

**HEALTH & SAFETY AT WORK ACT 1974**



**HEALTH & SAFETY POLICY**

Proman Group of Companies

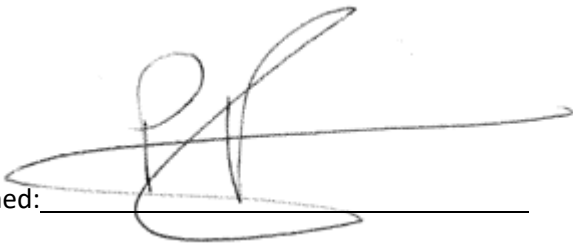
**GENERAL STATEMENT OF POLICY**

It is the policy of all companies trading as 'Proman' to provide and maintain safe and healthy working conditions, equipment and working systems for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the safety policy are set out below.

The support of all employees of Proman is required to achieve the objectives of the policy.

The board of Proman has overall responsibility for the formulation and review of Proman's Health & Safety Policy and will periodically monitor its implementation and development within its operating Divisions.

Signed:  \_\_\_\_\_  
Director

Date: Aug 2018

**PROMAN COMPANIES**  
**HEALTH & SAFETY POLICY**

**RESPONSIBILITIES**

Overall and final responsibility for health and safety in Proman is that of:

**PATRICK RAMSDALE – DIRECTOR**

At the following premises:

*Head Office; Kimada House, 442 Flixton Road, Flixton, Lancashire, M41 6EY*

*North Manchester; Unit 2 Green Lane, OL10 1NG, Heywood*

*East Midlands; 10 Langham Park, Lows Lane, Stanton by Dale, DE7 4RJ*

*West Midlands; West Midlands House Gipsy Lane, Willenhall WV13 2HA*

*West Yorkshire; Unit 3 Eastgate, Elland HX5 9DQ*

*South West; Unit 1, Vincent Court, Bristol, BS16 4QR*

*Central London; Stockton House, 43-45 Eastcheap, London EC3M 1JA*

*Onsite Offices;*

- *c/o TJ Morris Ltd, Axis Business Park, Portal Way, Liverpool, L11 0JA*
- *c/o Great Bear Ltd, Stanley industrial Estate, Staveley Rd, Skelmersdale, WN8 8DZ*
- *c/o IPS c/o CML (Building 2), Integrated Packaging Services Limited, Brockton Business Park, Halesfield 10, Telford, Shropshire, TF7 4QP*

The following are responsible for the implementation of the policy:

**Patrick Ramsdale** is the appointed person responsible for Health & Safety and in his absence **Chris Woodburn** will be responsible as his deputy.

Each Department will have a trained member of staff responsible for safe working systems within their respective areas and in addition will be responsible for:

- a. Risk assessment within their departments.
- b. Weekly checks for hazards within their departments.
- c. Identifying training needs within their departments.

All employees are responsible for co-operating with Departmental Managers, Health & Safety Officer and Directors to achieve a healthy and safe workplace and to take reasonable care of themselves and of others.

If an employee notices a health or safety problem which they are not able to put right, they should tell one of the appropriate persons named above.

Any health and safety issues which may affect this policy should be raised at the management meetings and all employees informed of changes via a team brief.

## **GENERAL ARRANGEMENTS**

### **First Aid & Accident Reporting**

First Aid boxes are located in Technical Support, Industrial and Accounts Departments and the names of all the qualified first aiders are displayed on the notice board by the photocopier and at various points around the building.

The persons responsible for ensuring the first aid boxes contain the correct equipment are:

The trained First Aiders

The accident book is located in the Technical Support Department.

When an entry has been made in the accident book then an internal Accident & First Aid report form must be completed by the attending First Aider or Departmental Manager and forwarded to the Health & Safety Officer.

The qualified First Aiders are responsible for recording accidents in the accident book and informing the Health and Safety officer to ensure they are reported to the enforcing authority.

**NOTE:** The client is responsible for recording accidents to temporary staff working on their premises/site.

Account managers should seek to obtain a photocopy of client's accident reports, containing any of our temporary staff, and attach them in the relevant section on the recruitment database.

