



POLICY STATEMENT

Part 1: Statement of intent

This is the health and safety policy statement of:

RUSSELL CONTROLS LIMITED

OUR HEALTH AND SAFETY POLICY IS TO:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information and adequate training to ensure employees are competent to do their work
- Provide personal protective equipment is required following risk assessment
- Consult with our employees on matters affecting their health and safety
- Ensure safe handling of substances where used
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

Signed:

A handwritten signature in black ink, appearing to read 'Lisa Russell', with a long horizontal flourish extending to the right.

Name: Lisa Russell

Date prepared: 26th August 2020

Review date: 26th August 2021

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety:

Lisa Russell

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

Lisa Russell

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Lisa Russell in all areas

4. All employees should:

- co-operate with supervisors and managers on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3 Arrangements of health and safety

Risk assessments

- We will complete relevant risk assessments and take action where required
- We will review risk assessments when working conditions or habits change

Training

- We will provide appropriate training as required by risk assessment
- We will provide appropriate personal protective equipment when indicated by risk assessment
- We will make sure we put in place arrangements for employees who work remotely or alone

Consultation

- We will consult with staff routinely on health and safety matters as they arise and when we review this policy

Evacuation

- We will make sure escape routes are always well signed and kept clear
- We will test evacuation plans from time to time and update them if necessary

Biological agents

- We will monitor health of employees and follow appropriate government guidance as required