

# Health and Safety Policy Statement

## Health and Safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of Enterprise Europe 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 employees
- To ensure all employees are competent to do their tasks, and 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 .....  
(Employer)

Date .....

Review date .....

(Issue 2 – 10/02/2005)

## Responsibilities

1. Overall and final responsibility for health and safety is that of Mr John Baker.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Business Development Manager.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Mr John Baker	Managing Director
Mr Paul Reynolds	Domestic Business Manager
Mr Spencer Hagggar	Business Development

4. 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 (as detailed in the policy statement).

## Health and safety risks arising from work activities

- Risk assessments will be undertaken by the Sales & Marketing Manger.
- The findings of the risk assessments will be reported to the Domestic Business Manager.
- Action required to remove/control risk will be approved by the Managing Director.
- The Domestic Business Manager will be responsible for ensuring the action required is implemented.
- The Business Development Manager will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every the three months or when the work activity changes, whichever is soonest.

## Consultation with employees

- Consultation with employees is provided by quarterly company meetings.

## **Safe plant and equipment**

- The Domestic Business Manager will be responsible for identifying all equipment/plant needing maintenance.
- The Business Development Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Domestic Business Manager will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to the Domestic Business Manager.
- The Managing Director will check that new plant and equipment meets health and safety standards before it is purchased.

## **Safe handling and use of substances**

- The Domestic Business Manager will be responsible for identifying all substances, which need a COSHH assessment.
- The Business Development Manager will be responsible for undertaking COSHH assessments.
- The Managing Director will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Managing Director will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- The Domestic Business Manager will check that all new substances can be used safely before they are purchased
- Assessments will be reviewed every three months or when work activity changes, whichever is soonest.

## **Information, instruction and supervision**

- The Health and Safety Law posters are displayed in the workshop area by the test benches and in the Sales Office by the fire exit.
- Health and safety advice is available from the Business Development Manager.

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Domestic Business Manager.
- The Managing Director is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **Competency for tasks and training**

- The Domestic Business Manager will provide induction training for all employees.
- Job specific training will be provided by Domestic Business Manager.
- Specific jobs requiring special training are:  
None at present
- Training records are kept at/by Business Development Manager
- Training will be identified, arranged and monitored by the Managing Director

## **Accidents, first aid and work-related ill health**

- Health surveillance is required for employees doing the following jobs  
None at present
- Health surveillance will be arranged by the Managing Director
- Health surveillance records will be kept by/at Business Development Manager.
- The first aid box(es) are kept, one in the marketing cupboard in the sales area the second on top of the fridge in the workshop area.
- The appointed person(s)/first aider(s) is/are the Domestic Business Manager.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the marketing cupboard in the sales area.
- The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, and we will be reactive in our monitoring. We will investigate any accident or sickness absences that occur.
- The Business Development Manager is responsible for investigating accidents.
- The Managing Director is responsible for investigating work-related causes of sickness absences.
- The Domestic Business Manager is responsible for acting on investigation findings to prevent a recurrence.

## **Emergency procedures – fire and evacuation**

- The Business Development Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Managing Director every week.
- Fire extinguishers are maintained and checked by Baron Fire, Lubards Farm, Hullbridge Road, Rayleigh.
- Alarms are tested by the Domestic Business Manager every month.
- Emergency evacuation will be tested every 3 months.