

## **Health and Safety Policy Statement**

### **SECTION 1: General Statement of Policy**

#### **Company Policy**

It is the policy of the Company to provide and maintain safe and health working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

#### **Company's responsibility**

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

## **Your responsibility**

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to Simon Wakefield, Managing Director, Yellow Admiral in writing. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

## Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

## Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

## Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

**Name of Organisation: Yellow Admiral Ltd**

**Address: The Old Chandlery, Tinnocks Lane, St Lawrence Bay, Essex CM0 7NF**

**Signed (for and on behalf of employer)**

**Name: Simon Wakefield**

**Position: Managing Director**

**Date: 16<sup>th</sup> August 2010**

## **SECTION 2: Responsibilities**

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

**1. Overall and final responsibility within the organisation rests with**

Name: Simon Wakefield  
Status: Managing Director  
Location: Office

**2. Person responsible for execution of the policy at**

As above

**3. Person who will deputise**

Name: Denise Robinson  
Status: Recruitment Director  
Location: Office

**4. Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.**

**5. Person responsible for safety training**

Name: Simon Wakefield  
Status: Managing Director  
Location: Office

**6. Person responsible for investigating accidents and dangerous occurrences**

As above

## **SECTION 3: Medical Facilities**

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.

**1. First-Aiders**

Name(s): Laura Wakefield

**2. First Aid Box/First Aid Room is located at:**

Location: Filing cabinet

**3. The Accident Book is located at:**

Location: Filing cabinet

## **SECTION 4: Emergency Services**

**1 Nearest Hospital with a Casualty Department**

Name: Broomfield Hospital

Address: Chelmsford, Essex CM1 7ET  
Telephone Number: 0844 822 0002

**2 Police Station**

Name: Southminster  
Address: Southminster, Essex CM0  
7AD  
Telephone Number: 0300 333 4444

**3 Fire Station**

Name: Burnham-on-Crouch  
Address: Burnham-on-Crouch, Essex  
CM0 8DZ  
Telephone Number: 999

## **SECTION 5: Fire Safety**

It is essential that adequate equipment and staff training is provided on this subject. Guidance can be obtained from your local fire service or reference to the Fire Certificate (if appropriate).

**1. Facilities**

Number/location of escape routes: 2  
Number/location of fire extinguishers: 1  
Number/location of fire alarms: N/A  
Checked by: N/A  
Frequency: N/A

**2. This company is exempt from requiring a fire certificate.**

**3. Fire Drills**

Frequency: Annual  
Responsibility of: Simon Wakefield

**4. Rules/Procedure in the Event of a Fire**

Use the nearest available exit to safely exit the office and assemble in the back garden area.

## **SECTION 6: Training**

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. In hazardous situations special training may be required.

**Person(s) Responsible for Training**

Name: Simon Wakefield  
Status: Managing Director  
Area of training: General  
Location: Office

## **SECTION 7: Advice & Consultancy**

**Personnel Officer/Safety Officer**

Name: Simon Wakefield  
Location: Office

## **SECTION 8: Electrical Equipment**

Simple common sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment should be treated with respect and checked regularly.

### **Responsibility for Inspecting Electrical Equipment**

Name: Simon Wakefield

Location: Office

### **Frequency of Inspections**

Fixed equipment: As required

Portable equipment: As required

### **Inspection Procedure for Electrical Equipment**

**General rules governing the safe use of portable equipment**

## **SECTION 9: Rules for Contractors and Visitors**

As the employer may well be liable for the actions of contractors and visitors whilst on his premises, every step must be taken to ensure that they abide by documented practice and procedure.

**Your Rules Are:** all visitors will be advised of the general requirements of the company's Health and Safety Policy and in particular the fire regulations.

**Simon Wakefield  
Managing Director**

**August 2010**