

HEALTH & SAFETY- MANAGEMENT POLICY

H&S Introduction

PRS Office Furniture Ltd aims to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

H&S Statement

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes.
- setting and monitoring of health and safety objectives for the Company.
- effective communication of and consultation on health and safety matters throughout the Company.
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks.
- preventing work-related injuries, ill health, disease and incidents.
- providing and maintaining safe plant and equipment and implementing safe systems of work.
- the safe use, handling, storage and transport of articles and substances.
- providing and maintaining a safe working environment with safe access, egress and welfare facilities.
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety.
- providing suitable and sufficient information, instruction, and supervision for employees.
- continually improving the performance of our health and safety management.
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company.
- an annual review and when necessary the revision of this health and safety policy.
- making this policy available to relevant interested external parties, as appropriate.

H&S Key Responsibilities

1.1 Executive Leadership Management & Directors

At PRS Office Furniture we have a team of 4 executive leadership managers and 2 directors you take responsibility for the business. These individuals are responsible for the business decisions, and all take on responsibility for ensuring Health and Safety is complied with across the business.

- Ensuring employee training is up to date & relevant for the work undertaken by PRS Office Furniture. This includes yearly refresher courses on CSCS, Asbestos, Site Safety Plus, E-Learning Modules and toolbox talks.
- Ensuring financial provision is made for H&S obligations.
- Providing appropriate information and instruction to employees
- Ensuring our warehouse environment is planned to consider health & safety issues.
- Assessing and Monitoring risks.
- Ensuring PPE equipment is worn in the warehouse & onsite environments.
- Actively promoting Health & Safety at all levels.
- Review of Health and Safety Management Policy to ensure up to date information is provided to all staff.

1.2 Health & Safety Manager Responsibilities

PRS Office Furniture employs two IOSH Qualified Health & Safety representatives.

Katie Jackson – Health & Safety Lead and part of the Executive Leadership Management Team. Fire Marshall, Mental Health First Aider & Emergency First Aider at work.

Dale Smissen – Warehouse & On-Site Operative with Site Safety Plus qualification.

These individuals commit to and are responsible for the below: -

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
- Investigating accidents and implementing corrective action.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors, and specialists as and when appropriate.
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

- Regular Warehouse inspections to check racking, ladders, working equipment and any other Health and Safety risks that may cause issues.
- Refresher training to ensure that Health & Safety knowledge is current for all employees in form of E-Learning H&S and appropriate certification for role.
- Monthly inspections of the Fire Safety & First Aid Protocols in the business

1.3 Employee Responsibilities

- Commit to undertaking yearly refresher training.
- Commit to taking reasonable care in the workplace of themselves and others who could be affected by Health & Safety breaches.
- Reading and understanding all Health & Safety policies and procedures that are issued.
- Ensuring that PPE equipment is worn where indicated in the business.
- Reporting any equipment defects to the Health & Safety Manager.
- Reporting any accidents or near misses to the Health & Safety Manager / Senior Management.
- Using the correct equipment and tools in a safe manner and in accordance with the training provided.
- Co-operation with any requests or investigations that may be undertaken to prevent any further incidences.

Arrangements & Procedures

1.4 Risk Assessment

PRS Office Furniture commit to undertaking risk assessments where necessary in the business. Katie Jackson is responsible for undertaking the risk assessments in the business and commits to where knowledge is missing consulting with an outside source.

- All hazards will be considered, level of risk established, and appropriate measures and methods established to reduce the risk level.
- Outside sourcing will be used if a knowledge gap in the business.
- All risk assessments are available to all staff.
- Any new or outdated risk assessments must be reported to Katie Jackson.
- All risk assessments will be monitored and reviewed as appropriate.

1.5 Staff Consultation

PRS Office Furniture Ltd plan to meet our duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The company agree to notify all employees of any of the below situations: -

- The content of this policy changes.
- Updates in legislation or best working practices.
- Required yearly refresher training.
- Any rules to a specific job or site that may impact Health & Safety.

The above will happen in forms of emails, toolbox talks, e-learning modules and staff meetings.

1.6 Training

PRS Office Furniture Ltd commit to ensuring that all staff have the relevant training required to comply with Health and Safety responsibilities in the workplace.

- All employees to be given yearly refresher Health & Safety through e-learning modules.
- All employees in the operations department will be given a confirmation PPE statement to adhere to.
- All employees in the operations department will be given a confirmation of warehouse safety to adhere to.
- All new employees will complete a new induction form, complete a Health & Safety e-learning module, will be emailed a copy of this Health & Safety Management Policy.
- All specific trained staff such as First Aiders, Fire Marshalls, CSCS Holders, Manual Handling will be given refresher training when certification runs out to ensure legislation and best practice is kept up to date.
- All certifications will be stored on file by the Human Resources Manager.

