



<b>Company Name:</b>	City Resource Ltd (“the Company”)
<b>Policy Name:</b>	Health and Safety Policy
<b>Written:</b>	October 2012
<b>Reviewed:</b>	<p>October 2015 – minor alts throughout</p> <p>January 2016 – Section 12 (Page 9) First Aider; page numbers added</p> <p>January 2017 – Section 2 (Page 3) Branch Manager name change</p> <p>May 2017 – Section 2 (Page 3) Branch Mgr changed to HR Manager</p> <p>August 2017 - Section 2 (Page 3) HR Mgr changed to Branch Manager</p> <p>March 2018 – Reviewed document, added Duncan Davies as First Aider</p> <p>January 2019 – Reviewed Document, removed Duncan Davies as First Aider; changed Tom Owen’s email address; changed Branch Manager to Business &amp; Finance Manager</p> <p>January 2020 – No alts</p> <p>January 2021 – Minor alts throughout. Section 3 (Page 4) Director changed to Business, Finance &amp; HR Manager. Section 5 (Page 6) Change of Utility company from Eon to EDF. Section 7 (Page 7) Director changed to Business, Finance &amp; HR Manager. Section 9 (Page 8) Director changed to Operations &amp; Business Development Manager. Section 10 (Page 8) Director changed to Senior Industrial Consultant.</p> <p>January 2022 – No alts</p> <p>May 2022 – Removed Andy Jones as lead person and minor alts throughout</p> <p>June 2022 – Remove Jeannette Elrick and ref to Business, Finance &amp; HR Manager</p>
<b>Version:</b>	4

## Contents

### Contents

- Section 1 - General statement of policy
- Section 2 – Responsibilities
- Section 3 - Risk assessments
- Section 4 - Accident reporting
- Section 5 - Emergency services
- Section 6 - Fire safety
- Section 7 – Workplace equipment
- Section 8 - Health and safety training
- Section 9 - Information, instruction and supervision
- Section 10 - Personal protective equipment
- Section 11 – Noise
- Section 12 - First-aid and medical facilities
- Section 13 - Rules for visitors to the Company’s premises



## **SECTION 1: General statement of policy**

### **Company Policy**

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

### **Company's responsibilities**

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

### **Your responsibilities**

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.



- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Andy Jones, Director using the internal report form, which is available from City Resource Ltd. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal.

### Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

### Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

## **SECTION 2: Responsibilities**

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees and Heads of departments. Those named must be fully aware of their duties, details of which should be included in their job description.

### **1. Overall and final responsibility within the Company rests with:**

Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk

### **2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**

Name: Steve Granger  
Status: Operations & Business Development Manager  
Telephone extension: 01733 344382  
Mobile Phone: 07856 874814  
Email: bdm@cityresourceltd.co.uk

### **3. In the event of accidents and dangerous occurrences, such incidents should be reported to:**

Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk

### **4. In the absence of the person named in 3 (above), s/he will be deputised by:**

Name: Steve Granger  
Status: Operations & Business Development Manager  
Telephone extension: 01733 344382  
Mobile Phone: 07856 874814  
Email: bdm@cityresourceltd.co.uk



### **Section 3: Risk assessments**

**1. Risk assessments will be undertaken by:**

Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk

**2. The findings of the risk assessments will be reported to:**

Name: Steve Granger  
Status: Operations & Business Development Manager  
Telephone extension: 01733 344382  
Mobile Phone: 07856 874814  
Email: bdm@cityresourceltd.co.uk

