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Health and Safety Policy

Department:	Human Resources
Policy Owner:	Executive Assistant
Approved Date:	January 2023
Date for Renewal:	January 2024
Version Number:	2.3

1.1 Purpose

Outline SMI's commitment to comply with health & safety legislation.

1.2 Statement of Intent

SMI recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers and other visitors to its premises under:
- The Health and Safety at Work Act 1974
- The Fire Precautions (Workplace) Regulations 1997
- The Management of Health and Safety at Work Regulations 1999

as well as other relevant legislation and common law duties of care.

1.3 Principles of the Policy

SMI will manage health and safety by:
- Controlling the health and safety risks at work.
- Involving employees in health and safety issues that affect them.
- Making sure that where employees work, and any equipment they use, is safe.
- Making sure that dangerous substances are stored and used safely.
- Making sure employees are provided with clear instructions and information, alongside adequate training, to ensure employees are competent to complete their work.
- Making sure employees can do their jobs through proper training.
- Trying to prevent accidents and cases of work-related ill health.
- Regularly checking that working conditions are safe and healthy.
- Implement emergency procedures, including evacuation in case of fire or another significant incident.
- Regularly reviewing this policy and making changes if necessary.

1.4 Responsibility for Health and Safety

1.4.1 Overall responsibility for health and safety belongs to: *Carlos Prisgrove, Operations Director*

1.4.2 Day-to-day responsibility for ensuring this policy is implemented: *Kerry Howard, People Director*

1.4.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Responsibility:	Name:
1) Emergency Evacuation	Fire Marshalls, trained employees at both sites

2) H&S induction	Direct Line Manager and HR Portal induction training
3) H&S risk assessment	Executive Assistant- Head Office Operations Director- Distribution Centre
5) First Aid	First Aiders, trained employees at both sites
6) Accident recording, investigating, and reporting	Executive Assistant
7) Maintaining equipment	Operations Director

1.4.4 Employees are responsible for:
- Co-operating with people who are responsible for health and safety.
- Using safety and Personal Protective equipment when it is necessary.
- Taking reasonable care of their own health and safety.
- Reporting health and safety concerns to the right person as written in this policy.

1.5 Arrangements for Health and Safety
SMI will meet the commitments made in our Statement of Intent, through various systems and processes, implemented in line with legislative requirements. Please below as to how we ensure the health and safety of our employees and others:

1.5.1 Risk Assessment
Our Operations Director and Executive Assistant will perform regular Health and Safety risk assessments at their respective sites.
The results of the risk assessments will be given to the Executive Assistant and flagged elements will be addressed in this policy.
The Executive Assistant will monitor that the actions taken have reduced the risks.
Assessments will be carried out every 12 months at a minimum, or when there is a change to the way we work.

1.5.2 Training
General Health and Safety induction training will be provided for all employees via our HR Online Portal, overseen by the employee's direct line manager. These modules include, but are not limited to:
- Effective home working and wellbeing
- Manual Handling for low-risk environments
- Stress in the Workplace
- Fire Safety Awareness
- Display Screen Equipment

In addition, job specific training such as Forklift Operations is provided where necessary.
Training and induction records are kept by the Executive Assistant, who is also responsible for organising any additional training required by an employee.

1.5.4 Fire and Evacuation
The Fire Wardens is responsible for making sure that the fire risk assessment is completed annually, with

any action points carried out.

Fire extinguishers are maintained and checked by the Fire Wardens every 12 months. The Wardens will also be responsible for conducting fire alarm inspections every 6 months and weekly fire alarm testing.

Escape routes are to be well always signed and kept clear, with review by the People Director to take place every 6 months.

Emergency lighting testing will be conducted, including a monthly 'Flick Test' and annual duration test in line with BS 5266-1; this will be carried out by the Fire Warden team.

The Emergency evacuation will be tested no less than every 12 months. The evacuation procedure is:

If the alarm sounds:

- Evacuate the building immediately by the nearest exit, ensuring any visitors leave the building.
- Follow the Fire Wardens to the designated evacuation point, do not put yourself at risk and leave all possessions behind.
- Assemble at the Evacuation point, towards the rear of the car park.
- If you notice that a co-worker is not at the point, inform the Wardens immediately.
- Do not re-enter the building for any reason until the Fire Officer or Fire Brigade confirm that it is safe to do so.

If you discover a fire

- Raise the alarm by operating the broken glass switch at the nearest fire alarm call point.
- Evacuate the building immediately as above.

1.5.5 First Aid and Accident Reporting

The First Aid boxes are in both the ground and first floor kitchen, in the cupboard underneath the sink. The list of the current First Aiders can be found on the Health and Safety noticeboard.

All accidents and work-related health problems should be recorded in the accident book by the First Aiders. The People Director is responsible for reporting accidents and diseases to the Health and Safety executive.

1.5.6 Using and storing hazardous substances

The Production Manager will check if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.

If materials are identified the Production Manager will conduct the COSHH assessments; making sure that any action points from the assessments are implemented.

The People Director will make sure all employees are told about the COSHH assessments, with the Operations Director checking how to use new substances safely before they are bought.

COSHH assessments will be reviewed every 6 months, or when there is a change to the way we work.

1.5.7 Health and Safety Information and Support

The Health and Safety Law poster, Employers Liability insurance certificate, First Aider and Fire Warden list are all displayed on the Health and Safety noticeboard, by the ground floor kitchen corridor.

The Health and Safety policy will be active on our website and provided to all staff for ongoing reference.

Health and Safety advice is available from the People Director and through our HR Portal.

1.6 Monitoring and Review

SMI's Health and Safety policy will be reviewed annually. An earlier review may take place if any significant

changes take place within the business, such as:

- working with or introducing with new equipment or machinery
- starting a new department within the business
- moving to a new location or refurbishing our current premises

Another reason we will need to review our Health and Safety policy is if an incident occurs, to ensure we can address any failings.

1.7 Signature:

Signed on behalf of SMI INT Group UK Ltd:

Print Name: BLAKE PRISGROVE (CEO)

1.8 Further information:

- Health and Safety Executive - www.hse.gov.uk
- Basic health and safety from the Health and Safety Executive www.hse.gov.uk/simple-health-safety/index.htm
- ACAS leaflet on 'Health, Work and Wellbeing' - www.acas.org.uk

1.9 Version Control:

Version:	Detail:	Approved by:	Date:
1.0 to 1.4	First Issue following policy introduction and annual reviews	Paul Prisgrove	May 2019
1.5 to 2.2	Annual reviews and staff contact changes	Blake Prisgrove	Last approved 2022
2.3	Implementation of refreshed policy, featuring new responsibilities	Executive Assistant	January 2024