

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

The Validation Centre (TVC) Ltd

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 and supervision for employees;
- to ensure all employees are competent to do their tasks and 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:



K.P.Hastings



C.J. Cathles

Date: 20/01/2021

Review Date: 31/01/2022

Responsibilities

1. Overall and final responsibility for health and safety is that of:
 - **Kim Hastings, Director**
 - **Chris Cathles, Director**
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
 - **Kim Hastings**
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Special Responsibilities
<i>K Hastings</i>	Arranging for all VDUs to be assessed and for training of staff to use them safely.
<i>D Goodchild</i>	Checking and filling as necessary first aid boxes.
<i>K Hastings</i>	Assessing all Manual Handling tasks in the Company and arranging for appropriate training/instruction if necessary
<i>K Hastings</i>	Organising the testing of electrical equipment
<i>D Goodchild</i>	First Aiders
<i>K Hastings</i>	Management of COSHH

4. 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
 - 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
 - **K Hastings / C Cathles**
- The findings of the risk assessment will be reported to:
 - **Kim Hastings**, Director
 - **Chris Cathles**, Director
- Action required to remove/control risks will be approved by:
 - **Kim Hastings**, Director
 - **Chris Cathles**, Director
- **Kim Hastings** will be responsible for ensuring the action required is implemented and that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every **6 months** or when the work activity changes, whichever is soonest.

Consultation with employees

- Consultation with employees is provided by undertaking regular meetings where any health and safety issues can be raised.

Safe plant and equipment

- **Kim Hastings** will be responsible for identifying all equipment/plant needing maintenance.
- **Kim Hastings** will be responsible for ensuring effective maintenance procedures are drawn up.
- **Kim Hastings / Chris Cathles** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to

Kim Hastings or Chris Cathles

- **Kim Hastings/Chris Cathles** will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- **Kim Hastings** will be responsible for identifying all substances which need a COSHH assessment.
- **Kim Hastings** will be responsible for undertaking COSHH assessments.
- **Kim Hastings** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **Kim Hastings** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **Kim Hastings/Chris Cathles** will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every **6 months** or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at:

Rear of downstairs canteen

- Health and safety advice is available from:

Kim Hastings/Chris Cathles

- Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Kim Hastings/Chris Cathles

- **Kim Hastings** is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by:
Kim Hastings/Chris Cathles
- Job specific training will be provided by:
Member of staff responsible for relevant department
- Training records are kept by
Kim Hastings/Chris Cathles
- Training will be identified, arranged and monitored by:
Kim Hastings/Chris Cathles

Accidents, first aid and work-related ill health

- The first aid boxes are kept:
 - 1. Manufacturing workshop.**
 - 2. Reception**
- The appointed person is:
Kim Hastings
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by:
Mandy Soanes
- **Kim Hastings/Chris Cathles** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, the **Health and Safety Officer** will undertake reviews every 6 months with any findings being reported to the Company Directors.
- **Kim Hastings/Chris Cathles** are responsible for investigating accidents.
- **Kim Hastings &/or Chris Cathles** are responsible for investigating work-related causes of sickness absences.
- **Kim Hastings/Chris Cathles** is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- **Kim Hastings/Chris Cathles** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked every **month**.
- Fire extinguishes are maintained and checked every **12 months** by:

Phoenix Alarms and Safety Services Limited