

# **Health And Safety Policy**

**Of**

## **Fred Brookes Cultural Research and Strategy**

Last reviewed March 2009

### **1 INTRODUCTION**

Fred Brookes is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health through the control of health and safety risks arising from work activities, providing and maintaining safe plant and equipment and ensuring the safe handling and use of any substances. Fred Brookes will consult with partners and associates on matters affecting their health and safety, provide information, supervision and instruction for employees and ensure all are competent to do their tasks and given adequate training. Fred Brookes will also assess the risks to the health and safety of anyone who may be affected by work activities to ensure that he complies with the law as set out in the Health and Safety at Work etc Act 1974. This policy will be reviewed and revised annually.

### **2 PARTNERS AND ASSOCIATES' DUTIES**

Partners and associates have a legal responsibility to take care of the health and safety of themselves and others and to co-operate with supervisors and managers on health and safety issues. Partners and associates should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

### **3 RESPONSIBILITIES**

#### **3.1**

Fred Brookes has overall responsibility for health and safety in the workplace.

#### **3.2**

Fred Brookes has day-to-day responsibility for ensuring that this policy is put into practice.

### **4 RISK ASSESSMENTS**

#### **4.1**

Risk assessments will be undertaken by Fred Brookes and the findings will be recorded in a document entitled "Risk Assessments Findings".

#### **4.2**

Action required to remove or control risks will be approved by Fred Brookes who will be responsible for ensuring the action required is implemented.

#### **4.3**

Fred Brookes will check that the implemented actions have removed or reduced the risks.

#### 4.4

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### 5 SAFE PLANT AND EQUIPMENT

#### 5.1

Fred Brookes are responsible for identifying all plant and equipment needing maintenance.

#### 5.2

Fred Brookes is responsible for ensuring effective maintenance procedures are drawn up.

#### 5.3

Fred Brookes is responsible for ensuring that all identified maintenance is implemented.

#### 5.4

Fred Brookes is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased.

### 6 HAZARDOUS SUBSTANCES

#### 6.1

Fred Brookes is responsible for identifying all substances that need a Control of Substances Hazardous to Health Regulations 2002 ("COSHH") assessment.

#### 6.2

Fred Brookes is responsible for undertaking COSHH assessments.

#### 6.3

Fred Brookes is responsible for ensuring that all actions identified in the assessments are implemented.

#### 6.4

Fred Brookes is responsible for ensuring that all relevant employees are informed of the COSHH assessments.

#### 6.5

Fred Brookes is responsible for checking that new substances can be used safely before they are purchased.

#### 6.6

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### 7 TRAINING

#### 7.1

Fred Brookes will provide induction training for all employees.

#### 7.2

Fred Brookes will provide job specific training when and where required

#### 7.3

Training records are kept by Fred Brookes.

#### 7.4

Training will be identified, arranged and monitored by Fred Brookes.

## 8 ACCIDENTS AND FIRST AID

### 8.4

Fred Brookes' workplace has a first aid box kept in a prominent location.

### 8.5

The person responsible for administering first aid is Fred Brookes.

### 8.6

Any accidents and instances of work-related ill health will be recorded in the accident books which are kept by Fred Brookes.

### 8.7

Fred Brookes is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 9 MONITORING AND INVESTIGATING

### 9.1

To check working conditions and ensure safe working, practices are being followed. Fred Brookes will monitor records of accidents, ill-health and dangerous occurrences.

### 9.2

Fred Brookes is responsible for investigating accidents.

### 9.3

Fred Brookes is responsible for investigating work-related causes of sickness absence.

### 9.4

Fred Brookes is responsible for acting on investigation findings to prevent a recurrence.

## 10 EMERGENCY PROCEDURES

### 10.1

Fred Brookes is responsible for ensuring the fire risk assessment is undertaken and implemented.

### 10.2

Escape routes will be checked every quarter by Fred Brookes.

### 10.3

Fire extinguishers will be maintained and checked every quarter by Fred Brookes.

### 10.4

Alarms will be tested every quarter by Fred Brookes.

### 10.5

Emergency evacuation of Fred Brookes will be tested quarterly.