



## Health and Safety Policy



## Company Statement

Sprint Logistics are committed to the highest standards of excellence in fulfilment and logistics support. The same commitment to excellence is also applied to how Sprint Logistics implements its responsibilities for the health and safety of staff, students, visitors, and all those who may be affected by Sprint Logistics' activities.

In meeting this commitment, Sprint Logistics acknowledges Health and Safety at Work and will take all steps within its power to provide a working and living environment that is healthy and safe for employees, contractors, and visitors. That said, every individual has a duty in law to take care of their health and safety and take due consideration for the health and safety of others.

Compliance with all statutory obligations is a minimum standard. This Policy aims to go beyond this but will only work if there is a total commitment to health and safety by all staff.

We provide Manual Handling, First Aid, and Forklift Truck Training; we have also trained some staff in the use of fire appliances. All staff is informed of their duty in law to take care of their health and safety and take due consideration for the health and safety of others in their letter of appointment.

Sprint Logistics also ensures that workers and others visiting our workplace understand and comply with the measures we have put in place following COVID-19 guidelines.

**Aizad Hussain (CEO)**



## Health and Safety Policy

Sprint Logistics works hard to comply with the Health and Safety legislation and approved codes of practice.

- ☑ Prevent Accidents and cases of work-related ill health.
- ☑ Manage health and safety risks in our workplace
- ☑ Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- ☑ Provide personal protective equipment.
- ☑ Ensure safe handling and use of substance.
- ☑ Maintain health and safety working conditions.
- ☑ Review and revise this policy regularly.
- ☑ The responsibility for health and safety within Sprint Logistics rests with the Directors.
- ☑ Sprint Logistics recognises that failures in health and safety management have the potential to damage the human, professional and financial resources of the company. Control of risk is a management responsibility inseparable from other aspects of professional management.
- ☑ To assist in the task of identifying and controlling risk, Spring Logistics appoints a person “competent to provide advice” following the management of Health and

- ☑ Functional heads of departments are responsible with their areas of responsibility for the implementation of the Health and Safety Policy.
- ☑ The Directors will ensure as far as is reasonably practicable that everyone who may be affected by the business. Spring Logistics is aware of the health and safety arrangements and has adequate information, equipment, instruction, training, and supervision to enable hazards and risks to health to be avoided.
- ☑ The appointed person will advise the Directors on all matters of health and safety and will monitor the effectiveness of the local health and safety arrangements. The appointment of this person does not transfer the responsibilities for health and safety.
- ☑ The appointed person must also appoint sufficient evacuation officers to control the evacuation of their areas in emergency and fire-trained personnel as appropriate.
- ☑ Spring Logistics is committed to ensuring that risk assessments are carried out as required by the management of health and safety at work regulations and other regulations where the need for risk assessment is defined. In those cases where there is a need for risk assessment, work must not be undertaken unless a suitable and sufficient assessment of the risks associated with the work has been carried out.
- ☑ All staff in a supervisory position must be familiar with the Spring Logistics health and safety policy and recognise that they have responsibility for the health and safety of those whom they supervise. This affirms Spring Logistics’ view that achieving good health and safety standards is an essential part of good management and supervision.



## COVID-19 Policy

Sprint Logistics works hard to ensure that the right decisions are made for when employees do return to the workplace.

The government advice to work from home wherever possible offers two options:

- ☑ Supporting working from home until lockdown restrictions or social distancing is relaxed
- ☑ Facilitating a return to the workplace in line with COVID-secure workplace guidance when working from home is not possible.

