



A T GRAPHICS



Signage



Vehicle Livery



Web Design

Health & Safety Policy

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Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related injuries and bad health by providing adequate control of Health & Safety arising from work activities	Alan Turner Proprietor	Relevant risk assessments completed and actions taken on any risks arising. Fit safety board for feedback from employees and take action from any issues arising, record issues and actions arising from safety board. Audit all areas every month. Review risk assessments if work activities change or if new equipment is purchased.
To provide adequate training to ensure employees are competent to do their work.	Alan Turner Proprietor	Staff and sub-contractors are given an adequate Health & Safety induction and provided with appropriate training, risk assessments and method statements for work outside remote from our workshop. Risk assessments and method statements will be signed by all employees to make sure they have been understood.
To engage and consult employees on day to day health and safety conditions and provide advice on Occupational health	Alan Turner Proprietor	Make sure safety board is up to date and actions taken promptly, hold monthly safety reviews and record findings.
To implement emergency procedures i evacuation in case of fire or other significant incident.	Alan Turner Proprietor	Escape routes well signed and kept clear at all times, evacuation plans are recorded and kept near escape routes, plans are tested every 6 months and updated as necessary. Make sure landlord test fire alarms and all employees are sure of procedures.
To maintain safe and healthy working conditions, provide and maintain plant equipment and machinery and ensure safe storage/use of substances	Alan Turner Proprietor	Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of equipment and machinery, ensure action is taken promptly to address any problems defects, if in doubt disconnect and tag and do not use until repaired, ensure PAT testing is kept up to date.
Health & Safety poster is displayed:	In Entrance foyer	
First aid box and accident book are located:	On safety board in foyer	
Accidents and ill health at work:	Reported under RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrence Regulations	www.hse.gov.uk/riddor Tel: 0845 300 9923
Signed (Employer)	Alan Turner	Date
Subject to review, monitoring and revision by:	Alan Turner	Every 12 Months

This Health and Safety policy has been read and understood by the following:

Name	Signature	Date / /	Name	Signature	Date / /