

This is the statement of general policy and arrangements for Hranipex Ltd

Simon Mitchell (Managing Director) - has overall and final responsibility for health and safety

Jana Jalovecka (Finance Manager) & Jay Maxwell (Warehouse Supervisor) - have day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Simon Mitchell (Managing Director)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Simon Mitchell (Managing Director)	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Simon Mitchell (Managing Director), Jana Jalovecka (Finance & Office Manager), All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Simon Mitchell (Managing Director)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Simon Mitchell (Managing Director)	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

First-aid box is located: In the Warehouse Packing Area & Office Break Area

Accident book is located: On Health & Safety Board in Warehouse

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)



Simon Mitchell
Managing Director