

Health and Safety Policy Summary (1 of 3)

Company name	
Site name	
Site address	
Person with overall and final responsibility for health and safety on site	
Person with day to day responsibility for ensuring this policy is put into practice	

GENERAL POLICY AND ARRANGEMENTS FOR HEALTH AND SAFETY	
Arrangements will be made to assess and manage health and safety risks	<p>Relevant risk assessments are completed and actions arising implemented.</p> <p>Risk assessments are located:</p>
Clear instruction, information, and training will be provided to ensure staff are competent to do their work safely.	<p>Staff given a health and safety induction and formal and on-the-job training.</p> <p>Health and safety training on site is arranged by:</p>
Appropriate systems will be maintained to engage and consult with staff on day-to-day health and safety conditions.	<p>Staff are routinely consulted on health and safety matters as they arise and formerly consulted by ensuring that health and safety is an agenda item at staff meetings.</p> <p>Staff meetings are held every:</p> <p>Staff health and safety concerns are recorded by:</p> <p>Our health and safety law poster is located:</p>

Health and Safety Policy Summary (2 of 3)

GENERAL POLICY AND ARRANGEMENTS FOR HEALTH AND SAFETY	
Emergency procedures will be implemented in case of fire or other significant incidences	<p>Escape routes are well signed and kept clear at all times. Evacuation drills are carried out every six months.</p> <p>Our fire emergency plan is displayed:</p> <p>Our fire assembly point is:</p> <p>Our fire marshals are:</p>
Safe and healthy working conditions will be maintained.	<p>Toilets, washing facilities and drinking water are provided.</p> <p>Management checks to ensure the workplace is in good repair and safety controls are in place are carried out regularly by:</p>
Plant, equipment and machinery will be provided and maintained.	<p>Routine inspection and testing of plant, equipment and machinery.</p> <p>To ensure action is taken to promptly address any defects, faulty equipment is reported to:</p>
The safe storage and use of hazardous substances will be ensured.	<p>Hazardous substances identified and safety data sheets checked to ensure that measures are in place to use them safely.</p> <p>Safety data sheets and assessments can be found in our COSHH & DSEAR folder which is located:</p>

Health and Safety Policy Summary (3 of 3)

GENERAL POLICY AND ARRANGEMENTS FOR HEALTH AND SAFETY

<p>Accidents and 'near-misses' will be investigated and appropriate action taken to reduce occurrence.</p>	<p>All accidents and near misses (however small) are recorded. Any that involve visitors or if an employee cannot continue working are fully investigated.</p> <p>RIDDOR incidents are reported to the Health and Safety Executive by:</p> <p>Our accident book is located:</p> <p>Our first aid kits are located:</p> <p>First aiders can be contacted by:</p> <p>Our trained first aiders are:</p>
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Reviewed by		Signature		Date	
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Visitor Site Rules

Whilst on site please observe:

1. HEALTH AND SAFETY AT WORK

Our aim is to provide a safe working environment and to this end we have a health and safety management system in place. We ask all visitors to the premises to co-operate in the maintenance of our high standards of safe practice and report any unsafe practices or hazards to their host.

2. EMERGENCY PROCEDURE

In the event of a fire emergency, audible alarms will be heard. Please evacuate the building following the directions given by the Fire Marshall or Management responsible for the area you are visiting.

In the event of any other emergency, follow the instructions of your host.

3. ASSEMBLY POINT:

4. ACCIDENTS

In the event of injury, notify your host who will contact the management responsible for the area you are visiting.

5. ENTRY INTO OTHER AREAS

You must not enter any area of the site unless accompanied by your host or in possession of a valid permit to work.

Fire Emergency Plan (1 of 2)

SUBJECT	ACTION TO TAKE
<p>Discovering a fire or hearing the alarm.</p>	<p>Raise the alarm by:</p> <p>Close all doors and windows and evacuate using the nearest fire exit and go the fire assembly point:</p> <p>Fire marshalls to ensure all staff and visitors evacuate the building.</p> <p>Listed below are our fire marshalls and their responsible areas:</p>
<p>Key escape routes</p>	<p>All members of staff are to know the key escape routes from the building:</p>
<p>Arrangements for assisting vulnerable & disabled persons</p>	

Fire Emergency Plan (2 of 2)

SUBJECT	ACTION TO TAKE
<p>Calling the emergency services.</p>	<p>Dial 999 ensuring that all necessary information is given:</p> <p>Name of company:</p> <p>Site address:</p> <p>Postcode:</p> <p>Our telephone number:</p> <p>Special instructions (e.g. which floor, where to park etc):</p> <p>Do not hang up until the operator tells you to do so</p>
<p>Gas</p>	<p>Only if it is safe to do so, trained staff may turn off the gas supply. Location of the gas cut off:</p>
<p>Fire fighting equipment</p>	<p>Only if it is safe to do so, trained staff may attempt to extinguish the fire.</p> <p>Listed below is the type and location of our fire extinguishers:</p>
<p>When the emergency services arrive,</p>	<p>The manager is to make them aware of any staff, customers or visitors who are not accounted for</p>

Fire Safety Information

FIRE ACTION

If you discover a fire – raise the alarm by:

then leave the building by the nearest fire exit and go to the assembly point at:

If you hear the alarm – ensure doors and windows are closed, leave the building immediately and go to your fire assembly point

Do not delay evacuation in any way

Do not endanger yourself

Do not go back into the building

Do not use the lift (if applicable)

GAS LEAK ACTION

If you discover a gas leak:

1. Extinguish all naked flames & cigarettes
2. Turn off the supply at the control valve
3. Open all windows
4. Call gas emergency on:

If the escape persists:

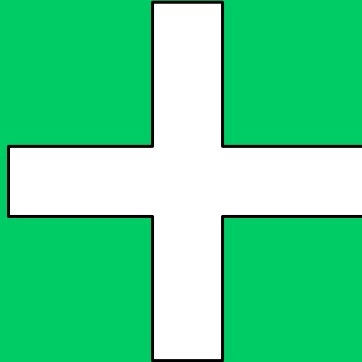
5. Evacuate building immediately
6. Report to the external assembly point:

Do not search with naked lights

Do not operate any electrical switch, light or appliance

Do not turn gas back on until the escape has been repaired

First Aid Information



FIRST AID

First Aid trained members of staff are:

Appointed Persons are:

or contact the Manager, who will get assistance

First Aid boxes are located:
