

Health and Safety Policy

Health and safety at work act 1974

This is the Health and Safety Policy statement of Crescent Lodge Design Ltd.

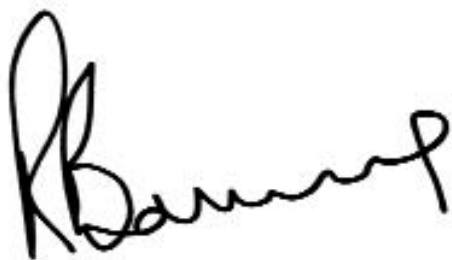
Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to carry out their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals and communicate any changes to all employees.

We strive collectively to cultivate conditions that are conducive to a creative work environment. This includes the promotion, provision and maintenance of a healthy, safe environment for our employees, clients, suppliers and all those with whom we work.

We refer to Health and Safety at work documentation published by Chancellor Formecon Limited. This policy has been drawn up in consultation with the Chartered Society of Designers and the Health and Safety Executive.

Rodger Banning
Finance and Systems Sirector
1 November 2010



To be reviewed: 1 November 2011

Overall and final responsibility for health and safety is that of:

Lynda Brockbank, Creative and Managing Director
Rodger Banning, Finance and Systems Director

Our founding partners, are ultimately responsible for overall health and safety. All employees are required to follow procedures laid down, use the safety equipment provided, and actively take care of themselves and their colleagues.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Sally-Ginger Brockbank

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Health and Safety Officer: Rodger Banning
Fire Officer: Malcolm Metcalfe

All employees have to:

- Co-operate with managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by Rodger Banning
- The findings of the risk assessments will be reported to Rodger Banning
- Action required to remove/control risks will be approved by Lynda Brockbank
- Malcolm Metcalfe will be responsible for ensuring the action required is implemented
- Lynda Brockbank will check that the implemented actions have removed/reduced the risks
- Assessments will be reviewed annually or when the work activity changes, whichever is sooner

Consultation with employees

All employees are issued with a copy of this policy at the beginning of their employment and re-issued with an update when changes are made. We also hold regular work in progress meetings, in which all employees, whether directly responsible for health and safety or not, are encouraged to share issues.

Safe plant and equipment

- Rodger Banning is responsible for identifying all equipment needing maintenance
- Rodger Banning is responsible for ensuring effective maintenance procedures are drawn up
- Rodger Banning is responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant/equipment should be reported to Rodger Banning
- Rodger Banning will check that new plant and equipment meets health and safety standards before it is purchased

There is a dedicated area for cutting and assembling materials with related safety equipment (extraction, masks, safe disposal of blades). We provide shower facilities, chilled drinking water and adjustable office chairs. Telephone headsets and eye tests are made available on request.

Safe handling and use of substances

- Rodger Banning is responsible for identifying all substances which need a COSHH assessment
- Rodger Banning is responsible for undertaking COSHH assessments
- Rodger Banning is responsible for ensuring that all actions identified in the assessments are implemented
- Rodger Banning will check that new substances can be used safely before they are purchased
- Assessments will be reviewed annually or when the work activity changes, whichever is sooner

Information, instruction and supervision

- The Health and Safety Law poster is displayed by the lift
- Health and safety advice is available from Rodger Banning
- Supervision of young workers/trainees is arranged/undertaken/monitored by Lynda Brockbank
- Lynda Brockbank is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information

We have a work placement policy with school and college students and, through Social Services and the Metropolitan Police, with young offenders. Consequently, our studio has been subjected to the appropriate risk assessments and declared a safe environment for young people.

Lynda Brockbank is CRB checked.

Competency for tasks and training

- Induction training will be provided for all employees by Lynda Brockbank
- Job specific training will be provided by Lynda Brockbank
- Specific jobs requiring special training include: use of cutting tools and spray mount for assembling presentations and other administrative materials
- Training records are kept in a training specific file by Rodger Banning
- Training will be identified, arranged and monitored by Lynda Brockbank

Accidents, first aid and work-related ill health

- Health surveillance is required for employees who use hazardous substances
- The first aid box is kept in the kitchen
- The appointed first aider is Sally-Ginger Brockbank
- All accidents and cases of work-related ill health are to be recorded in the accident book which is kept in the kitchen with the first aid box
- Rodger Banning is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

As recommended by the Health and Safety Executive, the appointed Health and Safety Officer attends a course in emergency aid, including resuscitation, control of bleeding, treatment of an unconscious casualty, communication and how to equip a first-aid box. The studio is equipped with such a box, everyone knows where to find it, it is regularly checked and replenished if necessary, and any incidents are recorded in our accident book.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Review this policy annually
- Review risk assessments annually
- Investigate accidents immediately and respond in order to prevent future accidents
- Monitor number of sick days and investigate work-related reasons for absences in order to prevent future absenteeism
- Rodger Banning is responsible for investigating accidents
- Lynda Brockbank is responsible for investigating work-related causes of sickness absences
- Rodger Banning is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures – fire and evacuation

- Malcolm Metcalfe is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked by Malcolm Metcalfe every month
- Fire extinguishers are maintained and checked annually by Chubb Fire Services
- Alarms are tested by Perseverance Works Management every week
- Emergency evacuation is tested twice a year

At all times, one employee is designated to be responsible for evacuation procedure in the event of a fire or other alert. Our alarm bell is tested every Tuesday and the system regularly maintained. All fire extinguishers, smoke alarms and exits comply with legal requirements.