

HEALTH & SAFETY POLICY FOR DIRECTA (UK) LIMITED

Health & Safety at Work Act 1974

1. As a company we obviously seek to provide the safest and healthiest working environment possible for our employees and ensure safe working practices are being followed. We will update our Health & Safety Policy to cover any changes in working practice and ensure current systems of work and work instructions have adequate control. However, we must all accept a level of responsibility towards this end.
2. Set out below are the company's general policy principles which should be strictly adhered to by each and every employee.
3. Health & Safety Law
The Poster covering the above is displayed in the warehouse. The training of all staff will be undertaken by the departmental supervisor/manager. Job specific training will only be carried out by qualified personnel. Health and Safety advice is available from the Directors via your Manager.
4. Accidents & First Aid
The Company provides first aid supplies which are located in the warehouse office. The first aiders are Sue Korten on extension 227 and James Turrell who can be contacted on extension 252.

Accidents are to be recorded in the accident book which is kept in the locked cupboard within the Warehouse.

Health & Safety will be monitored from the above and any 'near miss' investigations will be carried out by the Warehouse Manager.

- 5a. Maintenance of Plant and Equipment Machinery
The Warehouse Manager will be responsible for identifying all plant and machinery requiring maintenance.

Records of service and inspection of all plant and machinery is kept in Warehouse office.

Do not use plant or machinery until you have been trained.

The company shall not be held responsible for any injury to employees arising from the misuse of plant/equipment/machinery, etc. provided by them for the use of its employees or for any injury arising from irresponsible, irrational, reckless or malicious behaviour on the part of any of its employees.

Any problems found with plant or machinery/equipment must be reported immediately to the Warehouse Manager.

5b. Main Office Block & Marketing Office

All computer equipment including VDU's and printers along with any other electrical items are supplied by Softlink Solutions contract.

Monitored by Softlink Solutions

Records will be kept in the Warehouse office.

5c. Warehouses and Office

The Warehouse Manager is responsible for the visual inspection of all other plant and electrical equipment. Records will be kept in the Warehouse office.

6. Risk Assessment

The Company has drawn up a 'general and fire risk assessment'. This covers all day to day activities and fire hazard. Risk assessment is reviewed annually and updated. The Warehouse Manager will be responsible for ensuring the action required is implemented.

7. New Starters

All new staff will receive copies of updated 'Health and Safety Policy for Directa (UK) Ltd.', Fire Notice and Fire Drill Instruction, Company Quality Policy and any work instruction specific to their job. Risk assessment associated with warehouse duties will be issued to warehouse staff. They will be trained by their supervisor or manager.

8. Fire

The company has 2 Trained Fire Marshalls who are Tony Coke and Luke Hicks

In the event of fire two appointed staff will sweep the building to make sure offices and warehouse are clear. They are Tony Coke who will check main office block and Mark Johnson will check warehouses and associated offices. Paul Ryan will check Marketing office 1st floor.

The company provides fire-extinguishing equipment complying with Fire Regulations, together with instructions for the correct use of the same. In the case of fire, or suspected fire, employees should:

- (a) Not PANIC
- (b) Sound fire alarm
- (c) Upon hearing the fire alarm, whoever is manning Reception will IMMEDIATELY dial 999 and summon the Fire Brigade
- (d) You must immediately vacate the area and proceed to the side car parking area for assembly with your Supervisor. In the event that it is unsafe to report to the side car parking area, the marshalling area shall be the front car parking area.
- (e) Do NOT stop to gather handbags, wallets, coats, etc.
- (f) If practicable and SAFE, please close all doors and windows behind you.
- (g) Do NOT attempt to fight the fire unless it is SAFE to do so and at all times ensure that you have a speedy and clear path of exit. DO NOT GET TRAPPED.
- (h) If in doubt, do NOT fight the fire – GET OUT.
- (i) Following evacuation, employees should wait quietly in the marshalling area for roll call and instructions from the Directors/or Fire Marshall. Do NOT leave the vicinity.
- (j) Supervisors/Managers shall be responsible for ensuring that ALL their staff, visitors, etc. have left the building. Each departmental manager will be responsible for a roll call of their staff and their visitors. They MUST advise a Director or Fire Marshall that everyone is accounted for.
- (k) Fire Marshalls will sweep the building to ensure no one is left inside.

9. The company has established a private health scheme for the use of employees with over one year's service with the company. Any enquiries in this respect should be addressed to Mrs. C. Thompson.

10. Safety

In the case of any substance which the company's employees may be called upon to handle in the course of their work, the company undertakes to ensure as far as reasonably practicable that such substance shall be safe and without hazards to health.

For the safety of our employees and other persons visiting the company's site at Cold Norton, a speed limit of 10 mph for motor vehicles has been imposed on this property. This must be strictly adhered to.

The Supervision of the manoeuvring of delivery vehicles will be carried out by goods-inwards supervisor, who may request assistance.

Fork trucks are in constant use in the warehouse, all staff other than warehouse personnel should avoid aisles used by fork trucks unless otherwise instructed.

Visitors must be accompanied on site.

The company expects from its employees the following:

1. It is the duty of each employee whilst at work:
 - (a) To take reasonable care for the health and safety of him/herself and of others who may be affected by his/her acts or omissions at work.
 - (b) to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company by or under any of the relevant legislation to enable that duty or requirement to be performed or complied with.
 - (c) No employee may intentionally or recklessly interfere with or misuse any item provided by the company in the interests of health, safety or welfare.
2. Employees are required to leave the toilet areas in a clean and sanitary condition, not to dispose of items of food, etc. in such a way as to cause a health hazard and to carefully extinguish all cigarettes outside the building.
3. Smoking is not allowed inside the building at any time for whatever reason. This is in the interests of safety, health and to promote a clean and pleasant working environment.
4. Untidy/overcrowded working areas are a health hazard which can easily be avoided. Employees are required to take all reasonable steps to this end.
5. In short, all employees are required by the company to conduct themselves in a reasonable manner for the health and safety of themselves and others.

Finally, any problems, queries, etc. relating to health and safety should be referred to your immediate superior, who will raise the matter at Director level if necessary.

C. Thompson - Director

ISSUED JUNE 2018