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# Planet Couriers Ltd

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Health & Safety Policy  
Documents

# INTRODUCTION

**Planet Couriers Ltd** recognises and accepts its obligations as an employer in providing a safe and healthy workplace and working environment for all employees, visitors and any others affected by company activities.

This Health and Safety Policy provides details of the arrangements for health and safety within the company and is in three parts:

- Part 1. General Statement of Health and Safety Policy
- Part 2. Organisation and Arrangements
- Part 3. Arrangements

Each of us has a part to play in making the policy work. By accepting the responsibility and challenge that this policy presents, we all stand to benefit by having a safer and healthier place of work.

It is only by giving safety a high priority at all times that we can ensure that ourselves, our colleagues, clients and the general public are protected from the hazards which may exist throughout our working operations.

We expect all employees to make themselves fully conversant with, and conscientiously discharge, their duties and responsibilities as defined in this Policy document, thereby ensuring that our operations are undertaken with full regard to Health, Safety and Welfare.

Safety is the concern of each and every employee within our organisation. We would therefore ask you to read, and comply with the contents of this document and encourage others to do likewise.

**Planet Couriers Ltd**  
**September 2002**

# Part 1

## General Statement of Health and Safety Policy

**Planet Couriers Ltd** accepts that they have both a moral and legal responsibility for the Health, Safety and Welfare of its employees. This Company recognises that injury, damage and loss can be avoided and that consideration for health, safety and welfare should rank equally with all other commercial considerations.

In accordance with our duty as an employer under Section 2(3) of the Health and Safety at Work, etc., Act, 1974, and in fulfilling our obligations to both employees, clients and the public who may be affected by company activities, the Principal has produced the following statement in respect of company policy on health and safety.

It is the policy of **Planet Couriers Ltd** to take all reasonably practicable steps to ensure the safety, health and welfare of their employees, contractor, clients, visitors and any others affected by the activities carried out.

The management fully recognises its responsibilities in providing safe and healthy working conditions and we will ensure that our statutory duties are met at all times.

It is our intention to promote and maintain high standards of safety by providing a safe workplace, safe equipment, safe materials, and safe systems of work in order to minimise the risk of injuries or damage to health.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety. As a responsible company we will consult with employees on health, safety and welfare matters

The company will appoint competent people to assist **Planet Couriers Ltd** in meeting its statutory duties including where appropriate, specialists outside of our organisation to provide the necessary proficient advice on health and safety matters.

Adequate funds, time and other resources will be allocated to meet the objectives of this Policy.

This policy will be reviewed at least annually or as legislation demands and reissued. Where appropriate any amendments will be incorporated into this Policy and will be brought to the attention of employees as new changes are implemented.

Whilst the responsibility for compliance with Health and Safety legislation will always remain with management each individual has a legal obligation to take reasonable care for his or her own safety, and for the safety of those affected by his or her acts or omissions. The successful promotion and implementation of this policy relies on the full commitment and co-operation of fellow associates and each employee to enable us to comply with our statutory duties.

Full details of the organisation and arrangements for health and safety are contained in Parts 2 and 3 of this document.

Signed:

Date:

Sanjay Shah  
**Planet Couriers Ltd**

# Part 2

## Organisation

The director is responsible for the overall effectiveness of the Company's Safety, Health and Welfare. It is his duty to periodically review and amend this Health and Safety Policy as required by changes in legislation, as the business changes its work activities and grows in size.

He will ensure that the objectives of this policy are fully understood and observed by all levels of the workforce.

He will ensure adequate funds are allocated to meet the requirements of the Policy, and that adequate arrangements exist to enable effective management of health and safety matters. Further he will ensure that projects are adequately priced to allow for safety resources, proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.

He will appoint competent persons to assist him to comply with his obligations under all health and safety legislation. Ensuring such persons classed as competent are/will be trained to enable them to carry out their duties.

He is to make himself aware of all appropriate safety statutory requirement affecting the Company this he will achieve by regularly liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Health and Safety, Trade Associations, etc.

He will ensure all necessary and adequate health and safety training is provided to all persons involved in Company operations. This will be on recruitment and on their exposure to new or increased risks.

