

Klozers Health & Safety Policy

Created by Joanne Waddell

Last Reviewed: 02/06/ 2015

Circulated: 02/06/2015

Next Review: 02/07/ 2015

Introduction

Klozers supply Professional Services to business both from their own premises and that of their clients premises employing a total of 7 Consultants, Associates, Sales Support and Graduates.

The office is open Monday to Friday 9.00-5.30 and is shared service office.

This health and safety policy statement, has been created using the resources available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc Klozers genuinely care for the health and well-being of all staff and wants to portray this in their health and safety policy.

Klozers Health & Safety have reviewed the guidance available on the HSE website at www.hse.gov.uk/risk. This helped Klozers to think about the things that should be documented and built into their own health and safety policy, such as remote working, travel, staff consultation and training etc. Klozers have nominated Joanne Waddell, the Company secretary as the most competent (experienced and capable) person within the organisation to take responsibility for health and safety issues.

Joanne presented the policy statement at the board meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

This is the statement of general policy and arrangements for:	Klozers
Iain Swanston – Managing Director	has overall and final responsibility for health and safety
Joanne Waddell – Company Secretary	has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Joanne Waddell Company Secretary	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Joanne Waddell Company Secretary	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Joanne Waddell Company Secretary Iain Swanston Managing Director All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Joanne Waddell Company Secretary	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Joanne Waddell Company Secretary	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)	Joanne Waddell	Date:	28th August 2015
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Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Staff room
Accident book is located:	Reception