

APRICOT ONLINE LTD

**HEALTH AND SAFETY
POLICY AND PROCEDURES**

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A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

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This section sets out the health and safety responsibilities of key personnel within the organisation.

SAFETY ARRANGEMENTS

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

SAFETY RECORDS (this section may be in a separate folder)

This section contains;

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation. Records relating to Fire Safety Management will be found in your Safety Management System.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

APRICOT ONLINE LTD

HEALTH AND SAFETY POLICY

GENERAL POLICY

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

Health and Safety General Policy Statement

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises.

Organisation

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records, pro-formas and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

Relevant legislation

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

Safety Arrangements

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

HEALTH AND SAFETY GENERAL POLICY STATEMENT

APRICOT ONLINE LTD

At Apricot Online Ltd we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Apricot Online Ltd recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature **Date**

Position

The policy is reviewed on a periodic basis.

ORGANISATION

Health and Safety Management Structure

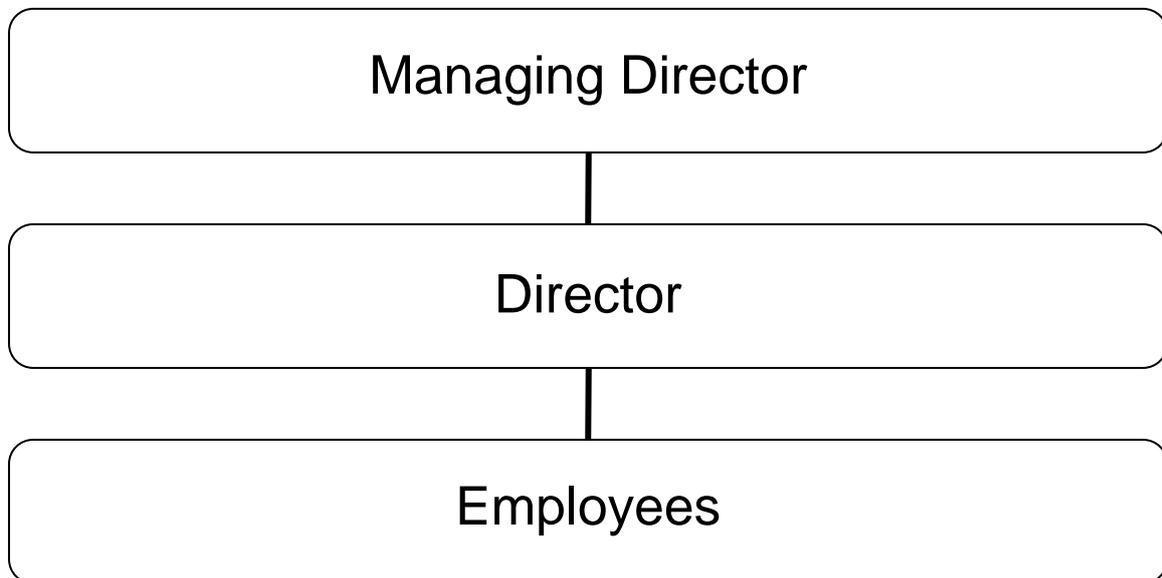
Introduction

The Managing Director has overall responsibility for the implementation of this policy.

The policy is executed through key personnel who have been allocated specific responsibilities for managing health and safety.

Emphasis is placed on recognising potential hazards and taking steps to minimise their effect on employees and others.

The organisational structure set out below shows the key personnel with health and safety responsibilities.



HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Managing Director has overall responsibility for health and safety matters. We have identified a need for and taken action on the key issues below.

THE MANAGEMENT OF HEALTH AND SAFETY

General

- Provide and resource an effective health and safety management system.
- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our client's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are undertaken and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks posed by asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated Safety Arrangements which are available following the responsibility table within this document.

MONITORING

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated. We also undertake an annual health and safety management review to determine whether our existing health and safety procedures and arrangements are adequate. This is achieved by completing an Annual Health and Safety Review form.

The continual review of the completed Annual Health and Safety Review records and the Periodic Workplace Checklists, along with our comprehensive Safety Records, helps us to check the effectiveness of our Safety Management System.

RESPONSIBILITY TABLE

This Responsibility Table illustrates the allocation of individual health and safety responsibilities to the personnel / management position identified within its header.

