

Health and safety policy

This is the statement of general policy and arrangements for: Ouno Creative Ltd (Name of company)		
Simon Pipe (Director), Adrian Broadway (Director) (Name of Employer/Senior manager) has overall and final responsibility for health and safety		
Robin Watson (Studio Manager) (Member of staff) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	<p>Currently in place:</p> <ul style="list-style-type: none"> • We have a Health and Safety Policy in place and published online. Also available on our notice board for staff to read and review. • HSE posters on display – Health and Safety law - what you need to know • Accidents at Work – basic advice poster • Accident Report log-book in the studio • First Aid kit in the studio • Designated cutting area with sharps bin • Full Public and Employee Liability Insurances in place • New staff 'safety induction' procedure in place • Fire Extinguishers on-site • Fire warden nominated and regular fire drills carried out • PAT testing of all electrical products, wiring and sockets • Trolley has been provided for moving heavy items <p>Action required in 2016:</p> <ul style="list-style-type: none"> • New ergonomic chairs required to replace old seating • New desks to replace old desks, new desks to be set at optimal height • Some desks will be 'stand at' desks, capable of being raised so staff can work standing up • Investigate specialized eye wear for heavy users of VDUs to reduce eyestrain
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	<ul style="list-style-type: none"> • New staff to be given a full safety induction talk and demonstration • Posters and polices to be prominently displayed • Fire warden training to be provided as required by the Business Park • First Aid course – a member of staff to attend an accredited first aid course
Engage and consult with employees on day-to-day health and safety conditions	Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	Directors and/or Studio manager to keep staff informed of H+S issues at the regular Monday production meetings.

Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Simon Pipe (Director) Adrian Broadway (Director)	Our offices are located within a business park. As such there is an established procedure in place for evacuation in the event of fire. Simon Pipe/Adrian Broadway are both Fire Wardens for the 2 nd floor of our building. We have conducted numerous fire drills and continue to do so on a regular basis. During an evacuation our fire wardens become part of a larger park wide team. We report to a Fire Manager once the building is evacuated.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	<ul style="list-style-type: none"> • All old/faulty equipment to be replaced with new • Inspections of all electrical equipment to be PAT tested on a regular basis by accredited electrician • Studio to be kept clean and tidy, all food and drink to be stored in fridge, all kitchen utensils to be cleaned daily • Nominated staff to keep updated on H+S regulations and requirements/best practices.

Signed: * (Employer)	Simon Pipe	Date:	5 th October 2016
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Staff notice board next to kitchenette area
First-aid box is located:	Shelving unit by front entrance to studio, in clear box marked First Aid Kit
Accident book is located:	Shelving unit by front entrance to studio, in clear box marked First Aid Kit

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor	From now on Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	
Fall from the ladder we use to access the storage shelf above the studio	A staff member could fall due to over reaching for an item	Get a second member of staff to steady the ladder whenever it is used. The ladder has stabilizing bars fitted to minimize toppling.	Consider alternative storage solutions Only store items very rarely used in the overhead shelving storage area	Simon Pipe to consider alternative storage. This may not be successful.	December 2016	
Electrical wiring fire risk	Circuits could become overloaded as we are heavy users of power sockets. Plugs could short/fuse.	Regular PAT testing	Initiate a 'power-off' policy each night	Simon Pipe (Director) Adrian Broadway (Director) Robin Watson (Studio Manager)	October 30 th 2016	

<p>Cuts from scapel blades when cutting paper/card or boards for presentations.</p> <p>Cuts from spent blades</p>	<p>Our working environment is generally very low risk. However, getting cuts from scapels when cutting boards and other materials is a very real risk. Almost all workers in design studios will slice themselves sooner or later. Sometimes these cuts can be deep.</p>	<ul style="list-style-type: none"> • Only senior members of staff should be cutting • Cutting area with non-slip mats and well maintained knives to be used • Steel rulers with beveled edges to be used when cutting to minimize slipping risks • Blades to be replaced regulary. Dull blades to be placed in the sharps container. • Instructions on best practice for cutting to be delivered by experienced members of staff 	<p>Purchase sharps bin</p> <p>Purchase steel rules with handels/beveled edges</p>	<p>Simon Pipe (Director)</p> <p>Adrian Broadway (Director)</p> <p>Robin Watson (Studio Manager)</p>	<p>30th October 2016</p>	
<p>Food poisoning and potential vermin infestation from non-cleaning of cups, utensils, plates and from leaving food around the studio</p>	<p>Potential infections from unhygienic conditions.</p> <p>Potential vermin infestation as food left out could attract mice/cock roaches, ants etc</p>	<p>We have regular cleaners who clean 3 times a week. However, staff need to take responsibility for cleaning up on a daily basis.</p>	<p>Instruct staff on daily clean-up regime, particularly on leaving food out</p>	<p>Simon Pipe (Director)</p> <p>Adrian Broadway (Director)</p> <p>Robin Watson (Studio Manager)</p>	<p>30th October 2016</p>	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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