

Health & Safety Policy

The purpose of this policy is to set out our general approach to protecting health and safety and adverse effects on the environment.

Scope

This policy applies to managers at all levels, all staff involved in administrative or operational duties, maintenance staff and drivers.

In particular, the following managers have:

1. The overall and final responsibility for health and safety is Jack Proud
2. Day-to-day responsibility for ensuring this policy is put into practice is Jack Proud

Policy statement

This policy statement is our commitment to protecting the health and safety of our staff, customers, contractors, visitors and the general public. Each commitment lists the actions and arrangements in place to achieve this.

1. Comply with relevant health and safety laws and regulations, collective agreements on health and safety and other requirements to which the company is required to do so.
 - Provide resources and funding to produce, manage and maintain a Health and Safety Management System that meets legal requirements (Plan, Do, Check and Act)
 - Conduct Health and Safety Committee meetings, record, and act on the findings.
 - Carry out audits, safety tours and inspections, record, and act on the findings.
 - Ensure the company has access to competent Health and Safety advice and guidance.
2. Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work
 - Identifying training requirements for all staff
 - Develop and maintain a training matrix.
 - Conduct induction training.
 - Conduct additional training as required.
 - Maintain training records.
3. Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
 - Produce policies and procedures and risk assess all areas where injury or illness could occur in accordance with current statutory legislation.
 - Produce written risk assessments and if applicable safe systems of work.
 - Provide those who require it the correct training to carry out their activities.
 - Provide PPE (free of charge) as identified within risk assessments and safe systems of work.

4. Engage and consult with staff on day-to-day health and safety conditions and matters.

- Include the relevant staff when carrying out risk assessments and safe systems of work.

5. Implement emergency procedures and evacuation in case of fire or other significant incidents.

- Carry out a Fire Risk Assessment in accordance with The Regulatory Reform (Fire Safety) Order 2005
- Implement the findings of the assessment.
- Provide Personal Emergency Evacuation Plans (PEEP) if required.

6. Maintain safe and healthy working conditions.

- Maintain the integrity of the building, working environment and welfare conditions.

7. Provide and maintain plant, equipment, and machinery

- Set up processes and procedures to ensure that all plant, machinery, and vehicles are maintained in accordance with legislation and manufacturers guidelines.

8. Ensure the safe storage and use of substances

- Carry out COSHH assessments and implement the findings.
- Adhere to the requirements of Material Safety Data Sheets (MSDS)

The Health and Safety poster, first aid box and accident registers can be found in the following easily accessible locations:

- Health and Safety poster is located: Transport Office
- First aid box is located: Transport Office
- Accident book is located: Transport Office



Jack Proud
Director

Date 01/04/2026