
Evacusafe (UK) Limited

Health and Safety Policy

1. Policy Statement

Evacusafe (UK) Ltd is committed to providing a safe and healthy working environment for its employees, contractors, subcontractors and other service providers who work or visit the organisation's premises.

As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the organisation as employer under the Health and Safety at Work Act 1974 and any accompanying regulations.

2. Objectives

Evacusafe (UK) Ltd will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

All members of management and staff are expected to co-operate in the carrying out of this policy and Evacusafe (UK) Ltd will encourage full participation of all employees in matters concerning health and safety within the organisation.

Evacusafe (UK) Ltd will identify and eliminate or control any situations likely to be hazardous to health and safety or cause injury/damage to persons or equipment.

Evacusafe (UK) Ltd is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

Evacusafe (UK) Ltd also recognises the right of non smokers to breathe smoke free air and is conscious of its responsibilities to provide a clean health and safe working environment.

3. Responsibility for Health and Safety

The overall responsibility for the implementation of this policy in health and safety matters rests with **Paul Mitchell/ Tony Gill, Directors, Evacusafe (UK) Ltd**, who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy, and in legislation to implement and carry out the policy and its aims set out in this document.

Paul Mitchell/Tony Gill will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

The additional responsibilities of **Paul Mitchell/Tony Gill** shall include:

- Updating the Health and Safety rules for staff.
- Ensuring that all new staff are aware of this policy and rules.
- The systematic assessment of all risks to staff, visitors and all others using the organisations premises.
- Issue all new members of staff with relevant Health and Safety information.
- Provide training and updated training where necessary for staff on Health and Safety matters.
- Ensure all staff are fully trained to carry out their duties.
- Investigate all accidents.
- Advise on safety policies.
- Oversee safety inspections that may be carried out by the Health and Safety Executive and ensure that the organisations premises comply with the minimum requirements.
- Complete a fire risk assessment and co-operate with the local fire authority and take adequate steps for fire prevention.
- Ensure all staff are made aware of procedures in the event of fire.
- Appoint fire wardens and inform all staff who they are.
- Ensure there are regular drills and systems are checked on a regular basis.
- Appoint an adequate number of first aiders and ensure they receive adequate training.
- Provide a first aid box and ensure it is adequately stocked.
- Ensure staff are aware of the first aid procedures.
- Maintain records of accidents.
- Carry out reporting procedures relating to Health and Safety as requires by statute, Health and Safety Executive and other authorities.
- Implement the organisations no smoking policy as required by legislation.
- Implement recommendations of risk assessments identified.

4. The Responsibility and Role of Employees.

Whilst the duty to ensure compliance with Health and Safety matters remains with **Paul Mitchell/Tony Gill**, staff are expected to take care of Health and Safety for themselves, fellow employees and visitors. All members of staff are expected to observe all hazards and accidents, which should immediately be reported to their manager.

Every member of staff must acquaint themselves with the rules governing Health and Safety and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty equipment.
- Switch off all electrical equipment before leaving the premises.
- Report all accidents to their manager.
- Keep all emergency exits, corridors free of obstructions.
- Observe all rules and procedures relating to evacuation of the building during an emergency.
- Ensure that the kitchen areas and washrooms are kept clean and tidy.

5. Date of Implementation

This policy is effective from 1st January 2009 and shall not apply to any actions that occurred prior to this date.

6. Questions

If you have any questions regarding this policy document and how it applies to you please consult Paul Mitchell or Tony Gill.

Paul Mitchell
Director
Evacusafe (UK) Ltd

Tony Gill
Director
Evacusafe (UK) Ltd

Signature _____

Signature _____

Date _____

Date _____

