

Health and safety policy

This is the statement of general policy and arrangements for:		Kip McGrath Beaulieu Limited (Chelmsford North)
Tim Horton	has overall and final responsibility for health and safety	
Tim Horton	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	Tim Horton – Centre Director	Relevant risk assessment completed and actions arising out of that assessment implemented. (Risk assessment will be reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Tim Horton – Centre Director	New staff will undergo an induction, which will include instruction on electrical safety and will instill awareness of emergency procedures. New starters' manual will contain written instructions and information pertaining to the induction.
Engage and consult with employees on day-to-day health and safety conditions	Tim Horton – Centre Director	Review of health and safety at staff meetings. Staff advised of any changes verbally as they arise; electronic updates (email / messenger / social media group) as a follow-up. Important notices relating to Health & Safety are displayed in the office / staff room at all times (updated as necessary).
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Tim Horton – Centre Director	Escape route is well-signed and kept clear at all times. Evacuation plan in place and should be tested from time to time and updated as necessary. Modern and sophisticated fire alarm system installed and active throughout the entirety of the premises.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Tim Horton – Centre Director	Toilet and drinking water provided. PAT testing of electrical equipment scheduled annually. (Any resulting defects will be dealt with immediately.)

Signed:	Tim Horton – Centre Director		Date:	1 st September 2023
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Office.
First-aid box is located:	Behind the reception desk.
Accident book is located:	On the reception desk.

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: **Kip McGrath Beaulieu Limited**

Date of risk assessment: **1st September 2023**

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. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Ensure all accidents are recorded and reviewed periodically with the purpose of identifying causes and how they could be prevented from happening again in the future.	All staff.	From Sept 2018	Ongoing.
Electrical	Staff and students who use the centre's IT infrastructure.	Modern trunking installed throughout the centre to ensure cabling is not visible to students. Monitors are not free-standing and are securely attached to the walls with a sturdy bracket.	Any exposed plug sockets should in the centre's student areas should have plastic caps to prevent them from being tampered with.	Centre Director	From Sept 2018.	Ongoing.
Temperature control	All staff might be affected by extremes of temperature.	The building is a modern, new-build and it is well-insulated and ventilated. Where necessary, portable fans and heaters will be used.	The building has had air-conditioning installed making the centre a more comfortable environment to work in.	Centre Director	From July 2019	2nd July 2019
Child protection / safeguarding	Students at the centre.	All staff registered with the Disclosure and Barring Service Update system.	Ensure all staff have a current Child Protection / Safeguarding certification. Review regularly at staff meetings.	All staff.	From Sept 2018	Ongoing.

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/> .