

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of day2day electricals Ltd. and covers the workplace at:

day2day electricals Ltd.
177 Colchester Road
Lawford
Manningtree
Essex
CO11 2BT

1 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 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:

Nigel Day

Effective:

01 April 2006

2 Responsibilities

Overall and final responsibility for health and safety is Nigel Day
that of:

3 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 that of others e.g. fellow employees; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement.)

4 Health and safety risks arising from our work activities

4.1 General risk assessment

A general risk assessment will be undertaken by:	Nigel Day
The findings of the general risk assessment will be reported to:	board of directors
Action required to remove/control risks will be approved by:	board of directors
Responsibility for ensuring the action required is implemented rests with:	Nigel Day
Checking that the implemented actions have removed/reduced the risks will be done by:	Nigel Day

This general risk assessment will be reviewed annually or when the work activity changes, whichever is soonest.

7 Competency for tasks and training

Training will be identified, arranged and monitored by:	Nigel Day
Induction training will be provided for all employees by:	Claudette and Nigel Day
Job specific training will be provided by:	Nigel Day
Training records are kept by:	Nigel Day
Training records are kept:	Manningtree office

8 Accidents, first aid and work-related ill health

The first aid box(es) is/are kept:	Van
The appointed person(s) is/are:	Nigel Day
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by (electronic log):	Claudette Day
The book is kept:	Manningtree office
The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority rests with:	Nigel Day

9 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will do the following:	Site visits to all locations at project inception
The responsibility for investigating accidents rests with:	Nigel Day
The responsibility for investigating work-related causes of sickness absences rests with:	Nigel Day
The responsibility for acting on investigation findings to prevent a recurrence rests with:	Nigel Day

10 Emergency procedures: fire and evacuation

Fire extinguishers are located:	van
Fire extinguishers are maintained and checked by:	Nigel Day

11 Review

This health and safety policy will be reviewed on or before 03 January 2011