

Health and safety policy

This is the statement of general policy and arrangements for:		The Vastum Group Ltd
Anthony Cornwall		has overall and final responsibility for health and safety
Anthony Cornwall		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	Mr A Cornwall	Workplace training
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Mr A Cornwall	Workplace training
Engage and consult with employees on day-to-day health and safety conditions	Mr A Cornwall	Monthly H&E meeting to discuss issues
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	Mr A Cornwall	Identify evacuation procedures
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Mr A Cornwall	COSHH for on-site chemicals

Signed: * (Employer)	Mr A Cornwall	Date:	22-Dec-16
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Rest room
First-aid box is located:	Reception
Accident book is located:	reception

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
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