

## HEALTH AND SAFETY AT WORK

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

We accept responsibility of health and safety of other people who may be affected by our activities. This policy will be reviewed ever year:

Signed \_\_\_\_\_  
Position Director  
Date \_\_\_\_\_

### Responsibilities

Overall and final responsibility for health and safety in the company is that of Miss H E Barton.

All employees have the responsibility to cooperate with Directors to achieve a healthy and Safety work place and to take responsible care of themselves and others.

Wherever an employee, supervisor or Director notices a health or safety problem, which they are not able to put right they must straightaway tell the appropriate person named above.

### Accidents

All accidents must be reported in writing on the date of incident to Miss H E Barton.

A first aid box is provided in the Kitchen and is maintained by Miss Barton  
Contact number 07770 915 521.

Every employee has the responsibility of reporting accidents affecting them directly and indirectly in writing detailing time, location, injury, outcome, and changes made to



A free venue finding service

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Fax: 01753 858283

Website: [www.keylocations.net](http://www.keylocations.net)  
Email: [info@keylocations.net](mailto:info@keylocations.net)

### Key Locations

Technology House  
PO Box 1991  
Windsor  
Berks  
SL4 1XN

Worldwide Venue Finding Service and Event Management Services :  
Conferences and Meetings, Seminars and Team Building, Away Days, Training Events, Event Management and Production, Presentations, Products Launches, Christmas Parties and Themed Events.

Please refer to our website for Equal Opportunity, Health & Safety, Quality and Environmental Statements.

working environment to prevent re-occurrence and detailing who and when the accident was reported.

## General Fire Safety

Miss H E Barton is responsible for checking and clearing fire escape routes, fire extinguishers, Fire alarms and in her absence all employees have a responsibility. All employees must be aware of the location of all extinguishers and know which one to use in each instance.

A fire must only be tackled if it does not risk the safety of the person or other employees and a clear access route must be secured prior to attempting to tackle a fire.

The office has one fire exit and exit can be secured by open windows.

In the event of fire leave the area immediately, close all doors and windows and leave the building and wait outside. Raise the alarm by calling 999.

## Advice and consultancy

The local health and safety inspector office and telephone number is: Slough.

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Doctor's number is **01753 861 978** or **01753 865 773**

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## Training

Miss H E Barton is a qualified first aider.

## Contractors and visitors

Your normal rules and hazards and precautions should be explained to visitors.



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## Hazards

Every employee has a responsibility to ensure their immediate working environment is clear and clean and any potential hazards are reported immediately.

Any unusual smells (not including the dog) or noises should be reported.

## Housekeeping and premises

Every employee has equal responsibility to ensure the working environment is kept clean, tidy and hazard free.

All rubbish must be emptied into the bags provided and left outside for collection on a weekly basis.

The work and surrounding environment is a non smoking area.

Adequate storage space is provided for all files and associate paper work this is all below shoulder height. No employees should be required to stack or store items other than in these designated areas.

All employees have a responsibility to ensure all gangways and exits are kept free.



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## Insurances

The company has taken health and safety cover with Lombard Thames Bridge Insurance Brokers Ltd.

**Lombard Thames Bridge Insurance Brokers. Tel: 01628 630317**

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Employee's signature that they have read and understood the statement and a copy has been issued to them.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date



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