



WILLIAM HANDS

BRITISH FURNITURE MAKERS

**HEALTH AND SAFETY
STATEMENTS OF INTENT**



**Health and Safety
STATEMENT OF INTENT**

Introduction

It is Company policy to do all that is reasonable to provide and maintain safe and healthy working conditions for all employees and members of the public who may come into contact with the Company and its products.

The promotion of health and safety measures is the responsibility of both the Company and the employee at all levels.

The Company will :

- i. be aware of, and put into effect any statutory health and safety regulations;
- ii. continue to improve and develop the Health and Safety Policy to meet all relevant laws and regulations;
- iii. provide training and instruction to enable employees to perform their work safely and efficiently;
- iv. promote interest in, and actively support, all reasonable health and safety issues recommended by the Safety Committee.

Overall Responsibility

Overall and final responsibility for health and safety in the Company is that of the director of William Hands

General

The names of all responsible employees are to be found in the Health and Safety Policy.

This statement is periodically reviewed and made available to parties interested in our Health and Safety system, including employees, customers and members of the public.

SIGNED:

POSITION: CEO

DATE: 12th December 2018



CONTROL OF SUBSTANCES HAZAROUS (COSHH) TO HEALTH
STATEMENT OF INTENT

The Control of Substances Hazardous to Health Regulations 1999 require William Hands to ensure, so far as is reasonable practicable, the health and safety of our employees, sub-contractors and anyone else who may be affected by our activities, is not endangered through our use of hazardous or harmful substances.

It is our intention, so far as is reasonably practical, to:

- use safe substances in preference to the more hazardous alternatives wherever possible
- assess the risks associated with the exposure to the hazardous substances used
- keep an up to date library of generic COSHH assessments covering these substances
- provide suitable engineering control measures (eg local exhaust ventilation, dust extraction etc)
- monitor and maintain all engineering control measures provided to ensure their continued effectiveness
- provide persons using hazardous substances with suitable Personal Protective Equipment (PPE) when this is identified as a necessary control
- maintain appropriate records as required by the above regulations
- give sufficient training and information to all users of hazardous substances regarding the risks involved and the controls to be adopted.

William Hands recognises that no substance can be considered completely safe. Every reasonable step will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or controlled to a level within statutory limits.

SIGNED:

POSITION: CEO

DATE: 12th December 2018



**PROVISION AND USE OF WORK EQUIPMENT REGULATIONS (PUWER)
1998
STATEMENT OF INTENT**

The Provision and Use of Work Equipment Regulations 1998 require William Hands to ensure that work equipment provided and used by us does not result in health and safety risks, regardless of its age, condition or origin.

It is our intention to ensure that:

- work equipment is selected for a particular task taking particular attention with regard to the initial integrity, the place where it will be used and the purpose for which it is used
- work equipment is maintained so that it remains safe and if necessary records are kept of the maintenance carried out
- when the safe use of work equipment depends on the installation of the work equipment or when conditions cause deterioration that it is inspected
- where specific risk is present that only those designated to use or maintain the work equipment shall do so and those persons have received suitable and sufficient training and information
- users and managers of the users of work equipment have available adequate health and safety information and where necessary written instruction. This shall include:
 - a. conditions in and methods by which the work equipment may be used
 - b. known abnormal situations and action required when they occur
 - c. conclusions made when previously using the work equipment
- the information must be able to be understood by those concerned.
- equipment used and provided by us conforms with Community requirements
- access to dangerous parts of machinery is prevented for work equipment used or provided by us
- protection against specified hazards is provided for the work equipment that we provide or use, eg articles fall from, collapse of parts of, fire or overheating of, discharge of substances from or explosion of, work equipment
- protection is provided against exposure to very hot or cold components for work equipment used
- where appropriate the following control and control systems are employed on work equipment used or provided by us:
 1. controls for starting or making significant change in operating conditions
 2. stop controls
 3. emergency stop controls
 4. controls that are accessible, visible and identifiable and positioned where the operators are not exposed to risk to their health and safety
 5. controls positioned so that operator can see if any person is at risk to their health and safety from operation of that control or safe systems of work ensure that no person is in an exposed position when work equipment is about to start
 6. audible, visual or other suitable warning is given whenever work equipment is about to start



7. persons exposed to a risk to their health and safety from stopping or starting work equipment have sufficient time and suitable means to avoid that risk
8. control systems where failure of any part leads to a 'fail-safe' condition
- work equipment provided or used by us has means of isolation from all sources of energy that is identifiable and accessible and that no person is exposed to a risk to their health and safety from the reconnection of the energy source
- that all work equipment provided or used by us is stabilised
- any place where work equipment is in use is suitably and sufficiently lit
- maintenance operations that involve a risk to health and safety can be carried out:
 - a. while the work equipment is shut down
 - b. without exposing the person carrying them out to risk to his health and safety or
 - c. where appropriate measures have been taken to protect any person carrying out maintenance where there is a risk to health and safety
- work equipment is provided with appropriate markings for reasons of health and safety
- work equipment incorporates warnings that are appropriate for health and safety and are unambiguous, easily seen and easily understood

