

# Health and Safety Policy

<b>This is the statement of general policy and arrangements for:</b>		<b>INGENIOUS LOCKS &amp; HARDWARE LIMITED</b> Unit 17 Lakeside Business Park, Walkmill Way, Cannock, Staffordshire, WS11 0XE
<b>NIGEL HUTCHINSON</b>		<b>has overall and final responsibility for health and safety</b>
<b>STUART CARPENTER</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace by complying with health and safety legislation	Nigel Hutchinson-Managing Director Stuart Carpenter-Technical Director	<ol style="list-style-type: none"> <li>We will assess the risks associated with health and safety hazards in the workplace.</li> <li>We will assess our occupational health risks and will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for ill health.</li> <li>We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.</li> <li>(Risk assessments will be reviewed when working habits or conditions alter.)</li> </ol>
To provide clear instructions and information and adequate training, to ensure employees are competent to do their work	Nigel Hutchinson Stuart Carpenter	<ol style="list-style-type: none"> <li>We will ensure all employees have the competence to undertake their work with minimum risks to health and safety.</li> <li>A health and safety induction will be carried out for all employees.</li> </ol>
To engage and consult with employees on day-to-day health and safety conditions	Nigel Hutchinson Stuart Carpenter	<ol style="list-style-type: none"> <li>All employees will be adequately instructed and trained on the health and safety issues that affect them and the safe working practices that should be followed.</li> <li>We will ensure that health and safety issues are identified, assessed and managed.</li> <li>We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management.</li> </ol>
To implement emergency procedures, i.e. evacuation in case of fire or other significant incident	Jean Clarke	<ol style="list-style-type: none"> <li><b>Make sure FIRE EXIT is clearly marked.</b></li> <li><b>Make sure all employees are aware of the Company Fire Drill.</b></li> <li><b>Make sure the Fire Procedure and Meeting Point is clearly displayed.</b></li> </ol>
To maintain safe and healthy working conditions; provide and maintain plant, equipment and machinery and ensure safe storage/use of substances	Nigel Hutchinson Stuart Carpenter	<ol style="list-style-type: none"> <li>We will ensure toilets, washing facilities and drinking water is provided.</li> <li>We will ensure a system is in place for routine inspection and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</li> </ol>

Signed: *	<b>N J HUTCHINSON</b>	Date:	<b>01 AUGUST 2017 (Updated 04 OCTOBER 2021)</b> <b>Date of next assessment – 01 07 2022</b>
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Health and safety law poster is displayed at:	<b>On the wall in the kitchen.</b>
First-aid box is located:	<b>Beside the sink in the kitchen.</b>
Accident book is located:	<b>Beside the sink in the kitchen.</b>

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>