



HILARY'S WHOLESALE LIMITED

Health and Safety Statement and Policy



www.taylorvinters.com

HILARY'S WHOLESALE LIMITED
HILARY'S HEALTH AND SAFETY STATEMENT

Hilary's are suppliers of wholesale fruit and vegetables.

We wish to conduct what we do in a way which recognises our legal responsibilities in protecting the environment and ensuring the health safety and welfare of our employees and anyone else who may be affected by what we do. We encourage all those who work for us to take part in carrying out our health and safety policy. We will so far as reasonably practicable:

- 1 Provide adequate control at all levels;
- 2 Consult those who work for us on matters affecting their health and safety;
- 3 Provide and maintain safe equipment;
- 4 Ensure the safe handling and use of hazardous substances;
- 5 Provide information, instruction, training and supervision for all those who work for us;
- 6 Ensure that all those who work for us can safely do what they are asked;
- 7 Maintain safe and healthy working conditions;
- 8 Do all we can to protect the environment;
- 9 Provide adequate resources to achieve the above; and
- 10 Review and revise this policy regularly at not less than three yearly intervals

Signed:.....

Managing Director

Dated:2014

Review2019

HILARY'S WHOLESALE LIMITED
HILARY'S HEALTH AND SAFETY POLICY

PART 1

Everyone within Hilary's has a role to play in ensuring we create a satisfactory place in which to work; a place which is safe and does not harm others or damage the environment.

1 MANAGEMENT

The Management of Hilary's comprises:

1.1 The Board

Overall and final responsibility for all compliance is that of the Board of Directors

1.2 The Managing Director

The Board has appointed Bilal Malik (Tony) Managing Director with exclusive responsibility to manage Hilary's health safety and compliance policy

1.3 Departmental Managers

To ensure that this policy is put into practice the Managing Director has given day to day responsibility to the managers in the following departments who will each ensure health and safety standards in their own area are maintained and where necessary improved.

General Manager Colin Badcock

Stock Manager Iftikhar Malik (Nick)

Office Manager Quasar Malik

To achieve the aims and objectives of its Policy each Departmental Manager has the following general obligations.

1.3.1 To keep a health safety and compliance file which contains:

Risk assessments for their department;

An accident and incident book;

A list of approved subcontractors;

A training matrix with a record of all health and safety training and the cost attributable to it;

A record of the induction of all new employees; and

Minutes of health safety and compliance meetings

1.3.2 To report all accidents, near accidents and cases of work-related ill-health to the Managing Director

1.3.3 To arrange and attend meetings and to ensure:

All staff are adequately trained;

All staff are aware of fire and evacuation procedures;

All staff are familiar with the whereabouts of first aid facilities and know who the first aiders are

1.3.4 Only to delegate tasks to appropriately trained or competent members of staff in their department particularly those:

Working alone;

Working outside normal hours;

Undertaking any manual or maintenance work;

Operating any machinery;

Driving whilst on the companies business; and

Working away from the Company's premises

1.4 Staff Representatives

Each department will appoint a staff representative to assist in communication and attend departmental meetings.

1.5 Employees

It is in all our interests to cooperate with the Managing Director and the Departmental Managers and not to interfere with anything provided to safeguard health and safety arrangements. All employees are expected to take reasonable care of their own health, safety and welfare and that of others who may be affected by what they do. If they have concerns they should express them in confidence to the Managing Director.

1.6 Fire Safety Manager

The Fire safety Manager is Tony Malik assisted by external assistance from Three Counties, 100 Cambridge Road, Barton, Cambs.

PART 2

ARRANGEMENTS TO MAKE WORK SAFE

Working at Hilary's need not be hazardous or involve risk. There are however circumstances which may expose you and others to the risk of injury. Some of the main areas of risk are:

Use of display screen equipment;

Movement of vehicles in the car park-access and exit;

Contact with electricity;

Fire;

Slips trips and falls;

Manual handling;

Driving to work; and

Working alone

Our policy is to look at all risks to health and safety which may arise from your work and put in place measures to protect you or anyone else who may be affected by what it does. The current measures are described in specific policies.