Key

MD - Managing Director

D - Director in charge of Safeguarding and Child Protection

Safety arrangements	MD	D
Managing Safety & Health at Work	✓	
Accident, Incident, Ill Health Reporting and Investigation	✓	✓
Workplace H&S Consultation - One-to-one	✓	✓
Risk Assessment and Hazard Reporting	✓	
Substance & Alcohol Abuse	✓	
Purchasing	✓	
New and Expectant Mothers	✓	
Employing Children & Young Persons	✓	
Lone Working	✓	
Health & Safety Training	✓	✓
Health & Safety of Visitors	✓	✓
Home Working	✓	
Action on Enforcing Authority Reports	✓	
H&S Information for Employees	✓	
Fire Safety - Arrangements and Procedures	✓	
First Aid	✓	
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	
Housekeeping and Cleaning	✓	
Windows, Glass & Glazing in the Workplace	✓	
Access, Egress, Stairs & Floors	✓	
Workplace Signs	✓	
Electrical Safety	✓	
The Provision, Use & Maintenance of Work Equipment	✓	
Office Equipment	✓	
Slips, Trips & Falls	✓	
Work Related Upper Limb Disorders WRULD	✓	
Manual Handling	✓	
Display Screen Equipment & DSE User Eye Tests & Spectacles	✓	

Safety arrangements	MD	D
Asbestos at Work-No Survey & No Off Site Risk	✓	
Stress in the Workplace	✓	
Aggression & Violence in the Workplace	✓	
Work with Children	✓	
Contractor Control & Management	✓	

Note:

Those persons who have been allocated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by other persons and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have completed records for the areas under their control and together should ensure that the organisation has, collectively, covered all aspects of safety management for that subject.

RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The BusinessSafe Online Reference Library contains a similar list which will always be up-to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the BusinessSafe 24 Hour Advice Service on 0844 892 2772.

- Building Regulations 2000
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Classification, Labelling and Packaging of Substances and Mixtures Regulations 2008
- Confined Spaces Regulations 1997
- Construction, Design and Management Regulations 2007
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2005
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 as amended
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998 as amended 2008
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Export and Import of Dangerous Chemicals Regulations 2005
- Factories Act 1961
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 amended 1993
- Gas Appliances (Safety) Regulations 1995 as amended
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989 as amended
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998

- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999 as amended
- Manual Handling Operations Regulations 1992 as amended
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Notification of Employment of Persons Order 1964
- Offices, Shops and Railway Premises Act 1963
- Personal Protective Equipment Regulations 1992 as amended
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 as amended
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 and 2003

SAFETY ARRANGEMENTS TABLE

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	2014-1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	2014-2
SA1-5	Workplace H&S Consultation - One-to-one	2014-1
SA1-6	Risk Assessment and Hazard Reporting	2014-2
SA1-8	Substance & Alcohol Abuse	2014-1
SA1-9	Purchasing	2014-1
SA1-11	New and Expectant Mothers	2014-2
SA1-12	Employing Children & Young Persons	2014-1
SA1-13	Lone Working	2014-1
SA1-14	Health & Safety Training	2014-1
SA1-15	Health & Safety of Visitors	2014-1
SA1-18	Home Working	2014-2
SA1-21	Action on Enforcing Authority Reports	2014-1
SA1-23	H&S Information for Employees	2014-1
SA 2-1	Fire Safety - Arrangements and Procedures	2014-2
SA3-1	First Aid	2014-2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	2014-2
SA3-3	Housekeeping and Cleaning	2014-2
SA3-10	Windows, Glass & Glazing in the Workplace	2014-1
SA3-9	Access, Egress, Stairs & Floors	2014-2
SA3-11	Workplace Signs	2014-1
SA4-1	Electrical Safety	2014-1
SA4-2	The Provision, Use & Maintenance of Work Equipment	2014-1
SA4-4	Office Equipment	2014-1
SA4-8	Slips, Trips & Falls	2014-1
SA5-6	Work Related Upper Limb Disorders WRULD	2010/1
SA5-9	Manual Handling	2012/3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	2010/1
SA5-16H	Asbestos at Work-No Survey & No Off Site Risk	2011/1
SA5-18	Stress in the Workplace	2010/1
SA5-19	Aggression & Violence in the Workplace	2010/1
SA6-14	Work with Children	2010/1
SA7-2	Contractor Control & Management	2010/1