

# Health & Safety Procedure

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## 1 Statement of general policy

- 1.1 The Practice Principal has overall and final responsibility for health and safety.
- 1.2 The Practice Manager has day-to-day responsibility for ensuring this policy is put into practice.

## 2 Health and Safety

- 2.1 The Company recognises and accepts its responsibilities to provide a safe and healthy working environment for staff.
- 2.2 You are required to familiarise yourself with the Company's Health and Safety procedures, observe them, and take reasonable care of yourself and others who may be affected by your acts whilst at work.
- 2.3 You have a duty to follow the Health and Safety requirements applicable when you are on-site at any of our Clients' premises. It is your responsibility to ensure your own safety as far as reasonably practicable and you agree to assess any risks or hazards that may affect your safety and to familiarise yourself with the working conditions and operating requirements at the Client site.
- 2.4 You may not smoke anywhere during working hours. Outside working hours, you may not smoke on any premises of the Company or of a client or customer of the Company, nor anywhere outside those premises where you may be identified as an employee of the Company other than in designated smoking areas.

## 3 Risk Assessment and Arrangements

- 3.1 The Health and Safety Law poster is displayed at  
LOCATION: main corridor between floors
- 3.2 The First Aid Box is located at  
LOCATION: lower office in Admin department in cupboard marked with "First Aid Box" sticker
- 3.3 The accident book is located at  
LOCATION: lower office in Admin department together with First Aid Box
- 3.4 The First Aider is announced at  
LOCATION: main corridor between floors

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## 3.5 Arrangements:

<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Practice Principal	Continuous risk assessment and regular training
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Practice Principal	Staff meetings and ongoing communications
Engage and consult with employees on day-to-day health and safety conditions	Practice Manager	Staff meetings and ongoing communications
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Practice Manager	Regular risk assessment
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Practice Principal	Regular risk assessment

## 3.6 Risk Assessment:

We are committed to conduct a regular risk assessment for our premises and share the findings in a staff meeting. We will include all common hazards in an office-based business and continue by identifying the hazards that are the real priorities in our business.

The completed risk assessment is available from the Practice Manager on request. You can find a sample template for an example risk assessment and a useful guide at (<http://www.hse.gov.uk/risk/casestudies>).