



Health & Safety Policy

Introduction

Marketing Zone's policy is to provide all employees with healthy and safe working conditions, equipment and systems. It also accepts responsibility for the health and safety of other people who may be affected by the Company's activities.

However, it is the responsibility of all employees to familiarise themselves with and comply with the company's health and safety procedures and systems.

It is important that all fire and safety procedures are adhered to and that employees are encouraged to adopt safe practices in day-to-day work.

General policy statement

Our statement of general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work related ill health;
- Maintain safe and healthy working conditions;
- Continually review and revise this policy as necessary and;
- Comply with the current applicable occupational health and safety (OH&S) legislation.

Marketing Zone also recognises its duty to protect the health and safety of all visitors to the company's premises. This includes contractors and temporary workers, as well as any members of the public who might be affected by the company's work operations.

Responsibilities

Management

Mark Ganellin, Director has overall and final responsibility for health and safety.

Dee Twomey has day-to-day responsibility for ensuring this policy is put into practice.

To ensure health and safety standards are maintained, the following people have responsibility in the following areas:

Stephanie Bevan, Office

Employees

All employees have to:

- Co-operate with 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.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks arising from our work activities.

Risk assessments will be undertaken by **Dee Twomey**.

The findings of the risk assessments will be reported to **Mark Ganellin**.

Action required to remove/control risks will be approved by **Mark Ganellin**.

Dee Twomey will be responsible for ensuring the action required is implemented.

Mark Ganellin will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 6 months or whenever the work activity changes, whichever is soonest.

Consultation with employees

Employee representatives are:

Stephanie Bevan

Consultation with employees is provided by **Dee Twomey**.

Safe Plant and Equipment

Mark Ganellin will be responsible for identifying all equipment needing maintenance.

Mark Ganellin will be responsible for ensuring effective maintenance procedures are drawn up.

Dee Twomey will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to **Mark Ganellin**.

Mark Ganellin will check that new equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Substances

N/A

Information, instuction and supervision.

The Health and Safety Law poster is displayed in main office.

Health and safety advice is available from www.hse.gov.uk. HSE Infoline 0845 345 0055.

Supervision of trainees/young workers will be arranged, undertaken and monitored by **Dee Twomey**.

Mark Ganellin is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by **Mark Ganellin**.

Job specific training will be provided by **Mark Ganellin/Dee Twomey**.

Training records are kept by **Dee Twomey**.

Training will be identified, arranged and monitored by **Mark Ganellin**.

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs:

None

Health surveillance will be arranged by:

N/A

The first aid box is kept in the **Main Office**.

The appointed first aider is **Dee Twomey**.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the **Main Office**.

Mark Ganellin is responsible for reporting accidents, diseases and dangerous situations to the enforcing authority.

Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will undertake weekly site checks, six monthly workplace risk assessments and risk assessment of all new equipment on installation. Any accidents or work-related ill health incidents will be investigated immediately.

Mark Ganellin is responsible for investigating accidents.

Dee Twomey is responsible for investigating work-related causes of sickness absences.

Mark Ganellin is responsible for acting on investigation findings to prevent a recurrence.

The Company needs to protect itself, its employees, workers and approved visitors under The Health & Safety at Work Act 1974, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), and any civil action that may result e.g. negligence.

Emergency procedures- fire and evacuation

The landlord, **Peter Knight** is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by **Mark Ganellin** every day.

Fire extinguishers are maintained and checked by contractors on behalf of **Peter Knight** at least once per year.

Alarms are tested by **Peter Knight** every week.

Emergency evacuation will be tested every month.