



## **Drywite Limited Health & Safety & Quality Assurance Policy Document**

### **Introduction**

Drywite Ltd is a family owned and run company, which employs 30 full time staff. It manufactures food additives in the form of essences and preservatives, which are supplied into the Catering and Food processing Industry. These products are used as an aid to producing finished foods.

Drywite Ltd does not produce finished foods of any kind. In order to fulfil its legal obligation under the current Health & safety regulations Drywite Ltd has appointed,

Peninsula Business Services Ltd  
Stamford house  
361/365 Chapel Street  
Manchester  
M3 5JY

They advise the company on a range of topics which includes, Personnel employment law, Health & Safety, COSHH (control of substances hazardous to health) And HACCP (hazard analysis critical control point).

Drywite Ltd have recently received positive reports following routine visits by the Environment agency, relating to environmental health and waste management, and Dudley Metropolitan Borough Council Environmental Services, Relating to Food Labelling Regulations 1996, COSHH and Weights and Measures Act 1985.

We hereby warrant that all products manufactured by Drywite Ltd comply with all Current Food Safety Legislation, Food Labelling Regulations, and all other relevant UK Statutes, Statutory Instruments and Orders.

## **Manufacturing Premises**

### **Exteria**

40 year old, recently refurbished purpose built, pitched roof, brick walls, and tarmac driveways, located on the edge of an industrial area.

Secured by metal rail fencing, lit at night with security lighting.

Both offices and factory covered by intruder alarm system.

The property is owned by an associate company.

### **Interia**

#### **Production areas.**

Recently refurbished, poly cladded, washable walls and ceilings and poly coated, drained floors. Lit by shatterproof, washable strip lighting. All areas covered by stainless steel, electronic insect killers. All areas separated off by washable, clear polythene curtains.

#### **Storage areas.**

Separate, designated areas are arranged for raw materials, packaging and finished goods. All goods are kept sealed in protective wrappings, off the floor and on purpose built palletised racking.

There are no products either raw or finished, stored off site.

## **Hygiene/Housekeeping**

### **Water supply**

Direct supply from the mains, controlled by non-returnable valves.

Water is not stored separately.

### **Pest Control**

This is under taken by

Pestex Pest Control Ltd

P.O. Box 40 Stourbridge West Midlands DY8 4ZZ Tel 01384 821 494

On a contract basis which covers both the factory and offices and includes cover for Rats, insects, mice, Birds and casual intruders. Each visit is logged. Service visits are every three months. A bate plan is in operation.

### **Fire Control**

A modern fire alarm and emergency control system has been installed which covers both factory and offices in accordance with local authority regulations and over seen by West Midlands Fire Brigade.

### **Protective clothing**

All production/warehouse staff wear protective clothing, which consists of overalls, disposable hairnets, hats and protective footwear.

### **Jewellery**

Jewellery is not allowed to be worn in any of the production/packing/warehouse areas.

### **Smoking**

Smoking is only allowed in the staff rest area.

## **Staff Care/Facilities**

### **Induction**

All production staff under take a medical examination before joining the company.

A medical register is kept.

All staff receive six week, in house job training, over seen by the Works Manager.

All production staff hold 'The Royal Society of Health' Essential Food Hygiene Certificate.

## **Personnel/Staff Facilities**

### **Toilets**

A new block has recently been built as part of the factory refurbishment program. This offers adequate number of WC's for both male and female staff. Walls and ceilings are cladded for ease of cleaning. Floors are tiled and non-slip. Lit by shatterproof, washable strip lighting. Anti-bactericidal hand soap and warm air hand/face dryers are installed.

### **Locker Facilities**

All staff have individual lockers and changing room facilities are provided.

### **Canteen facilities**

A canteen is provided for staff to consume their own food. Drinks are available from a vending machine, which is supplied and serviced on a contract basis.

### **Cleaning schedules**

All production and manufacturing areas are cleaned daily after end of shifts and totally stripped down weekly.

The stores and warehouse are cleaned on an on going basis.

Toilets and canteen are cleaned daily.

A full time member of staff ensures that the factory is kept clean at all times.

### **Quality control**

This is over seen by the Works Manager. Quality Control is also a function of all production staff.

