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**Introduction**

Habbibi regard the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management‘s Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including customers and the wider public, in so far as they come into contact with the Organisation, its operations and buildings. In particular, this Management has a responsibility: -

* to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes, safety devices and protective equipment and safe systems of work covering all activities.
* to provide training and instruction at all times and for the duration necessary to achieve this purpose.
* to provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work use.
* to maintain a constant and continuing interest in health and safety matters applicable to Habbibi’s activities, in particular, by consulting and involving employees or their representatives wherever possible.
* Where risks to safety or health need to be “assessed” under a specific duty or Regulation, we will ensure that an “assessment” is carried out and that all actions shown to be necessary will be implemented.
* Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.
* We will provide suitable information regarding the safety or safe use of our services and/or products.
* We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.
* Our commitment to this policy will assist us to develop a positive health and safety culture throughout all areas and activities.

A copy of this statement, together with procedures will be available to all employees online in the Employee intranet. The Policy will be continually reviewed by the Senior Management and amended or added to as appropriate.

It is the Policy of this Organisation that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Organisation property, by promoting awareness of legal, personal and economic responsibilities.

It is the duty of all employees to conform to Organisation Policy and safe systems of work, and to accept and carry out their responsibilities, failure to do this will result in disciplinary action being taken against the employee. This awareness will be achieved through training and the HR policies and procedures available on the Employee Intranet. In this connection, employees are reminded of their own duty under Section 7 of the Health and Safety at Work Act, to take responsibility for their own safety and that of other workers, and to co-operate with Habbibi so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, supervision and welfare facilities are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All workers, agency workers and sub-contractors employed by Habbibi will be required to comply with and adhere to the Organisation Policy on Safety.

**Emergency Procedures**

Habbibi’s sites are fitted with fire alarm systems. If these sound, employees/workers should leave immediately by the nearest exit and go directly to the Fire assembly point for that site. If they are competent and not going to put themselves in harm’s way, they may use one of the Correct Fire Extinguishers supplied.

**Housekeeping**

All employees, workers, agency workers and sub-contractors are responsible to keep their own working area as neat and tidy as possible. Untidiness can cause accidents, so when working areas are tidy the chances of somebody slipping or tripping over carelessly placed or dropped objects is reduced greatly.

Remember, when a working area is clean and tidy;

* The chance of getting hurt is reduced
* Finding tools and materials when needed is easier
* Jobs are easier and work is more efficient
* Our service/product is often better, and customers are happier
* Good housekeeping is good for the employee/worker, good for business, and good for the Organisation

What employees/workers must do to keep their site a safe place to work in

Rubbish is a serious fire hazard so all employees/workers have a responsibility to dispose disposed of rubbish in the appropriate manner - in the rubbish bin.

Goods should be stacked carefully and tidily so that they cannot fall or protrude into gangways where someone could walk into them.

Gangways should always be kept clear of obstructions. Apart from obstructions being hazardous themselves, they may also prevent escape in the event of a fire. Fire exits, fire extinguishers and other firefighting equipment must never be obstructed.

Although lighting is a management responsibility it is also an important aspect of housekeeping and employees/workers should always report immediately to their line manager any defective lighting.

Employees/workers must obey all safety notices that are around the building. "No Smoking" signs should be adhered to at all times.

**Eyesight**

To comply with the Health and Safety (Display Screen Equipment) Regulations 1992. The Organisation will, when requested by an employee, meet the cost of a VDU eye-sight test with our chosen provider and where found necessary by the optometrist meet the cost of basic frames (with a maximum value of £30) and a single lenses for VDU work from the chosen provider.

In practice bifocal or varifocal lenses are often unsuitable for DSE work as users will not always be able to see the screen clearly without lowering or raising their heads, which can lead to other problems such as neck pain.

Responsibilities

The Regulations allow employers to nominate an optometrist – please contact the HR department for our chosen providers details.

