

## Health & Safety Policy

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April 2024

### Statement

All directors are responsible of maintaining and reviewing their own and their employees health & safety.

### **Risk Assessment**

The main risks are with operation of the forklift, manual handling of products, moving around the works spaces, and office based risks (e.g. RSI)

### **Accident Prevention**

#### **Operation of Forklift**

The forklift should only be operated by competent trained directors. Extra care should be taken when there are third parties on site e.g. lorry drivers to ensure they are kept away from operating areas.

#### **Manual Handling**

The maximum weight to be lifted by one person is 25 kilos. Directors should make themselves familiar with the Manual Handling Guidance Note as issued by the HSE.

#### **Office Based risks**

Lighting is provided to a sufficient standard to ensure safe working. Directors should not spend prolonged periods at computer keyboards and should also position the monitor and keyboard to minimize eye and wrist strain. All electrical equipment must be maintained

#### **Works Space**

Appropriate clothing is required in diffrenet work areas, correct signage should be used around the work place.

#### ***Selina Paddison.***

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