

HEALTH and SAFETY POLICY



Contents

1. Health and Safety Policy Statement	3
2. General Health and Safety Responsibilities	4
3. Arrangements	5
3.1 Risk Assessment	6
3.2 Information, Instruction and Training	7
3.3 Fire Safety and Evacuation Procedure	8
3.4 First Aid Arrangements	10
3.5 Reporting Accidents and Incidents	10
3.6 Safety Signs	10-11
3.7 Manual Handling	11-12
3.8 Slips and Trips	16
3.9 Use of Step Ladders	17
3.10 Lift Trucks	18
3.11 Yard	19
3.12 Contractor Safety	20
3.13 Safety Rules	21



1. Health and Safety Policy Statement

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees also have a duty to take care of their own health and safety and others who may be affected by their acts or omissions.

To fulfil these duties, it is our intent to ensure that responsibilities are clearly defined and fulfilled at all levels within the organisation.

We will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that the proper provision for health and safety can be made
- Risk assessments are carried out and periodically maintained
- Work is organised and maintained so it safe and without risks to health
- All employees are provided with such information, instruction and supervision as is necessary to secure their health and safety at work and the safety of others who may be affected by their activities
- Arrangements for the use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All plant, equipment and machinery are safe and without risk to health
- The working environment is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for welfare at work
- The place of work is safe and that there is safe access to and from the workplace; and
- Monitoring activities are undertaken to maintain Company standards

It is the duty of employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operate with the Company in fulfilling its statutory duties.
- Not to interfere with or misuse anything provided in the interest of health and safety
- Adopt the attitude of 'See it, sort it or report it' approach

Signed:

Director:

Date:

2. General Health and Safety Responsibilities

The company has the following responsibilities towards employees:

- Ensure they are aware of the Company's Health and Safety Policy
- Ensure employees are provided with health and safety information and training
- Enforce the safety rules and procedures that are applicable within the business
- Consult with staff on matters affecting their health and safety
- Ensure appropriate safety equipment is provided and used
- Ensure that identified hazards are suitably controlled; and
- Monitor arrangements and conditions to ensure effective health and safety

All employees are expected to:

- Co-operate with the company on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report any health and safety concerns to their manager or a director of the business

Consultation

We maintain effective health and safety by clearly communicating respective safety responsibilities and consulting with our employees. We take time to listen and talk about:

- **Health and safety and the work our employees do**
- **How risks are controlled**
- **Training requirements; and**
- **Any concerns on how health and safety is being managed**

We consult by discussing the safety related aspects of work. We display the Health and Safety Law Poster at our workplace.

3. Arrangements

Morco Products will maintain suitable arrangements, measures and procedures to effectively manage health and safety within the business.

Company responsibilities include ensuring we provide:

- A safe place of work
- Safe plant, equipment and systems of work; and
- Employees with relevant information, instruction and training

Our employees have an important role in helping to:

- Work safely – taking care of their own safety and that of their co-workers
- Use equipment, machinery and materials safely and in accordance with any training and instruction
- Use any personal protective equipment correctly; and
- Let us know of any safety problems or unsafe conditions

In this section, we set our approach to the following:

- Risk Assessment (including COVID-19)
- Information, instruction and training
- Fire safety and emergency procedures
- First aid arrangements
- Reporting accidents and incidents
- Safety Signs
- Manual Handling
- Slips and Trips
- Use of Step Ladders
- Lift Trucks
- Yard Safety
- Contractors; and
- Safety Rules

3.1 Risk Assessment

Risk assessments are about identifying and managing foreseeable risks.

It is how we identify the hazards associated with our work activities and workplace.

A hazard is simply something that can cause harm – a slippery floor for example. Risk is the chance of anyone suffering harm from a hazard. The more slippery the floor is, and the more people walk across the floor, the greater the risk of someone falling and being injured



We recognise the benefits of carrying out suitable and sufficient risk assessments to help identify and manage foreseeable risks. Our approach to risk assessment:

- Considers hazards associated with our work activities
- Considers who might be harmed – our employees and all those who might be affected by our work activities
- Evaluates the risk and we take measures and precautions to manage the risk so that any remaining risk is low

An example for slips and trips is shown below:

Slips and trips

Morco will ensure that all staff are made aware of the potential slips and trips that may occur within the workplace. Morco Products Ltd will also ensure that we comply with all relevant legislation in particular the Health and Safety at work Act 1974 which states the duties of employers to the maintenance of plant and systems of work so far that it is reasonable, practicable, safe and without risk to health.

