

Health and safety policy statement

1. This policy states how Play2Support Ltd will manage its health and safety responsibilities.
2. We will manage health and safety by:
 - 2.1 Controlling the health and safety risks at work.
 - 2.2 Involving employees on health and safety issues that affect them.
 - 2.3 Making sure that where employees work, and any equipment they use, is safe.
 - 2.4 Making sure that dangerous substances are stored and used safely.
 - 2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
 - 2.6 Making sure employees can do their jobs, and are properly trained.
 - 2.7 Trying to stop accidents and work-related health problems.
 - 2.8 Regularly checking that working conditions are safe and healthy.
 - 2.9 Regularly reviewing this policy and making changes if necessary.

Signed:



Date: 1st February 2017

Company Director

Review Date: 1st February 2018

3. Paul Nash, Company Director will take overall responsibility for the following:
 - 3.1 Emergency Evacuation
 - 3.2 H&S induction
 - 3.3 H&S risk assessment including regular assessments and reporting
 - 3.4 Employee representation and involvement
 - 3.5 First Aid including maintaining a suitably stocked first-aid box
 - 3.6 Accident recording, investigating and reporting
 - 3.7 Workstation assessment
4. Employees are responsible for:
 - 4.1 Co-operating with people who are responsible for health and safety.
 - 4.2 Using safety equipment when it is necessary.
 - 4.3 Taking care of their own health and safety.
 - 4.4 Reporting health and safety concerns to the right person as written in this policy.

Risk Assessments

A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

Step One - Identify the hazards

Step Two - Identify who is at risk

Step Three - Evaluate the risks and decide on precautions

Step Four - Record your findings

Step Five - Review your assessment.

Some areas of risk to consider

- Display screen equipment
- RSI
- Stress
- Working alone
- Electricity and electrical equipment
- Food hygiene
- Manual handling
- Noise
- Slips, trips and falls
- Confined spaces
- Violence to staff
- Staff with disabilities, eg in relation to fire and evacuation procedures