

Health and Safety Policy

The Glass Warehouse is a professional and safety conscious organisation, which values the effective management of health, safety and welfare throughout all stages of its operations. The clear objective is to minimise harm to any persons and property by adopting a proactive approach to effective risk and safety management.

Management has the responsibility for implementing the policy and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

The Glass Warehouse will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety or environment related matter.

The Glass Warehouse will take all practical steps to ensure that potential hazards and risks are identified, and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personnel protective equipment will be provided to all employees. All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of machinery, tools and equipment.

The organisation will ensure so far as is reasonably practicable that:

- Safe and healthy conditions of work are provided, and safe working methods are adopted daily.
- Statutory requirements are the minimum standards to be observed in all departments.
- Adequate information, instruction, training and supervision will be provided to all staff regularly.
- Further training will be provided to those in specialist areas of the business, such as first aiders, fire marshals, forklift drivers, HGV drivers and so on.
- All accidents will be recorded and investigated to identify the underlying cause to implement action to prevent recurrence.
- Employees at all levels will be encouraged to participate in the continued development of all health & safety arrangements and suggest ideas for further improvements.

All employees will have a responsibility to:

- Co-operate with supervisors and managers on health and safety matters.
- Not to interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to management as a matter of urgency.

Management will review and revise this policy as necessary at regular intervals,

For more information contact our offices on **020 8500 1188** or email info@theglasswarehouse.co.uk