

Health & Safety Statement

1. Overview

The Company are committed to ensuring the health, safety and welfare of our employees, visitors and anyone that is involved in our business operations, so far as is reasonably practical. The Company will take steps to ensure that statutory duties are always met.

The overall and final responsibility for health and safety is that of Robert Townsend (Director), and the day to day responsibility for ensuring the Company's health and safety policy is put into practice is delegated to Catherine Osborne (Marketing Manager).

2. Statement of General Policy

Policy Statement	Actions	Responsibility
To prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from work activities.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments to be reviewed every year, or earlier if working habits or conditions change.	Robert Townsend (Director)
To provide adequate training to ensure employees are competent to do their work.	Employees and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. The Company will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	Catherine Osborne (Marketing Manager)

<p>To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.</p>	<p>Employees routinely consulted on health and safety matters as they arise.</p>	<p>Robert Townsend (Director)</p>
<p>To implement emergency procedures – evacuation in case of fire or another significant incident.</p>	<p>Escape routes always kept clear and clearly sign posted. Evacuation plans are tested from time to time and updated, as necessary.</p>	<p>Robert Townsend (Director)</p>
<p>To maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage/use of substances.</p>	<p>Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</p>	<p>Catherine Osborne (Marketing Manager)</p>
<p>Accidents and ill health will be reported under RIDDOR</p>	<p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923 Deep cleaning of the premises will be carried out as needed</p>	<p>Robert Townsend (Director)</p>

3. On Premises

Health and Safety Poster	At reception (Mansfield) / in the kitchen (Gloucester)
Social Distancing Poster	At reception, top and bottom of stair well, on all doors within the building (both sites)
Hand Washing Poster	
First Aid Box	At reception (Mansfield) / in the kitchen (Gloucester)
Accident Book	Within the BreatheHR system