**3. Action required to remove/control risks will be approved and implemented by:**

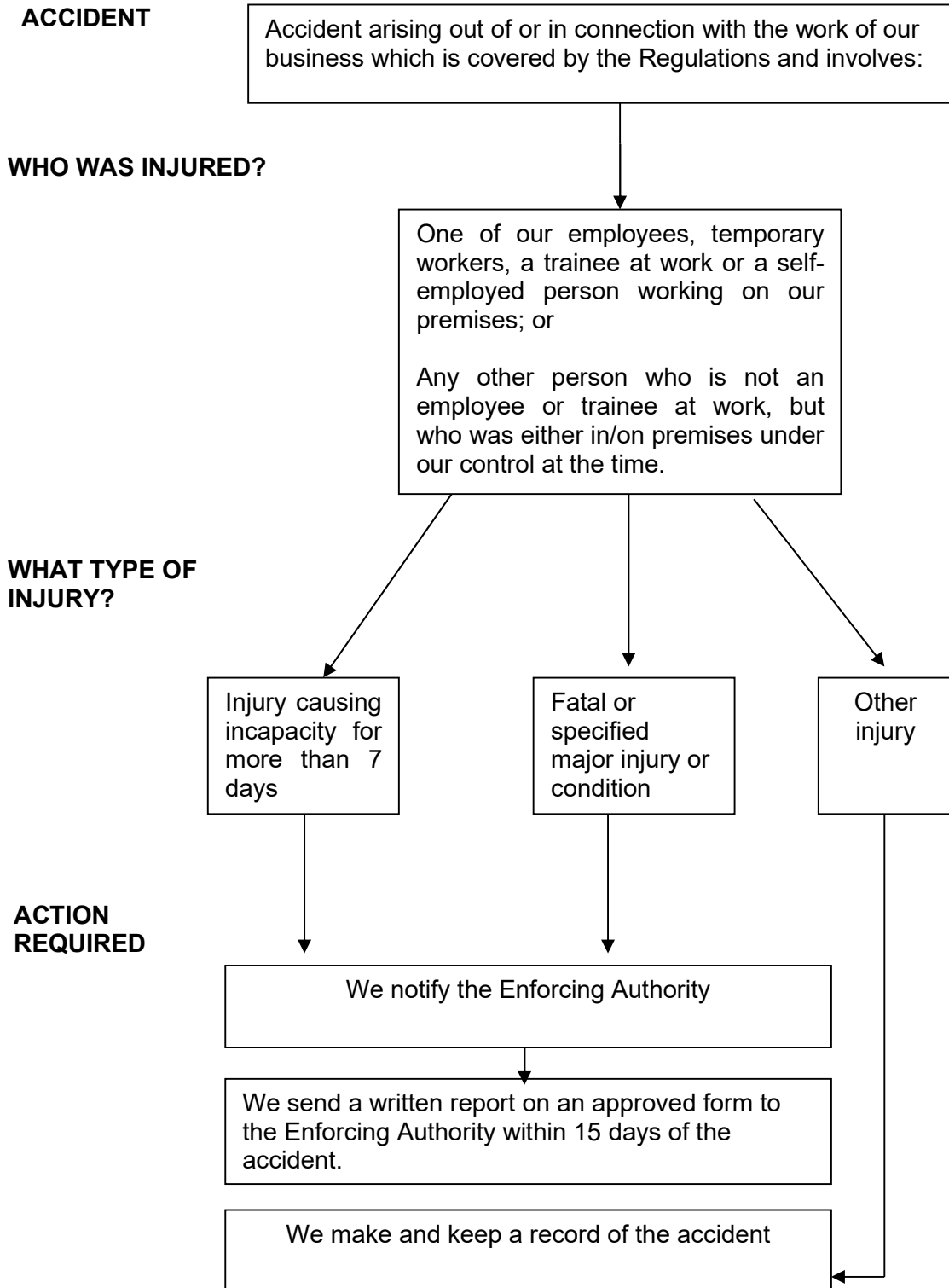
Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk

**4. Risk assessments will be reviewed by:**

Name: Steve Granger  
Status: Operations & Business Development Manager  
Telephone extension: 01733 344382  
Mobile Phone: 07856 874814  
Email: bdm@cityresourceltd.co.uk



## Section 4: Accident reporting





## **SECTION 5: Emergency services**

- 1 Nearest Hospital with a Casualty Department:**  
Name: Peterborough City Hospital  
Address: Edith Cavell Campus, Bretton Gate,  
Peterborough. PE3 9GZ  
Telephone Number: 01733 678000
- 2 Police Station**  
Name: Thorpe Wood Police Station  
Address: Thorpe Wood Peterborough PE3 6SD  
Telephone Number: 01733 563232
- 3 Fire Station**  
Name: Peterborough Volunteer Fire Station  
Address: Bourges Boulevard, Peterborough PE1  
2AF  
Telephone Number: 01480 444 500
- 4 Gas**  
Name: EDF  
Telephone Number: 0333 200 5100
- 5 Electricity**  
Name: EDF  
Telephone Number: 0333 200 5100
- 6 Water**  
Name: Landlord  
Telephone Number:

## **SECTION 6: Fire safety**

It is essential that adequate equipment and staff training is provided on this subject.

