

Health and Safety Policy Statement of
'Leaflet Distribution Services Limited'

(Health and Safety at Work etc Act 1974)

- 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 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.

Arrangements in place to implement Health and Safety Policy

Responsibilities

Overall and final responsibility for health and safety is that of Mark Holloway.
Day-to-day responsibility for ensuring this policy is put into practice is delegated to Gary Bruffell.

To ensure health and safety standards are maintained/improved within the main office, foyer and immediate surrounding area will be the responsibility of Gary Bruffell.

All other employees will take reasonable care of their own health and safety and support health and safety issues implemented for their own wellbeing. Any concerns should be directed to the appropriate person.

Health and safety risks arising from work activities

Risk assessments will be undertaken by Gary Bruffell every six months and the findings will be reported to Mark Holloway, recorded and implemented.

All current and new equipment will meet health and safety standards and maintenance procedures drawn up.

Control of Substances Hazardous to Health Regulations (COSHH)

Hazardous substances identified in the workplace which require COSHH assessment. Precautions identified and employees provided with instruction and training. Ensure that control measures are used and maintained.

Information, instruction and supervision

All employees provided with health and safety information and training. The Health and Safety Law poster displayed in main office.

Induction and specific job training will be provided by Gary Bruffell this will also cover basics in first aid and fire safety.

Monitoring

Health and safety issues will be actively monitored on a regular basis. All incidents, accidents and ill health will be investigated and recorded appropriately.

Emergency procedures – fire and evacuation

Fire risk assessment will be undertaken and implemented by Gary Bruffell. Escape routes are checked daily; fire extinguishers maintained and checked every six months and alarm tested weekly. A Full emergency evacuation will be tested every six months.

Managing Director

