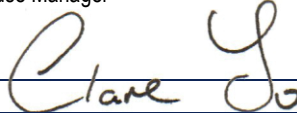



Health and safety policy

This is the statement of general policy and arrangements for: School Aid (Name of company)		
Clare Junak (Name of Employer/Senior manager)		has overall and final responsibility for health and safety
Thomas Broom (Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	Regular review of safety procedures in the warehouse environment.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	Program of induction for new volunteers, regular volunteer updates that include changes in the warehouse.
Engage and consult with employees on day-to-day health and safety conditions	Operations Manager	Regular consultation with volunteers on health and safety in the warehouse.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Operations Manager	Fire policy and procedure in place with regular fire drills scheduled.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Warehouse Manager 	Upkeep of equipment and storage of gas monitored by Warehouse Manager.
Signed: * (Employer)		

You should review your policy if you think it might no longer be valid, eg if circumstances change, if you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Outer office wall
First-aid box is located:	Office
Accident book is located:	Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

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Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **School Aid**

Date of risk assessment: **8th August 2018**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Work at height	Staff could suffer serious injury or fatality if falling from height	High level storage racks are accessed by fork lift operated by a trained driver. Ladders regularly checked to be in good order; only used on a flat surface; users instructed never to overreach.	Continue to monitor equipment used to work at height.	WM	Ongoing	
Use of fork lift truck	Serious injury/fatality to driver and anyone in the area if FLT overturns, crashes, drops loads or dislodges loads from storage shelves.	Truck serviced in accordance with manufacturer's instructions. Gangways and aisles kept free to allow safe movement. All workers cleared from the area when pallets are loaded/unloaded. Truck only operated by trained and certificated personnel.	Renew forklift license and training as necessary.	OM	Ongoing	
Falling objects	Volunteers working in packing area could be injured.	Items on pallets on shelving always wrapped. Anti collapse mesh installed to prevent items from falling into populated area. Shelving units bolted to the floor.	Maintain racking and shelving and carry out annual independent inspection.	OM	Ongoing/annual	
Manual handling	Back injury to volunteers resulting in long term health problems and decreased mobility	Instruction in safe lifting and moving techniques given to all volunteers on induction. Use of forklift and pallet lift for heavy loads. Where manual handling cannot be avoided staff/volunteers are instructed to break down packs into smaller loads; always ask for assistance for larger and bulky objects; protective gloves available to give a better grip and reduce the risk of dropping items.	Monitor practical application of lifting policy and update as necessary.	OM	Ongoing	
Concrete dust	Forklift operator may be exposed to concrete dust generated from the forklift moving goods around the warehouse.	Resin floor laid to prevent dust caused by forklift use. Hiring of an industrial vacuum to remove dust from the warehouse floor when required.	Monitor dust levels monthly and proceed with removal when appropriate.	OM/WM	Ongoing	

Slips, trips and falls	Staff, volunteers and visitors could be injured if tripping over or slipping on spillages, this could be of particular concern in the event of an emergency evacuation.	Staff and volunteers all made aware of need for good housekeeping and to report any hazards immediately. "Sensible" shoes to be worn in the warehouse. Adequate lighting to be maintained.	Continue maintenance of warehouse environment.	WM	Ongoing	
Hygiene/Welfare	Ill health may result if facilities not maintained.	Toilet and handwashing facilities are available. First aid equipment and a trained person on site. Overhead and portable heater in main warehouse, carpet provided for heat retention in packing area. Facilities available for hot and cold drinks and snacks (see also electrical equipment).	Continue maintenance of warehouse environment.	OM	Ongoing	
Traffic movement	Injury to pedestrians and drivers; damage to vehicles.	Limited amount of traffic outside the warehouse, entrance only used by School Aid. All volunteers aware of need to take care when walking from car park.	No	OM		
Driving on the highway driver working alone	Road traffic accident. Vehicle breakdown. Fatigue if driving long distances.	Volunteers not expected to drive long distances without breaks. Trips are planned in advance.	Ensure that the School Aid Van is properly maintained and that all drivers have current and valid driving licenses.	OM	Ongoing	
Portable electrical equipment – fridge, kettle, microwave hoover, work equipment.	Electrocution if not properly maintained. Fire if not maintained or if sockets are overloaded.	Sockets are not overloaded. Damaged or faulty equipment is taken out of use immediately.	Carry out visual inspections as part of monthly housekeeping monitoring. Arrange for PAT (portable appliance testing) by a competent person annually.	OM	Ongoing /pat testing annually in Sept	
Electrical installation/wiring	Fire if not maintained – failure to comply with Electrical Equipment & Wiring Regulations.	All wiring work undertaken in the warehouse is performed by a qualified electrician.	No	OM		
Office work	Discomfort and potential ill health.	Heating, ventilation, lighting and general housekeeping are adequate.	Continue to monitor	OM	Ongoing	
Using the computer	Eye strain.	Users able to take regular breaks from screen work. Workstation assessments completed.	No	OM		

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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