



HEALTH & SAFETY POLICY

CENTURION SAFETY PRODUCTS LTD

Policy is controlled via QMS please do not alter any data in this footnote

Contents

GENERAL STATEMENT	3
ORGANISATIONAL ARRANGEMENTS	4
COMPANY RESPONSIBILITY	4
MANAGEMENT RESPONSIBILITY	4
EMPLOYEE RESPONSIBILITY	5
HEALTH AND SAFETY ASSISTANCE	5
FIRST AID	6
EMERGENCY PROCEDURES	6
FIRE MARSHALS	6
HEALTH SURVEILLANCE	6
INFORMATION AND COMMUNICATION	6
POLICY OWNER	6
REVIEW	6
VERSION CONTROL	6

General Statement

Centurion Safety Products Ltd. is committed to ensuring the health, safety, and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors, and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction, and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the shop-floor. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.



Nick Hurt
CEO

November 2021

Organisational Arrangements

Company responsibility

- Establish and implement a health and safety management system to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored, and fulfilled.
- Provide health surveillance for staff where appropriate and maintain records.
- Co-operate with other companies within these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we are aware of any risks to our staff from their activities, and that we comply with the relevant requirements of fire legislation.

Management responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable.

Management duties include the following:

- Ensuring that employees, contractors, and visitors are aware of safety procedures.

- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction, and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the manager introducing a new substance will be required to obtain the material safety data sheets for COSHH purposes and have these reviewed by the Compliance Manager prior to ordering a substance for the first time.)

Employee responsibility

All employees must:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any task they are not trained or authorised to do.

Health and safety assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met, and that the safety policy is being adhered to.

Names and functions of these people are listed below.

Health and Safety

Sam Austin

First Aid	Helen Butler
Fire Evacuation	Ian Holmes
Employee Safety Representatives	Health and Safety Committee Members
Welfare	Kathryn Martin

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

First aid

The company will maintain suitable numbers of first-aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace.

Emergency procedures

Are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Fire Marshals

Will be appointed to assist with an evacuation. They will be given adequate instruction and training to ensure effectiveness.

Health surveillance

The company will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety, and welfare.

Information and communication

We will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is communicated to staff and non-employees. Statutory notices will be displayed throughout the workplace.

Safety committee meetings will be held regularly, during which time matters arising in connection with health and safety will be discussed and minutes displayed.

Policy Owner

Compliance Manager

Review

November 2022

Version Control

Warning: Print copies not subjected to version control