



# Health and Safety policy

Health and Safety  
Executive

This is the statement of general policy and arrangements for:

E-CAREERS, UNIT 6, WATERSIDE DRIVE, LANGLEY.

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

NEIL GOSAL

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

HARIHARAN RAMACHANDRAN

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.	Neil Gosal Manager	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.	Neil Gosal Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height 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.	Neil Gosal (Manager) Hariharan Ramachandran (Assistant Manager) All staff	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.	Neil Gosal Manager	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.	Hariharan Ramachandran Assistant Manager	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.

Health and safety poster is displayed:	At reception		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR.	Next to main printer		
Signed: (Employer)	Neil Gosal	Date:	01/01/2018
Subject to review, monitoring and revision by:	Neil Gosal	Every:	12 months or sooner if work activity changes