In order to fulfil the HACCP function, checks are carried out on raw materials, production, product filling, packaging and storage.

### **Product Traceability**

A product Traceability system is in place, which fully covers the requirements as listed in regulation 178/2002/EC-General Food Law.

### **HACCP hazard analysis critical control point**

#### **COSHH control of substances hazardous to health**

A complete analysis and audit of storage, manufacturing processes and product labelling within the company was under taken by Peninsula Business services Ltd (Health & Safety Consultants).

The directors of Drywite Ltd are satisfied that all criteria relating to matters of health and safety and due diligence within its organisation have been met.

The managing director, company health and safety officer and Peninsula consultancy continue to monitor all aspects of health and safety and due diligence on an on going basis.

**Raw Materials and Product Packaging**

These are checked on delivery for conformance and would be rejected under the following criteria.

In-correct product, damaged packaging, raw material production date in excess of 20 days.

**Batch numbers**

For the purpose of traceability all batch numbers and dates are recorded.

**Temperature control**

All products are produced at ambient temperature.

**Manufacturing Process**

All manufacturing processes are subject to a specification. Trained operators produce all products.

Our processes do not require metal detection. Processes are subject to sieving.

All manufacturing plant and equipment is regularly cleaned and maintained.

**Instrumentation**

All testing equipment, weighing machines, and gauges are tested and calibrated regularly.

**GMO Status**

There are no genetically modified food substances contained in any of the products.

**Nut Ingredients**

There are no nut ingredients contained in any of the products.

**Finished goods**

All finished goods are sealed in outer packaging. All products are stored on shrink-wrapped pallets. All goods are stored in separate, finished stock warehouse, off the floor in purpose built racking.

**Documentation**

All products carry a batch production number. This is recorded for product tracability of production date and raw material batches used.

Production batch samples are recorded and kept for reference in the event of customer complaint procedures.

All pallets carry a production date label for stock rotation purposes.

**Customer complaint procedure**

There is a documented procedure in operation.

**Crisis management**

A policy is in operation in the event of product withdrawal being necessary.

**Waste disposal**

Drywite Ltd has a contract with a certified waste disposal contractor,  
Cleanaway Ltd

The Drive Warley Brentwood Essex CM13 3BE.

### **The Producer Responsibility Obligations (Packaging waste) Regulations 1997**

Drywite Ltd have an obligation under the above regulations which is discharged via a compliance scheme with

Valpak Ltd

Savannah house 11-12 Charles II Street London SW1Y 4QU

### **Transportation**

All goods leave our site on covered vehicles. Generally orders are delivered via our contracted carrier who supply a dedicated, full time driver and vehicle, finished in our corporate livery.

Contractor name.

Tryus Transport Ltd

Unit 1, Delph Industrial Estate, Delph Road, Brierley Hill, West Midlands. DY5 2XX

Tel 01384 265 237

### **Analysis/Microbiology**

This work is carried out by

Aspland and James Ltd

Consultant Analysts

Medcalfe Way, Bridge Street, Chatteris, Cambridgeshire. PE16 6QZ

Tel 01354 695858

Certified Food Laboratory Analysts.

### **Liability Insurance**

Employers Liability Insurance. Policy no. PY-RKK500577 Indemnity £10m

Public/Products Liability Insurance Policy no. PY-RKK500577 Indemnity £2m

Directors/Officers Liability Insurance Policy no. DR4839A £1m

The above policies are with,

Royal Sunalliance Insurance Plc.

Colmore Gate

2-6 Colmore Row

Birmingham

B3 2QD

### **Emergency contact names**

**Drywite sales office 01384 569556**

**Sales Manager, mobile 07721 397 649 Mr Martin Clarke**

**Sales Director, mobile 07831 266 161 Mrs Briar Wilkinson**

**Out of business hours 01562 887 771**

**Managing Director, mobile 07831 250 395 Mr Kelvin Lee**

**Membership of trade and advisory bodies.**

Camden & Chorleywood Food Research Association.

CBI

Federation of Small Businesses

Chamber of Commerce

Institute of Directors

NEODA National Edible Oils Distribution Association

Valpak

