

The DRH Collection Limited
Health & Safety Policy

The Health and Safety at Work Act 1974

The DRH Collection Ltd was established in 2004 to source, import and supply high quality ceramic and glassware to the retail and hotel/restaurant industries. We are based in Hackney, East London and employ 5 people.

Our statement of general policy is

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters of their health and safety
- To provide and maintain safe plant and equipment
- To provide information, instruction and supervision for employees
- To ensure that all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related injuries
- To maintain safe and healthy working conditions and
- To review and revise this policy at regular intervals

Signed

David Holmes

Date 30 June 2009

Responsibility

The Managing Director is responsible for overall Health and Safety but all employees are responsible for ensuring the safety of themselves and others when at work and must co-operate with their manager on matters of Health and Safety. Employees must not interfere with anything that is provided to safeguard their Health and Safety. All Health and Safety concerns should be reported to the Managing Director.

Risk Assessments

Risk Assessments will be carried out annually or when work activities change whichever is the soonest by the Managing Director or a nominated person. The results will be recorded and any actions undertaken with the approval of the Managing Director who will check that implemented actions have removed/reduced the risks identified.

Consultation

Consultation will be provided by the Managing director who will consult with a nominated employee representative.

Safe Plant & Equipment (if applicable)

The Managing Director or a nominated person is responsible for identifying equipment and plant needing maintenance. Their responsibilities include ensuring effective maintenance procedures are drawn up, ensuring that all identified maintenance is implemented, reporting all problems and checking that any new plant or equipment meets Health and Safety standards before it is purchased.

Safe Handling & Use of Substances (if applicable)

We do not handle any substances which would be relevant to COSHH.

This policy is posted on the Company Notice Board, it is also available in the staff handbook and can also be downloaded from our website. Employees can go to the Managing Director for Health and Safety advice. All new employees will receive Health and Safety instruction during their induction this will be provided by the relevant manager or the Managing Director.

Emergency Procedures

In case of a Fire all employees should assemble on the opposite side of the Road to Anton Studios so as to be out of risk and not obstruct the fire service.

The policy review date is 01 July 2010