1.7 Fire Safety & Emergencies

PRS Office Furniture Ltd commit to take into account any fire hazards in the workplace and have yearly risk assessments reviewed to ensure information is still current.

- All employees have completed a Fire Safety e-learning module.
- All employees adhere to minimise any fire risks and conform to our non-smoking policy in the workplace.
- Three appointed personal have Fire Warden certification and operate 6 monthly fire drills (both planned and unplanned).
- The smoke detectors & fire howlers are tested weekly in the premises.
- PRS have a business continuity document that is stored off site which provides full details on what to do in any emergency to the workplace.

1.8 First Aid

PRS Office Furniture Ltd commit to having several employees trained in Emergency First Aid in the workplace.

- There are 5 employees who have full certification in Emergency First Aid.

- There is 1 employee who has full certification as a Mental Health First Aider.
- A monthly inspection of all first aid boxes and defibrillator check is conducted across the business to ensure all working and stocked.

1.9 Accident Reporting & Investigation

- All accidents must be reported to your Health & Safety Lead / Senior Management. The details must be recorded in the accident book.
- PRS Office Furniture LTD complies with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting the following:
 - Deaths
 - Specified injuries
 - Injuries which have caused over seven days' incapacitation (not counting the day on which the accident happened)
- Katie Jackson is the responsible person for forwarding notification to the enforcing authorities to the below.
 - The web at <http://www.hse.gov.uk/riddor/report.htm>
 - Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- Katie Jackson will be responsible for the Health & Safety lead to investigate the causes of the accident to determine the cause and prevent the reoccurrence. All information will be gathered and analysed as appropriate for the accident.
- Katie Jackson will investigate with the aim to answer the below questions: -
 - WHAT caused the accident?
 - WHO was in involved?
 - WHEN did it occur?
 - WHY did it occur?
 - HOW could it have been prevented?
 - HOW can a reoccurrence by prevented?

1.10 Work Equipment

PRS Office Furniture Ltd commit to ensuring that all working & electrical equipment will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

- All electrical equipment will be PAT tested yearly to ensure compliance with the above.
- Any electrical equipment that becomes faulty will be removed from the use in the business until repaired/replaced.
- No employee will use any equipment that they are not trained to do so.
- A hard copy of the monthly inspections for working equipment will remain on file for record.
- All employees are aware to report any faulty/damaged equipment to the Health & Safety leads and to stop using immediately.

1.11 PPE

PRS Office Furniture have a commitment from employees to ensure the below PPE equipment is worn in the Warehouse or On-site environments.

WAREHOUSE ENVIRONMENT	ON SITE
Steel Toe Capped Boots	Steel Toe Capped Boots
Protective Gloves	Protective Gloves
Waterproof Trousers	Hard Hat (is provided if required on site)
Waterproof Jacket	Hi-Vis
Hi-Vis	Protective Eye Wear (is provided if required on site)
Protective Eye Wear (<i>is provided if dismantling product</i>)	

- PRS commit to providing all PPE free of charge and replace where & when necessary for all employees.
- No employee is authorised to work without the appropriate PPE or with faulty/damaged PPE equipment.
- Employee commitment to PPE is kept on file and record. This is renewed yearly to ensure that nothing is missed.

1.12 Manual Handling

PRS Office Furniture Ltd commit to ensuring that all operations are used with mechanical means such as forklifts & pump trucks where possible to reduce the amount of Manual Handling an employee needs to do.

- Appropriate Employees undertake a yearly Manual Handling Course.

1.13 Hazardous Substances

PRS Office Furniture Ltd do not use any substances that currently fall under COSHH. This will be reviewed and amended should this change.

PRS Office Furniture LTD do not use any chemicals in our premises including paint or adhesives. We do not use any tools in our warehouse environment that release dust particles.

1.14 Welfare Provisions

PRS Office Furniture are committed to ensuring the welfare of all staff and have all provisions in place on site such as toilet/washing facilities, kitchen facilities and rest areas. We have an active subscription to Health Assured to give all employees an Employee Assistance Program.

1.15 Transport / Driving

1.16 Review & Monitoring

The Health and Safety Management Policy and all Health & Safety processes/procedures will be reviewed by Katie Jackson every 12 months to ensure this is relevant to legislation and industry best practice.

Please note that a signed copy of the Health and Safety Policy, which demonstrates our commitment to health and safety, is available at our main business address.

Signed: K. Jackson
Name: Katie Jackson
Position: Health & Safety Manager
Dated: 01/09/2025