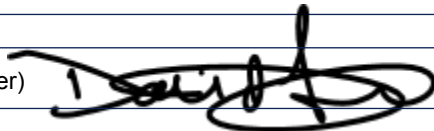


David Lacey has overall responsibility for health and safety

David Lacey has day to day responsibility for ensuring policy practice

Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	David Lacey Director	Carry out appropriate risk assessments and method statements to create a safe working environment, avoiding the need for employees to undertake any manual handling operations which may involve a risk to them being injured. (The Manual Handling Operations Regulations 1992) (Health and Safety at Work Act 1974)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	David Lacey Director	Ensure training needs are met and kept up to date. Sub-contractors are required to provide details of insurance, training and any relevant documents relating to health and safety.
Engage and consult with employees on day-to-day health and safety conditions	David Lacey Director	Discuss with employees health and safety requirements as each job arises in preparation to work safely. Ensure employees adhere to site procedures
Implement emergency procedures – evacuation in case of fire or other significant incident.	David Lacey Director	To make myself and employees aware of emergency procedures and fire exits when visiting other sites. To maintain and replenish first aid kit. To keep records of incidents and accidents, those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to be reported to the HSE Incident Contact Centre.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	David Lacey Director	Ensure all equipment is routinely maintained. Provide appropriate Personal Protective Equipment (The Personal Protective Equipment Regulations 1992) Wherever possible ensure toilet/washing facilities are available. Ensure hazardous substances are correctly stored/used complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Risks associated with hazardous substances are considered for all work activities by obtaining information from relevant Safety Data sheets. Appropriate COSHH assessment forms to be completed.

Signed: * (Employer)



Date:

07/11/2017

Health and safety law poster is displayed at (location)	Office
First-aid box is located:	Company Vehicle
Accident book is located:	Company Vehicle