

HEALTH & SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974



This is the Health and Safety Policy Statement of
BRITISH EXPERTISE

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary.

Signed

(employer)

Date 5 January 2009

Review date 5 January 2010

RESPONSIBILITIES

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

Chief Executive: Graham Hand

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

Office Manager: Christine Lumsden

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

N/A

All employees have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:	Christine Lumsden
The findings of the risk assessments will be reported to:	Richard Pelly
Action required to remove/control risks will be approved by:	Richard Pelly
Christine Lumsden	Will be responsible for ensuring the action required is implemented
Christine Lumsden	Will check that the implemented actions have removed/reduced the risks
Assessments will be reviewed every:	12 Months or when the work activity changes, whichever is soonest

CONSULTATION WITH EMPLOYEES

Employee representative(s) are:	n/a
Consultation with employees is provided by:	Staff meetings and individual discussion with Christine Lumsden

SAFE PLANT AND EQUIPMENT

n/a NO RELEVANT PLANT/EQUIPMENT ON THE PREMISES	Will be responsible for identifying all equipment/plant needing maintenance
n/a	Will be responsible for ensuring effective maintenance procedures are drawn up
n/a	Will be responsible for ensuring that all identified maintenance is implemented
Any problems found with plant/equipment should be reported to	n/a
n/a	Will check that new plant and equipment meets health and safety standards before it is purchased

SAFE HANDLING AND USE OF SUBSTANCES

n/a THERE ARE NO SUBSTANCES ON THE PREMISES WHICH NEED A COSHH ASSESSMENT. ONLY ORDINARY DOMESTIC CLEANING PRODUCTS ARE USED.	Will be responsible for identifying all substances which need a COSHH assessment
n/a	Will be responsible for undertaking COSHH assessments
n/a	Will be responsible for ensuring that all actions identified in the assessments are implemented
n/a	Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
n/a	Will check that new substances can be used safely before they are produced
Assessments will be reviewed every	12 months or when the work activity changes, whichever is soonest

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed	On the corridor notice-board
Health and Safety advice is available from	Christine Lumsden
Supervision of young workers/trainees will be arranged/undertaken/monitored by	The appropriate internal mentor
Office Manager	Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by	Christine Lumsden
Job specific training will be provided by	Christine Lumsden
Specific jobs requiring special training are:	None
Training records are kept at/by	Christine Lumsden
Training will identified, arranged and monitored by:	Christine Lumsden

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs	n/a
Health surveillance will be arranged by:	n/a
Health surveillance records will be kept by/at:	n/a
The first aid box is kept at:	Yvonne Jones' office
The appointed person/first aider is:	Yvonne Jones
All accidents and cases of work-related ill-health are to be recorded in the accident book. The book is kept by:	Yvonne Jones
Christine Lumsden	Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:	All staff are responsible for reporting any potential hazards to Christine Lumsden. Appropriate action is then taken. Spot check emergency exits.
Richard Pelly	Is responsible for investigating accidents
Christine Lumsden	Is responsible for investigating work-related causes of sickness absences
Christine Lumsden	Is responsible for acting on investigation findings to prevent a recurrence

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Christine Lumsden	Is responsible for ensuring the fire risk assessment is undertaken and implemented
Escape routes are checked by/every	Christine Lumsden, weekly
Fire extinguishers are maintained and checked by/every	TVF Ltd., Annually
Alarms are tested by/every:	Managing Agents, MERJS, weekly
Emergency evacuation will be tested every:	6 months (arranged by Managing Agents, MERJS)

RISK ASSESSMENT

The Hazards	Who might be harmed and how	The action currently taken	Further action required	How the assessment will be put into action (priorities)
Single steps in reception and Suite 18	Staff and visitors Risk of tripping/falling	Marked with yellow/black hazard tape.	Renew regularly	
Extended use of computer	Staff Risk of eye damage Risk of back damage	Encourage regular breaks from the VDU and regular movements away from the desk. Encourage regular eye tests. Encourage good posture when seated at the computer. Replace chairs as required.	Encourage as appropriate	
Furniture re-arrangement in meeting rooms	Staff Risk of back damage, trapping fingers/toes	Lift correctly. Do not rush. Enlist help.	Encourage as appropriate	
Moving boxes and small items of equipment eg fans, heaters etc	Staff Risk of back damage	Encourage correct lifting action. Use trolley whenever possible. Enlist help.	Encourage as appropriate	
Accessing high shelves etc	Staff Risk of falling	Use stepladder where appropriate, and ensure that a second person keeps it stable.	Encourage as appropriate	
Using inappropriate tools for the task.	Staff Risk of cutting hands etc	Use the correct tool for the task – paper knife, scissors, staple extractor etc.	Encourage as appropriate	
Carrying hot drinks down stairs	Staff	Take all reasonable care.	Encourage as appropriate	