The Lime Centre
Hazeley Road
Morestead
Winchester
SO21 1LZ

Health & Safety Policy

1. Policy overview

1.1 The Lime Centre takes health and safety issues seriously, remaining committed to keeping the health and safety of its employees and those attending its premises a priority. This policy is intended to clarify who is responsible for health and safety matters and what their responsibilities are.

2. Who is responsible for workplace health and safety

2.1 Creating a safe and healthy workplace is a collective task shared between the employer and employees. This policy applies to all employees, irrespective of seniority, tenure, and working hours. Specific responsibilities are set out below.

3. The Lime Centre (employer) is responsible for:

3.1 Taking reasonable steps to safeguard the health and safety of employees and people visiting The Lime Centre, ensuring compliance with all health and safety regulations.
3.2 Identifying health and safety risks and finding ways to manage or overcome them.
3.3 Providing safe (emergency) entry and exit arrangements.
3.4 Providing and maintaining safe working areas, equipment and, where necessary, appropriate protective clothing (PPE).
3.5 Providing appropriate resources, adequate information, instruction, training and supervision to enable all employees to do their work safely, to avoid hazards, and to contribute positively to their own health and safety at work.
3.6 Providing a health and safety induction and appropriate safety training to new employees.
3.7 Promoting effective communication and consultation between the employer and employees concerning health and safety matters.
3.8 Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
3.9 Regarding warehouse safety:
3.9.1 Train employees in the safe use of forklifts and handling of materials.
3.9.2 Implement procedures for safe loading and unloading of vehicles.

4. All employees must:

4.1 Take reasonable steps to safeguard their own health and safety and that of people visiting The Lime Centre.
4.2 Cooperate with health and safety duties and requirements, consider health and safety issues a priority, and take personal responsibility for the health and safety implications of their own actions.
4.3 Comply with any health and safety instructions and rules, including instructions on the safe use of equipment and PPE, and keeping the workplace tidy and hazard-free.
4.4 Cooperate with any investigation into accident or injury.
4.5 Regarding warehouse safety:
4.5.1 Ensure proper storage of materials to prevent falls and collapses.
4.5.2 Maintain clear and well-lit walkways.

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5. Equipment responsibilities

5.1 All employees must use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
5.2 All employees must report any fault with, damage to, or concern about any equipment or its use to management, who is responsible for maintenance and safety of equipment.
5.3 All employees must ensure that health and safety equipment is not interfered with, and in the instances of malfunction not attempt to make repairs unless suitably trained and authorised.
5.4 The Lime Centre will regularly conduct inspections of forklifts for safe operation and schedule routine maintenance.

6. Accidents and first aid

6.1 All employees must promptly report any accident at work involving personal injury, however trivial, to the management so that details can be recorded.
6.2 If a serious accident occurs, dial 999, giving name, location and brief details of the problem.

7. Relating to emergency evacuation and fire

7.1 Employees must familiarise themselves with emergency fire protocol, ensuring they are aware of the location of fire extinguishers and fire exits.
7.2 Employees must cooperate in fire drills and take them seriously (ensuring that any visitors to the building do the same). The Lime Centre holds fire drills once every 12 months.
7.3 The Lime Centre ensures that fire exits signs are not obstructed or hidden at any time.
7.4 On discovering a fire, all staff must:
7.4.1 Proceed with fire protocol and call 999, notifying the location of the fire.
7.4.2 Remain calm and immediately evacuate the building, walking quickly without running, and assemble in the designated fire assembly point.
7.4.3 Leave without stopping to collect personal belongings.
7.4.4 Remain out of the building until notified that it is safe to re-enter by fire authority.

8. Equipment responsibilities

8.1 Guidance on manual handing (lifting, carrying heavy objects) is given where required to employees by The Lime Centre, and, where possible, the requirement for manual handling will be minimised to reduce the risk of injury.

9. Risk assessments and incident reporting

9.1 Risk assessments are a careful examination of what in the workplace could cause harm to people.
9.2 The Lime Centre will regularly conduct risk assessments to identify potential workplace hazards in the warehouse, offices and yard. Risks associated with the use of forklifts, lorries and vans will be specifically assessed. Measures will be implemented to control identified risks.

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9.3 The Lime Centre has clear procedures for reporting accidents and incidents and will thoroughly investigate all reported incidents to identify root causes and implement corrective actions. A record is kept of all incidents and investigations for review and analysis.

The Lime Centre is committed to the continuous improvement of our health and safety performance. By adhering to this policy, we aim to create a safe and healthy work environment for everyone involved in our operations.

Name: Nigel Wright

Position: Company Director

Signature:

Date: 01/11/2026