He will ensure that sound working practices are observed as laid down in Approved Codes and Codes of Practice. He will ensure that all suitable and sufficient risk assessments are undertaken to safeguard the health and safety of the workforce and others not in his employment but affected by

Company undertakings. The reason for this is so that appropriate control measures can be put in to place. He is also to ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

He will provide effective procedures to be followed in the event of serious or imminent danger to all persons involved in Company undertakings and nominate competent persons to implement any evacuation procedures that are necessary.

He will initiate the reporting (in accordance with RIDDOR), investigation and costing of injury, damage and loss. He will further promote analysis of these investigations to discover trends and implement as necessary further control measures to reduce risk. He will liaise with external accident prevention organisations and encourage the distribution of safety literature throughout the Company.

He will consult as necessary with the workforce to discuss accident prevention, safety performance, and safety improvements welcoming any positive safety suggestions that they may present. He will further ensure that all safety suggestion, grievances and complaints from the workforce are fully investigated and take the appropriate action.

He will reprimand any member of the workforce failing to satisfactory discharge their responsibilities to health and safety, making sure that good health and safety practices do not go unrecognised.

He will set a personal example when visiting sites by wearing appropriate personal protective equipment.

## Managers

They are to liaise closely with the Client and Contractors in respect to all matters appertaining to safety.

They will ensure they and their workforce know and abide by:

- Details of workplace/site safety management.
- Workplace/site emergency procedures.
- Workplace/site first aid and welfare facilities.
- Workplace/site rule.

They will ensure that Company's and statutory safety requirements are fully complied with. They will regularly report to the Principal upon all matters relating to health and safety and immediately report:

- Any unsafe, unhealthy or illegal working practice.
- Any accident, dangerous occurrence, event or near miss (in accordance with RIDDOR) and any consequence resulting.

They are to ensure that an appropriate risk assessment is carried out for any work under their control. Where risk is considered to be significant this must be recorded in writing.

They will take on the role of the competent person to guide persons to safety in the event of an emergency. They are to take the appropriate action to notify the emergency services and until such time as relieved of their duties take charge of the situation ensuring no one is put into danger.

They will reprimand any member of the workforce failing to satisfactorily discharge their responsibilities to health and safety, making sure that good health and safety practices do not go unrecognised.

## Health & Safety Manager

Apart from other Company duties, the Health and Safety Manager will be responsible for the health, safety and welfare of **Planet Couriers Ltd** main office. All office facilities are to be maintained in accordance with statutory requirements.

The manager is to ensure a fire risk assessment in accordance with the Fire Precautions (Workplace) Regulations, 1997 is conducted for Company premises and put in place the necessary control measures. Fire safety precautions are to be maintained and emergency procedures clearly displayed. She will ensure fire exits are kept clear.

In the event of an emergency he/she is to take the appropriate action to notify the emergency services and until such time as relieved of her duties take charge of the situation ensuring no one is put into danger

Ensuring that all office equipment is correctly installed and regularly maintained and be responsible for maintaining **Planet Couriers Ltd** health and safety library

He/She will ensure that welfare facilities are regularly maintained in a clean and healthy state. He/she as Planet Couriers Ltd appointed person for First Aid is to ensure that all Company first aid kits are kept fully stocked and that all first aid treatments are recorded in the register.



## Employees

The Health and Safety at Work Act 1974, places certain responsibilities and obligations upon Employees whilst at work. These are:

- To take reasonable care of the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work, and
- As regards any duty, liability or requirement imposed upon his/her Employer or any other person or under any of the relevant statutory provisions or measures, is to co-operate with them so far as is necessary to enable that duty, liability or requirement to be performed or complied with.

No Employee shall:

- Intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.
- Take risks that may cause an accident to themselves and/or other persons.

All employees are reminded of their responsibility to co-operate with management and to take reasonable care of themselves and others. Whenever they are aware of any unsafe conditions, or notice a health and safety problem that they cannot put right without putting themselves at risk, they are to bring this matter to the attention of an appropriate Senior Engineer or report the same to the Principal.

