

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**ONBOARD CORRUGATED LIMITED**

**Overall and final responsibility for health and safety is that of:**

**Paul Jundu DIRECTOR**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

**Tim Bolton H&S MANAGER**

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	TIM BOLTON HEALTH & SAFETY KIM WHITEHOUSE H&S ASSISTANT	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change) Safe handling of substances
To provide adequate training to ensure employees are competent to do their work.	TIM BOLTON HEALTH & SAFETY KIM WHITEHOUSE H&S ASSISTANT KARANVIR SINGH	Staff, contractors, subcontractors given necessary health and safety induction and provide with appropriate training (including working at height, walking on and crossing conveyor) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	TIM BOLTON HEALTH & SAFETY KIM WHITEHOUSE H&S ASSISTANT	Staff routinely consulted on Health & Safety matters as they arise also formally consulted at regular review and tool box talk meetings. The policing of staff to ensure compliance
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment	TIM BOLTON HEALTH & SAFETY KIM WHITEHOUSE H&S ASSISTANT PAUL JUNDU DIRECTOR	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Weekly Fire Alarm Test carried out.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	ROB SMITH MAINTENANCE MANAGER KARANVIR SINGH PRODUCTION MANAGER LOVEPREET SINGH PRODUCTION SUPERVISOR	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address defects. Staff trained in safe handling/general machine maintenance.
To ensure transport vehicles and forklift vehicles comply with legislation and are subjected to compulsory safety requirements Maintain driver requirements	TIM BOLTON H&S/TRANSPORT MANAGER PAUL JUNDU DIRECTOR CPC HOLDER KIM WHITEHOUSE (Forklifts)	To liaise with contractors, drivers over hours, safety checks thorough examinations, all legal requirements regarding road vehicles.

Health and safety law poster is displayed:	Production office notice board rest area notice board.		
First-aid box and accident book are located:	Accident book located in production office outside H&S office. First Aid boxes (1) H&S Office. (2) Control Room Corri 1. (3) Canteen 2. (4) Maintenance Office. (5) Reception ,(Emergency backpack) (6) Defibrillator (By canteen 1)		
Signed: (Employer)		<b>Date:</b>	31/03/2023

# Health & Safety Policy for Onboard Corrugated Limited

Subject to review, monitoring and revision by:

Tim Bolton

Every:

12

months or sooner if work activity changes

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

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

([www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)). Simply choose the example closest to your business.

**Company name:** Onboard Corrugated Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening.	Better housekeeping in FACTORY e.g. Spills of oils or glues.	All staff, supervisor to monitor  Manager	Ongoing	
Working at heights Personnel falling from heights Objects falling from heights.	Employee's other trades, site visitors.	(1) Where ever possible working at height to be avoided. (2) Time spent at height kept to absolute minimum. (3) Anyone suffering from vertigo will not be required/permitted to work at height (4) Work area directly underneath hazard area to be cordoned off. (5) Restricted movement of pedestrians and vehicles in surrounding area.	Policing as and when required	Managers, Supervisors H&S Officer	Ongoing	
Forklift Trucks	Staff/visitors/any who resort	(1) Monitor speed, safe working practices. (2) PPE (HI Viz clothing) (3) Maintain vehicles/ Training	Separation/ defined areas of work	H&S Staff Managers Supervisors	Ongoing	
Vehicular Traffic	Staff / visitors / any who resort	(1) Enforce site rules (2) Use of Banksman/Pilots	Regular inspections of traffic areas for compliance. One way system	H&S Staff Managers Supervisors Drivers Loaders	Ongoing	

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Assessment review date: 30/03/2024 (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to [www.hse.gov.uk](http://www.hse.gov.uk).

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example risk assessments go to [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk).

Combined risk assessment and policy template published by the Health and Safety Executive 09/09