



## Merchandise Mania Ltd

*Distributor & Importer of Promotional Merchandise & Corporate Gifts*

### **General Statement of Health and Safety Policy**

We take our obligations and responsibilities under Health and Safety legislation very seriously. Our objective is to comply with all relevant legislation to ensure we provide a safe working environment and safe systems of work.

In order to achieve our objective, Merchandise Mania will continue to:

- Work to a system aligned with ISO 9001
- Produce action plans to ensure continuous improvement of health and safety practices
- Take all reasonable steps to prevent work-related injuries, illnesses and accidents occurring
- Provide training to all employees to maintain high standards of health and safety performance
- Consult regularly with employees on health and safety issues to ensure employees are fully aware of their legal obligations towards health and safety in the workplace
- Encourage the safe handling/use of work equipment and substances

The Managing Director is responsible for implementing this policy and for ensuring satisfactory financial (and other) resource is in place, to cover health and safety requirements.

A handwritten signature in black ink, appearing to read "Simon Patnick".

**Simon Patnick**  
**Managing Director**

**Date: 23 July 2009**  
**Review Date: 22 July 2010**



## **Merchandise Mania Health and Safety Policy**

### 1. Organisation and responsibilities

The Managing Director has overall and final responsibility for all health and safety matters.

The Health and Safety Officer is assigned responsibility for the safe working of employees.

Health and Safety Officer - Dave Cummins  
Assistant Health and Safety Officer – Paula Swift

Where necessary, the Health and Safety Officer may delegate responsibility to his assistant, members of the management team or to individual employees, to ensure Merchandise Mania can meet all necessary health and safety standards and requirements. The Health and Safety Officer may also appoint specialist Safety Advisors for advice, where appropriate.

The Health and Safety Officer is responsible for ensuring that all employees are aware of and fully comply with their obligations under the relevant health and safety legislation.

A diagram detailing the organisation of Merchandise Mania's Health and Safety Management is included at the end of this document (see Appendix).

### 2. Health and Safety Training

#### o 2.1 General Training

A copy of our current Health and Safety Policy is included within the Company Staff Handbook, which is distributed to all new employees. New recruits are required to attend a comprehensive Staff Handbook training course, which covers all content in full. To ensure staff are competent to carry out all tasks required of their role, Merchandise Mania always ensures adequate health and safety training is provided by the Health and Safety Officer, as necessary.

#### o 2.2 Manual Handling

Manual Handling training is provided by the Health and Safety Officer, to any employee whose role may require them to lift or move heavy/bulky items.

## 3. Health and Safety Arrangements

### ○ 3.1 Evacuation

You should be familiar with the evacuation procedures, details of which are displayed on notice boards throughout the building where you are working. Should you discover a fire, you should immediately sound the fire alarm and notify the Health and Safety Officer, the Health and Safety Officer's Assistant or alternatively, a senior staff member present at the time.

### ○ 3.2 Hazards and Safety Risks

You have a responsibility to report any potential health or safety hazard including infectious or other diseases, accidents or injuries associated with the workplace.

Examples are as follows:

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment.
- Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces.
- Unsuitable loading or stacking.
- Broken glass.
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training.

All accidents and near misses (irrespective of triviality) must be reported to the Health and Safety Officer. The Health and Safety Officer can then ensure necessary preventative measures are introduced and that the accident is recorded and investigated, where appropriate.

### ○ 3.3 First Aid

All accidents must be recorded in the accident book. You should be familiar with the names of the appointed First-Aiders and of the location of First Aid kits, details of which are displayed on notice boards throughout the building where you are working. If anyone becomes ill while at work and requires medical attention, a First-Aider must be contacted immediately to assist. The First-Aider will then assess the situation and make arrangements to contact a doctor, emergency services or if necessary, to organise the employee to attend the Accident & Emergency Department of the nearest hospital.



- 3.4 Disabled persons

If an employee has a disability, Merchandise Mania will carry out an assessment in order to determine any modifications that may be required to the working environment or practice, including fire precautions.