All employees' are required:

- To make themselves aware of emergency procedures for Company premises and for other areas they may be required to work on. Where in doubt of procedures they are to ask for clarification from a Senior Engineer.
- To work in a safe manner at all times, are not to take any risks that could endanger themselves or others.
- To warn others, particularly young and/or trainee employees' of all known hazards or when they are stepping into danger.

- Not to play dangerous or practical jokes or 'horseplay' whilst at work.
- To report to management any injury or illness to himself or herself which has been caused through a working incident, even if they consider it to be very minor and does not stop them working.
- To report to management any illness, disability, or whether they are undergoing treatment or have been prescribed medication which could constitute a hazard to themselves or others whilst at work.
- Not to work if under the influence of alcohol or illegal substances.

## Contractors

It is **Planet Couriers Ltd** objective to secure and maintain high standards of health and safety within all areas under our control. This health and safety policy applies to all contractors and other persons engaged to carry out specific work on our premises, or undertaken on the behalf of **Planet Couriers Ltd** and forms part of the terms of contract.

Contractors and their employees will be expected to work safely. Contractors are to undertake and conduct their activities in accordance with relevant statutory provisions, safe working practices, methods and procedures taking into account the safety of other persons and property. They are to familiarise themselves with Company emergency procedures and are required to accept any health and safety instruction and training prearranged by our Company.

Before any equipment, material or substance is brought on to our premises it must be inspected and assessed for risk to health. Contractors are to provide hazard data sheets and assessment records of hazardous materials to be used on any contract prior to work starting. They must further inform the Health & Safety Manager on the control measures that will be in place to protect all persons from any hazard or risks that may arise from their work activity.

Any breach of our Company's health and safety rules or any legal requirements may lead to the suspension of work, at the contractor's own expense, or termination of the contract.

# Part 3

## Arrangements

### DISPLAY SCREEN EQUIPMENT (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992, Information Technologies must carry out an analysis of workstations for the purpose of assessing risks, in particular the risks of muscular-skeletal discomfort, visual disturbance and mental stress. Risks must be remedied, so far as reasonably practicable.

The company acknowledges that health and safety hazards may arise from use of this type of equipment. It is the intention of [Planet Couriers Ltd](#) to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

Users of DSEs are to adhere to the following daily start-up checks before operating this equipment:

- Sit right back in your chair so that the backrest can support you.
- Form a relaxed curve in your lower back and adjust your backrest to provide support when in this position.
- Raise or lower your seat until your forearms are horizontal, make sure your wrists are straight when your hands are on the keyboard.
- Use a footrest if your feet do not comfortably touch the floor.
- Remove any obstacles under your desk that prevents you sitting in an upright position.
- Check your workstation has not become disorganised forcing you to sit in an awkward position.

- Set your display viewing distance to suit screen characters and copy stand text size.
- Position your copy stand close to the screen (e.g. same height and viewing distance and next to display).
- Adjust your screen and copy stand angle to suit your sitting position.
- Adjust the brightness control to suit the office lighting level.
- Adjust the brightness control if the light levels have altered since you started work, lower window blinds if sunlight is causing glare.

## **ELECTRICITY**

All electrical equipment and electrical systems installed and used on Company premises are subject to the Electricity at Work Regulations 1989. Electricity can not only cause shock, but also cause burns and start fires. It should therefore never be treated lightly. All electrical equipment and systems within the workplace is/will be installed and maintained by a competent person.

All work on electrical equipment or systems that involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energising. A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

If at any time a temporary electrical system is used, this wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than six weeks. Avoid using long extension leads wherever possible. If a reel extension lead is used, ensure that the cable is completely wound off the reel before connecting to main supply.

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential that employees adopt the following precautions:

- Report faults immediately, do not use or continue to use faulty equipment.

- Do not carry out repairs, etc., or even fit plugs, unless authorised to do so.
- On a daily basis, or when you first use electrical equipment it should be visually checked to ensure that there are no obvious faults, e.g. exposed or loose wires, cracked plugs or sockets, switches not working correctly. Any faults must be reported to the Health & Safety manager immediately and the equipment not used.

