

Health and safety policy

This is the statement of general policy and arrangements for:

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

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

Ian Sandall Ltd t/a SPL (Name of company)
Ian Sandall (Name of employer)
Designated Producer on location; Ian Sandall in office

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Ian Sandall, Managing Director in office; Designated Producer on location	Office: Relevant risk assessments completed and actions arising out of these assessments implemented. Ian Sandall Ltd is also governed by Manchester Science Park H&S terms and conditions. Location: The Designated Producer must carry out a full risk assessment prior to shooting and supply relevant documentaion accordingly. All crew will be made aware of hazards and risks as required.
To provide adequate training to ensure employees are competent to do their work.	Ian Sandall and/or Designated Producer	Staff and subcontractors given necessary H&S induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety.)
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Ian Sandall	Office: Staff routinely consulted on H&S matters as they arise. On Location: Extra vigilance is required at all times and the Designated Producer to consult with staff and sub-contractors on a regular basis
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ .	Ian Sandall - designated Fire Marshall at MSP; Designated Producer on location	Office: Follow MSP Evacuation Plans displayed in office Location: Designated producer to advise staff on the day
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Ian Sandall	Office: Toilets, washing/shower facilities, drinking water provided. MSP responsible for all facilities. Location: Designated Producer to ensure all facilities tested and to standard prior to shoot Location: Any hazerdous substances to be noted on Shoot RA form.

Health and safety law poster is displayed:	MSWP Offices		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	SPL Office		
Signed: (Employer)	Ian Sandall	Date:	2 June 2011
Subject to review, monitoring and revision by:	Ian Sandall	Every:	12 months or sooner if work activity changes

Risk assessment

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name: Ian Sandall Ltd t/a SPL

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages (Refer also to MSP RA).	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	.	All staff, supervisor to monitor.		
Electrical	Staff and subcontractors could get burns/shocks from using faulty electrical equipment	Regular PAT tests for all equipment - programme instigated. Regular checking of any portable equipment that gets plugged in/out at intervals	None	Staff		
Fire	If trapped staff could suffer from smoke inhalation/burns.	Office: Regular Fire Practices carried out by MSP who are also responsible for firefighting equipment Location: Designated producer to assess and advise		All staff		
						Hint, tab here for new row

Assessment review date: 2 June 2012 (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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