HEALTH & SAFETY

**Statement of Intent**

Maly IT Solutions Ltd is committed to ensuring the safety of our employees as well as any clients who visit our workplace. Overall responsibility for observing safety standards belongs to the managing director of the company, while routine inspection of safety in the workplace is the responsibility of the Health & Safety officer. In addition to this itis made clear that health and safety in the workplace is the concern of all employees, and that employees should do everything in their power to minimise risks in the workplace. In support of this policy, several arrangements have been made (for more details, see the arrangements section):

• Staff training

• Regular risk assessment of the workplace

• Recording and reviewing of risk assessments

• Provision of appropriate equipment

• Consultation with employees

• Compliance with online documentation (hse.gov.uk)

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| **Responsibilities (Name, Position & Role)** |
| Has overall and final responsibility for health and safety (Karen Maly – Director) |
| Has day-to-day responsibility for ensuring this policy is put into practice (Richard Maly -Director |

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| **Statement of general policy** | **Responsibility of: Name/Title** | **Action/Arrangements (What are you going to do?)** |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Richard Maly - Director | Monitoring daily and ongoing agenda item in monthly management meeting. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Richard Maly -Director  Karen Maly -Director | Ensure all staff have read the Health and Safety policy and have read and the Employee Handbook. At Induction, made aware of these, first aid and fire procedures. |
| Engage and consult with employees on day-to-day health and safety conditions | Richard Maly - Director | Ensure day to day concerns are heard and acted upon appropriately. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Richard Maly - Director | Ensure staff know when planned fire drills and tests take place. Ensure staff know where the fire exits, and the buildings fire procedures are located. |
| Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe use. | Richard Maly - Director | Ensure office equipment is maintained and cared for, and fix issues immediately when discovered. |