

Health & Safety Policy

Policy Statement

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition, we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas.
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities.
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate.
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives.
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness.
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance.
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.



Craig Haughton
Managing Director
March 2021

Organisation for Carrying Out the Policy

1.1 Company Overview

FixFirm are distributors of consumables, equipment, fixings and fasteners. The company employs over twenty employees.

The address and contact details of the company are:

FixFirm Limited
Pyke Road
Lincoln
Lincolnshire
LN6 3QS

Tel: 01522 500002
Fax: 01522 507475
Email: sales@FixFirm.com
Website: www.FixFirm.com

1.2 Responsibilities of the Directors

The Executive Directors, Bill Haughton (R&D Director), Tim Haughton (Marketing Director), Craig Haughton (Managing Director) and Jerry Haughton (Sales Director) recognise and accept the overall responsibility for health and safety, and will ensure that suitable and sufficient arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to the organisation.

The general responsibilities are to:

- Understand, initiate and monitor the effectiveness of the implementation of this policy and its arrangements, and ensure that any necessary alterations are made;
- Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
- Ensure that employees are engaged, informed and take active participation in the implementation of this policy and its arrangements;
- Ensure that adequate training is undertaken by employees to enable them to safely undertake their work duties;
- Ensure adequate liaison with relevant external bodies, e.g. enforcing authorities, emergency services, where necessary;
- Ensure that suitable arrangements are in place so that plant and equipment is provided and maintained and conforms to all relevant statutory provisions (e.g. guarding, examination and testing, etc.);
- Ensure that suitable arrangements are in place so that hazardous substances are marked, used, stored or handled in accordance with relevant guidance and procedures;
- Ensure that suitable arrangements are in place so that appropriate first aid, fire-fighting and any other relevant emergency equipment is provided and readily available;
- Ensure adequate emergency procedures are in place and that they are regularly tested;
- Ensure adequate procedures are in place to correctly report, record and investigate all accidents and incidents and that action is taken to prevent a reoccurrence;
- Take appropriate action when statutory and/or internal standards are breached;
- Ensure that health and safety is on the agenda at all relevant meetings; and
- Ensure that contractors understand and comply with the organisations' policies and procedures, and take action where compliance is not achieved.

Responsibilities of Managers and Supervisors, etc

The personnel listed below are responsible for ensuring that all health and safety arrangements are implemented and adhered to in the area of work for which they have control and responsibility:

Name	Position/Responsibility
Craig Haughton	Managing Director & Health & Safety Coordinator
Matthew Ransome	Building Maintenance and Fire Alarm Testing
Matthew Ransome	Forklift Trucks and Mechanical Handling Equipment

In addition, the general responsibilities of Managers and Supervisors, etc. are to:

- Ensure they, and all employees under their control, observe the requirements of this policy;
- Ensure that all employees under their control have received induction and further training, refreshed at periodic intervals, relevant to the tasks that they perform;
- Ensure that, where necessary, suitable and sufficient risk assessments/safe systems of work are in place for the tasks undertaken, area of work or individuals at work;
- Ensure that arrangements are agreed with contractors to avoid conflicts with work, and that where necessary, suitable risk assessments/method statements are in place and are being observed;
- Ensure that all relevant health and safety information is communicated or distributed;
- Ensure that their area of control is kept tidy, that good housekeeping is maintained and that any waste is removed promptly;
- Ensure that all work equipment is in good condition, adequately maintained and guarded;
- Ensure that all hazardous substances are marked, used, stored or handled in accordance with relevant guidance and procedures;
- Ensure, where appropriate, that suitable and sufficient personal protective equipment is provided to and worn by persons in their area of control;
- Instigate relevant emergency procedures, where necessary, else ensure that the procedures are regularly tested;
- Assess, follow up and record any health and safety concerns from employees, and ensure that they are dealt with, or referred, in a timely manner;
- Ensure that all accidents and incidents are correctly reported, recorded and investigated and that action is taken to prevent a reoccurrence; and

- Attend relevant health and safety meetings when requested.
- Managers and Supervisors are employees, and must also see Section 1.4 Responsibilities of Employees.

1.4 Responsibilities of Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy. All employees have a duty to ensure their own safety and the safety of others, e.g. co-workers, contractors working on the same premises and customers or visitors to the premises).

The general responsibilities of employees are to:

- Adhere to the information, instruction and training they have received;
- Not operate any vehicle or machinery that they are not competent and authorised to use;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Report all defects in plant, equipment or materials, or any other obvious health and safety hazards, accidents, injuries and dangerous occurrences to their Supervisor or Manager;
- Ensure that appropriate action is taken to rectify unsafe systems or actions; and
- Ensure good housekeeping at all times to prevent incidents where possible, e.g. cleaning up a spillage immediately after it has occurred.

Other responsibilities are detailed in the Health and Safety Handbook that accompanies this policy.

1.5 Responsibilities of the Health and Safety Consultant

Cope Safety Management Limited has been retained as an external safety advisor. This role has no executive authority.

In general, the responsibilities of the health and safety consultant are to:

- Assist the organisation with the implementation and monitoring of this policy and its arrangements;
- Conduct site safety inspections, at a frequency requested by the organisation;
- Provide assistance with the development, writing, implementation and monitoring of risk assessments/safe systems of work, etc.;
- Provide written and verbal support and assistance to representatives of the organisation with regards to health and safety; and
- Ensure that management are reminded of the need to review and revise the policy and its arrangements, as necessary.

Additional services may be provided by arrangement, e.g. accident and incident investigation and liaison with enforcing authorities, attendance at health and safety meetings, training provision, etc.

Various other Health & Safety policies relating to specific areas of Health & Safety are established within the company. These are available for inspection by arrangement.