

# Health & Safety.



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# Health & Safety Policy

## Part 1: Statement of intent

This is the health and safety policy statement of:

Etch Creative (Install Creative Ltd)

Our health and safety policy is to:

- prevent accidents and work-related ill health.
- manage risks to health and safety in the workplace
- give clear instructions and information to ensure employees are competent to do their work.
- ensure safe handling of equipment and any chemicals or other substances.
- maintain a healthy and safe working environment
- implement evacuation and other action plans in the event of an emergency
- all employees should be aware of where our first aid kit is and who is responsible for maintaining it.



Signed

14.03.2021

Date

Matthew Anstiss

Print name

01.03.2022

Review date

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

Matthew Anstiss

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

Anna-Marie Parker

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

Richard Urch / Installers - Create risk-assessments for installation and on-site work  
Anna-Marie - Maintain Timetastic for illness and time off due to sickness. Note accidents and communicate emergency procedures including fire and evacuation.  
Matthew Anstiss - Maintain first aid equipment and hardware / tools.

### 4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### Risk assessment

- We will create a risk assessment prior to any installation or on-site work.
- We will ensure our externally contracted installers and suppliers have carried out risk assessments and that they have suitable insurance for work carried out.
- We will assess risk in the workplace regularly and supply details of changes to all staff members on a regular basis.

### Training

- We will provide our own staff with necessary protective equipment when working on or off our premises for the Company.
- We will provide staff with training if there is requirement for working with machinery or hardware which require specific training or practices for safety.

### Consultation

- Matthew Anstiss or Anna-Marie will consult with other team members as matters arise and formally review this document each year to ensure it remains up to date.

### Evacuation

- In case of emergency the office must be evacuated via the front door of the office and all staff must congregate outside of 67 Amwell Street.
- We will ensure all escape routes including the window at the rear of the offices are closed but unlocked when the office is open. If the front or back door is locked LEAVE KEYS IN THE INSIDE LOCK OF THE DOORS.