



UK VENDING LTD – OUR HEALTH & SAFETY POLICY

Our health and safety policy statement is the starting point to managing health and safety in the workplace and sets out how we manage health and safety in our organisation. It is a unique document that shows **who** does what; and **when** and **how** they do it.

We carry out a **risk assessment** to identify any risks and then make decisions on how to manage such risks, so far as is reasonably practicable, to comply with health and safety law and practical common sense.

As a matter of course, we record: -

- the significant findings of the assessment; and
- any group of employees identified by it as being especially at risk.

This then forms part of the general policy of our business on how we deal with health and safety at work and the organisation and arrangements we have for putting that policy into practice.

The policy is be specific to our business, and is be clear about arrangements and organisation for health and safety at work.

The policy influences all our activities, including the selection of people, equipment and materials, the way work is done and how we design and provide goods and services.

A written statement of the policy and the organisation and arrangements for implementing and monitoring it shows our staff, and anyone else, that hazards have been identified and risks assessed, eliminated or controlled.

When we draw up or review our policy, we discuss it with our **employees or their representatives** for health and safety

In particular, our Policy considers:

1. visitors and members of the public who might be affected by our work.
2. We give special consideration to workers who are young, inexperienced, new to the particular job, trainees or doing work experience.
3. We also give special consideration to workers who have a disability.

We always take into account:

1. the health and safety of temporary workers, such as **agency workers**,
2. other people's employees or self employed workers visiting or working on our premises – for example delivery drivers or other contractors.





3. and we consider any of our employees who **work at home** or travel to different workplaces as part of their job.

Procedures for UKV Staff & Visitors to our premises:

At all times:

1. Ensure that you are aware of what action to take in case of an emergency.
2. If you are in doubt about the safe and proper way to do any job – get instructions – **DON'T** guess.
3. Observe all **WARNING** and **DANGER** notices.
4. Ensure your work area is tidy, that boxes do not obstruct fire exits, corridors and general access.

5. FIRE

- 5.1. If you find a fire, press the fire alarm button, exit the building and assemble at the meeting point by the main entrance gate.

6. ACCIDENTS

- 6.1. The First Aid box is kept in the staff rest room.
- 6.2. A trained & qualified First Aider is identified on all building levels and each work area. Ensure you know who it is. If in doubt refer to the notice board in your area, the central notice board or to your supervisor.
- 6.3. The First Aider in each area is responsible for the First Aid Box.
- 6.4. Appointed person responsible for reporting incidents is your supervisor and Martin Button.
- 6.5. All accidents that occur within these premises must be entered into the Accident Book, along with the date, time, nature of the accident, the individual's name (and company if relevant), and any action taken or advised must be recorded.
- 6.6. Completed copy of entry must then be sent to the Health & Safety Office and copied to Martin Button.

7. FIRST AID BOX

- 7.1. The box should contain ONLY the prescribed items listed below.
 - 7.1.1. First aid guidance card
 - 7.1.2. Individually wrapped sterile adhesive dressings
 - 7.1.3. Sterile non-medicated dressings: Medium, large & extra large
 - 7.1.4. Sterile eye pads, cotton wool & cotton buds





7.1.5. Antiseptic & witch hazel

8. FIRE SAFETY

- 8.1.1. Escape routes are checked regularly by the Health & Safety Officer.
 - 8.1.2. Fire Extinguishers are checked yearly by Maintenance Company.
 - 8.1.3. Fire drills are carried out at least every six months.
 - 8.1.4. Fire exits are kept clear and are properly marked at all times.
 - 8.1.5. Fire instruction notices are displayed in accordance with fire certificate.
 - 8.1.6. Training and instruction is provided on induction and revised annually with each employee.
 - 8.1.7. An 'in / out' card and rack system is in operation for all staff and visitors on our premises.
- 8.2. Please follow the guidelines as itemised below:
- 8.2.1. Switch off all electrical equipment when leaving the office.
 - 8.2.2. Do not overload electrical sockets
 - 8.2.3. Do not use inflammable liquids (e.g. Tippex thinner) near a naked flame.
 - 8.2.4. Ensure there are no trailing wires (telephone and electrical wires can cause accidents or short circuits if suddenly pulled from sockets).
 - 8.2.5. You are required to read and familiarise yourself with the various exit routes from your office and the location of the fire extinguishers.
 - 8.2.6. In the event of fire you must evacuate immediately the alarm is raised, leaving the premises by the nearest route and gather at the agreed meeting point where your safe exit will be checked.

9. PROTECTIVE CLOTHING

- 9.1. In the Warehouse always wear a reflected Hi-Vis jacket and beware of the vehicles and fork lift trucks.

10. TRAINING

- 10.1. Special training may be required and will be provided for the following jobs:
 - 10.1.1. Use of the Lathe/Grinder or Power Tools
 - 10.1.2. Use of the Airline

11. SMOKING AT WORK

- 11.1. The entire perimeter of the UK Vending Ltd building is a NO SMOKING AREA, this incorporates all offices, and warehouse.
- 11.2. This includes all Food, Water and Equipment carrying vehicles. There are no exceptions.

12. MANUAL HANDLING

- 12.1. When lifting manually, stand with your feet apart, but no wider than the hip, hold the object with the palms of the hands, bend knees, keep chin well in and





lift, using the leg (not the back) muscles. Keep your arms close to your sides and use the body as a counterweight – correct handling eases effort. Do not attempt to lift or manhandle items of equipment, which are obviously too heavy – ask for assistance.

- 12.2. When on client's premises, ensure when moving equipment you apply all safety procedures, causing no damage to doors, doorframes, walls or any other property. Ensure that there are no water leaks that would result in damage to the flooring and accidents to personnel.

13. DRIVING

- 13.1. When you drive a vehicle always remember that most road accidents result through thoughtless or reckless driving behaviour. You are therefore required to set a good example to others by being alert at all times, by using your tolerance and common-sense and through careful compliance with the Highway Code. In this way you will personally help to reduce the high toll and cost of road accidents.
- 13.2. When on a client's premises, YOU must observe all speed limits, park the vehicle in a place which does not cause any inconvenience to other vehicle users, or block entrance/exits. Ensure your vehicle does not cause damage to the customer's premises. Ensure that you do not cause damage to the vehicle. Make sure that all the equipment on the vehicle is fully secured.
- 13.3. Your vehicle condition, including cleanliness, is regularly inspected for safety purposes. Ensure you comply with the findings and never drive a vehicle unless you and your supervisor are quite certain it is a safe vehicle to drive and complies with all legal requirements.
- 13.4. You must ensure you only drive vehicles for which you have an appropriate license.
- 13.5. You must never drive a vehicle, or operate machinery, when under the influence of alcohol or drugs EVEN IF DRUGS ARE PRESCRIBED TO YOU FOR A MEDICAL CONDITION. In the event that you are taking prescribed drugs, you must report this to your Supervisor who will confirm that it is appropriate and safe for you to drive whilst under their influence.

14. MOBILE PHONE USE

- 14.1. It is an offence to use a mobile phone whilst driving.
- 14.2. It is company policy that you ensure that the vehicle is stationary before answering or using your mobile phone, or if this is unavoidable use the hands free kit supplied.

15. ELECTRICITY/INSTALLATIONS

- 15.1. Electricity is be dangerous – you cannot see it, hear it or smell it and it may, without warning, cause death or serious injury.





- 15.2. Treat all electrical tools, appliances, switches, and plugs, sockets and cables with respect.
- 15.3. Do not allow leads of portable lights or tools to trail in water or where they may come in contact with sharp edges or be tripped over.
- 15.4. When on client's premises ensure that all plumbing carried out will NOT cause any leaks, and that all tools are kept clear, and that all goods are not left in any position that may cause damage to the premises or members of staff.

16. PARKING

- 16.1. Maximum speed on site is 10mph. ALWAYS be aware of pedestrians, vehicles and fork lift trucks when arriving, parking reversing and leaving the premises.

17. AT CLIENT'S PREMISES

- 17.1. Ensure you know the Client's Health & Safety procedures and know their procedure for a fire emergency.
- 17.2. When on a Client's premises, ensure that when moving equipment you apply all safety procedures; ensure you cause no damage to doors, doorframes, walls or any property. Ensure that there are no leaks that would result in damage to the flooring or an accident. Keep all tools and cables connected to tools or equipment in front of you and ensure no tools or materials become a hazard to anyone – including you. All equipment is to be fully secured on the Stair Walker. Follow the clients Health & Safety procedures.
- 17.3. Keep all tools, equipment and cables connected to tools or equipment in front of you when you are working and ensure no tools, equipment or materials become a hazard to anyone – including you.

The use of Common Sense is a difficult thing to define. However...

- ❖ What we expect of all staff and visitors to our premises is that they take time to stop and think about what they are doing and the effect of how they do it on both themselves and other people.
- ❖ At induction for our staff we always explain our rules and why they exist. From time to time we refresh that understanding by all staff. If you do not understand, please ask and please ask as many times as necessary to ensure you do understand. No-one will think you stupid for asking, only for NOT asking when you have the chance.





- ❖ Always use the safety equipment provided for your well-being. This may include amongst many such items provided: wearing HI-Vis vests and jackets, gloves, ear protection, helmets and safety boots. Do not wear loose clothing when operating machinery. Do not listen to music or personal music players anywhere on company premises or when making deliveries or service calls (these may inhibit your ability to hear equipment in operation near you or instructions for your safety or that of others), and do not try to lift awkward or heavy object on your own or unsupervised.
- ❖ Obey the one-way system in the warehouse; listen and watch for fork-lift trucks moving and NEVER enter the warehouse except by the main doors from the reception area. This ensures that all warehouse staff knows that you are there. Obey all signs when in the warehouse.
- ❖ Use your card in the rack at reception to show whether you are in or out of the premises. In the event of a fire or other emergency we want to be able to find you if you are on the premises that day. If you are not on the premises, we do not want to risk lives of staff or the rescue services in needlessly looking for you. Make sure that all visitors are logged onto and off of the site – for precisely the same reasons.

**IF UNSURE, DO NOT DO IT.
We would rather you remain healthy and safe.**