POTENTIAL HAZARDS TO BE AWARE OF

- **Water, grease or oil spilt on the floor**
- **Icy stairs and pathways**
- **Loose mats and rugs**
- **Poor lighting**
- **Empty boxes and packaging**
- **Obstructions and objects left on the floor**
- **Trailing air lines and cables**

Control measures

- Good house keeping
- Hygiene and sanitation relating to COVID-19
- Any spill cleaned up immediately
- Wet floor sign available to make staff aware of the danger
- Adopt the attitude of 'See it, sort it or report it' approach to dealing with slip and trip hazards
- Wear suitable footwear with good grip and no/ low heel
- Safety footwear for persons working in warehouse/ workshop and on customers premises
- Waste bins provided, and waste regularly removed from buildings
- Floor surfaces and coverings in good condition
- Good lighting
- Steps provided with accessible handrails and steps in good condition
- Trailing cables avoided and not routed across walkways
- All pathways salted during icy conditions
- Always walk on designated walkways"

Our risk assessments are recorded, and the relevant findings communicated to our employees.

3.2 Information, Instruction and Training

Everyone who works for us needs to know how to work safely and without risks to health

We deliver relevant information, instruction and training based on the findings of our risk assessments, making sure everyone has the right information on:

- Hazards and risks they may face
- What control measures are in place to deal with the hazards and risks; and
- How to follow emergency procedures

At induction, we deliver general safety information and job-specific safety training covering:

- Relevant hazards, risks and control measures in the workplace
- Job-specific safety information and instruction
- Required personal protective equipment
- Emergency/ fire procedures
- First-aid arrangements; and
- How to report accidents and incidents

In addition, we provide safety training:

- In the event of new or increased risks; and
- Periodic refresh to maintain/ update skills

3.3 Fire Safety and Evacuation Procedure

We comply with the Regulatory Reform (Fire Safety) Order 2005 by carrying out a fire risk assessment of our premises to identify potential fire hazards and put in place suitable preventive and protective measures.

We maintain our premises so that:

- Fire exits and escape routes are accessible and can be used at all times
- Fire extinguishers are easily accessible
- Fire exits and escape routes are suitably signed; and
- A suitable means for raising the alarm is maintained

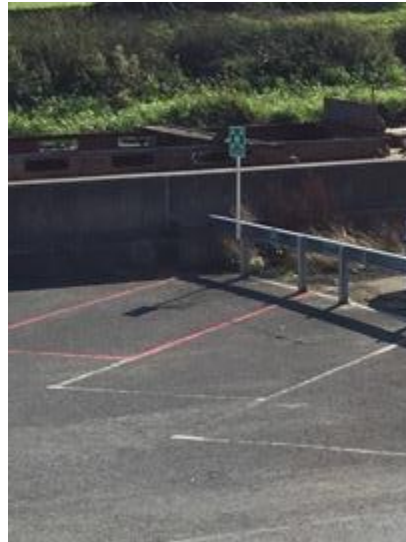
Our emergency procedures are clearly communicated, and our fire evacuation procedure is tested at least annually.

In the event of a fire:

- Sound the alarm
- Call the fire brigade by dialling 999
- Leave the building immediately using the nearest exit
- Close all doors behind you



Report to the assembly point: **Car Park across the road from the main entrance to the premises**



Please help us to ensure effective fire safety by making sure:

- The fire escape routes and exits are unobstructed
- Fire extinguishers and alarm call points are clear and accessible



3.4 First Aid Arrangements

We maintain suitable first aid arrangements, on site there are two first aiders. There are suitable stocked first aid boxes provided to our employees giving details of first aid arrangements. The First Aid box is stored in 'office 1' in the warehouse building which is clearly labelled and the second is located in the kitchen within the sales office clearly labelled.

3.5 Reporting Accidents and Incidents

- All accidents and property damage incidents must be reported immediately to your line manager depending on the severity.
- All accidents will be investigated to identify what happened and determine whether any measures must be implemented to prevent a recurrence.
- All our employees are expected to fully cooperate with any accident investigation.
- We recognise our obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and maintain procedures to ensure that reportable events are reported to the relevant enforcing authority.

