**Health and Safety at Work etc Act 1974**

This is the Health and Safety Policy of:

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| **Chevington Services****Cocoanut House****Hall Street****Long Melford****CO10 9JQ****Company’s main activities: Work place solutions providers** |

***Our Health and Safety policy is to:***

Prevent, as far as is reasonable practicable, accidents and work related ill-health, by:

* maintaining a **safe and healthy working environment in our offices and across our customers sites while our employees are in their vicinity**
* providing **adequate control of health and safety risks** arising from our work activities
* **communicating effectively on health and safety with clients and any sub-contractors**
* providing adequate **information, instruction, training and supervision for employees**
* ensuring all **employees are competent** to do their tasks
* allocating **clear responsibilities for health and safety**
* having clear and **effective health and safety arrangements**
* **consulting with our employees** on matters affecting their health and safety

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| **Company Managing Director:** Clive and Debbie Morris **Date:** 10th October 2017 |

***Review date for this policy:*** 10th October 2018

***Confirmation that the policy has been reviewed: Signature and date when reviewed:***

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**Health and Safety responsibilities**

1. Overall responsibility for health and safety is that of:

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| Clive and Debbie Morris |

1. Day-to-day responsibility for ensuring our health and safety policy is *put into practise* is delegated to:

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| Emily McMillan - Office Manager |

3. *All our employees* are required to:

* Co-operate with supervisors and managers on health and safety matters;
* Take reasonable care of their own health and safety;
* Report health and safety concerns to an appropriate person (as shown in box 4);
* Not interfere with anything provided to safeguard their health and safety.

**AT OUR OWN PREMISES**

***Arrangements***

1. Employees should report any health and safety concerns, or make health and safety suggestions, to:

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| Their line manager |

1. Our ‘Health and Safety Law poster’ is displayed at:

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| Long Melford Head Office |

***First aid***

1. First aid box(es) on our premises is/are kept at:

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| In the kitchen of Head Office |

1. The first aider(s)/first aid appointed person(s) is/are:

|  |
| --- |
| Alison King |

***Emergency measures***

1. Escape routes and fire extinguishers are checked by:

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| --- |
| Emily McMillan |

1. Fire alarms will be tested every:

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| --- |
| Monday morning weekly |

1. Emergency evacuation will be tested every:

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| --- |
| Monday morning weekly |

**WORK AT OUR OWN, OR AT A CLIENT’S (OR OTHER) PREMISES**

1. Risk assessments are undertaken by:

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| Field Sales and Engineers**Our risk assessments are stored with our service department** |

1. The findings of risk assessments are reported to:

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| Service Department |

1. Action required to remove/control significant risks is approved by:

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| --- |
| Clive and Debbie Morris |

1. The person who liaises with clients and sub-contractors on health and safety risks is:

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| Service Department |

1. The person who ensures that risk assessments under the Control of Substances Hazardous to Health Regulations (COSHH) are carried out is:

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| Clive and Debbie Morris |

1. The person who ensures that risk assessments are reviewed as necessary is:

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| --- |
| Clive and Debbie Morris |

1. The person who checks that action has been *taken* to remove/reduce risks is:

|  |
| --- |
| Clive and Debbie Morris |

1. The person who ensures that new equipment meets health and safety standards is:

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| Engineers at site |

1. The person responsible for ensuring that work equipment is properly maintained is:

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| Clive and Debbie Morris |

**Reporting and investigating any health and safety incidents**

1. All accidents and cases of work-related ill health must be recorded in the company ‘accident book’

(BI 510). The book is kept at:

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| Long Melford Head Office |

1. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:

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| --- |
| Clive and Debbie Morris |

**Monitoring the workplace**

1. Our arrangements for checking working conditions, and ensure safe working practises can be found at:

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| Within the Health and Safety File and Checklist with the Long Melford Head Office |

1. The person responsible for investigating any accidents or work-related sickness is:

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| Clive and Debbie Morris |

1. The person responsible for acting on the findings of an investigation, to help prevent a reoccurrence is:

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| Clive and Debbie Morris |

**Advice, training, supervision and consultation**

1. Consultation with employees on health and safety issues is the responsibility of:

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| Clive and Debbie Morris |

1. Health and safety advice for our employees is available from:

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| Clive and Debbie Morris or Emily McMillan when they are unavailable |

1. The person who ensures that our employees, working at locations under the control of other employers, are given the required health and safety information is:

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| Clive and Debbie Morris |

1. Supervision of young workers/trainees will be arranged/.undertaken/monitored by:

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| Clive and Debbie Morris |

1. Induction health and safety training for all our employees will be provided by:

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| Clive and Debbie Morris |

1. Job-specific health and safety training will be provided by:

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| Clive and Debbie Morris |

1. Training needs will be identified, and arranged and monitored by:

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| Clive and Debbie Morris |