

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:

RayDek Window Services Limited

Mr Raymond Boundy

Mrs Vicky Boundy

Statement of General Policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Mrs Vicky Boundy Personnel/Administrative Manager	Risk Assessments will be completed annually and actions arising out of those assessments will be implemented.
To provide adequate training to ensure employees are competent to do their work	Mrs Vicky Boundy Personnel/Administrative Manager	Staff will be given necessary Health & Safety inductions and provided with appropriate training and personal protective equipment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Mrs Vicky Boundy Personnel/Administrative Manager	Staff will be routinely consulted on Health & Safety matters as they arise and formally consulted at performance review meetings.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Mrs Vicky Boundy Personnel/Administrative Manager	Escape routes will be well signed and kept clear at all times. Evacuation plans will be tested every six months.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Mrs Vicky Boundy Personnel/Administrative Manager	Toilets, washing facilities and drinking water will be provided. A system is in place for routine inspection and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety law poster is displayed:	Factory Floor.		
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) (see note 2 below)	First aid boxes are located on the factory floor and in the downstairs office. The accident book is located in the downstairs office.		
Signed: (Employer)		Date:	01.07.24
Subject to review, monitoring and revision by:	Mrs Vicky Boundy	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk Assessment

Organisation Name: RayDek Window Services Limited

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and Trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ▪ General good housekeeping is carried out. ▪ Floors are in good condition. ▪ Staff wear safety shoes. ▪ Good lighting throughout. 	No further action required.	All staff.	01/07/2013	01/07/2013
Manual Handling	Staff may suffer back pain or pain elsewhere from handling heavy and/or bulky objects.	<ul style="list-style-type: none"> ▪ Staff are trained in safe manual handling techniques. ▪ For jobs involving difficult manual handling work, staff agree a safe system of work. ▪ Manual handling aids are available. 	No further action required.	All staff.	01/07/2013	01/07/2013
Noise	Staff may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment.	<ul style="list-style-type: none"> ▪ Staff provided with ear defenders that are used and maintained properly. ▪ Staff instructed to wear suitable hearing protection when required. ▪ Machinery are maintained to ensure they run as quietly as possible. 	No further action required.	All staff.	01/07/2013	01/07/2013
Electrical Equipment	Staff could get electric shocks or burns from faulty electrical equipment or installation.	<ul style="list-style-type: none"> ▪ Electrical installation and all equipment is properly maintained and inspected according to a planned inspection programme. ▪ Staff instructed to inspect all electrical appliances pre-use. ▪ All electrical appliances to be PAT tested annually. 	No further action required.	All staff.	01/07/2013	01/07/2013
Machinery	Staff may suffer serious injury from machinery.	<ul style="list-style-type: none"> ▪ All dangerous parts of machinery guarded. ▪ All new machinery checked before first use. ▪ Staff are trained in the use of the machines. 	No further action required.	All staff.	01/07/2013	01/07/2013
Glass	Staff may sustain serious cuts.	<ul style="list-style-type: none"> ▪ Staff wear necessary protective equipment for work involving handling or cutting glass. ▪ Suction pads or heavy duty straps used for manually handling glass. 	No further action required.	All staff.	01/07/2013	01/07/2013