

# HEALTH AND SAFETY POLICY STATEMENT OF ANDREWS FASTENERS LTD



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

We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and how it has operated will be reviewed every year.

## 1. RESPONSIBILITIES

Michael Carey, General Manager, holds overall and day-to-day responsibility for implementing this policy across the company and directly oversees safety standards within the Office and Warehouse. These arrangements ensure clear accountability as required by statutory duties to maintain and improve workplace conditions.

All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace, not interfere with anything provided to safeguard their health and safety and take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem, that they cannot put right, they must straightaway tell the appropriate person named above.

## 2. RISK ASSESSMENTS

Risk assessments are conducted in accordance with statutory requirements.

The findings of the risk assessments are reported to Michael Carey.

Action required to remove or control risks will be approved by Michael Carey who will be responsible for ensuring that the action required is implemented.

Michael Carey will check that the implemented actions have removed/reduced the risk.

Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### 3. CONSULTATION WITH EMPLOYEES

Health and safety information is provided on notice boards, and a suggestions box is provided for staff.



### 4. SAFE PLANT AND EQUIPMENT

Michael Carey together with department managers will be responsible for identifying all equipment requiring maintenance and ensuring effective procedures are established.

Michael Carey will be responsible for ensuring that identified maintenance is implemented.

Any problems found with plant and equipment should be reported to the department head.

### 5. SAFE HANDLING AND USE OF SUBSTANCES

Michael Carey will be responsible for identifying all substances that need a Control of Substances Hazardous to Health (COSHH) assessment and for ensuring all employees are informed of the COSHH requirements.

### 6. INFORMATION INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed on the notice board and in the warehouse.

Supervision of young workers/trainees will monitor by the relevant Departmental Head.

### 7. COMPETENCY FOR TASKS AND TRAINING

The departmental head and/or Michael Carey will provide induction training. The departmental head will provide Job-specific training. The quality Manager keeps training records.

### 8. ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

The First aid boxes are kept in the warehouse and the sales office.

The appointed persons who will take charge of first-aid arrangements are listed on the company's internal document available on request.

All accidents and work-related ill health must be recorded in the official Accident Book which is kept in the company safe and/or by the first aider (if applicable).

Michael Carey is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.



## 9. GENERAL FIRE SAFETY

The company commissions periodic Fire Risk Assessments from qualified external consultants.

The external company is conducting fire risk assessments, and all findings are reported to Michael Carey. The General Manager and department heads are responsible for the implementation of all actions highlighted after assessment.

## 10. ADVICE AND CONSULTANCY

Local inspector's office and telephone number Environmental Health Services: **0113 247 6282**

## 11. CONTRACTORS AND VISITORS

Contractors and visitors sign in at reception and are provided with site rules and actions to be taken in case of fire.

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**Michael Carey**

General Manager