

● 300  
SPARTANS  
LIMITED

**HEALTH AND SAFETY POLICY**

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Address: Unit 33, Broadfield Lane

Boston, PE21 8DR

Tel: 07724025516

Email: [info@300spartans.uk](mailto:info@300spartans.uk)

# 300 SPARTANS LIMITED

## Health and safety policy

### General background

300 Spartans Limited takes the safety and welfare of our staff and anyone engaged by, or working with, 300 Spartans Limited, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Director Iulian Stan.

This policy is not part of any employment or any other contract. We 300 Spartans Limited, may amend this policy from time to time. in line with the needs and practices of our business.

### 1 Part 1: Policy details

#### 1.1 What does this policy cover and who is covered?

1.2 All employees, contractors and workers and other persons affected by the work we undertake are covered by 300 Spartans Ltd's health and safety policy.

#### 1.3 Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) ensure safe handling
- e) provide the necessary information, instruction and supervision for employees
- f) ensure all employees are competent to do their tasks, and to give them adequate training

- g) prevent accidents and cases of work-related ill-health
- h) maintain safe and healthy working conditions
- i) review and revise this policy as necessary at regular intervals
- j) [enter here any other healthy and safety objectives you may have specifically to your business]

## 2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within 300 Spartans Ltd is Director Iulian Stan.

Name and job title	Responsible for:
Director	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
Director	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
Director	Engage and consult with employees on day-to-day health and safety conditions.
Director	To ensure that safe and healthy working conditions are maintained, and that plant equipment and machinery are provided.
Director	Prevent most common accident in manufacturing and agriculture such as: <ul style="list-style-type: none"> <li>▪ Manual handling and lifting, especially heavy or awkward loads or sharp edges</li> <li>▪ Slips and trips - mostly slips on wet floors also tripping over obstructions</li> <li>▪ Being struck by objects - mostly from falling packages etc and use of hand tools</li> <li>▪ Falls from height - off stairs, ladders, work platforms and vehicles</li> <li>▪ Striking against fixed and moveable objects, e.g., machinery, stationary vehicles</li> <li>▪ Machinery - mostly conveyors also packaging machines</li> </ul>

	(bagging, form fill seal and palletisers) <ul style="list-style-type: none"> <li>▪ Exposure to harmful substances - cleaning fluids (fume and splashes), ammonia refrigerant leaks</li> <li>▪ Transport - mostly involving forklift trucks</li> </ul>
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2.2 All those covered by our policy must:

- a) Co-operate with our relevant supervisors and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraph 2.1 above.)

3 Part 3: Arrangements

3.1 Consultation with Employees

Our Employee Representative(s) for H&S:	Iulian Stan
Consultation with Employees is provided by	Iulian Stan

3.2 Risk Assessments

Risk assessments will be done by	Iulian Stan
Action identified will be done by	Iulian Stan
Risk assessments will be reviewed by	Iulian Stan

3.3 Safe Handling and Use of Substances

Actions identified will be implemented by	Iulian Stan
The findings of COSHH will be communicated by	Iulian Stan

Manual Handling Operations communicated by	Iulian Stan
Necessary training provided by	Iulian Stan

### 3.4 Training

Induction training for new employees will be provided by	Iulian Stan
Job specific training will be provided by	Iulian Stan
Training records will be kept [specify where] and retained by	Iulian Stan
Training will be identified, arranged and monitored by	Iulian Stan

### 3.5 Accidents, First Aid and Work-Related Ill-Health

First Aid equipment/boxes are located at	Main office
The designated first aiders are	Iulian Stan
The accident recording book is located at	Main Office

### 3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	Iulian Stan
Accident Investigations will be undertaken by	Iulian Stan
Where required, RIDDOR reports will be completed by	Iulian Stan
Routing inspections of our workplace(s) will be undertaken by	Iulian Stan

Review: November 2023

Review: November 2024