## **GENERAL FIRE SAFETY**

The Health & Safety Officer is responsible for visual checking of escape routes, fire extinguishers, alarms and alarm panels on a regular basis. Alarms will be checked quarterly and then twice yearly by a competent company or the original installer.

Overall fire inspection shall be carried out by the Fire Service according to their schedule.

Basic fire/safety instruction shall be given to all employees during the induction course.

In addition, all employees are responsible for ensuring that escape routes are kept clear of obstructions, fire doors kept closed etc.

A fire drill will be held twice a year.

All fire extinguishers will be checked and serviced annually by a recognised company.

## **VISITORS, CONTRACTORS AND TEMPORARY STAFF WORKING ON PROMAN PREMISES**

All visitors, contractors and temporary staff working on our premises must sign the visitor book on arriving and be issued with a visitors badge. When leaving the premises all visitors, contractors and temporary staff must enter the time of departure and return their visitor badge to reception.

The Health & Safety Officer is responsible for ensuring the health and safety of all visitors, contractors and temporary staff working on the premises, and where applicable will explain Proman's Health & Safety Policy.

### **TEMPORARY WORKERS & CONTRACTORS SUPPLIED BY PROMAN TO CLIENTS**

Temporary workers and contractors supplied by Proman will be subject to the Health & Safety Policy of the Client and all of the Client and Worker contractual documentation makes this clear. All recruitment Consultants, Team Leaders and Departmental Managers are responsible for making sure that Workers and Clients are aware of this.

Proman has a responsibility to the Worker to inform him/her about the nature of the work to be carried out including any conditions that relate to the Health and Safety of the Worker. This information is recorded on a "Risk Assessment Sheet" and verbally relayed to the Temporary Worker at the time of assigning to the Client.

A copy of the "PROMAN Companies Health and Safety Policy for Temporary Workers and Contractors" is included in the terms of engagement sent to the Temporary Worker or Contractor.

### **CHEMICAL HAZARDS**

Where Proman buys substances that may create a hazard to health, any hazard sheets accompanying these will be kept by the Health & Safety Officer who will be responsible for ensuring that a thorough assessment regarding the use of such substances has been undertaken and that any employees who may be exposed to such substances are provided with adequate information regarding the risks, safe methods of use and effects of over exposure.

### **DISPLAY SCREEN EQUIPMENT**

All users of display screen equipment shall be provided with adequate information relating to the correct use of such equipment.

All users shall be advised of their right to request an eyesight test for which Proman shall pay.

All users workstations shall be assessed annually and any defects remedied as soon as practical.

### **HOUSEKEEPING AND PREMISES**

Our rules are as follows:

Cleanliness is essential.

Cleaners are employed five days per week for the purpose of ensuring that the relevant premises are kept clean.

### **WASTE DISPOSAL**

Waste and rubbish is collected each week on Thursdays.

### **SAFE STACKING AND STORAGE**

The Health & Safety Officer is responsible for ensuring that any items stored on the premises are stored safely.

### **ELECTRICAL EQUIPMENT**

All employees should carry out a visual inspection of plugs and cables and any faults are to be reported to the Health & Safety Officer.

All employees must ensure that wires and extension leads do not create a hazard.

Any apparent fault on electrical equipment should be reported to the Health & Safety Officer.

An electrical contractor will carry out thorough checks of the electrical installation and equipment.

The Health & Safety Officer will organise this.

### **PLANT, EQUIPMENT AND BUILDING PREMISES**

The Health & Safety Officer is responsible for ensuring that plant, equipment and building premises are kept in a safe condition, and, in respect of equipment that guards are kept in position. All employees must report any defects and plant, equipment and building premises to the Health & Safety Officer immediately who will ensure that such defects are remedied as soon as reasonably practicable.

### **MAINTENANCE OF PLANT AND EQUIPMENT**

The Health & Safety Officer is responsible for the maintenance of gas, electric and other equipment. Any apparent faults should be reported to the Health & Safety Officer.

Any employee noticing the smell of gas on the relevant premises will report this immediately to the Gas Board (0161-864 3330), from whom advice should be sought on actions to be taken until an investigation can be arranged. The above number is for all emergencies / gas leaks in our immediate area.

### **CONSULTATION OF HEALTH & SAFETY**

Any suggestions on improving health and safety should be made to the Health & Safety Officer.