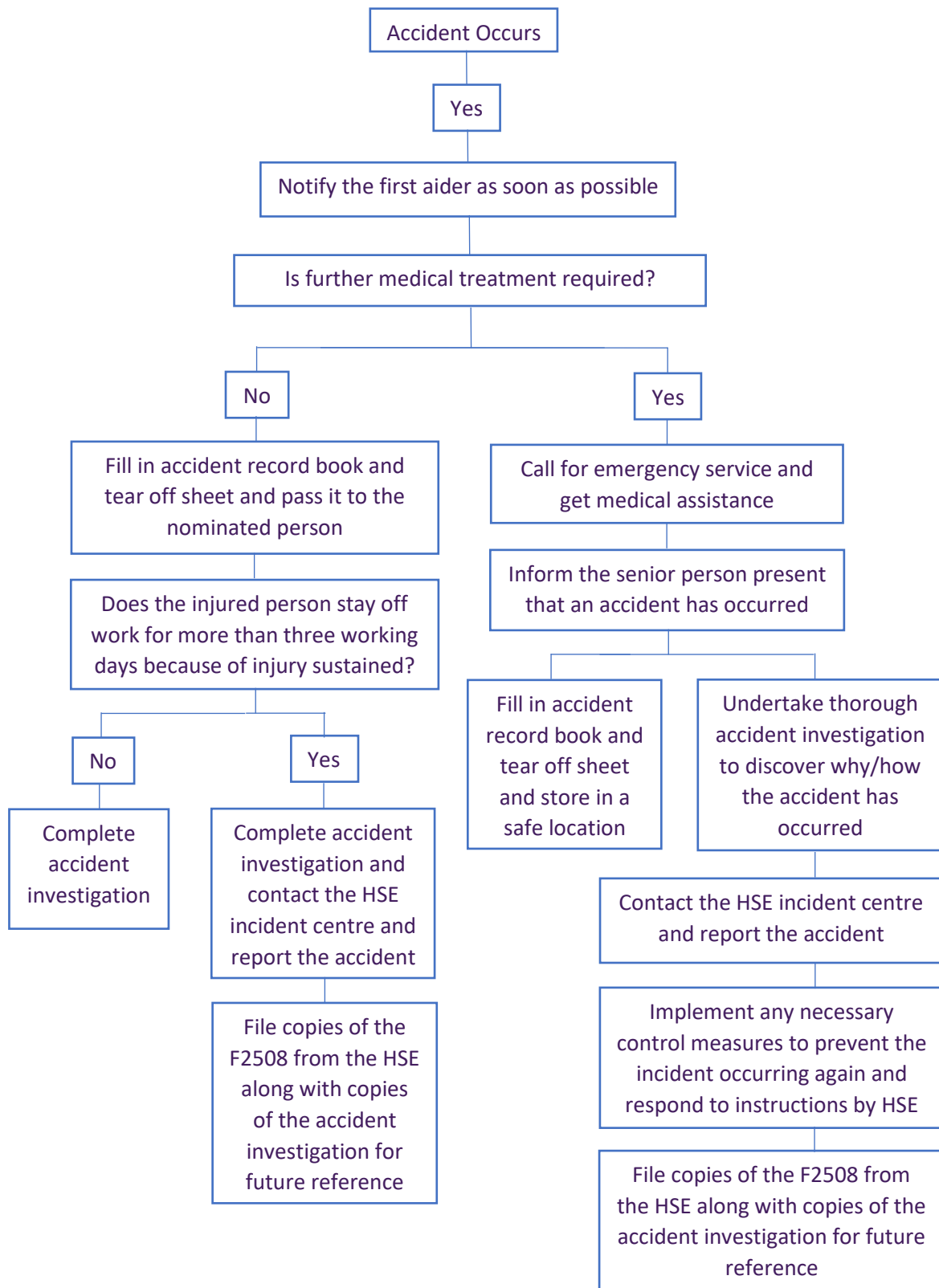
Sprint Logistics take a firm approach and follow steps to allow staff to work from home as much as possible; they need to consider the physical, emotional, and mental wellbeing of the workforce and monitor government guidance.

- ☑ Promoting frequent and thorough hand washing, by providing workers and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, Sprint Logistics provides hand sanitisers containing at least 60% alcohol level and providing hand sanitiser stations around the workplace.

