

This is the statement of general policy and arrangements for:	Basetek Limited - Office
Overall and final responsibility for health and safety is that of:	Pierre Ashfield, Director
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Jordan Rowe

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	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.	Jordan Rowe	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments are reviewed every 18 Months or earlier if working methods or conditions change.
To provide adequate training to ensure employees are competent to do their work.	Jordan Rowe	Staff are given necessary health and safety induction and provided with appropriate training including; <ul style="list-style-type: none"> <li>· Use of Machinery and Equipment.</li> <li>· Use of VDU.</li> <li>· Manual lifting and handling.</li> <li>· Personal protective equipment.</li> </ul> We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Jordan Rowe	Staff routinely consulted on health and safety matters as they arise. Ensure prevention measures against COVID-19 are adhered to/ Ensure staff are made fully aware of requirements
To implement emergency procedures – evacuation in case of fire or other significant incident.	Jordan Rowe Fire Officer	Basetek occupies a purpose built office owned by Basetek soley and is not shared by other companies. It is the responsibility of Basetek to formulate an escape plan for the building as a whole. Fire alarms are tested weekly and the evacuation procedures are tested bi-annually, without prior warning. Escape routes are well signed, have emergency lighting and are kept clear at all times. Fire extinguishers are provided in the Basetek office, warehouse, communal areas and escape routes and are serviced annually by Firepower.



STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION/ARRANGEMENTS		
<p>To maintain safe and healthy working conditions. To provide and maintain equipment, machinery and ensure safe storage/use of substances.</p>	<p>Jordan Rowe</p>	<p>Toilets, washing facilities and filtered drinking water are provided.</p> <p>Workstations provided for VDU use are assessed to ensure compliance with The Health and Safety (Display Screen Equipment) Regulations 1992.</p> <p>Warehouse inspections and servicing maintained in line with HSE standards.</p> <p>Informal safety inspections are carried out Quarterly.</p>		
<p>Health and safety poster is displayed:</p>	<p>In Accounts Department</p>			
<p>First-aid box and accident book are located:</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923</p>	<p>In the kitchen, in office and in the warehouse office.</p> <p>All accidents are to be reported to Emily Hall who is responsible for investigation and reporting under RIDDOR if required.</p>			
<p>Signed:</p>	<p>Pierre Ashfield Managing Director</p>	<p>Date:</p>	<p>01.06.2020</p>	
<p>Subject to review, monitoring and revision by:</p>	<p>Jordan Rowe</p>	<p>Every:</p>	<p>12</p>	<p>months or sooner if work activity changes</p>