

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

Papyrus Design (N.W.) Limited

PAPYRUS.

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, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to 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



B WILLIAMS

Date: 11/4/22 Review Date: 10/4/23

Responsibilities

1. Overall and final responsibility for health and safety is that of P. Byrne
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to B Williams.
3. To ensure health and safety standards are maintained and improved, all staff have responsibility in their own areas.

All employees must:

- 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.

Health and safety risks arising from work activities

- Risk assessments will be undertaken for each individual project.
- The findings of the risk assessments will be reported to B Williams.
- Action required to remove/control risks will be approved by B Williams.
- P Byrne will be responsible for ensuring the action required is implemented.
- P Byrne will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Accidents, first aid and work-related ill health

The first aid box is kept in the main office.

All accidents and cases of work related ill-health are to be recorded in the accident book. The book is kept in the main office and any reportable accidents, diseases and dangerous occurrences will be reported to the enforcing authority.

Emergency Procedures – fire and evacuation

P Byrne is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked weekly. Fire extinguishers are maintained and serviced every 12 months or replaced.

Emergency evacuation procedures will be tested at least every 12 months.