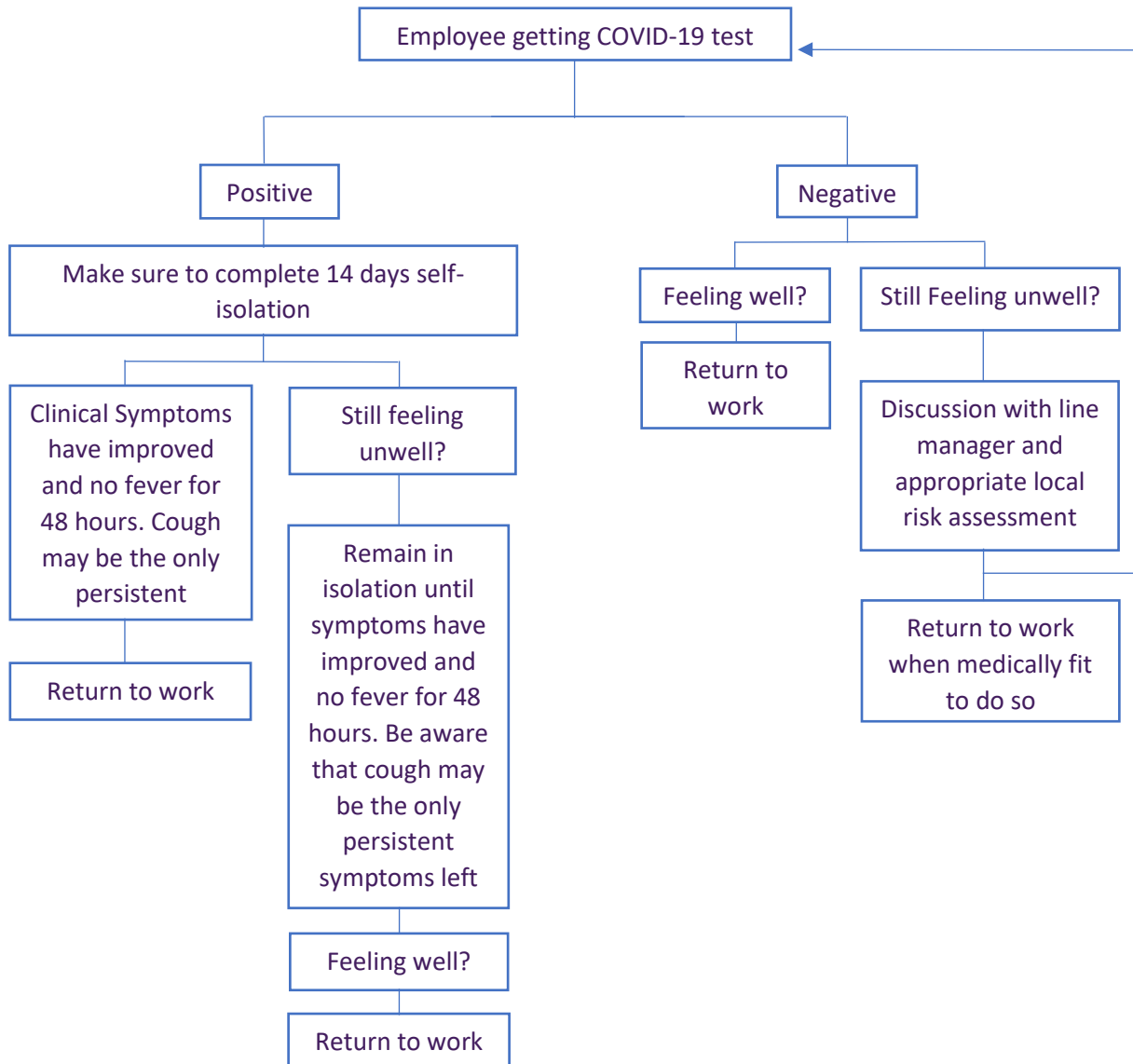
- ☑ Encourages employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- ☑ Encouraging employees to stay home if they are sick.
- ☑ Promoting employees to follow customary practices, including covering coughs and sneezes to prevent respiratory air-borne transmission.
- ☑ Ensuring that only essential participants should physically attend meetings and enforcing 2-meter social distancing throughout the premises.
- ☑ Exploring different policies and practices, such as flexible on-site working hours.
- ☑ Placing signage to measure the distance between employees.
- ☑ Ensuring that all workers in the office/warehouse wear face-covering masks and in addition, insisting that warehouse and operation workers wear gloves when handling and packing client's products.
- ☑ Discouraging employees from using other workers' desk phones, desks, offices, or other tools and equipment when possible.
- ☑ Maintaining regular cleaning practices. Daily cleaning and disinfecting of desk/table surfaces, equipment in the office/warehouse as well as other elements of the work environment.
- ☑ Developing policies and procedures for employees to report when they are sick or are experiencing symptoms of COVID-19.



## Health and Safety Policy - in operation



## COVID-19 Policy - Return to work



Find out how our logistics solutions can support your business, call us on **+44 (0) 208 751 1111** or email [sales@sprintlogistics.com](mailto:sales@sprintlogistics.com)