



HEALTH AND SAFETY POLICY

For

Panda Engineering (Bfd) Ltd

1	18/04/2019	FIRST ISSUE	K DOYLE		K ALLENBY
ISSUE	DATE	DESCRIPTION OF CHANGE	PREPARED BY	APPROVED BY	REVIEWED BY



Statement of intent

We are committed to ensuring the highest reasonably practicable standards of health and safety.

We acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our employees and all others affected by our work, and we design our systems accordingly.

We actively encourage all our employees and contractors to engage, collaborate and cooperate with the company on workplace matters, particularly, health and safety.

As the directors of the Company, we accept that we have overall responsibility for health and safety.

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Kieran Doyle
Director



Statement of general policy

We are committed to:

- Managing health and safety risks and thereby preventing accidents and work-related ill health.
- Communicating and providing training to employees on health and safety matters.
- Engaging and consulting with employees on health and safety matters as appropriate.
- Implementing emergency procedures and evacuation plans.
- Completing accident/incident recording and reporting procedures when appropriate.
- Providing first aid where necessary.
- Maintaining safe and healthy working conditions, including the control of exposure to hazardous substances and ensuring reasonably safe manual handling procedures.
- Ensuring work equipment is suitable, safe and maintained appropriately.
- Ensuring adequate welfare facilities.

Location of:

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| 1. Accident book: | Trade Counter |
| 2. Accident reports/log: | Accounts Folder (electronic) |
| 3. First aid boxes: | Trade Counter/Fab Shop/Outside Canteen/Upstairs Office |
| 4. Health and safety law poster: | Trade Counter |
| 5. Employers' liability insurance: | Accounts Folder (electronic) |

Subcontractors are taken through all relevant procedures. Subcontractors who are engaged for lengthy periods are taken through most of the same procedures as workers, however as they have more control over the way they work it is not always appropriate. For subcontractors who work for short periods, our procedures are modified appropriately.

Training

It is the Company's policy to provide sufficient training to its workforce to ensure (insofar as it's reasonably practicable) the health and safety of its workforce and members of the public. The business therefore provides the following training:

1. Before or on the first day of employment, every employee is provided with a copy of the Company's health and safety policy, and all employees are reminded of this policy at least once every six months.
2. Principal parts of the health and safety policy are explained to each employee, in particular:
 - a. Identity of individual with overall responsibility for managing health and safety risks;
 - b. To whom to report health and safety incidents or concerns;
 - c. The location of the first aid box, accident log book;
 - d. Location of welfare facilities;
 - e. The workplace's emergency evacuation procedure;
 - f. The Company rest break policy.



3. Every employee is advised that they have a duty to bring health and safety concerns to the attention of the Company and that they will never be treated unfavourably for doing so. They should raise such concerns with either their line manager or with the person responsible for health and safety.
4. Within a week of commencement of the job, or sooner if there is a high level of risk for that particular position, every employee will receive a health and safety induction during which health and safety risks relevant to their work will be explained, as well as how to reduce the risk as far as is reasonably practicable.
5. Every employee who works on machinery or equipment that poses a significant level of risk, is provided with instructions as to how to use that equipment safely before using the equipment for the first time.
6. All employees with responsibility for managing other employees are provided with further training as to how to deal with their staff's health and safety issues and concerns.
7. When a specific health and safety risk comes to light, for example due to the introduction of new equipment or because of events illustrating risks of which we were unaware, if the risk is relevant to our employees they are provided with further training on that risk.

Smoking Policy

It is the Company's policy that all its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. As such, the Company's business premises are no smoking premises and smoking is always prohibited in all areas of the workplace with no exceptions. This includes company vehicles.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

The Company's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors, suppliers and members of the public.

Appropriate 'No Smoking' signs are clearly displayed at the entrance to the workplace.

When working on behalf of the Company, all employees and contractors are prohibited from smoking within any client or customer premises, or within any place where 'No Smoking' signs are displayed.

If you wish to smoke, you must do so in your own time, outside your normal hours of work or during designated breaks. You are not permitted to take additional smoking breaks during the day.

Smoking areas

The Company wishes to portray a professional business image to its clients, customers and suppliers when they visit the Company's business premises. Therefore, employees are not permitted to smoke immediately outside the entrance to or exit from the workplace.

An area has been designated where staff may smoke outside, and a receptacle has been provided for smoking materials. All litter including cigarette butts must be placed in the container provided.]

Implementation



The Directors are responsible for the implementation of and compliance with this policy and a copy will be provided to all staff. All employees are required to adhere to, and facilitate the implementation of, this

policy. Anyone who wishes to report an incident of smoking in the workplace should therefore speak to Kirstie Allenby or Kieran Doyle.

Non-compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with the Company's disciplinary procedure. A breach of this policy will be treated as a serious disciplinary offence. Where the smoking constituted a health and safety hazard, then such behaviour will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

If a client, customer, contractor or supplier does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

Those who do not comply with the smoking ban are also liable to a fixed penalty fine and possible criminal prosecution and they expose the Company to similar action.