

# Health and safety policy

<b>This is the statement of general policy and arrangements for: Burrows Contractors Ltd</b>		
<b>Cath Burrows has overall and final responsibility for health and safety</b>		
<b>Richard Burrows has day-to-day responsibility for ensuring this policy is put into practice</b>		
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Cath Burrows	- Identify hazards in the workplace, assessing the risks related to them and implement appropriate preventative and protective measures. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Cath Burrows	- Staff are given necessary health and safety induction and provided with appropriate training (including training for relevant CPCs cards) and personal protective equipment. -Ensure that, as part of their training, staff are instructed in how to use, maintain and inspect equipment for faults, to never use faulty equipment and to report faults to management immediately.
Engage and consult with employees on day-to-day health and safety conditions	Richard Burrows	-Ensuring method statements and risk assessments are followed -Ensuring work is to the required standard -Reporting any defective equipment that could prejudice the safe system of work -Ensuring that PPE is used as appropriate
Implement emergency procedures – evacuation in case of fire or other significant incident.	Richard Burrows	- Ensure that emergency plans are developed and brought to the attention of all staff and non-staff members who access the premises. - Ensure a fire risk assessment is carried out. - Ensure that emergency plans are tested and improved when required.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Cath Burrows	- Toilets, washing facilities and drinking water provided. - System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. - Ensure that all new plant and equipment complies with relevant health and safety standards before it is purchased and that it is fit for purpose. - Ensure that all reported workplace incidents are investigated and appropriate action is taken to address causes. - Ensure that incident and absence data are monitored and reviewed, and action is taken when appropriate.

Signed: * (Employer)	Richard Burrows Cath Burrows	Date:	1805/2021
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Health and safety law poster is displayed at (location)	- Office at Targetts Farm
First-aid box is located:	- Office at Targetts Farm - On site in work vehicle R16 HBC
Accident book is located:	- Office at Targetts Farm - On site in work vehicle R16 HBC