Some faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections. To identify these problems, a program of inspection and testing is necessary. An approved Company appointed competent person would carry out all tests and inspections. As well as testing as part of the planned maintenance program, combined inspection and testing should/will be carried out:

- If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection.
- After any repair, modification or similar work to the equipment, which could have affected its electrical safety.

## **EMERGENCY PROCEDURES**

It is the intention of [Planet Couriers Ltd](#) to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, management acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although, such an incident is highly unlikely if all risks are adequately controlled.

The consequences could be catastrophic if risks are not controlled. To this end, [Planet Couriers Ltd](#) has put in place certain emergency procedures to ensure injury and damage limitation in the event of such an incident. Management will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

In order to be prepared for any emergency event, [Planet Couriers Ltd](#) will plan for reasonably foreseeable incidents and has arranged a written plan outlining procedures to be followed in such an event. Management in consultation with employees or their representatives will:

- Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
- Establish procedures to be followed by employees in the event of an emergency situation, including:
  - ✓ Raising the alarm
  - ✓ Means of escape
  - ✓ Assembly points and "safe havens"
  - ✓ Summoning the emergency services
  - ✓ Evacuation of persons
- Appoint persons to be responsible for specific procedures in the event of an emergency situation.

Emergency procedures are devised for all to follow in the event of a situation presenting serious and imminent dangers. The aim is to set out clear guidance on when employees, contractors and others persons, should stop what they are doing and be moved or guided to a place of safety.

## EMPLOYMENT

**Planet Couriers Ltd** will ensure that on engaging a person for employment, and that all existing employees, do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in the working environment, a hazard to themselves or others.

**Planet Couriers Ltd** will only employ persons that are competent to carry out the work for which they are engaged. Employees will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices.

All employees are required to read this Company Health and Safety Policy. They are to append their signature on the appropriate page of the master copy kept by the Company Administrator to indicate that they understand our Company's health and safety objectives, rules and regulations.

It is **Planet Couriers Ltd** intention to update employees on all health and safety matters as and when it is considered necessary, and when there is a change in legislation that may have effect on Company operations.

## **FIRST AID**

The Health and Safety (First Aid) Regulations 1981 states "An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and are appropriate in the circumstances for enabling first aid to be rendered to employees if they are injured or become ill at work". In order to discharge our duties **Planet Couriers Ltd** will provide adequate facilities and an appropriate trained person to render first aid to ill or injured employees.

The Companies appointed person (for first aid) shall be **Mr Sanjay Shah**. All first aid facilities (including the Accident Book) shall be kept in the main office at all times.

## **HOUSEKEEPING**

Poor standards of housekeeping are common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.

Associates must ensure that areas they are responsible for are maintained to satisfactory standards of housekeeping at all time. Workplace inspections are to be carried out on a regular basis to identify where standards require improvement. These are to be highlighted for remedial action.

All employees are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their workstations and work areas tidy. They are to report problems relating to storage or removal of articles and waste to the health and safety manager.

Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish is to be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay. Obsolete items of equipment or furniture and "come-in-handly" items must also be disposed of.

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to by all:

- Check that the workplace is free of hazards at the beginning of each day.
- Always put articles/tools away immediately after use.
- Clear up any spillage, etc. immediately.
- Do not allow objects to protrude into passages.
- Ensure that waste materials are properly stored and removed on a regular basis.
- Ensure that special arrangements (do not leave it all to the cleaners) are made for the removal of unusual or extra large objects or substances.
- Do not store articles or substances anywhere other than in its designated correct storage.
- Ensure the workplace is tidy and articles and substances are put away at the end of the working day.

## **INCIDENTS AND ILL HEALTH REPORTING**

All injuries, disease, damage and/or 'near-miss' resulting from incidents related to **Planet Couriers Ltd** working activities, whether it is on or, is during access to and from Company premises and workplaces must be reported. This not only applies to Company employees but also to contractors, clients, visitors, and trade-persons injured whilst on Company premises. Reports are to be made to the Principal who will then ensure that appropriate first aid, reporting, corrective and emergency action is taken.

On the completion of first-aid and emergency procedures all details of injuries are to be entered into **Planet Couriers Ltd** accident book (BI 510) and if a notifiable incident, reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

## **LONE WORKING**

**Planet Couriers Ltd** will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time (this includes all absences from **Planet Couriers Ltd** premises including when driving on Company business) are protected from risks to health and safety. Lone working exposes employees to certain hazards.



**Planet Couriers Ltd** intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce and control them to an acceptable level.

Assessments of the risks of working alone carried out under the Management of Health and Safety Regulations will confirm whether one unaccompanied person can actually do the work safely. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

- The remoteness or isolation of workplaces.
- Any problems concerning communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

Employees will be given all necessary information to enable them to recognise the hazards and appreciate the risks involved when working alone. Employees will be required to follow the safe working procedures devised, which will include communication procedures and awareness of emergency procedures.

Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- The loan worker has full knowledge of the hazards and risks to which he or she is being exposed.
- The loan worker knows what to do if something goes wrong.
- Management knows the whereabouts of the loan worker and what he or she is doing.

Where **Planet Couriers Ltd** personnel are expected to work alone and away from Company premises they are required to co-operate with the Health & safety manager by informing he/she of their movements.

## MANUAL HANDLING

The Manual Handling Operations Regulations are the result of European Directive on minimum health and safety requirements for manual handling of loads where there is a risk injury to employees. The objective of the regulations is to apply an ergonomic approach to the prevention of injury while carrying out manual handling tasks.

**Planet Couriers Ltd** has a duty to make evaluations and then assessments of workplace manual handling operations. Where, so far as it is reasonably practicable, we will avoid the need for employees to carry out those operations, which involve the risk of injury. Where this cannot be done we will ensure the following:

- To take appropriate steps to provide employees who are carrying out manual handling operations with the general indications and, where reasonably practicable to do so, precise information on the weight of each load and the heaviest side of any load whose centre of gravity is not centrally positioned.
- To make, keep up to date, review and amend a suitable and sufficient assessment of all such manual handling tasks.
- To take appropriate steps to reduce the risk to employees arising from any such operation to the lowest level reasonable practicable.

All employees are warned to always think before carry out manual handling tasks. They are to plan the lift. Where possible use handling aids (pallet truck, sack trolley, etc.) or gets assistance. When lifting they are to use the techniques that they have been taught.

## MONITORING OF COMPANY SAFETY POLICY

Suggestions on where and how safety arrangements that will benefit **Planet Couriers Ltd** employees will be most welcome. Employees are requested to pass on health, safety and welfare suggestions to the health & safety manager.

At intervals of no less than 12 months, the health & safety manager will assess **Planet Couriers Ltd** safety performances, review the Company Safety Policy and make changes to policy, if he/she considers necessary after consulting with the director responsible.

## **NEW EQUIPMENT, PLANT, MACHINERY AND SUBSTANCES**

Managers will ensure that all purchased, leased or loaned equipment, machinery and substances introduced in to our working environment, meets all specific provisions of regulations and conforms to recognised standards.

Before equipment is put to use, a competent person will ensure that it is maintained to an efficient state (in accordance with the manufacturers' specification) and is in good working order.

Before employees are expected to use equipment they will be given training in the correct and safe use of the said equipment.

No employee is to use any equipment or substance, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance of from the Principal.

## NOISE

**Planet Couriers Ltd** will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. We also recognise that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

Where necessary **Planet Couriers Ltd** will carry out regular noise exposure assessments and noise level surveys for noisy areas, processes and equipment. These will be used as the basis for formulating action plans for remedial measures when required. Assessments and surveys will be recorded and updated regularly, particularly when changes in work practices cause changes in noise exposure levels to employees.

Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of **Planet Couriers Ltd** employees incurring harmful and disturbing effects of noise can be minimised by taking the following precautions:

- Avoid making unnecessary noise.
- Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
- Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and co-operate to ensure that it is properly maintained.
- Always wear hearing protection provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that hearing protection is always fitted correctly and is properly looked after.

