

HEALTH & SAFETY POLICY

Ravensby Glass Co. Ltd

Health and Safety Policy Statement

1. This policy will say how Ravensby Glass Co Ltd will manage its health and safety responsibilities.
2. **We will manage health and safety by:**
 - 2.1 Controlling the health and safety risks at work
 - 2.2 Involving employees on health and safety issues that affect them
 - 2.3 Making sure that where employees work, and any equipment they use, is safe
 - 2.4 Making sure that dangerous substances are stored and used safely
 - 2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
 - 2.6 Making sure employees can do their jobs, and are properly trained
 - 2.7 Trying to stop accidents and work-related health problems
 - 2.8 Regularly checking that working conditions are safe and healthy
 - 2.9 Regularly reviewing this policy and making changes if necessary.

Signed (on behalf of the employer):



Date: 10.07.2013

Review Date: 10.07.2014

Responsibility for Health and Safety

3. Overall responsibility for health and safety belongs to **Mr. Gordon B. Dickson, Managing Director.**
4. Daily responsibility for managing this policy is given to **Mr Kevin Small Production Director.**
5. The following people have responsibilities for health and safety:

Name:	Responsibility:
Audrey Willis, HR Administrator	<i>1 Fire Evacuation</i>
Audrey Willis, HR Administrator	<i>2 H&S induction</i>
Audrey Willis, HR Administrator	<i>3 H&S risk assessment</i>
Audrey Willis, HR Administrator	<i>4 Employee representatives</i>
Audrey Willis, HR Administrator	<i>5 First Aider</i>
Audrey Willis, HR Administrator	<i>6 Accident recording, investigating and reporting</i>

6. **Employees are responsible for:**
 - 7.1 Co-operating with people who are responsible for health and safety.
 - 7.2 Using safety equipment when it is necessary.
 - 7.3 Taking care of their own health and safety.
 - 6.4 Reporting health and safety concerns to the right person as written in this policy.
7. Audrey Willis, HR Administrator will do regular health and safety risk assessments.
8. The results of the risk assessment will be given to Kevin Small, Production Director.
9. Kevin Small should agree any action needed to manage the risks that have been found
10. Audrey Willis will carry out the agreed action points
11. Audrey Willis will check that the actions taken have reduced the risks.
12. Assessments will be carried out every 12 months or when there is a change to the way we work.

Involving Employees.

13. The employee health and safety representative is Mr. M. Burnage.
14. Employees will be involved in health and safety through Works Council.
15. Any decisions made at Management Committee/Board meetings concerning health and safety will always be recorded and made available to staff.

Making sure that the workplace and equipment are safe.

16. Kevin Small, Production Director will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
17. Kevin Small, Production Director will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
18. William Breen, Engineering Supervisor will be responsible for making sure that all the necessary maintenance is done.
19. Any problems with work equipment or the workplace should be reported to William Breen.
20. Before buying any equipment or changing where people work, Audrey Willis will check that health and safety standards are met.

Using and storing dangerous substances

21. Audrey Willis will check if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.
22. Audrey Willis will do the COSHH assessments.
23. Kevin Small will make sure that any action points from the COSHH assessments are implemented.
24. Audrey Willis will make sure all employees are told about the COSHH assessments.
25. Audrey Willis will check how to use new substances safely before they are bought.
26. COSHH assessments will be reviewed every 12 months, or when there is a change to the way we work.

Health and Safety information and support

27. The Health and Safety Law poster is displayed beside the personnel entrance.
28. The current employers' liability insurance certificate is displayed on the notice board.
29. Health and safety advice is available from Audrey Willis.
30. People using any equipment for the first time will be supervised by shift supervisor or Audrey Willis.
31. Audrey Willis is responsible for making sure that employees working away from the workplace are given relevant health and safety information.

Accident and work related health problems.

32. The first aid box is kept in the Engineering Supervisors Office.
33. The appointed persons/first aiders are named on the notice board.
34. All accidents and work-related health problems should be recorded in the accident book by employee, immediate supervisors and or Audrey Willis.
35. Audrey Willis is responsible for reporting accidents and diseases to the Health and Safety Executive.

Checking work conditions are safe and healthy.

36. To make sure that we are working safely and that this health and safety policy is being followed we will carry out inspections, investigate accidents, collect reports and meet with representatives.
37. Audrey Willis is responsible for investigating accidents at work.

38. Audrey Willis is responsible for investigating work-related causes of absence [e.g. wrist/arm pain, stress].
39. Audrey Willis is responsible for acting on the results of the investigation to stop the same problem happening again.

Fire and Evacuation

40. Audrey Willis is responsible for making sure that the fire risk assessment is done and any action points are carried out.
41. Escape routes are checked by Audrey Willis every 6 months
42. Fire extinguishers are maintained and checked by Fife Fire Ltd every 12 months].
43. Alarms are tested by Audrey Willis.
44. Emergency evacuation will be tested every 12 months.
45. The evacuation procedure is:

If the alarm sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in car park
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If you discover a fire

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point. These are located throughout the factory and office block.
- Evacuate the building immediately as above.