


Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Specialist Commercial Joinery Ltd Name of organisation
Neil S. Carter (Director) Name of employer
Karl Dean (Production Manager)

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Neil S Carter	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Neil S Carter	Staff given necessary health and safety induction and provided with appropriate training (including manual handling, machinery safety) and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Neil S Carter All Staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Neil S Carter	Fire escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Neil S Carter	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and action is taken promptly for any defects. Staff trained in safe handling /use of substances.
Health and safety law poster is displayed:	Notice board outside office	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	On wall outside canteen	
Signed: (Employer)		Date: 15/7/19
Subject to review, monitoring and revision by:	Neil S Carter (Director)	Every: 12 months or sooner if work activity changes