

Company Name:	Armstrong Lloyd Ltd ("the Company")
Policy Name:	Health and Safety Policy
Date:	November 2016

SECTION 1: General statement of policy

Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;

- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Karen Lloyd, Director using the internal report form, which is available from Armstrong Lloyd's shared drive. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal.

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to all employees. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the Company rests with:

Name: Karen Lloyd
Status: Director
Telephone extension:
Mobile Phone: 07428 746136
Email: karen.lloyd@armstronglloyd.co.uk

2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Karen Lloyd
Status: Director
Telephone extension:
Mobile Phone: 07428 746136
Email: karen.lloyd@armstronglloyd.co.uk

3. In the absence of the person named in 2 (above), s/he will be deputised by:

Name: Tracey Freeman
Status: Recruitment Partner
Telephone extension:
Mobile Phone:
Email: tracey.freeman@armstronglloyd.co.uk

4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

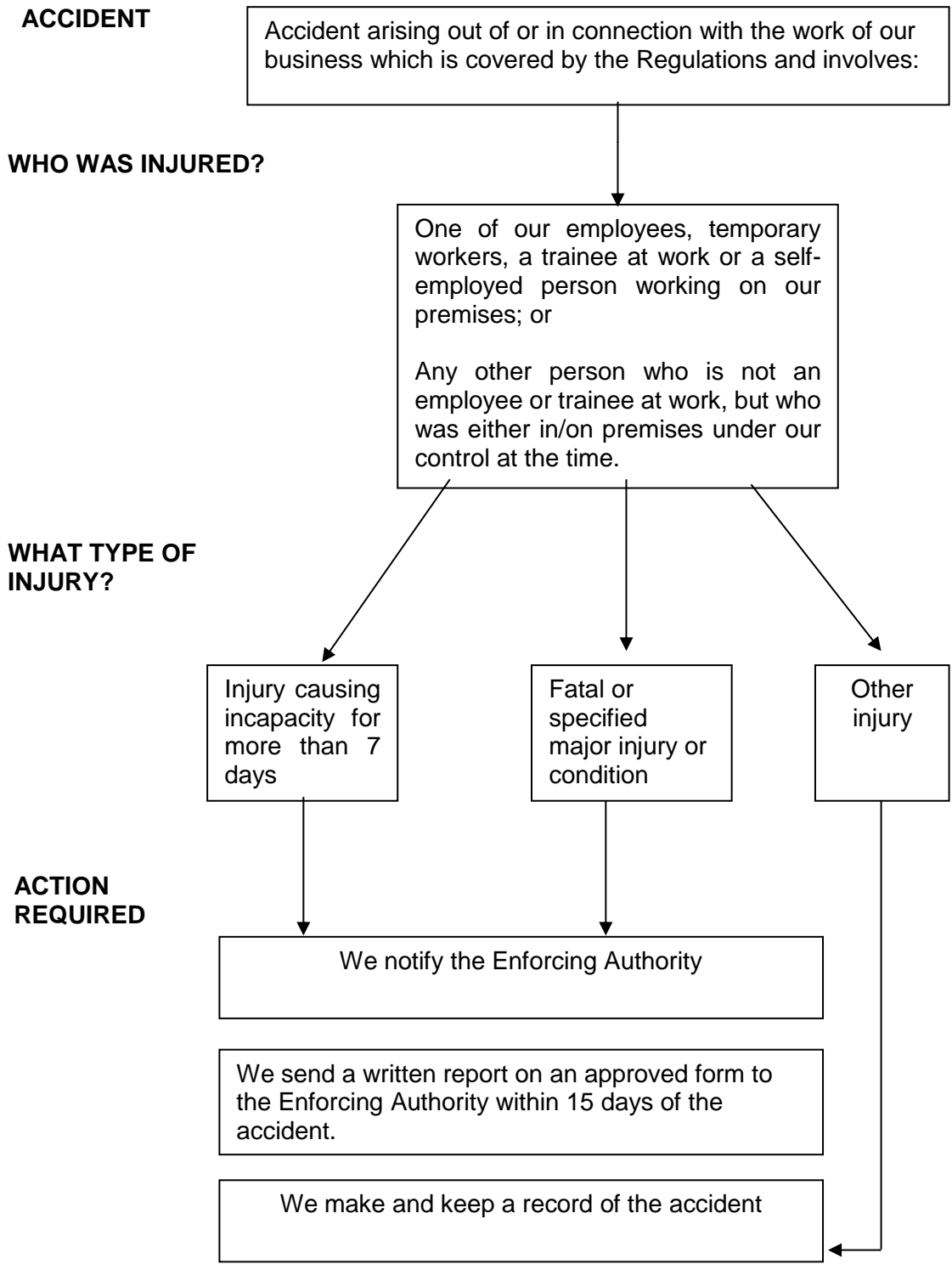
Name: Karen Lloyd
Status: Director
Telephone extension:
Mobile Phone: 07428 746136
Email: karen.lloyd@armstronglloyd.co.uk

SECTION 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Karen Lloyd
Status: Director
Telephone extension:
Mobile Phone: 07428 746136
Email: karen.lloyd@armstronglloyd.co.uk

SECTION 4: Accident reporting



SECTION 5: Emergency services – to head office

- 1 Nearest Hospital with a Casualty Department:**
Name: East Surrey Hospital
Address: Redhill Surrey RH1 5RH
Telephone Number: 01737 768 51

- 2 Police Station**
Name: Reigate Police Station
Address: 79 Reigate Road, Reigate, Surrey RH2 0RY
Telephone Number: 101

- 3 Fire Station**
Name: Reigate Fire Station
Address: Croydon Road, Reigate, RH2 0EJ
Telephone Number: 01737 242444.

SECTION 6: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Karen Lloyd

Status: Director

Location/address:

Telephone Number: 07128746136