

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of:-

Planetbuilders Ltd
71 The Avenue, Highams Park, London, E4 9RX
IT and Web Consultants

The Health and Safety Policy of the above named company is to:-

- provide and maintain a healthy working environment at all times.
- ensure adequate control of health and safety risks arising from work activities; this includes communication with clients and any use of sub-contractors.
- provide all required instruction, training, supervision, and other relevant health and safety information to employees.
- ensure that all employees are competent in the work activities they are engaged in.
- continue to consult with and update employees on all health and safety issues.
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees, such as safe isolation procedures, statement that no 'live' work will be carried out, working at heights, and all other common tasks carried out by the company where risk is involved and potential danger has been identified.

Signature of Person Responsible for Health and Safety within the Company

Date _____
Review Date _____

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work, etc. Act 1974

This is the Health and Safety policy statement of:

Planetbuilders Ltd

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for all employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed:

Ian Pleasance

Date:

15/1/2007

Review date:

15/1/2008

RESPONSIBILITIES

- Overall and final responsibility for health and safety is that of:

Ian Pleasance

- Day-to-day responsibility for ensuring this responsibility is put into practice is delegated to:

Ian Pleasance

- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Ian Pleasance	Health and Safety within the company office and site visits

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments will be undertaken by:

Ian Pleasance

- The findings of the risk assessments will be reported to:

The board of directors

- Action required to remove/control risks will be approved by:

Ian Pleasance

- The person responsible for ensuring the action required is implemented is:

Ian Pleasance

- The person responsible for checking that the implemented actions have removed/reduced the risks is:

Ian Pleasance

- Assessments will be reviewed every:

12 months

- Or when the work activity changes, whichever is the soonest.

CONSULTATION WITH EMPLOYEES

- Employee representatives are:

Ian Pleasance

- Consultation is provided by:

Ian Pleasance

SAFE PLANT AND EQUIPMENT

Ian Pleasance

Will be responsible for identifying all equipment/plant needing maintenance

Ian Pleasance

Will be responsible for ensuring effective maintenance procedures are drawn up

Ian Pleasance

Will be responsible for ensuring that all identified maintenance is implemented

Any problems found with plant/equipment should be reported to:

Ian Pleasance

Ian Pleasance

Will check that new plant and equipment meets health and safety standards before it is purchased

SAFE HANDLING AND USE OF SUBSTANCES

Ian Pleasance

Will be responsible for undertaking COSHH assessments

Ian Pleasance

Will be responsible for ensuring that all actions identified in the assessments are implemented

Ian Pleasance

Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Ian Pleasance

Will check that new substances can be used safely before they are purchased

Assessments will be reviewed every:

12 months

or when the work activity changes, whichever is the soonest

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety law poster is displayed at / leaflets are issued by:

Ian Pleasance

- Health and Safety advice is available from:

Ian Pleasance

- SSupervision of young workers/trainees will be arranged/undertaken/monitored by:

Ian Pleasance

- The person responsible for ensuring that our employees working at locations under the control of others' employers, are given relevant health and safety information is:

Ian Pleasance

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by:

Ian Pleasance

- Job specific training will be provided by:

Ian Pleasance

- Specific jobs requiring special training are:

None

- Training records are kept at/by:

The company office, kept by Ian Pleasance

- Training will be identified, arranged and monitored by:

Ian Pleasance

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- Health surveillance is required for employees doing the following jobs:

None

- Health surveillance will be arranged by:

Ian Pleasance

- Health surveillance records will be kept at/by:

Ian Pleasance

- The first-aid box(es) is/are kept at:

The company office, in the downstairs "lab"

- The appointed person(s)/first-aider(s) is/are:

Ian Pleasance

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at/by:

Ian Pleasance

- The person responsible for reporting accidents, diseases and dangerous occurrences (RIDDOR) to the enforcing authority is:

Ian Pleasance

MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, we will:

Monitor on a regular basis

Ian Pleasance

Is responsible for investigating accidents

Ian Pleasance

Is responsible for investigating work-related causes of sickness absences

Ian Pleasance

Is responsible for acting on investigation findings to prevent a reoccurrence

EMERGENCY PROCEDURES

Ian Pleasance

Is responsible for ensuring the fire risk assessment is undertaken and implemented

- Escape routes are checked by / every:

3 months

- Fire extinguishers are maintained and checked by / every:

12 months

- Alarms are tested by / every:

12 months

- Emergency evacuation will be tested every:

3 months