1 Specific Policies

Full details of these are contained in Appendix 1. They include:

- 1.1 Visitors;
- 1.2 Working at Height;
- 1.3 Working Alone
- 1.4 Smoking and Alcohol
- 1.5 Driving for Work
- 1.6 Young and Disabled
- 1.7 Work Place Transport
- 1.8 Forklift Trucks

2 Risk Assessment

To have a safe place in which to work requires us to assess the work you do to find out if there is any risk to you or anyone else in doing it. That risk has to be measured and arrangements put in place to manage that risk so that anyone asked to do the work has been suitably trained or has the necessary experience.

To do this the Departmental Managers will assess tasks which may involve risk. Findings of such assessments, their date, the way in which the risk has been measured and how, so far as reasonably practicable, it will be met by a safe system of work will be recorded by the Departmental Managers. This record will be kept in a separate health and safety file in that department. It will be updated and a review incorporated in the Departmental Managers annual report to the Managing Director.

Departmental Managers are responsible for ensuring actions identified in the risk assessments are implemented.

3 Subcontractors

Where appropriate we may appoint subcontractors to undertake specific work. All subcontractors are to provide copies of their own health and safety policy and appropriate risk assessments for work that is commissioned. They will provide and carry proof of identity when working on our premises. The Department Manager will keep a file of approved subcontractors.

4 External Advisers

We will enlist the services of specialist external consultants to assist in areas of health safety and compliance to fulfil the need for appropriate competent or responsible persons where required by law and where no other person within Hilary's can fulfil that role. We retain the following:

- 4.1 Fire – Three Counties, 100 Cambridge Road, Barton, Cambs
- 4.2 Refrigeration – Climate Control Solutions [address]
- 4.3 Training
- 4.4 Pest Control – Santia [address]

Hilary's will assess and record the experience and training of all staff. We will allocate sufficient resources for training and record the cost.

New employees will be introduced to our working arrangements by their Departmental Manager who will record their training and experience (to ensure those asked to do work have the necessary training or experience to perform the task safely).

5 Delegation

Before work involving risk is given to any member of staff, the Departmental Manager will ensure they have the training or experience necessary to safely perform the task.

6 Equipment furnishings and fabric

The Managing Director will be responsible for identifying all equipment requiring maintenance, be responsible for ensuring effective maintenance procedures are drawn up and that such maintenance is implemented.

The Managing Director will also ensure all new equipment meets health and safety requirements before purchase.

The Managing Director will, where there are statutory areas of compliance-fire electricity gas asbestos etc; ensure the appropriate standards are fulfilled or engage external consultants to achieve compliance.

7 Safe handling and use of substances

The Office Manager, Quasar Malik, will be responsible for identifying all substances which need COSHH assessments and will conduct such assessments, be responsible for informing staff of such assessments and ensure such substances are used safely, and review such use.

PART 3

EMERGENCY AND EVACUATION PROCEDURES

1 Accidents, fire and emergencies

All accidents, near accidents and cases of work related ill-health must be reported to the Managing Director who will enter them in the accident book and when RIDDOR (three day absence) applies, report them to the appropriate regulatory authority. The Managing Director will periodically analyse the accident book to identify trends and take the necessary action when trends have been identified.

2 First Aid and work-related ill-health

Where necessary the Managing Director, in consultation with the Departmental Managers, will involve health surveillance and record such arrangements as appropriate to specific areas of work.

First Aid boxes are kept in the ladies' toilets in the warehouse.

The following people are trained First Aiders: Haley Kelly

The nearest Hospital Accident Department is **Addenbrookes, Hills Road, Cambridge**

3 Emergency Procedures

Fire and Evacuation Procedure

In an emergency the priorities are:

- 3.1 To ensure the safety of yourself and others
- 3.2 To minimize damage to property

In the event of fire:

- 3.3 Raise the alarm;
- 3.4 Dial 999;
- 3.5 Evacuate the building and proceed to the Fire Assembly Point;
- 3.6 Do not re-enter the building until you are sure it is safe to do so; and
 - 3.6.1 Use the fire extinguishers appropriately

An evacuation for any reason other than fire will follow the same procedure outlined above.

PART 4

MONITORING – Making sure we are doing all we can

The Department Managers will make sure that all which can reasonably be expected is being done to fulfil this Policy and will hold meetings at which health and safety at work-related concerns may be raised.

The Managing Director will consider the minutes of Departmental meetings and any representations made to him by staff and report to the Board