

# Health and safety policy

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 delegated to:

Bentley Fielden Limited (Name of company)
Jonathan Fielden - Managing Director (Name of employer)
Matthew Cochlin - Sales Director

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Jonathan Fielden Managing Director	Relevant risk assessments completed and subsequent implementation of appropriate training to all staff members. (Annual review of risk assessments. earlier if there is any change in working habits or conditions)
To provide adequate training to ensure employees are competent to do their work.	Matthew Cochlin Sales Director	All new and existing staff members are given the necessary health and safety induction and are provided with comprehensive practical training through appropriately qualified bodies, including safe lifting techniques, fork-lift truck licenses, electrical safety and basic first aid. We also ensure that all necessary personal protective clothing/equipment is provided.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Jonathan Fielden (Managing Director) Matthew Cochlin (Sales Director) Chris Harris (Engineering Manager)	Staff routinely consulted on health and safety matters as and when they arise. One on one consultations are carried out during 6 monthly personal performance review meetings.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .	Matthew Cochlin Sales Director	All emergency escape routes are clearly signposted and are kept clear at all times. Evacuation procedures have been written and are routinely tested.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Chris Harris Engineering Manager	Toilets, washing facilities, food preparation facilities and drinking water provided. Annual testing of all electrical equipment by an accredited body. Annual maintenance of all vehicles and machinery. Staff trained in the safe handling/use of all hazardous substances.

Health and safety law poster is displayed:	Entrance to Warehouse		
First-aid box and accident book are located:	Entrance to Warehouse		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923			
Signed: (Employer)	J. H. Fielden	Date:	05/02/2009
Subject to review, monitoring and revision by:	Jonathan Fielden	Every:	12 months or sooner if work activity changes

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