**Health & Safety Policy Statement for**: Set In Hand Specialist Services Ltd.

**Address**: Units 1 & 2, Combs Tannery, Stowmarket, Suffolk, IP14 2EN

In accordance with The Health & Safety at Work Act (1974), all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and must co-operate with the Company and others in meeting statutory requirements of the Act. The Health and Safety at Work Act applies to everyone at work, giving responsibilities to both employers and employees. Breaches of the Act may be a criminal offence and lead to prosecution.

The law requires the **employer** (so far as is reasonably practicable) to provide:

* A safe working environment with adequate welfare facilities.
* A safe workplace and safe access to it and egress from it.
* Safe equipment & safe systems of work.
* Information, instruction, training & supervision.
* Risk assessments on all relevant workplace activities.
* Performance monitoring.
* Provision of adequate resources.
* Effective communication & consultation with workers.

Also, under the law duties are imposed on the **employee** to:

* Take reasonable care for the health & safety of himself/herself & other persons who may be affected by his/her acts or omissions at work.
* Co-operate with the employer to enable compliance with legal requirements.
* Avoid placing other people at risk.
* Report any work situation which might represent a serious or imminent danger.

Set In Hand Specialist Services Ltd will plan, manage, and coordinate work ensuring that safe systems of work are carried out in accordance with written and verbal instructions. Employees are encouraged to make suggestions which will improve Health and Safety, and these suggestions should be passed to the Director of Operations if they necessitate changes to working practices, thereby making sure that risks are properly controlled.

All H&S incidents and unsafe practices, whether resulting in injury or not will be reported and investigated in line with RIDDOR Regulations 2013:

a. All dangerous incidents will be reported to the Director of Operations.

b. These will be investigated to establish a root cause for the respective incident or accident and what series of events led up to the incident or accident occurring

c. Following these investigations procedures will be amended if required to prevent any future repetition with training provided if required

d. The circumstances surrounding the incident or accident will be kept under review by the Director of Operations.

We will comply with duties placed on all Employers under the:

* Health and Safety at Work Act 1974.
* Management of Health & Safety at Work Regulations 1999.
* Provision and Use of Work Equipment at Work Regulations 1998 (PUWER)
* The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)
* Workplace (Health, Safety & Welfare) Regulations 1992
* Road Traffic Acts 1991
* Health & Safety (Display Screen Equipment) Regulations 1992
* Electricity at Work Regulations 1989
* Health & Safety (Safety Signs & Signals) Regulations 1996
* Fire Safety Act 2021
* + all other relevant laws & regulations

Health and Safety Risk Assessments will be carried out to:

* Identify the full range of health risks that arise from work at Set In Hand Specialist Services Ltd.
* Identify the people who might be harmed and how.
* Evaluate the risk and decide on precautions.
* Record the significant findings and implement them.
* Review and update as necessary.

We will set out the arrangements that are needed to manage health risks and co-ordinate the work at Set In Hand Specialist Services Ltd. This will include arrangements for controlling significant health risks such as:

* First Aid
* Fire Safety
* Display Screen Equipment (DSE)
* Driving at work
* Manual handling / WRULD
* Stress
* Electrical safety
* Work equipment

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| **Hierarchy of control:**  The overall responsibility for Health & Safety is:   * Director of Operations, who is responsible for ensuring there is consultation on Health & Safety matters with staff, as well as implementation & monitoring of Health & Safety policies. |

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| **Competent Person(s):**   * Jon Davies (Director of Operations) |

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| **Fire Marshal(s):**   * Jon Davies * Trina Reynolds * Mel Row * Emma Clements * Peter Horrex * Cat Lockwood * Billy Brookes |

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| **First Aider(s):**   * Tina Whipps * Carol Christey * Jon Davies * Jill Roberts * Vanetta Gidman * Sophie Lee * Emma Waspe * Cat Lockwood * Charlotte Mowles |

Signature   
 Mr. J. Davies

**Document Review**

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| **Date:** | **Changes Made:** | **Authorised by:** |
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