



Policy:

# Health and Safety

Written by: Craig Sweeney

Authorised by:

Policy updated: May 2019  
Review date: May 2020



**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.**

**Print name: \_Craig Sweeney**

**Dated: \_\_May 2019\_\_\_\_\_**

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

**Statement of general policy**

**More particularly, we are committed to:**

	<b>Designated competent person with responsibility Name and job title</b>	<b>Arrangements</b>
<b>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.</b>	<b>Craig Sweeney, Managing Director</b>	<b>Relevant risk assessments completed and actions from those assessments are implemented</b>

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<p><b>Providing first aid where necessary and recording/reporting accidents when necessary.</b></p>	<p><b>Craig Sweeney, Managing Director Sarah Tiffany, AEP Lead Worker</b></p>	<p><b>Ensure training is relevant and up to date. Posters of first aiders are clear in all provisions.</b></p>
<p><b>Communicating and providing training to employees on health and safety matters.</b></p>	<p><b>Craig Sweeney, Managing Director</b></p>	<p><b>To ensure Craig has relevant training and this is clearly communicated to staff on a regular basis through training.</b></p>
<p><b>Engaging and consulting with employees on health and safety matters as appropriate.</b></p>	<p><b>Craig Sweeney, Managing Director</b></p>	<p><b>Ensure lines of communication are open and the correct forms are completed on health and safety matters.</b></p>
<p><b>Implementing emergency procedures and evacuation plans.</b></p>	<p><b>Craig Sweeney, Managing Director Sarah Tiffany, AEP Lead Worker</b></p>	<p><b>Escape routes well signed and kept clear. Evacuation plans are tested from time to time and updated necessary.</b></p>
<p><b>Complete accident/incident recording and reporting procedures when appropriate</b></p>	<p><b>Sarah Tiffany, AEP Lead Worker</b></p>	<p><b>Forms are available on the drive at all times and then sent to Craig on completion</b></p>
<p><b>Maintaining safe and healthy working conditions, including exposure to hazardous substances and ensuring reasonably safe manual handling procedures.</b></p>	<p><b>Craig Sweeney, Managing Director</b></p>	<p><b>Chemicals are stored correctly and with correct labelling</b></p>



<p><b>In particular, ensuring work equipment is suitable, safe and maintained appropriately. The same person will be responsible for personal protective equipment.</b></p>	<p><b>Craig Sweeney, Managing Director</b></p>	<p><b>Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of equipment and machinery and ensuring that action is promptly taken to address any defects</b></p>
<p><b>Ensuring adequate welfare facilities</b></p>	<p><b>Craig Sweeney, Managing Director</b></p>	<p><b>Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of equipment and machinery and ensuring that action is promptly taken to address any defects</b></p>

**Location of:**

**Accident book/log: Head office. This is also kept on Lead worker on our Google drive at all times**

**First aid box: Grove Farm- Office, Grow- Shed, Office, Boxing Clever- Office**

**Health and safety law poster: Head office, Grow and Boxing Clever**

**Employers' liability insurance: At each provision and head office**

**Subcontractors are taken through the relevant procedures. Subcontractors who are engaged for lengthy periods are taken through most of the same procedures as workers, however as they have more control over the way they work it is not always appropriate. For subcontractors who work for short periods, our procedures are modified appropriately.**

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