We want to know about all accidents, so we can:

- Find out what happened
- Meet legal requirements; and
- Most importantly identify why the accident happened and take steps to prevent similar accidents



3.6 Safety Signs

We have a range of safety signs displayed around the premises. The meaning of each type of sign is summarised below:

Prohibition

Directed at stopping dangerous behaviour e.g. restricting the speed of fork lift truck and transport



Warning – Tell people to be careful of a particular hazard e.g. fork lift trucks operation



Mandatory action – Instruct people to take a specific action e.g. Protective footwear must be worn



Fire Fighting Equipment - Identify specific type of equipment e.g. 'Fire extinguishers'



Safe Condition – Identify safe behavior or places of safety e.g. 'First aid'

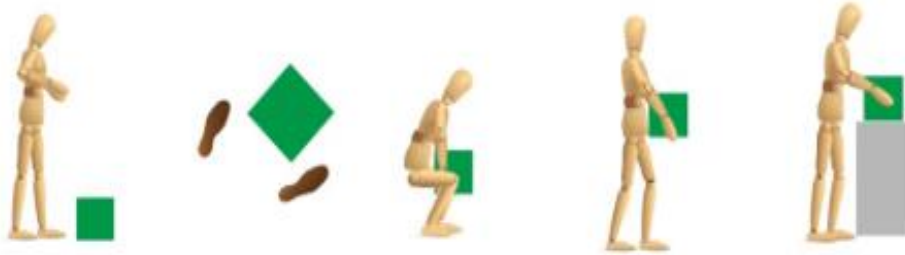


All employees are expected to fully comply with safety instructions.

3.7 Manual Handling

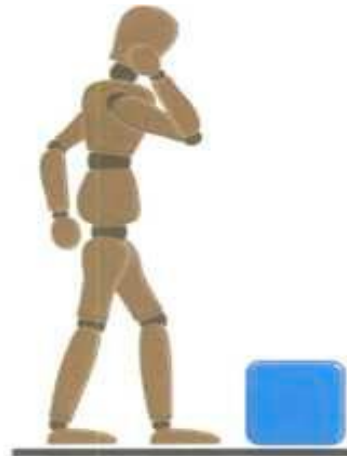
As a priority we aim to eliminate or reduce manual handling wherever possible and, specifically, the handling and movement of items by making use of lift trucks, pallet trucks and trolleys. This reduces the need to lift, handle and carry items.

Whether you are based in the Office or Warehouse there will potentially be a need to handle items and the following good practice should be followed to ensure we continue to work safely:



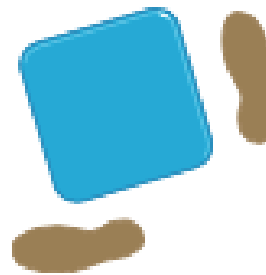
A. PLANNING THE LIFT

- Think before handling/lifting. Plan the lift/handling activity. Where is the load going to be placed?
- Use appropriate handling aids where possible. Will help be needed with the load?
- Remove obstructions, such as discarded wrapping.
- For long lifts, such as from floor to shoulder height, consider resting the load mid-way on a table or bench to change grip



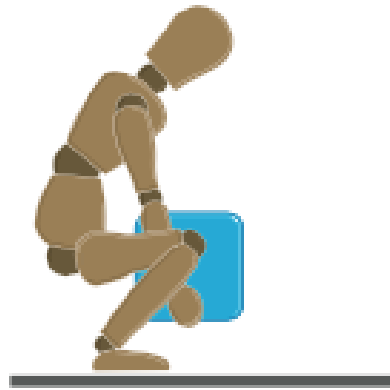
B. ADOPT A STABLE POSITION

- The feet should be apart with one leg slightly forward to maintain balance
- Try to keep load between the knees to ensure stability and load within centre of gravity – Helps prevent overbalancing
- Be prepared to move the feet during the lift to maintain a stable position
- Ensure a good hand hold – Where possible hug the load as close as possible to the body – This may be better than gripping it tightly only with the hands



C. LIFTING

- Moderate flexion (slight bending) of the back, hip and knees at the start of the lift is preferable
- Avoid stooping
- Avoid fully flexing the hips and knees (full/ deep squatting)
- Don't bend the back any further while lifting – This can happen if the legs straighten before starting to raise the load



D. AVOID TWISTING

- Keep shoulders level and facing the same direction as the hips
- Turning by moving the feet is better than twisting and lifting at the same time
- Avoid twisting the back or leaning sideways especially while the back is bent