If a visitor, contractor or client has a special need which requires preparation prior to arrival, staff are required to make appropriate arrangements beforehand, including fire precautions.

- 3.5 Contractors

All contractors/sub-contractors that enter or work on Merchandise Mania premises, are required to acquaint themselves with the Emergency Exits and the current Evacuation Plan. Contractors/sub-contractors must ensure that they use safety equipment where necessary and that they observe Health and Safety Regulations, as if they were direct employees of Merchandise Mania.

- 3.6 Visitors

Any visitor who enters Merchandise Mania's premises will be briefed on the nearest Emergency Exits and the Evacuation Assembly Point. All visitors must carry an identification pass on their person, throughout their visit and are required to sign in the Visitor Book on arrival, and to sign out on departure, returning their visitor pass.

- 3.7 Display Screen Equipment

Merchandise Mania has particular obligations where employees habitually use display screen equipment as a significant part of normal work. Work stations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment.

Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals. If an employee requires a sight or eyesight test, they must inform the Health and Safety Officer before booking an appointment. The Health and Safety Officer will provide you with the necessary information and what is required from you. If, following the sight/eyesight test, the optician's report confirms glasses are required for the employee for use solely for work on display screen equipment, the employee must retain a receipt for all purchases/costs, together with the optician report. Once returned to the Health and Safety Manager, reimbursement will then be arranged.

N.B. Merchandise Mania will cover the cost of one pair of glasses (including prescription lenses) where the glasses are prescribed for use by the employee, and only if the glasses are prescribed solely for use when operating display screen equipment. This cover does not include designer frames, lenses other than those specified or contact lenses.

# merchandise **Mania**

## ○ 3.8 Risk Assessments, Work Equipment and Safe Work Practices

The Health and Safety Officer is responsible for ensuring that Risk Assessments are conducted on all of the premises and that the assessments are reviewed on an annual basis, or earlier if necessary.

The Health and Safety Officer routinely checks all work machinery and maintains records of all checks. All equipment and machinery provided for use by our employees complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use, including Health and Safety considerations.

Only those qualified to do so and/or employed for that purpose, may carry out repairs or maintenance to machinery or equipment.

Where required, appropriate personal protective equipment (PPE) is always provided for employees/visitors.

## ○ 3.9 Safe Handling/Use of Substances

Hazardous substances are restricted for use solely by our cleaning contractors, who are responsible for regularly assessing relevant risks, as laid out in the COSHH Regulations.

## ○ 3.10 Employee Consultation

The Managing Director and Health and Safety Officer operate an 'open-door' policy. Employees are welcome to contact either manager to discuss health and safety issues of concern to them. The Managing Director and Health and Safety Officer actively encourage suggestions on ways to improve existing work practices.

The Health and Safety Officer has direct responsibility for ensuring that employees are aware of any relevant changes in health and safety legislation, that employees understand relevant health and safety benefits available to them, and also for arrangement of regular staff consultations, where necessary. This requires the full co-operation and participation of all employees.

## ○ 3.11 Electrical Testing

Installation of electrical equipment within the premises has conducted by a qualified contractor to the British Standard, BS 761. Installation will be checked by a qualified contractor every five years.

The Health and Safety Manager is responsible for ensuring that PAT testing for all portable electrical equipment is conducted annually and that IT equipment is tested every four years.

## 4. Employees' Responsibilities

Employees are obliged to take reasonable care for their own safety and for others who may be affected by their acts or omissions, and to co-operate fully with us in the arrangements made in relation to Health and Safety matters. For example employees must:

- Adhere to the prescribed safe system of working.
- Report any faults or defects in machinery or equipment immediately.
- Report any safety concerns at all immediately.

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence, or in severe cases, could result in dismissal.

## 5. Review

A review of the Health and Safety policy is conducted on an annual basis. More frequent reviews may take place, as required.

**APPENDIX**

**Organisation of Health and Safety Responsibilities:**

