



## **ECOMMERCE FULFILMENT CENTRE LTD (EFCL)**

### **HEALTH AND SAFETY POLICY**

Policy Reference: EFCL-HS-001

Version: 1.0

Effective Date: 02/02/2026

Review Date: 02/02/2027

Approved By: Director

Review Frequency: Annual

### **COMPANY DETAILS**

#### **Ecommerce Fulfilment Centre Ltd (EFCL)**

Platinum House

12 Bailey Road

Trafford Park

Manchester

M17 1SA

**Company Registration Number:** 14944665

**VAT Registration Number:** GB455908364

**Telephone:** 0161 624 0375

**Website:** [www.efcluk.com](http://www.efcluk.com)

### **HEALTH AND SAFETY POLICY STATEMENT**

Ecommerce Fulfilment Centre Ltd (EFCL) is committed to providing and maintaining a safe and healthy working environment for all employees, contractors, visitors, customers, apprentices, agency workers, and any other persons who may be affected by our activities.

We recognise our duties under the Health and Safety at Work etc. Act 1974 and all associated regulations and are committed to preventing accidents, injuries, ill health, and unsafe working practices.

Health and Safety is a shared responsibility, and every individual within the organisation is expected to contribute to maintaining a safe workplace.

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## **1. POLICY OBJECTIVES**

EFCL aims to:

- Provide a safe place of work.
- Prevent accidents and occupational ill health.
- Comply with all applicable health and safety legislation.
- Provide appropriate training and supervision.
- Assess and manage workplace risks.
- Promote a positive safety culture.
- Ensure safe systems of work are followed.
- Continuously improve health and safety performance.

## **2. MANAGEMENT RESPONSIBILITIES**

### **Director**

The Director has overall responsibility for:

- Health and Safety compliance.
- Providing adequate resources.
- Reviewing health and safety performance.
- Ensuring appropriate policies and procedures are in place.

### **Warehouse Manager**

The Warehouse Manager is responsible for:

- Implementing this policy.
- Conducting workplace inspections.

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- Ensuring risk assessments are completed.
- Investigating accidents and near misses.
- Monitoring employee compliance.
- Ensuring PPE requirements are enforced.
- Providing Health & Safety inductions for new employees.

The Warehouse Manager will be accountable for maintaining safe warehouse operations.

### **Warehouse Supervisor**

The Warehouse Supervisor is responsible for:

- Monitoring daily activities.
- Ensuring safe working practices are followed.
- Reporting hazards and incidents.
- Supporting Health & Safety compliance.

### **3. EMPLOYEE RESPONSIBILITIES**

All employees must:

- Take reasonable care of their own health and safety.
- Take reasonable care of others affected by their actions.
- Follow company policies and procedures.
- Wear required PPE.
- Report hazards, accidents, and unsafe conditions immediately.
- Cooperate with management on health and safety matters.
- Attend required training.

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Failure to comply with Health & Safety requirements may result in disciplinary action.

#### **4. RISK ASSESSMENTS**

EFCL will carry out risk assessments to identify workplace hazards and implement appropriate control measures.

Risk assessments will be reviewed:

- Annually.
- Following significant operational changes.
- Following accidents or incidents.
- When new equipment or processes are introduced.

Employees must comply with all identified control measures.

#### **5. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where required, employees must wear appropriate PPE.

This includes:

- Safety shoes (mandatory in warehouse areas)
- High-visibility clothing (where required)
- Protective gloves (where required)
- Additional PPE as identified through risk assessments

Employees must maintain PPE in good condition and report damaged equipment immediately.

No employee may work within designated warehouse areas without approved safety footwear.

#### **6. WAREHOUSE SAFETY**

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The following rules apply within warehouse operations:

- Walkways and emergency exits must remain clear.
- Good housekeeping standards must be maintained.
- Stock must be stored safely and securely.
- Unsafe stacking practices are prohibited.
- Only authorised personnel may operate equipment.
- Speed limits and site rules must be observed.
- Horseplay and unsafe behaviour are prohibited.

## **7. FORKLIFT TRUCK SAFETY**

Forklift trucks may only be operated by authorised and trained personnel.

Operators must:

- Conduct pre-use checks.
- Follow safe operating procedures.
- Wear seatbelts where fitted.
- Report defects immediately.
- Never exceed load capacities.

Pedestrians must remain alert and follow designated walkways.

## **8. FIRE SAFETY**

EFCL will:

- Maintain fire detection and alarm systems.

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- Provide suitable fire-fighting equipment.
- Maintain emergency escape routes.
- Conduct fire drills where appropriate.

Employees must:

- Familiarise themselves with emergency procedures.
- Report fire hazards immediately.
- Follow evacuation instructions.

## **9. ACCIDENT REPORTING**

All accidents, injuries, incidents, and near misses must be reported immediately to management.

Accidents will be recorded and investigated to prevent recurrence.

Where required, incidents will be reported in accordance with RIDDOR regulations.

## **10. MANUAL HANDLING**

Employees must:

- Use safe lifting techniques.
- Seek assistance for heavy or awkward loads.
- Use mechanical aids where available.
- Avoid lifting beyond personal capability.

Manual handling training will be provided where appropriate.

## **11. FIRST AID**

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EFCL will provide appropriate first aid arrangements.

Employees must report all injuries, however minor, to management.

First aid equipment must remain accessible and fully stocked.

## **12. TRAINING**

Health and Safety training may include:

- Employee induction
- Risk assessment awareness
- Manual handling
- Fire safety
- PPE requirements
- Equipment operation
- Warehouse safety procedures

Training records will be maintained where appropriate.

## **13. MONITORING AND REVIEW**

EFCL will monitor health and safety performance through:

- Workplace inspections
- Risk assessments
- Incident investigations
- Employee feedback
- Management reviews

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This policy will be reviewed annually or sooner where required.

### **POLICY APPROVAL**

This Health and Safety Policy have been approved and authorised by the Director of Ecommerce Fulfilment Centre Ltd.

**Director Name:** Adeel Ashraf

**Date:** 02/02/2026