

This is the statement of general policy and arrangements for:



Overall and final responsibility for health and safety:

Tilly Dineen

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

Tilly Dineen

Responsibility	Action/arrangements	Owner
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Weekly reviews of working areas for risk and highlighting responsibility for all employees to tidy office and remove risks	TD
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Initial health and safety overview to all new employees and regular reviews	TD
Engage and consult with employees on day-to-day health and safety conditions	Ensure all employees are aware of their responsibility to highlight risks to management and to remove risks where appropriate	TD
Implement emergency procedures – evacuation in case of fire or other significant incident.	Follow building regulations and regular fire drills. Advise all employees of regulations and refer to: https://www.gov.uk/workplace-fire-safety-your-responsibilities	TD
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	No hazardous materials are in use. However, make sure that all employees are aware to highlight any new or potential risks to management	ALL

Health and safety law poster is displayed at (location):	First floor notice board and reception
First-aid box is located:	First floor kitchen and reception
Accident book is located:	Reception

Signed: *D. Stanley*

Dated: July 2018