



**PhoenixRetail**  
Services

## **POLICY ON HEALTH, SAFETY & WELFARE**

Revision 4 – 7 July 2010

1. It is the policy of Phoenix Retail Services Limited to give prime importance to the health, safety and welfare of its employees whilst at work. This is considered to be a responsibility equal to that of any other function. As well as recognising that in order to achieve and maintain the high standard required, all employees must be aware of, and accept their respective responsibilities.
2. To comply with the Health and Safety at Work Act 1974 and its associated legislation, Phoenix Retail Services Limited will, through its organisational arrangements, take all reasonable practicable steps to ensure the health and safety at work of its employees and all persons likely to be affected by its operations, including sub-contractors, licensees and the public where appropriate and in particular will provide:
  - A safe and healthy environment and a safe system of work.
  - Safe plant and equipment.
  - Adequate information, instruction, training, and supervision.
  - Safe storage for all inherently dangerous materials and substances.
  - Facilities for the treatment of any injuries, which occur at work.
  - A system to record all accidents and dangerous occurrences.
  - A system to monitor accidents and ill-health in order to reduce accidents and dangerous occurrences.
3. Phoenix Retail Services Limited will ensure that there exists, adequate facilities for effective consultation between management and employee's representatives on matters of health, safety and welfare.
4. Mr Barun Guha, the Managing Director, has overall responsibility for health, safety, and welfare in Phoenix Retail Services Limited.
5. Mr Barun Guha is the Company Safety Officer.

## ***Organisational Arrangements for Health, Safety & Welfare***

1. **The Managing Director** will have overall responsibility for the following:
  - To ensure that there is an effective policy for industrial health and safety within the Company.
  - To periodically review the effectiveness of the policy and ensure that any necessary changes are made.
  - To periodically review the organisational arrangements.
  
2. **The Manager of each Department** will be responsible for the health and safety of employees, contractors, and visitors on the premises. He/she will do everything within their power to achieve the following objectives:
  - To ensure that all members of the department are aware of the Company's Health and Safety Policy, organisational arrangements and general safety regulations and their implication to their working environment and responsibilities to their fellow workers.
  - To create and maintain a safe and healthy working environment.
  - To ensure that all members of the department are suitably trained in safety matters, fire precautions, evacuation procedures, safe systems of work, and the correct use of plant and equipment.
  - To ensure that any protective equipment and clothing supplied by the Company is used and maintained correctly.
  - To ensure that COSHH data sheets are issued to employees as appropriate.
  - To ensure that any unsafe or unhealthy condition is reported immediately for remedial action.
  - To ensure that all accidents are reported immediately and the Company accident form is completed so that it can be recorded and fully investigated in order to prevent a recurrence.
  
3. **The Senior Engineer and Employees on site** shall have the following responsibilities:
  - To organise the site so that work is carried out to a high safety standard with the minimum risk to employees, equipment, and materials.
  - To carry out or arrange to have carried out a risk assessment prior to commencement of work.
  - To know and have observed the requirements of the Health and Safety at Work Act 1974 and all associated legislation-approved codes of practice and guidance notes controlling work operations.
  - To monitor the entries in all registers, records and reports.
  - To ensure that when installing customer equipment, the engineering and design staff installation instructions are adhered to, and that no modifications to the equipment takes place without the prior written approval of the Customer.
  - To implement arrangements with the Client, other contractors and sub-contractors on site to avoid any confusion about areas of responsibility.

- To inform all levels of supervision of their responsibilities for correct working methods and safe working practices to ensure that operatives do not take unnecessary risks, to maintain a clean and tidy site.
- To position plant effectively and ensure that the electrical supply is installed and maintained without danger.
- To ensure that all machinery and plant, including power hand tools, are maintained in good condition.
- To ensure that all operatives appointed to operate and maintain plant and machinery have had sufficient instruction and / or training to operate them safely.
- To ensure that the arrangements for first aid are available and their location is known to all operatives.
- To know where to obtain medical help and ambulance service in the event of serious injury etc.
- To ensure that protective clothing and safety equipment supplied is available where appropriate and that it is properly used.
- To co-operate with the Company Safety Officer on safety matters and to act on his recommendations.
- To act in accordance with the Company's health, safety and welfare regulations.

4. **All levels of supervision** shall have the following responsibilities:

To be familiar with their obligations under the Health and Safety at Work Act 1974 and associated health, safety and welfare legislation, approved codes of practice and guidance notes controlling the work on which the Company employees are employed and to ensure that these regulations are observed and adhered to.

1. Incorporate safety instructions in routine instructions and to ensure they are obeyed.
2. Ensure that all new employees, particularly trainees and young persons, are inducted on safety and learn to take safety precautions.
3. Counsel those who constantly fail to consider their own well-being and / or that of others around them.
4. Report defective plant and / or equipment to the senior supervisory engineer.
5. Avoid taking unnecessary risks.
6. Act in accordance with the Company's health, safety, and welfare regulations.

5. **All Employees** are expected to recognise and accept the general duties which are imposed on them under the Health and Safety at Work Act 1974 and associated health, safety and welfare legislation, and whilst at work all employees will be expected to:

- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work.
- Co-operate with the Company as their employer or with any other person so far as is necessary to enable the Company, or any other person, to perform or comply with any duty or requirement which is imposed upon them by or under any of the relevant statutory provisions.
- Not intentionally or recklessly to interfere with or misuse anything provided in the

interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

- Work in a safe and proper manner at all times and in accordance with the Company's health, safety, and welfare regulations.
  - Inform their supervisor immediately of any work situation which is of serious or immediate danger.
  - Report all accidents and dangerous occurrences.
  - Observe all warning and restrictive notices.
  - Bring to the attention of the Company Safety Officer any problem or deficiency in the Company health, safety and welfare arrangements.
6. **The Company Safety Officer** will supervise the Company's health and safety programme and will keep himself informed of all legal and statutory requirements. He will liaise with all departments and sites on health and safety matters and will report these matters, when appropriate, to the person in the company having overall responsibility for health, safety and welfare.
7. **The grievance procedure** for health and safety matters is as follows:
- Stage 1: Report the problem to the department Manager. If no mutually satisfactory outcome then:
  - Stage 2: Joint approach to the Company Safety Officer. If no mutually satisfactory outcome then:
  - Stage 3: Joint or separate approach to the Health and Safety Executive.
8. **The Company** will carry out the training of employees at all levels in order to ensure that they are conversant with matters concerning health, safety, and welfare.

Signed:



Date:

7/7/10

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Barun Guha – Managing Director

*Phoenix Retail Services Ltd.  
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