

Health and safety policy

General background

MindSafety International Limited takes the safety and welfare of our staff and anyone engaged by, or working with, the company, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Deborah Samuel in HR 07867 316 778, deddie@mindsafety.net, OR contact our main switchboard 0800 612 4969.

This policy is not part of any employment or any other contract. We MindSafety International Limited, may amend this policy from time to time. in line with the needs and practices of our business.

1 Part 1: Policy details

1.1 What does this policy cover and who is covered?

1.2 All staff, contractors and workers and other persons affected by the work we undertake are covered by MindSafety International Limited's health and safety policy.

1.3 Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) provide the necessary information, instruction and supervision for employees
- e) ensure all employees are competent to do their tasks, and to give them adequate training
- f) prevent accidents and cases of work-related ill-health
- g) maintain safe and healthy working conditions
- h) review and revise this policy as necessary at regular intervals

2 Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within MindSafety International Limited is determined by DAVID SAMUEL, CEO MindSafety.

2.2 The person who has been delegated the responsibility for insuring that our policy is implemented is DAVID SAMUEL, CEO MindSafety.

2.3 All those covered by our policy must:

- a) Co-operate with our relevant supervisors and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed above, or to one of the individuals named in paragraphs [2.1] and [2.2] above.)

3 Part 3: Arrangements

3.1 Consultation with Employees

Our Employee Representative(s) for H&S:	DAVID SAMUEL, CEO MindSafety
Consultation with Employees is provided by	DAVID SAMUEL, CEO MindSafety

3.2 Risk Assessments

Risk assessments will be done by	DAVID SAMUEL, CEO MindSafety
Action identified will be done by	DAVID SAMUEL, CEO MindSafety
Risk assessments will be reviewed by	DAVID SAMUEL, CEO MindSafety

3.3 Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	The MindSafety operational offices at: Padeswood Lodge Chester Road Padeswood Mold Clwyd CH7 4JF
The Employers Compulsory Liability Insurance certificate is displayed at	The MindSafety operational offices at: Padeswood Lodge Chester Road Padeswood Mold Clwyd CH7 4JF
The Competent Person for Health and Safety Advice is	Debbie Samuel 07867 316 778
Supervision of employees is undertaken by	Debbie Samuel 07867 316 778

3.4 Training

Induction training for new employees will be provided by	David Samuel 07899 997002
Job specific training will be provided by	Debbie Samuel 07867 316 778
Training records will be kept at: The MindSafety operational offices: Padeswood Lodge Chester Road Padeswood Mold Clwyd CH7 4JF and retained by	Debbie Samuel 07867 316 778
Training will be identified, arranged and monitored by	David Samuel 07899 997002

3.5 Accidents, First Aid and Work-Related Ill-Health

First Aid equipment/boxes are located at	The MindSafety operational offices at: Padeswood Lodge Chester Road Padeswood Mold Clwyd CH7 4JF
The designated first aider is:	Debbie Samuel
The accident recording book is located at	The MindSafety operational offices at: Padeswood Lodge Chester Road Padeswood Mold Clwyd CH7 4JF

3.6 Monitoring and Review

Accidents, incidents and near misses should be reported to	Debbie Samuel
Accident Investigations will be undertaken by	Debbie Samuel

3.7 Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	Debbie Samuel
Fire extinguishers will be checked routinely by	Debbie Samuel
Fire exit routes and doors will be checked by	Debbie Samuel
The fire alarm will be tested every	30 days
The emergency evacuation assembly point is	Front lawn at Padeswood Lodge.

Signed



Position **Managing Director**

Date **01 01 2019**

Review date **01 01 2022**



