

STATEMENT OF GENERAL POLICY AND ARRANGEMENTS FOR GCA+D LTD.

Graeme Cook – Director has overall and final responsibility for health and safety and day-to-day responsibility for ensuring this policy is put into place.

Statement of general policy**Action/Arrangements**

Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

Relevant risk assessments completed and actions arising out of those assessments implemented.

Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work

Staff given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work on development or construction sites remote from the main company office.

Engage and consult with employees on day-to-day health and safety conditions

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.

Implement emergency procedures – evacuation in case of fire or other significant incident.

Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

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.

Signed: * (Employer)

Graeme Cook

Date: **13th February 2015**

Health and safety law poster is displayed at:

Reception

First-aid box is located:

Reception

Accident book is located:

Reception