

Vermin control boxes are to be checked monthly by authorized personal.

When handling: Please remember to wear gloves, do not touch your body especially your mouth and wash hands afterwards to ensure no trace of substances are left on your hands.

Electronic fly killers will be inspected visually every day to ensure they are in operation and they will be cleaned fortnightly when necessary.

Emergency procedures – fire and evacuation

Robert Gray is responsible for reviewing emergency fire and evacuation procedures, in his absence this will be Duncan Gray.

In case of an emergency dial **9** then **999**

In case of a fire firstly sound a verbal alarm, break box, phone the emergency services, and leave building at nearest exit. Exits are located at the front and back of the building once you are out of the building safely assemble at the meeting point at the front of premises.

If the alarm rings leave your belongings and head toward the exits clearly marked in a calm and orderly manner, then assemble at the meeting point which is at the front of the building. If the alarm is accidentally set off, exit the building following the usual procedures, remember you do not know completely if this is a false alarm or not.

- Robert Gray is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Robert Gray every day.
- Fire extinguishers are maintained and checked by Caron Fire Safety of Tregarron once a year.
- Alarms are tested by Robert Gray every 3 months.
- The emergency evacuation will be tested every 3 months.