With regards to re- tests the professional guidance of the optometrist will be followed. In practice this is often a two- year test cycle but will depend entirely on the condition of the individual employee and will be respected by the Organisation.

There is also provision in the Regulations for any DSE user to request an eye test at any time outside these defined periods if they experience visual difficulties in the course of their work. However, the Regulations include a “reasonableness” condition so the Organisation can legitimately resist frivolous or excessive claims.

The Organisation would draw employee’s attention to the requirement under the Health and Safety at Work Act 1974 for employees to work with their employers to protect their own safety and the safety of others.

To this effect we would draw employees/workers attention to the requirement for them to ensure that they do not work continuously on their computer for periods over one hour without taking 10 minutes away from computer work and they should take their eyes off the computer screen every 20 minutes for two to three minutes to refresh them.

Details of Procedure

The Organisation will allow employees to pay the difference between the cost of basic frames and designer frames but unless advised suitable for VDU work by the optometrist the Organisation will not allow an employee to pay the difference between the cost of a single lens and bifocals or varifocal lenses.

All requests for payment of a VDU eye- sight test and where applicable basic single lens glasses for VDU work must be supported by valid detailed receipts that show they are in respect of VDU work.

**Personal Protective Equipment**

Protective equipment is issued to employees/workers for their own personal protection. Employees/workers are reminded that they have a duty to themselves to use protective equipment as instructed, look after any equipment issued to them and report any damage or difficulties wearing the equipment immediately. Where such equipment is issued it **must** be used as and when appropriate and in accordance to the issued instructions in policies, risk assessments and safe systems of work.

Uniforms

Uniforms must be worn in Habbibi’s sites when required by the specific role and are provided to these staff to protect them and our customers. Guidance on uniforms can be found in our Uniform and Personal Presentation Policy

Gloves

Gloves give employees/workers protection against extreme heat or cold, cuts and abrasions, skin complaints and contact with hazardous substances. In some cases where gloves are not practicable, barrier creams can be used. If in doubt, employees/workers should ask their supervisor. Suitable gloves must be worn when cleaning ovens/grills, and at any other time when a risk of damage to hands arises. Below is a list of the most common PPE:

Safety Footwear

Safety Footwear must be worn at all times by kitchen staff to prevent injuries to the toes and feet by sharp and heavy objects. Employees/workers must ensure that footwear is well looked after and report any damage.

Safety Glasses/Goggles/Eye Shields

Safety glasses, goggles or eye shields must always be worn whenever cleaning and there is risk of chemical contamination to the eyes.

High Visibility

High visibility vests MUST be worn at all times when receiving deliveries in a loading dock or area.

General

PPE is provided for Employee’s own safety; it is their own individual responsibility to ensure that this is worn correctly and that it is kept in a clean and serviceable state. They MUST report loss/defect to appropriate management immediately. Any other necessary, task specific, PPE MUST be worn as required. If in doubt, employees must stop and ask a manager or the site safety representative for guidance.

*Employees must remember it is their responsibility to ensure that they wear the PPE provided by their employer, that they keep it in serviceable condition and that they report its loss or defect immediately to management.*

**Accident Procedures**

The recording of all personal injury accidents is a legal requirement. All accidents will be thoroughly investigated by the line manager and the Safety and Compliance Manager in order to prevent re-occurrence. ALL accidents, near misses (where no one was injured, but potential for harm/injury existed) and incidents of damage, must be reported immediately.

Habbibi have site accident books. Accident details will be entered by the shift manager**.**

Accidents that happen at sites must be reported initially at that location and then sent to the Safety and Compliance Manager, who will then investigate.

In addition to the accident book, the organisation has specific forms to be completed for accidents/incidents/near misses.

First aid treatment must be sought for all personal injury accidents; there are qualified first aiders on site at all times.

**Near Miss Report Form**

Near misses must be reported to the line manager and the Safety and Compliance Manager ASAP. This will then be investigated by them and procedures put in place if needed to stop the incident happening again.