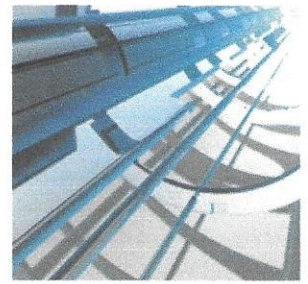




CPC BATTERY SERVICES LTD
Chancerygate Business Centre
Red Lion Road, Surbiton, Surrey KT6 7RA
t 020 8397 1813
sales@cpcbatteries.co.uk • www.cpcbatteries.co.uk



Health & Safety Policy

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements are set out in this document.

This policy will be kept up to date. To ensure this happens, the policy and the way it is used will be reviewed annually or as and when the nature of the business changes.

Overall Responsibility

Overall and final responsibility for health and safety in the Company is that of the CEO.

It is their responsibility to ensure that adequate resources (human, financial and equipment) are made available. In addition, they shall ensure that the planning for health and safety, including the monitoring and reviewing of procedures by managers of the organization are carried out. It is also their responsibility to ensure that Health and Safety risk assessments are undertaken.

Day to Day Responsibility

The person responsible for communicating health and safety, monitoring and implementing the policy on a day to day basis is the Sales Director. In their absence the responsibility falls to the Operations Director.

Employees' Responsibility

All employees have the responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem, which they are not able to rectify, they must straight away tell the Sales Director. Or enter it into the maintenance book, which is located in the Sales Office, Ground Floor, Unit 11 Chancerygate Business Centre.

Special Responsibilities

Health and Safety Training

The person responsible for keeping training records, assessing training needs and arranging for it to be carried out is the CEO.





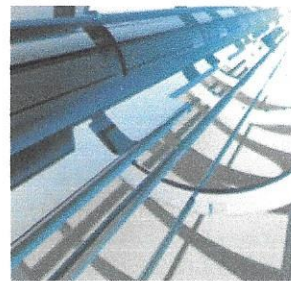
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Accident Investigations

The person responsible for carrying out accident investigations is the CEO.

General Arrangements

Accidents

The first aid box is located in the tea point cupboard, Warehouse, Unit 11 Chancerygate Business Centre and the position of the person responsible for ensuring that the first aid box is full is the CEO.

If the accident requires medical attention then the qualified first aiders in the premises are noted on the Health and Safety notice board.

If the person requires an ambulance the emergency services can be contacted on 999.

The details of the accident must be put in the accident book, which is located in the CEO office, First Floor, Unit 11 Chancerygate Business Centre.

If the accident has resulted in a break of a bone, a stay in hospital for 24 hours or more, a major injury or the death of the person this must be notified immediately to your local Environmental Health Office, the address of which is:

Environmental Health Service

Guildhall

Kingston-upon-Thames

Surrey KT1 1EU

After the accident the reason for it occurring must be established and if possible action taken to prevent it happening again. The position of the person responsible for carrying out the investigation is the CEO.

For each accident an Accident Investigation Form must be completed.

Signed:



C.E.O.

Dated: 31st January 2024



THE COMPLETE BATTERY COMPANY

CPC BATTERY SERVICES LTD: Registered in England No. 1642564 • Directors: H Smith, J Smith S Thompson • Registered Office Red Lion Road Surbiton KT6 7RA