## **RISK ASSESSMENTS**

The Management of Health and Safety Regulations make it a legal requirement for risk assessment to be carried out for every work activity. Risk assessments are conducted to enable hazards to be identified and correct control measures to be put into place.

We need to have an idea of the relative importance of risks and to know as much about them as we can in order to take decisions on controls, which are appropriate and cost-effective. Where risk is deemed to be significant, results are to be recorded. Information based on the risk identified will be given to employees associated with the risk.

Hazard and risk - a hazard is something with the potential to cause harm and covers such areas as injury and ill health, loss of production and damage to plant and property; a risk is the likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.

Managers are tasked with conducting risk assessments for areas of work they are responsible for. Once the risk assessment has been carried out the assessor will formulate the control measures and make a judgement as to what preventive action is to be taken.

As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk. Where the costs are shown to be grossly disproportionate to the benefits that would arise, it may not be reasonably practicable for the costs to be incurred. However, all **Planet Couriers Ltd** employees can be assured that they will not be put at or expected to take risks.

When establishing detailed control measures and writing safe systems of work for a specific working activity, risk assessors will conduct the risk assessment at and for the proposed place of work. They will make the assessment in relation to additional hazards identified at this place and other work activities involved, paying particular attention to emergency procedures and training requirements.

## TRAINING

**Planet Couriers Ltd** will ensure that all staff receives training on health and safety, to assist them in undertaking their tasks safely and efficiently. Where considered necessary external courses on specific subjects may be arranged. It is the duty of managers to ensure subordinates receive appropriate training and instruction where required.

No employee shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury, unless he posses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work. **Planet Couriers Ltd** undertakes to provide to all its employees suitable instruction, information, training and supervision as may be required to carry out their duties safely.

The following shall apply:

- All new employees will be issued with the Company's Health and Safety Policy and Professional Conduct Rules. The employee will be given suitable training with regard to his and the Company's responsibilities in this respect.
- Each employee, where relevant, will receive suitable training in any new legislation, standards, codes or practice etc. affecting their work.
- Each employee shall bring to the attention of their manager as soon as practically possible, any training needs for themselves or persons under their control.

Training records will be kept with personnel files, together with any certificates awarded from outside agencies. No person will be required to work without having had suitable training for the task involved, or as detailed in the safe system of work, unless it is for the purpose of training under close supervision.

## **VIOLENCE AT WORK**

It is recognised that some employees may be exposed to risk of assault (be it verbal or physical) by the very nature of their work. **Planet Couriers Ltd** has, therefore adopted a Policy for dealing with violence to employees whilst at work. Under this policy the Principal is responsible for monitoring and ensuring the implementation of the policy within **Planet Couriers Ltd** This can only be achieved if employees report all assaults and potential violent confrontations.

Managers will provide support and advice to any employee who is assaulted, and should be the first point of contact.

## WELFARE FACILITIES

Welfare facilities are provided in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 together with any other legislation that maybe applicable to [Planet Couriers Ltd](#) premises

Arrangements have been made to regularly clean and maintain sanitary and washing conveniences. Any reported defects in facilities will be remedied, as soon, as is reasonably practicable. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be implemented. Regular testing and examination of ventilation and water systems will be undertaken to ensure that the required standards of health and safety are maintained. Water temperatures will be controlled to ensure the health and safety of users.

Any defects in washing and sanitary facilities must be reported immediately to the Company Administrator for investigation and action. In order to assist [Planet Couriers Ltd](#) in maintaining suitable washing and sanitary facilities the following procedures must be followed:

- Only use those facilities that you are authorised to use and for the intended purpose; hand basins should not be used for rinsing of mops or soiled rags, etc.
- Leave the facilities in clean and tidy condition after use.
- Report any defects or problems to the Health & Safety manager.
- Ensure that spillage of water or other slip hazards are cleared up immediately.
- Use sanitary disposal units for their intended purpose.
- Do not leave spare toilet rolls or towels, etc. on the floor; keep them in their designated locations.
- Inform the health & safety manager of any special needs in relation to provision or use of sanitary or washing facilities.
- Do not smoke in toilets or washrooms.