- 1. Facilities:**  
Number/location of escape routes: 1  
Number/location of fire extinguishers: 4 (2 x Water; 2 x CO2) one of each located at front door, one of each located at rear (locked) doors, near kitchen.  
Number/location of fire alarms: 2 located at front and rear (locked) door  
Checked by: Business Watch  
Frequency: Annual
- 2. Fire Safety Training Officer:**  
Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk
- 3. Fire Drills are the responsibility of:**  
Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk
- 4. Fire equipment maintenance company:**  
Name: Business Watch  
Address: Unit 4, Swan Court, Forder Way, Cygnet Park, Hampton, Peterborough PE7  
8GX  
Telephone Number: 01733 302900  
Email:



**5. Rules/Procedure in the event of a fire:**

In the event of a fire being detected the fire alarm should be raised by breaking the glass at one of the fire alarm points. The building should then be evacuated in a calm manner and all staff, and visitors should go to the fire evacuation point located by the Car Park in Church Walk (opposite the office).

**SECTION 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly

**Responsibility for inspecting all workplace equipment:**

Name: Tom Owen

Status: Director

Telephone extension: 01733 344382

Mobile Phone: 07850 938346

Email: tom@tom-owen.co.uk

**Frequency of Inspections:**

Fixed equipment: 3 – 5 years

Portable equipment: 2 years

Records located at: City Resource Ltd

**Companies/Persons responsible for maintenance and repair:**

Name: Tom Owen

Status: Director

Telephone extension: 01733 344382

Mobile Phone: 07850 938346

Email: tom@tom-owen.co.uk

**SECTION 8: Health and safety training**

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

**Person(s) responsible for health and safety training within the Company**

Name: Tom Owen

Status: Director

Telephone extension: 01733 344382

Mobile Phone: 07850 938346

Email: tom@tom-owen.co.uk



## **SECTION 9: Information, instruction and supervision**

**Health and safety information can be found: City Resource Ltd.**

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name: Tom Owen

Status: Director

Telephone extension: 01733 344382

Mobile Phone: 07850 938346

Email: tom@tom-owen.co.uk

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name: Steve Granger

Status: Operations & Business Development Manager

Telephone extension: 01733 344382

Mobile Phone: 07856 874814

Email: bdm@cityresourceltd.co.uk

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name: Steve Granger

Status: Operations & Business Development Manager

Telephone extension: 01733 344382

Mobile Phone: 07856 874814

Email: bdm@cityresourceltd.co.uk

## **SECTION 10: Personal protective equipment**

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

### **Person responsible for assessing and issuing PPE**

Name: Front Office Staff – Helena Alesova

Status: Senior Industrial Consultant

Telephone extension: 01733 344382

Mobile number: 07957 292864

Email: industrial@cityresourceltd.co.uk

### **Person responsible for maintenance of PPE**

Name: Tom Owen

Status: Director

Telephone extension: 01733 344382

Mobile number: 07850 938346

Email: tom@tom-owen.co.uk





**Person responsible for training in the use of PPE**

Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile number: 07850 938346  
Email: tom@tom-owen.co.uk

**SECTION 11: Noise and temperature**

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly the temperature inside the premises will be kept at a reasonable level.

**Person Responsible for assessing noise and temperature levels:**

Name: Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile number: 07850 938346  
Email: tom@tom-owen.co.uk

**Records located at: City Resource Ltd**

**Section 12: First-aid and medical facilities on the Company's premises**

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

**First-Aiders**

Name(s): Helena Alesova  
Status: Consultant  
Telephone extension: 01733 344382  
Mobile Phone: 07957 292864  
Email: industrial@cityresourceltd.co.uk

Name(s): Tom Owen  
Status: Director  
Telephone extension: 01733 344382  
Mobile Phone: 07850 938346  
Email: tom@tom-owen.co.uk

**First-Aid Box/First Aid Room is located at: Head Office Kitchen, Peterborough**  
**The Accident Book is located at: Head Office Kitchen, Peterborough**



The following is a guide to the contents of the Company's first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	1	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

### **SECTION 13: Rules for visitors to the Company's premises**

The rules are:

All visitors must report to the front desk in the main office.