

CHAIN EVENTS (North East) LTD

HEALTH AND SAFETY POLICY

General statement of intent

Our policy is to provide and maintain 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 also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

The policy will be kept up to date, particularly as the Chain Events (North East) Ltd changes in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

Responsibilities

Overall and final responsibility for health and safety is that of Chain Events (North East) Ltd's directors.

The Chain Events (North East) Ltd Managing Director is responsible for this policy being carried out and for ensuring the preparation, implementation and review of risk assessments and safe work practices.

Employees will ensure that they co-operate with all reasonable requests from the Directors to ensure all standards are maintained.

Electrical equipment

Electrical equipment will be professionally inspected annually.

The Managing Director, in the role of Health and Safety Officer will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made, equipment faults are reported and corrected.

Employees must visually inspect equipment they use and report any defects or faults to the Managing Director. Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Display screen equipment

Chain Events (North East) Ltd offers to all display screen users a free eye test with a designated optician on request where this is not related to a regular optician's appointment.

Employees will be expected to assess their workstation and ensure it meets their individual needs. Information in adjusting their workstation and good work practices will be available.

Manual handling

Manual handling will be reduced as far as possible by monitoring and reviewing of all work tasks. The Managing Director will ensure a risk assessment is prepared of manual handling tasks and agree with employees safe work practices. These work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Employees must bring to the attention of their line manager any health problems that may be affected by handling activities.

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions. Staff will be offered further Health and Safety training to support their identified needs appropriate to their work tasks.

Contractors

Organisations or contractors using the premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their employees, trainers, trainees and volunteers are made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of emergency procedures.

Advice & consultancy

Information and advice on Health and Safety arrangements should first be sought from the Managing director.

Date Created	November 2009	
Revised		
Revised		