

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.
To give them adequate training.
To prevent accidents and cases of work related ill health.
To maintain safe and health working conditions; and
To review and revise this policy as necessary at regular intervals.

Responsibilities

**Overall and final responsibility for health and safety is that of Paul Batson.
Day-to-day responsibility for ensuring this policy is put into practice is delegated to Paul Batson.
To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas :**

P.Batson All Areas

Health & Safety Risks arising from our Work Activities

**Risk Assessments will be undertaken by P. Batson
The findings of the Risk Assessments will be reported to P.Batson
Action required to remove / control risks will be approved by P Batson
The person responsible for ensuring the action required is implemented will be P.Batson
The person responsible for checking that the implemented actions have reduced / removed the risks will be P.Batson
Assessments will be reviewed every 4 Weeks or when the work activity changes, whichever is sooner.**

Consultation with Employees

Employee representatives are :

P.Batson

Consultation with employees is provided by :

P.Batson

Safe Plant and Equipment

**P.Batson will be responsible for identifying all equipment / plant needing maintenance
P.Batson will be responsible for ensuring effective maintenance procedures are drawn up.**

P.Batson will be responsible for ensuring that all identified maintenance is implemented.
Any problems found with plant / equipment should be reported to P.Batson
P.Batson will check that new plant and equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

P.Batson will be responsible for identifying all substances which need a COSHH assessments.
P.Batson will be responsible for undertaking COSHH assessments.
P.Batson will be responsible for ensuring that all actions identified in the assessments are implemented.
P.Batson will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
P.Batson will check that new substances can be used safely before they are purchased.
Assessments will be reviewed every 4 weeks or when the work activity changes, whichever is the soonest.

Information, Instruction and Supervision

The health and safety law poster is displayed at / leaflets are issued by P.Batson.
Health and safety advice is available from HS Direct LTD - External Consultants.
Supervision of young workers / trainees will be arranged / undertaken / monitored by P.Batson.
P.Batson is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Safe Plant and Equipment

Induction training will be provided for all employees by P.Batson.
Job specific training will be provided by P.Batson.
Jobs requiring specific training are

- Instalation of play equipment
- Hand Tools
- Machinery operation

Training records are kept at / by P.Batson.
Training will be identified, arranged and monitored by P.Batson.

Accidents and First Aid

Health surveillance is required for employees doing the following jobs

Health surveillance will be arranged by .
Health surveillance will be kept by / at .
The first aid box(es) is / are kept at

Inside works van and in storage lock up .

The appointed person(s) / first aider(s) is / are

P.Batson

All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by / at P.Batson.

P.Batson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Work-Related Ill Health

To check our working conditions, and ensure our safe working practices are being followed, we will

Monitor on a regular basis

P.Batson is responsible for investigating accidents. P.Batson is responsible for investigating work-related causes of sickness absences. P.Batson is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures - Fire and Evacuation

P.Batson is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by N/A every .

Fire extinguishers are maintained and checked by every .

Alarms are tested by every .

Emergency evacuation will be tested every N/A.

Additional Information and Notes

Signatory

Signed :

Date :

Please note that this document is current as of Monday 14th September 2009. For the latest version, reprint the document from within your safety first pack