

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

2. Responsibilities

2.1 Overall and final responsibility for health and safety is that of David Fitzsimons

2.2 All employees have to:

- co-operate with managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to David Fitzsimons.

2.3 Health and safety risks arising from our work activities

- Risk assessments will be undertaken by Trevor Crichton
- The findings of the risk assessments will be reported to David Fitzsimons
- Action required to remove/control risks will be approved by David Fitzsimons who will be responsible for ensuring that the action required is implemented
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

2.4 Information, instruction and supervision

- The Health and Safety Law poster is displayed on the office noticeboard.

2.5 Competency for tasks and training

- Induction training will be provided for all employees by Jo Morley.

2.6 Accidents, first aid and work-related ill health

- The first aid box is kept in the main office.
- The appointed persons are **Trevor Crichton** and **David Fitzsimons**.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main office.
- **Trevor Crichton** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

2.7 Monitoring

- **David Fitzsimons** is responsible for investigating accidents and work-related causes of sickness absence, and is responsible for acting on investigation findings to prevent a recurrence.

2.8 Emergency procedures – fire and evacuation

- **David Fitzsimons** is responsible for ensuring the fire risk assessment is undertaken and implemented
- Fire extinguishers are maintained and checked by Morgan Fire Protection Ltd every year
- Alarms are tested every six weeks
- Emergency evacuation will be tested every year
- Emergency and evacuation procedures are displayed on the office notice board.

2.9 No Smoking Policy

- The Health & Safety at Work etc Act 1974 places a duty upon employers to provide a working environment for employees which is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work. Tobacco smoke has been shown to be a threat to the health of all employees.
- This no smoking policy seeks to guarantee employees the right to work in air, free of tobacco smoke.
- There is a total ban on smoking in all parts of the Company's premises.
- It should be noted that this policy is not concerned with whether anyone smokes but where they smoke and the effect that this has on their colleagues.
- This policy applies to all employees at all levels and to visitors.
- Any breach of this policy will lead to the normal disciplinary procedures being applied in accordance with the Company's Discipline Procedure.

Last updated 18/07/07