

# Health and safety policy

This is the statement of general policy and arrangements for:

QSC UK & Ireland, Fenchurch Street, London
<u>Duncan Savage- Managing Director</u>
Kasia Majorek- Office Manager

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:

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	Kasia Majorek- Office Manager  Thackeray Estates Fenchurch Limited (No 10019233)- Property Landlord	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)  Health & Safety risk assessments related to the property/ building are within landlord's duties and solely his responsibility to be implemented.
To provide adequate training to ensure employees are competent to do their work	<u>Duncan Savage- Managing Director</u>	Staff and distributors given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	<u>Duncan Savage- Managing Director</u>	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Thackeray Estates Fenchurch Limited (No 10019233)- Property Landlord	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment, machinery and ensure safe storage / use of substances	Thackeray Estates Fenchurch Limited (No 10019233)- Property Landlord  Duncan Savage- Managing Director	Toilets, washing facilities and drinking water provided. Landlord is obligated to carry out any required inspections or testing outlined within the lease agreement.  System in place for routine inspections and testing of electrical equipment within the QSC UK & Ireland office.
Health and safety law poster is displayed:	Kitchen area	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First- aid box kept in the top cupboard, kitchen. Accident book and any records kept at the main Weybridge office.  Any RIDDOR related accidents are reported accordingly.	

Signed: (Employer)	Duncan Savage	Date:	30/04/2019	
Subject to review, monitoring and revision by:	Kasia Majorek	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)