

Health and Safety Policy

This is the statement of general policy and arrangements for:

Corporate Amusement Services

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

Dave Field - Manager

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

Dave Field - Manager

Statement of general policy	Responsibility of	Action / Arrangements
Prevent accidents and cases of work-related ill health and provide adequate control of and manage health and safety risks arising from work activities	Dave Field Manager	Relevant risk assessments completed. Actions arising are implemented. Risk assessments will be reviewed annually or earlier if working practices change or if new equipment is introduced.
Provide clear instructions and information and adequate training to ensure employees are competent to do their work	Dave Field Manager	Training needs have been identified and training is given in accordance with this, including manual handling. Arrangements are in place to cover staff working on clients' sites.
Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Dave Field Manager All staff Abc Safety Ltd – external advisers	Staff are routinely consulted on health and safety issues as they arise. Abc Safety Ltd. provides us with advice on occupational health.
Implement emergency procedures - evacuation in case of fire or other significant incident.	Dave Field Manager	Escape routes will be signed and kept clear of obstructions. Fire extinguishers will be inspected annually. Evacuation drills will be held at least once a year.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Dave Field Manager	Welfare facilities – drinking water, toilets, washing facilities are provided. Portable appliances are tested annually. Machines are serviced regularly and prompt action is taken to carry out repairs. Staff to be trained in safe storage and use of substances.

Health and safety law poster is displayed:	Entrance lobby		
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).	Mezzanine floor kitchenette.		
Signed: (Employer)		Date:	20/11/2016
Subject to review, monitoring and revision by:	Dave Field/abc Safety Ltd	Every:	12 Months