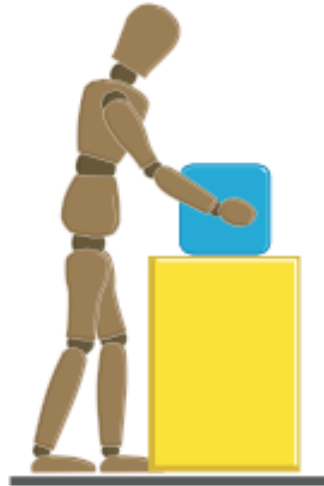
E. KEEPING THE LOAD CLOSE TO THE WAIST

- Keep load close to waist for as long as possible while lifting
- Distance of the load from the spine at waist height is an important factor in the overall load on the spine and back muscles
- Keep the heaviest side of the load next to the body
- If a close approach is not possible, try to slide it towards the body before attempting to lift it



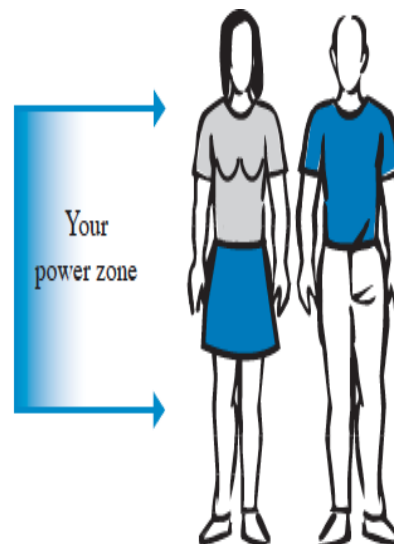
F. LOWERING

- Put down the load, then adjust
- If precise positioning of the load is necessary, put it down first, then slide it into the required position
- Lowering – Same principles as lifting



Power Zone – Best Position for Lifting and Handling

- Above the knees
- Below the shoulder; and
- Close to the body



Team Lifting

Team lifting should only be used where there is no other solution available. Where the method is used there must be:

- ✓ A clear handling procedure
- ✓ The number of workers needed determined
- ✓ One person appointed to coordinate
- ✓ Team members should be of similar capacity and stature
- ✓ Use of aids to assist with handling where possible
- ✓ Use a clear, pre-agreed lift command e.g. 1,2,3 lift
- ✓ Enough space to manoeuvre as a team; and
- ✓ What to do in an emergency e.g. alerting team members of a problem

Using the Transport Equipment

Employees should use the mechanical transport equipment such as a pallet truck where possible to avoid carrying items and should be used in particular for large, awkward and heavier items and across longer distances.

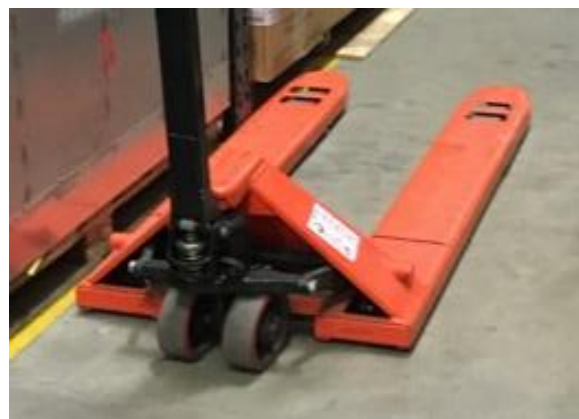
Pulling is generally preferred to pushing where possible and on a practical basis the following should be understood:

- A person cannot see where they are going whilst walking backward; and
- If a person pulls whilst facing the direction of travel, the arm is often stretched behind the body – An awkward posture for the shoulder and back. Be careful and aware of this.



Before using transport equipment the user should carry out a pre-use check to make sure it is safe and good to use. The check should include making sure:

- There is no obvious damage
- Handles clear and unobstructed
- Wheels not damaged or blocked/obstructed so they will not work properly
- Pallet in good condition and pallet load organised safely



When pulling:

- ✓ Do not overload or exceed safe working load of equipment
- ✓ Make sure you can see where you are going
- ✓ Hands should be positioned slightly above waist height
- ✓ All effort should be channelled through the legs
- ✓ Keep close to the load

3.8 Slips and Trips

Slip and trip accidents are largely preventable by good housekeeping and maintenance. If you see a problem – such as a trailing cable or a box causing an obstruction across a walkway either sort it yourself or report it - either way don't walk by and assume someone else will take care of it – let's work together to tackle the hazard

Trip hazards

Look out for and help tackle the following:

- Avoid trailing cables across walkways
- Report any damage to floor surfaces or coverings
- Make sure boxes or other items are correctly stored
- Keep your work area tidy – Clean up as you go
- If lighting is a problem – Lights too low, lights out or glare – Please report it



Slip Hazards

If you see a potential slip hazard:

