



Setting the scene

Powered by Vision Ltd supply and install ICT equipment to residential and business premises plus design and host web-sites. Manager and founder Neville Clark with co-owner Gregory Nuttall employs a total of 0 staff; Neville doing all the installations and Greg doing all the web-site work.

The lines are open Monday to Friday 9.00-5.00 and cleaning is done as needed by Nev and Greg.

Neville prepared his own health and safety policy statement, using the HSE template. He genuinely cares for his staff and wants to portray this in his health and safety policy.

Neville presented the policy statement at the staff/Directors meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example risk assessments, see www.hse.gov.uk/risk.

Example health and safety policy published by the Health and Safety Executive 09/09

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is also delegated to:

Powered by Vision Ltd

Neville Clark - Director

Gregory Nuttall - General Manager



Health and safety policy, Powered by Vision Ltd

Health and Safety Executive

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.	Neville Clark Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Neville Clark Director	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. 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.	Neville Clark Director	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.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Neville Clark Director	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Neville Clark Director	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)

Health and safety poster is displayed:	N/A no premises at present		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	N/A no premises at present		
Signed: (Employer)	<i>Neville Clark</i>	Date:	01/01/2010
Subject to review, monitoring and revision by:	Neville Clark	Every:	12 months or sooner if work activity changes

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