

Health And Safety Policy

Date: 29/09/2017

This health and safety policy was written in May 2016 after consultation and advice from Matthew Brown and will be reviewed annually ,or immediately if there are any major changes within the workplace.

This was reviewed with Matthew Brown on the 29/09/17 at the office location.

This is the statement of general policy and arrangements for:	Sovereign Insignia Limited T/A Impamark
Overall and final responsibility for health and safety is that of:	Nicky Crisp
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Various members of staff as indicated below

Impamark is a promotional merchandise company of some long standing and has been based at Dammerwick Farm for almost 10 years. The Managing Director Nicky Crisp and her husband John Crisp the Company Secretary are based in Spain. There are currently a total of 5 other members of staff who work from the farm 5 days a week from 8.30 a.m. - 5.00 p.m. Monday to Thursday and 8.30 a.m. - 4.00 p.m. on a Friday. A paid cleaner comes once a week for an hour. The rest of the staff have shared responsibility for keeping the bins emptied and their own work area tidy.

The offices are based on a working farm and staff are required to take care when parking.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Nicky Crisp & John Crisp	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work	Nicky Crisp	Staff given necessary health and safety induction and provided with appropriate training (including heavy lifting awareness and electrical safety). We will ensure that suitable arrangements are in place to cover employees engaged in working remotely from the main company site ie exhibitions, visiting customers, networking events etc including driving on company business
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Nicky Crisp	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	All staff are aware of emergency procedures & can implement if required.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	John Crisp	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of computer equipment, and machinery and for ensuring that action is promptly taken to address any defects.

Document locations:

Health and safety law poster is displayed:	Kitchen
First-aid box is located:	Black Cupboard by kitchen door in main office
Accident book is located:	Kitchen
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	
Note 1: https://www.gov.uk/workplace-fire-safety-your-responsibilities Note 2: https://www.hse.gov.uk/riddor	

Risk Assessment

What are the hazards	Who might be harmed and how	What are you already doing	Do you need to do anything to manage this risk	Action by whom	Action by when	Done
COSSH	Staff	<p>No chemicals in regular use</p> <p>Possible spillage of photocopier toner. Evacuation of area - call specialist cleaning contractor</p> <p>Cleaning chemicals bought by company for use by outside contractor for one hour per week</p> <p>Cleaner advised to use all cleaning materials in accordance with manufacturer's instructions and to wear protective gloves</p>	No			29.09.17

What are the hazards	Who might be harmed and how	What are you already doing	Do you need to do anything to manage this risk	Action by whom	Action by when	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	<p>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned and bins emptied regularly.</p> <p>Fridge is kept clean in kitchen and food monitored daily and out of date food disposed of.</p> <p>Awareness of cleaning fluids for toilet and kitchen</p>	Update Staff	All Staff		29.09.17
Fire and Smoke Inhalation	Staff & Visitors	<p>Strutts have a main fire alarm for the farm. Ensure that all fire doors are kept clear and there is easy access from the property. Follow fire exit signs to nearest exit and muster outside the front of the farm at muster point.</p> <p>Fire extinguishers tested 2016 in December and are tested annually.</p> <p>Staff underwent fire extinguisher training at this last date.</p> <p>Escape routes clearly indicated</p> <p>No source of ignition in use</p> <p>All electrics subject to regular checks</p> <p>Fire evacuation drills practised once a year</p>	Update Staff	All Staff		29.09.17
Emergency First Aiders	N/A	All staff are trained in contacting the the emergency services if it is required and a first aid box is on site.	Update Staff			
Lunch Breaks						
Electricity at work						
Lone Working						

What are the hazards	Who might be harmed and how	What are you already doing	Do you need to do anything to manage this risk	Action by whom	Action by when	Done
Offsite Work						
Legionella						
Asbestos						
Display Screen Equipment						
Farm & Industrial Buildings						