



Health & Safety Policy for:	Seaforth Radio Cars Limited
Overall and final responsibility for health & Safety is that of:	Mr Kenneth Evason
Day-to-Day responsibility for ensuring this policy is put into practice is delegated to:	James Reardon

<b>POLICY NO</b>	SRC 04
<b>DATE RATIFIED</b>	Version 2.0 October 2012
<b>NEXT REVIEW DATE</b>	October 2013

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	James Reardon Recruitment Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. SRC risk assessments are reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	James Reardon Recruitment Manager	Staff are given necessary health and safety inductions and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	David Evason Director	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular policy review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Thomas Burke Recruitment & Training Manager	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions.		Toilets, washing facilities and drinking water supplied. System in place for routine inspections and testing of equipment and to ensure any action is taken promptly to address any defects.

Health and safety law poster is displayed:	In the Main Control Room on the Door and also on the Back Office Notice Board.
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) (see note 2 below)	In the Control Room attached to the wall.

Signed: Lee Evason		Date:	06/02/2013
Subject to review, monitoring and revision by:	James Reardon	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide ([www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)). Simply choose the example closest to your business.

**Organisation name:**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, eg on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11