

Health and safety policy

Statement of intent

We are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work, and we design our systems accordingly. In addition, we actively encourage all our staff and contractors to engage and cooperate on workplace matters, in particular health and safety.

As the senior manager, I accept that I have overall responsibility for health and safety.

Signed by: 

Print name: Rhys Skym

Dated: 01/06/2019

Date of next review: 31st May 2020 (If circumstances change, it may be necessary to review sooner.)

Statement of general policy

More particularly, we are committed to:

	Designated competent person with responsibility - Name and job title	Arrangements
Managing health and safety risks and thereby preventing accidents and work-related ill health. In particular, we have conducted a risk assessment (including fire risk assessment) and will review it when appropriate.	Rhys Skym – Managing Director	The fire risk assessment has been compiled by Rhys and will be reviewed monthly to determine what, if any, actions are required to ensure that it stays current. Other risk assessments, as appropriate will also be monitored at least monthly and appropriate action taken to ensure that they remain adequate. The results of the monitoring will be presented at monthly board meetings
Providing first aid where necessary and recording/reporting accidents when necessary.	Rhys Skym – Managing Director Russell Wrapson – Director Jordan Day - Technician	Rhys, Russell and Jordan are qualified first aiders and will administer first aid where necessary
Communicating and providing training to employees on health and safety matters.	Rhys Skym – Managing Director	Rhys will undertake monitoring of employees' health and safety qualifications at least quarterly to see what, if any, training is required with regard to health and safety matters.

Engaging and consulting with employees on health and safety matters as appropriate.	Rhys Skym – Managing Director	Rhys will consult with the employee on a monthly basis to ensure that all changes to policies and procedures are clearly understood. Furthermore, the employee will be encouraged to share any concerns that he may have over the health and safety arrangements and these will be discussed at the monthly board meetings as and when they arise
Implementing emergency procedures and evacuation plans.	Rhys Skym – Managing Director	The emergency evacuation plan has been compiled by Rhys and it will be checked at least monthly to ensure that it remains adequate. The main escape routes will be checked daily to ensure that they are kept clear
Complete accident/incident recording and reporting procedures when appropriate	Rhys Skym – Managing Director	All accidents/incidents will be recorded and reported under RIDDOR where necessary
Maintaining safe and healthy working conditions, including exposure to hazardous substances and ensuring reasonably safe manual handling procedures.	Rhys Skym – Managing Director	<p>The working environment will be constantly checked to make sure that it is safe. Checks will include but are not limited to:</p> <p>Manual handling will be generally be avoided where possible and where it cannot be avoided, no-one will be asked to lift anything over 20kg in weight. Any large orders received from suppliers will be broken down where they have been left before being moved into their final position</p> <p>Hazardous substances will not be purchased where there is a suitable alternative available. Where no suitable alternative exists the relevant COSHH data will be collated and made available to the relevant employee prior to the commencement of works.</p>
In particular, ensuring work equipment is suitable, safe and maintained appropriately. The same person will be responsible for personal protective equipment.	Rhys Skym – Managing Director	<p>Regular checks will be made to all computer equipment and workstations to ensure that they are safe and maintained properly</p> <p>A register of PPE issued to all staff will be maintained by Rhys and reviewed monthly to ensure that appropriate PPE is issued to all staff.</p>
Ensuring adequate welfare facilities	Sam Johnston - Director	Sam is to review the welfare facilities at least weekly to make sure that they are clean, sanitary and in full working order. Any faults will be rectified immediately

Location of:

1. Accident book/log: In the First Aid Cupboard which is in the communal rest facilities
2. First aid box: In the First Aid Cupboard which is in the communal rest facilities
3. Health and safety law poster: Wall in the communal rest facilities
4. Employers' liability insurance: Wall in the communal rest facilities

Accidents and ill health at work reported under RIDDOR <http://www.hse.gov.uk/riddor>