

# Health and Safety

<p><b>STANDARDS</b></p>  <p><b>FOLLOW RULES</b> Correctly apply our policies and procedures.</p>	<p><b>RISK ASSESSMENT</b></p>  <p><b>BE MINDFUL</b> Focus on worksite hazards and how we control them.</p>	<p><b>OUR KEY SAFETY BEHAVIOURS</b></p>	<p><b>COMMUNICATION</b></p>  <p><b>SPEAK OUT</b> Encourage positive two-way dialogue.</p>	<p><b>INVOLVEMENT</b></p>  <p><b>GET INVOLVED</b> Be proactive to help keep safety front of mind.</p>
---	---	---	--	--



## First aid

Your Responsible Persons Are:

The nearest first aid box is situated:-

### THE RULES OF SAFETY

- Look around your place of work and report anything you regard as dangerous to a member of Management.
- In the case of an accident that results in injury, however minor, you must report it immediately to a member of Management and complete the relevant information in the Accident Checklist. Near misses should also be reported to your Manager.
- Know what you must do in the case of a fire or bomb alert. In the event of an evacuation act quickly and quietly, use the nearest available exit, do not use lifts, and wait at the assembly point until you are given further instructions.
- Do not operate any machinery or use equipment without authority or training.
- Take care as you go about your every day tasks: do not run, be careful on staircases and take particular care if handling hot liquids.
- Wear clothing that is safe, sensible and wear sound shoes that provide good grip and protect the feet.
- You must not misuse or interfere with anything provided in the interest of Health and Safety.
- Dispose of waste in the designated refuse areas
- Keep your work area clean and tidy. Never leave articles on the floor that could become a tripping hazard. Immediately wipe up spills and alert peoples' attention to them verbally and with 'Wet floor' signage
- Obey all safety signs and instructions on cleaning chemical labels at all times. When using chemicals wear gloves, goggles and face mask wherever directed by the product label. **NEVER TAKE RISKS.**
- Never decant cleaning materials in to unmarked bottles or containers.
- Always take care when pouring hot water from the hot taps/urns.
- Never attempt to lift anything which may be too heavy – always get help.
- Never attempt to repair anything electrical or any other equipment – always report any defects to your Manager as soon as possible.
- Always use equipment as directed - never take short cuts to save time – think about the risks involved first.
- You are individually responsible for complying with this guidance and with regard to your own personal safety and that of your colleagues.
- Only smoke in designated areas and never smoke near gas cylinders or vehicles.

*Remember Safety First in Everything we do!*

### AVOIDING SLIPS TRIPS AND FALLS

A significant number of accidents recorded each year by the Company involve slips, trips and falls. They result in many minor and some very serious injuries to both employees and customers.

Follow the tips below to ensure the risks a reduced;

- Make sure the floor is kept clean and dry
- Clear up spillages immediately
- Ensure all employees are aware of cleaning procedures
- Dispose of waste materials in the appropriate areas
- Remove any obstructions
- Avoid causing trailing cables
- Store goods safely
- Keep work areas clear of obstacles
- Make sure flooring is level and secure
- Mark slopes and changes of levels
- Ensure you have adequate lighting
- Wear sensible footwear with a good grip
- Report any leaks or excess water to your manager



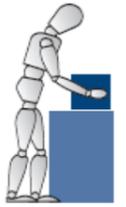
## Fire action

If you discover a fire

	<b>RAISE THE ALARM AND ALERT ALL EMPLOYEES IN YOUR AREA</b>
<b>ONLY IF SAFE TO DO:</b>	<b>SECURE ALL CASH AND VALUABLES CLOSE ANY DOORS OR WINDOWS SWITCH OFF ALL GAS AND ELECTRICITY</b>
	<b>LEAVE BY THE NEAREST SAFE FIRE EXIT</b>
	<b>GO TO ASSEMBLY POINT WHICH IS LOCATED:</b> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>
	<b>ONLY ATTEMPT TO FIGHT THE FIRE IF TRAINED DONT COLLECT PERSONAL BELONGINGS DONT RETURN TO THE AREA UNTIL INSTRUCTED</b>

### LIFTING SAFELY

Plan the task and inspect the route to be taken - use your training.

 <b>Think Ahead - plan the task</b>	 <b>Feet - apart, one slightly in front</b>	 <b>Bend - your knees not your back</b>
 <b>Grip - tightly, close to you</b>	 <b>Bend - your knees not your back</b>	 <b>Put Down - then adjust positioning</b>