Mobile work equipment

- No employee is carried on mobile work equipment unless it is suitable for carrying persons and that features are incorporated to reduce the risk to their safety including wheels or track
- Risk to an employee from rolling over whilst riding on mobile equipment is reduced by stabilisation or the fitting of roll-over protection devices
- The risk to safety from the overturning of forklift trucks is reduced to as low as reasonably practical, eg fitting of restraining devices such as seat belts
- Where self propelled work equipment in motion make involve risk to the safety of persons:
 1. is prevented from being started by unauthorised persons
 2. contains features to minimise the consequences of collision where two pieces of equipment occupy the same track
 3. is fitted with braking and stopping
 4. where required emergency facilities, operated automatically or by accessible controls, are provided for braking and stopping in the event of failure of the main system
 5. where the driver's fields of vision is restricted that there is adequate provision improving his vision so far as is reasonably practical
- 6. when used in restricted light or at night that appropriate lighting is provided and that it is otherwise safe for use
- 7. if risk of fire exists liable to endanger employees that fire extinguishing equipment is carried or is viable close to it

SIGNED
POSITION: CEO
DATE: 12th December 2018



EQUAL OPPORTUNITIES POLICY

William Hands aims to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

Legal Obligations

In applying our policy we will take into account:

- Disability Discrimination Act
- Race Relations Act 1976 (and its amendments of 2000)
- Sex Discrimination Act 1975
- Human Rights Act 1988

Recruitment and Selection

Individuals involved in recruitment and selection of staff are required to adhere to the following guidelines:

- a job description and person specification outlining desirable and essential qualities, skills, knowledge and personal qualities must be drawn up for every vacancy and provided to all prospective employees
- information about job vacancies be made available to all sections of the community
- all job applicants should be given details of the selection process in advance
- all short listing criteria must be based on the person specification
- all selection decisions must be made on the basis of merit

All those involved in recruitment and selection should receive training in fair recruitment and selection procedures.

Training and Development

William Hands is committed to the personal development of every employee. Employees will be supported to undertake the training and development they need to help them to achieve and maintain a high standard of performance and be encouraged to achieve their full potential. In recent years this training has ranged from enhancing IT skills, through to environmental courses, health and safety, and leadership skills.

Employment Record

William Hands has an excellent employment record with many current members of staff having served over 20 years with the company. We believe in treating all our employees fairly, not just as part of legislation, but also as a family and a community. Amongst our office and factory staff we employ people from many diverse



backgrounds including Eastern European, Afro-Caribbean, and Asian. We welcome the opportunity to continue employing those workers who have passed retirement age, who are very willing to pass their skills on to the next generation.

A handwritten signature in black ink, appearing to read 'R. Hume'.

SIGNED:

POSITION: CEO

DATE: 12th December 2018



Disaster Recovery Plan

Precautions

1. List of emergency services and key contacts easily accessible within an updated and distributed Disaster Recovery File (DRF).
2. All fire and safety checks carried out on a weekly and monthly basis to the agreed schedule.
3. Ensure evacuation procedures and fire regulations are practiced and enforced.
4. Emergency staff contact list distributed.
5. Copies of floor plans available and kept off site with emergency contact staff.
6. All computer software is backed up and taken off site each night.
7. Contract in place with IT service company to provide hardware immediately if required.
8. Asset inventory list to be held offsite
9. Local property available to relocate as required (through Howland Furniture property portfolio).
10. Liaison with neighbouring sub suppliers established to assist if required.
11. Manual lists of key suppliers and contacts easily accessible.
12. Lists available of professional advisors.

Plan

In the event of a major disaster:

1. Home based workers informed and telephone lines temporarily transferred.
2. Disaster organisation chart and DRF to be distributed.
3. IT service company to be contacted and plan put in place.
4. Insurance company to be contacted.
5. Temporary operations and admin team to form and action later stages of plan.
6. All major service and materials suppliers to be informed and appropriate action taken.
7. Temporary office established in local property provided by Howland or serviced facilities if none available.
8. Establish temporary “making” facilities, contact suppliers and approved emergency sub contractors.
9. Management team to action revised production plan.

Inform all clients as to plan and any revised delivery schedule

SIGNED:

POSITION: CEO

DATE: 12th December 2018



Bribery and Corruption

It is William Hands policy to conduct all our business in an honest and ethical manner.

We take a zero tolerance approach to Bribery and Corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate. Implementing and enforcing effective systems to counter bribery.

We will uphold all laws relevant to countering Bribery and Corruption in all areas in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010 in respect of our conduct both at home and abroad.

This policy applies to all permanent and fixed-term staff employed by the Company, and any contractors, consultants or other persons acting under or on behalf of the Company.

The Company will not:

- Make contributions of any kind with the purpose of gaining any commercial advantage.
- Provide gifts or hospitality with the intention of persuading anyone to act improperly, or to influence a public official in the performance of their duties.
- Make, or accept, “kickbacks” of any kind.

Employees will not:

- Accept, request or offer any financial or other reward from any person in return for providing some favour.

The Company will encourage employees to raise concerns about any issue or suspicion of malpractice at the earliest possible stage.

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company’s Disciplinary Policy up to and including dismissal.

Overall responsibility for policy implementation and review rests with William Hands senior management

Signed: 



Position: CEO

Date: 12th December 2018