

Health & Safety Policy

Our Health and Safety policy advisor and administrator is Kerry Adcock.

Any accidents or incidents are to be reported to Kerry who will record them in our log and be responsible for any and all remedial action.

Our Policy is reviewed annually in January of each year.

All new employees need to be made aware of our document and are given a copy on their induction.

We have several fire extinguishers which are serviced annually, all members of staff should know where these are kept and how to use them.

Our Managing Director will run through our policy with them when they first start with Pinfold Promotions Ltd.

It is also important that employees, when carrying out work for client's on their premises make themselves aware of the client's Health and Safety policy and who is responsible at the client's site for policy.

Policy

Health and safety is about preventing people from being harmed by work or becoming ill through work. This is so important that the Law says we must not put ourselves, or other workers or the public in danger.

Health and safety law applies to all businesses however small. It covers employees, full or part-time, temporary or permanent, and young people doing work experience.

Risk Assessment

We are a small company who specialise in the purchase and re-sale of promotional corporate merchandise, usually by phone or internet.

This work involves sitting at desks using computers and telephones.

All desks and chairs should be checked regularly.

All computer, telephone and electrical wires must be kept hidden under desks and at no time should any wires be left trailing for anyone to trip over.

All computer equipment is regularly checked and along with the phone system is updated and replaced at regular intervals.

Any deliveries of stationery or other items such as catalogues should be stored in either the store room or away from general walk ways. No boxes should be kept at desks.

We have several fire extinguishers which are serviced annually, all members of staff should know where these are kept and how to use them.

The photocopier and burglar alarms are also regularly checked and serviced annually.

Our electrics are new and have been approved by the local authority.

We hold a current IEE Certificate

The two main sash windows have been renovated and the cords replaced. Each window is locked and the key is kept at the window should they be required to open.

The central heating system is serviced annually.

There are separate WC facilities provided for men and women, along with a kitchen area for staff to make coffee/tea.

A fridge and microwave have also been provided.

There is no contact with hazardous materials, machinery or equipment. An accident book has been provided and is kept in the main office.

We display the Health and Safety Law poster in the kitchen area.

Pinfold Promotions has implemented and operates a robust anti-corruption and anti-bribery regime which is consistent with the principles underpinning the UK Bribery Act of 2010.

Whilst conducting business on behalf of Pinfold Promotions Limited no member of staff or advisers will make any communication with members of client companies to fix or adjust pricing on any contracts or tenders.

We undertake not to enter into any collusive arrangement, or canvass or solicit any employees in relation to any contracts.

No money shall or will be paid to any person working for or engaged by client companies.

Pinfold Promotions Limited is an accredited member of the

This policy is reviewed and updated annually - November 2023



Kerry Adcock