

SAFETY POLICY

ORGANISATION

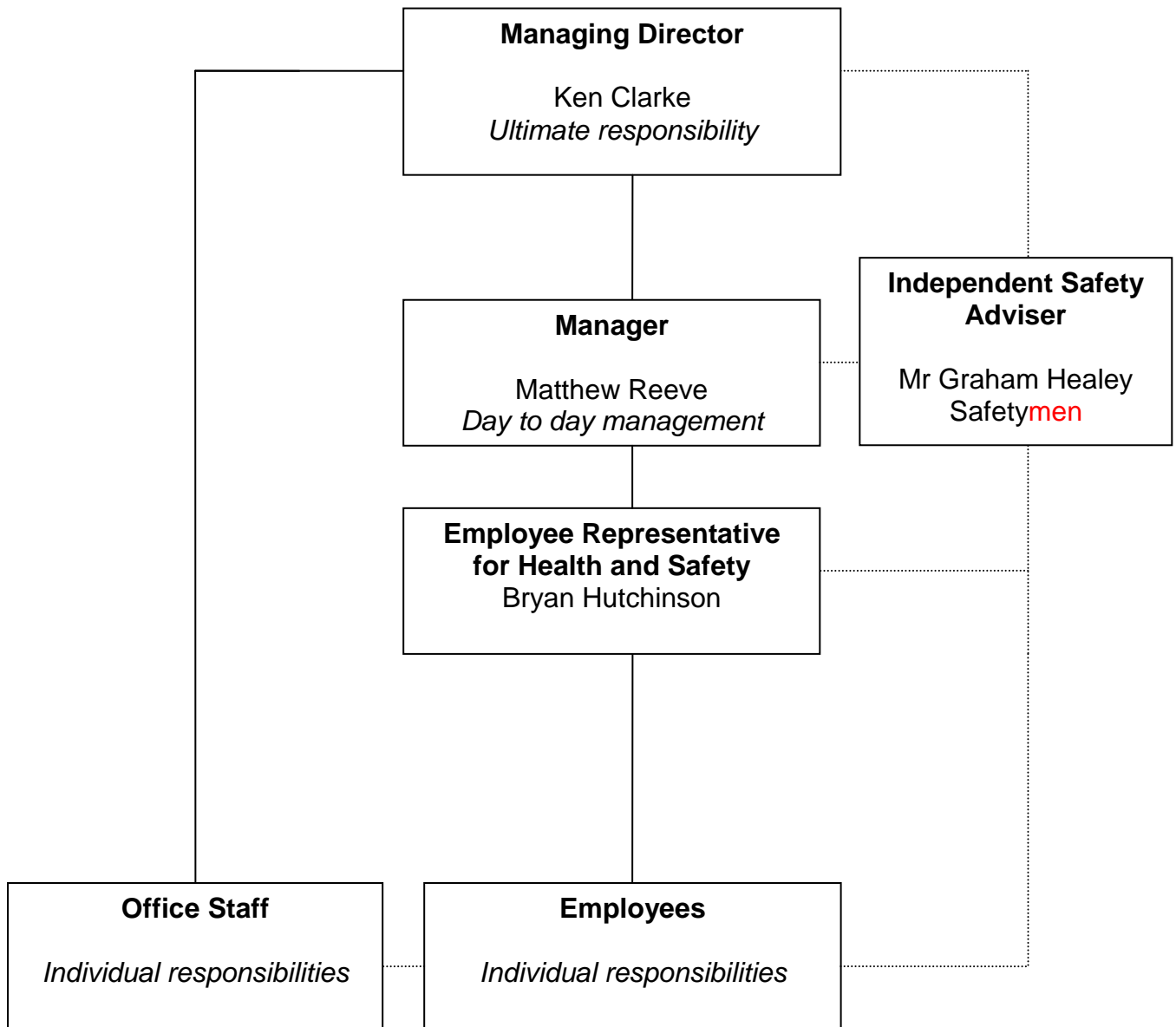
1.	Person with the overall and final responsibility for Health & Safety:	Ken Clarke
2.	Day-to-day responsibility for ensuring that this policy is put into practice:	Ken Clarke
3.	Ensuring Health and Safety standards are maintained / improved in the following areas: <ul style="list-style-type: none"> • Depot • Customers premises • Overall 	Matthew Reeve Graham Healey Ken Clarke
4.	Risk Assessments are undertaken by:	Graham Healey / Matthew Reeve
5.	Findings of Risk Assessments are reported to:	Ken Clarke
6.	Person(s) responsible for ensuring the actions required in the risk assessments are implemented.	Matthew Reeve Ken Clarke
7.	Monitoring and review of Health and Safety by:	Graham Healey
8.	Problems with plant / equipment are reported to:	Matthew Reeve
9.	Employees representative for consultation is:	Bryan Hutchinson
10.	Person(s) responsible for ensuring that new plant and equipment meet health and safety standards:	Matthew Reeve Graham Healey
11.	Person(s) responsible for ensuring that all relevant employees are informed about COSHH assessments:	Matthew Reeve
12.	Person(s) responsible for checking new substances can be used safely before they are purchased:	Matthew Reeve
13.	The Health and Safety Law Poster is displayed at / Health & Safety leaflets issued by:	Main Office
14.	Health and Safety advice is available from:	Safety men
15.	Supervision of trainees arranged / undertaken / monitored by	Ken Clarke
16.	Person(s) responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health & Safety information:	Ken Clarke Matthew Reeve

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17.	Induction Training provided to all employers by:	Matthew Reeve
18.	Health & Safety Training identified /arranged by:	Ken Clarke
19.	The first aid box(es) are kept in / at:	Office + Vehicles
20.	Checking of first aid box(es) is/are carried out by:	Matthew Reeve
21.	The accident book is kept at:	Main Office
22.	Person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority:	Ken Clarke
23.	Person responsible for investigating work-related causes of sickness absences:	Graham Healey Ken Clarke
24.	Person responsible for acting on investigation findings to prevent reoccurrence:	Ken Clarke
25.	Person responsible for ensuring fire risk assessment is undertaken and implemented:	Ken Clarke
26.	Safe exits / escape routes are checked by / every:	Matthew Reeve / daily
27.	Fire extinguishers are maintained and checked by / every:	First Class Fire Protection 12 Monthly
28.	Emergency evacuation will be tested every:	6 months by: Matthew Reeve
29.	Ensuring fire and evacuation arrangements are implemented, tested and monitored:	Graham Healey / Matthew Reeve
30.	Issuing of Personal Protective Equipment by:	Matthew Reeve
31.	Informing / managing contractors and visitors	Matthew Reeve
32.	Monitoring and revising electrical safety:	Matthew Reeve
33.	Work station (DSE) assessments carried out by:	Matthew Reeve
34.	Carrying out Specific Risk Assessments:	Matthew Reeve
35.	Recording and monitoring of Portable Appliance Testing:	Matthew Reeve
36.	Ensuring the maintenance, inspection and testing of Work Equipment:	Matthew Reeve

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STRUCTURE FOR THE MANAGEMENT OF HEALTH & SAFETY



————— = Line Management

..... = Communication