

Health and safety policy

This is the statement of general policy and arrangements for:			Castle Vehicle Leasing
Chris Maynard has overall and final responsibility for health and safety			
Caroline Matthews has day-to-day responsibility for ensuring this policy is put into practice			
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Chris Maynard Director	Relevant risk assessments completed and actions arising out of those assessments implemented.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chris Maynard Director	Staff and subcontractors given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
Engage and consult with employees on day-to-day health and safety conditions	Caroline Matthews Administration Manager	Staff routinely consulted on health and safety matters as they arise.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Caroline Matthews Administration Manager	Escape routes well signed and kept clear at all times.	
Maintain safe and healthy working conditions, provide and maintain equipment	Caroline Matthews Administration Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.	

Signed: * (Employer)		Date:	01.08.17
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Health and safety law poster is displayed at (location)	Meeting Room
First-aid box is located:	Table in large office and filinf cabinet in small office
Accident book is located:	In small office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Risk assessment

Company name: **Castle Vehicle Leasing**

Date of risk assessment: **04.02.16**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.		All staff to report any concerns immediately to Manager	From now on	
Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects e.g. deliveries of paper	Trolley to be used to transport boxes of paper and other heavy item. High shelves to be used for lighter objects only Some tips on efficient lifting: <ul style="list-style-type: none"> • Is it necessary to lift the load? • assess the lift and decide if help is needed; • obtain a firm grip on the load (use gloves if necessary); • bend at the knees not from the waist; • use your legs not your back to thrust upwards (the leg muscles were designed for power and strength) • keep the load near to your body; • do not twist your spine when lifting or carrying loads 	Remind staff they should not try to lift objects that look or appear too heavy to handle	All Managers	From now on	

Display Screen Equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur e.g. if the lighting is poor	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Shared workstations are assessed for all users Work planned to include regular breaks and or change of activity Lighting and temperature suitably controlled Adjustable blinds at the window to control natural light on the screen Noise level controls	Managers to ensure that all staff get breaks away from the screen Staff to be told to inform their manager of any pain they have that may be linked to computer use	All managers All staff	From now on	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc..	Staff understand what their duties and responsibilities are Staff can talk to managers if they are feeling unwell or are uneasy about something at work The company has a zero tolerance to bullying within the workplace.	Remind staff that they can speak confidentially to manager (on a no blame basis) if they are feeling unwell or ill at ease because of work	All managers	From now on	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot and report (to managers) any defective plugs, discoloured sockets or damaged cable / equipment Defective equipment taken out of use safely and promptly replaced Staff told not to bring their own appliances into work	Ask landlord when the next safety check of electrical installation will be done Make landlord aware immediately if any issue with light switches or electrical sockets	All managers	From now on	
Accident Reporting	Accidents can happen and so must be reported correctly	All accidents and near misses, however small must be reported and an accident report form completed. Incidents that have not caused injury but had the potential to cause harm must also be reported, as well as incidents of ill health that are work related. The accident book is located in Customer Services and this should be completed	Accident book is accessible to all members of staff	All staff	From now on	
First Aid	Staff can injure themselves on cupboards, equipment etc	First aid boxes are located near sales support and customer services. The qualified first aider is Ian Whitham. If the injury is serious then the emergency services should be called immediately.	Staff to ensure they know where the first aid boxes are Ian Whitham and Caroline Matthews hold current first aid qualifications	All staff	From now on	

Emergencies	If you discover a fire	<p>In the event of fire or alarm all occupants must follow the procedures shown on the Fire Action Notices displayed on the office doors. Know your way out of the building, and remember it may not be possible to exit the way you came in, so become familiar with alternative exit routes. Whenever you evacuate a building make your way to the Assembly point shown on the fire action notices, and wait for permission to re-enter the building, or other instructions that may be given.</p>	<p>All staff should ensure they have read the fire procedure shown on the door Practice evacuation drills are carried out by qualified persons Designated fire wardens – Tim Aris and Andrea Harris</p>	<p>All staff Commerce Centre team</p>	<p>From now on Bi-annually</p>	
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