

Connevens Limited – Health & Safety Policy – statement of implementation

Connevens Limited is committed to preventing accidents and eliminating hazards from the workplace wherever possible. Directors, Managers and all members of staff have a part to play if the high standards, which we all desire, are to be achieved. We urge all to co-operate in making our workplace safe.

Here are some of the things we do...

Our Staff

- ✓ We have two tea breaks a day, as well as a lunch break, and we encourage staff to leave their desks and to take a break from their work.
- ✓ We provide a water filter/cooler and encourage staff to drink water throughout the day to maintain their fluid levels.
- ✓ We provide a staff Tea Room for the use of our employees at lunch time or during tea breaks and do not permit staff to eat or drink (other than water) at their desks.
- ✓ We insist on high hygiene levels in our Staff Tea room and our member of staff responsible has been on a Food Hygiene training course from the Environmental Health Agency.
- ✓ We provide anti-bacterial hand gel in all areas to ensure hand hygiene and to prevent contamination of germs.
- ✓ We encourage our staff to wear clothing appropriate to the environment in which they work e.g. suitable footwear and protective overalls.
- ✓ All Line Managers and Directors are encouraged to take an active interest in Health and Safety matters and to encourage those working in their departments to do the same.

Our Factory

- ✓ All cables and wires are either run along the wall or are taped down to ensure that they aren't a trip hazard.
- ✓ We have First Aid kits on every floor of our building and in every department, including in our Staff Tea Room.
- ✓ We implement a Safe storage system for all potentially hazardous materials in our production and testing departments.
- ✓ We only use low-level shelving in our warehouse so all stock is within easy reach of our stores staff.
- ✓ We do not use fork-lift trucks or mechanised trolleys in our warehouse.
- ✓ All stock is stored on sturdy racking, ensuring that all walkways and corridors are kept clear. No stock is stored on the floor where it could constitute a trip hazard.
- ✓ All stores, Goods-Inwards, Packing & Despatch staff are trained as to the safest way to lift and carry goods and parcels and they have posters with diagrams displayed on the walls as a reminder.

- ✓ We limit the weight of any parcel we despatch to 20Kg to prevent strain or injury to our staff or to postal staff.
- ✓ Where there are potential hazards due to uneven floor, we ensure that they are effectively labelled and signposted to ensure awareness.
- ✓ We have installed Residual Current Devices in our production and test areas which act as a circuit breaker to avoid the risk of electrocution.
- ✓ We have emergency stop buttons in our machine workshop which cut all power to the workshop when activated.

Our Working

- ✓ We are mindful of the need for good lighting for safety reasons and ensure that all areas are well-lit when occupied.
- ✓ We ensure that our car park is well maintained and is safe for the use of our staff and customers eg. we grit it in the event of cold weather.
- ✓ Our staff are trained in our health and safety policy and encouraged to participate. A copy of the policy is displayed in all departments and in the Staff Tea Room.
- ✓ We review our policy on an ongoing basis and always improve whenever we can. We are committed to a safe working environment for staff and any visitors.