

HEALTH & SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

Search Press is committed to ensuring the health, safety, and welfare of its employees, contractors, visitors, and anyone else who may be affected by our activities. We aim to comply fully with the Health and Safety at Work etc. Act 1974 and all applicable regulations.

We will provide and maintain a safe and healthy working environment, including the provision of safe equipment, systems of work, and appropriate welfare facilities.

2. RESPONSIBILITIES

Employer

The overall responsibility for health and safety lies with the Managing Director.

They will:

- Ensure this policy is reviewed annually or after significant changes.
- Provide adequate resources to implement health and safety measures.
- Ensure all risks are assessed and controlled appropriately.
- Ensure employees receive appropriate training and supervision.

Employees

All employees have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Cooperate with management in implementing health and safety measures.
- Not interfere with anything provided for their health, safety, or welfare.
- Report any hazards, accidents, or unsafe practices to their supervisor immediately.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

RISK ASSESSMENTS: We will carry out regular risk assessments to identify and mitigate hazards. Findings will be recorded and action taken as needed.

TRAINING: All employees will receive relevant training at induction and as required. This includes fire safety, first aid awareness, and manual handling if applicable.

WORKPLACE SAFETY: The workplace will be kept clean, tidy, and well maintained. Fire exits will be clearly marked and unobstructed.

FIRST AID: A first-aid kit is available in the storeroom beside the kitchen. Edd Ralph is the appointed first aider.

ACCIDENT REPORTING: All accidents and near-misses must be reported and recorded in the accident book.

EMERGENCY PROCEDURES: Fire drills will be carried out at least annually. Employees will be made aware of emergency exits and assembly points.

4. POLICY REVIEW

This policy will be reviewed annually or in the event of significant changes to our business operations or relevant legislation.

COMPANY FIRST AIDERS

Louisa Church

Edd Ralph

David Stone

