

Health and Safety Policy

| This is the statement of general policy and arrangements for: | | INGENIOUS LOCKS & HARDWARE LIMITED Unit 17 Lakeside Business Park, Walkmill Way, Cannock, Staffordshire, WS11 0XE |
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| NIGEL HUTCHINSON | | has overall and final responsibility for health and safety |
| STUART CARPENTER | | has day-to-day responsibility for ensuring this policy is put into practice |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements |
| 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"> We will assess the risks associated with health and safety hazards in the workplace. 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. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. (Risk assessments will be reviewed when working habits or conditions alter.) |
| 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"> We will ensure all employees have the competence to undertake their work with minimum risks to health and safety. A health and safety induction will be carried out for all employees. |
| To engage and consult with employees on day-to-day health and safety conditions. | Nigel Hutchinson Stuart Carpenter | <ol style="list-style-type: none"> 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. We will ensure that health and safety issues are identified, assessed and managed. We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. |
| To implement emergency procedures, i.e. evacuation in case of fire or other significant incident. | Jean Clarke | <ol style="list-style-type: none"> Make sure FIRE EXIT is clearly marked. Make sure all employees are aware of the Company Fire Drill. Make sure the Fire Procedure and Meeting Point is clearly displayed. |
| 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"> We will ensure toilets, washing facilities and drinking water is provided. 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. |

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| Signed:  | N J HUTCHINSON | Date: 01 AUGUST 2017 (Updated 04 OCTOBER 2021) Date of next assessment – 01 10 2024 |
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| Health and safety law poster is displayed at: | On the wall in the kitchen. |
| First-aid box is located: | Beside the sink in the kitchen. |
| Accident book is located: | Beside the sink in the kitchen. |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>

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