- Sort it or report it immediately
- Use cleaning materials to clean the floor to remove the hazard and clean, dry the floor surface
- Use the wet floor signs for as long as necessary (until floor dry) and then remove sign



3.9 Use of Step-Ladders

If you need to place or retrieve something at height make sure you only use suitable equipment such as a stepladder

Never climb on:

- ❖ Machines
- ❖ Chairs
- ❖ Table; or
- ❖ Similar unsuitable items



- Before using a ladder carry out a pre-use check for any obvious signs of damage, disrepair or contamination:
 - Check the locking bars
 - Check the feet
 - Check the step ladder platform
 - Check the steps/ treads
 - Check the stiles
- Ensure there is sufficient space to fully open the ladders
- Use the locking devices



- Wear shoes that will not slip on the step surface or clothes that could catch your heel on when mounting the step
- Avoid holding items when climbing
- Have items passed from and to a work colleague working from the floor where appropriate
- Ladders should only be used for light work – No more than 10kgs
- At the work position keep both feet on the same step throughout the task
- Do not overreach – Keep the belt buckle (navel) within the stiles
- Avoid side-on working
- Do not stand and work on the top 3 steps (including the step forming the very top of the step ladder) unless there is a suitable handhold
- Maintain 3 points of contact with the ladder – Two feet/ one hand or two feet and legs/ torso



3.10 Lift Trucks

Lift trucks operate on the premises.

General rules applicable are:

- A maximum speed limit of 5 mph is in force
- Only trained persons are authorised to use the lift trucks
- Pedestrians in the yard must use the dedicated footpath and crossing point. A high visibility vest or other similar clothing must be worn should the footpath not be used
- Pedestrians must use the pedestrian doors and not enter/ exit a building using the transport doors
- Do not approach an operating lift truck



- Standing or walking under raised forks or a load is prohibited

Operators must always:

- Carry out a daily pre-use check
- Use restraints wear fitted
- Look around before moving off
- Travel at suitable speed – Maximum speed limit is 5 mph
- Travel with forks lowered, but clear of the ground
- Slow down at corners, doorways and any other area of restricted visibility – Sound horn
- Face the truck and use the steps and handholds when getting in or out
- Do not travel with a bulky load which blocks your view
- The truck should be parked with forks fully lowered, neutral selected, parking brake applied and the keys removed.



3.11 Yard Safety

Any person crossing the yard must use the provided footpath and crossing point.



- If at any time you are not able to use the provided footpath you must wear a high visibility vest or similar clothing and maintain a high level of vigilance – At no times should any person walk or remain behind a reversing vehicle
- If any member of staff enters the warehouse they must wear a high visibility vest.



3.12 Contractor Safety

As a client we recognize that we do have a significant influence over the way a contractor's work will be carried out on our premises and we will follow some simple steps through the 3 phases of:

- Selecting a contractor
- Planning the work; and
- Monitoring the work

We will endeavor to ensure that what is done is reasonable in the circumstances and the job runs smoothly and safely.

When selecting a contractor we will consider using a range of checks, this will include:

Safety related considerations including:

- Example risk assessment/ method statements
- Relevant staff training
- Access to specialist safety advice



We will provide the contractor with relevant information:

- Emergency procedures
- Reporting an accident or incident
- Site rules
- Any personal protective equipment (PPE) requirements; and
- Permit requirements e.g. for any hot work



We will monitor the contractor's work to ensure that the contractor is working to agreed safety standards

3.13 Safety Rules

All employees are responsible for their safety and the safety of their co-workers.

All employees must understand and comply with the following safety rules:

- If you require to smoke, please use the designated smoking area which is in the far left hand side of the main car park with a cigarette bin provided.
- Keep to the designated walkway in the yard
- Clear up or report any spills immediately
- Remove or report any trip hazards and obstructions
- Carry out pre-use checks before using equipment – Including lift trucks, ladders and transport equipment. Simple checks help to ensure your own safety
- Use the protective equipment provided
- Fork lift trucks operate on the premises – Do not approach an operating fork lift truck
- Report any defects or problems with machinery and equipment immediately
- Report any accidents immediately to a member of the Management Team
- Follow the COVID-19 Social Distancing, Hygiene & Sanitation guidelines

I have read and understood the safety rules and confirm that I will always work in accordance with these rules and instructions.

Signed:

Date:

Print Name:



<u>Date</u>	<u>Revision</u>	<u>Changes</u>	<u>Responsible</u>
29.05.2019	Version 1.0	Original	William Hildyard
09.06.2020	Version 1.1	Revised wording	David Redford