

North East Social Media Ltd.

Statement of General Health and Safety Policy & Arrangements

Responsible for ensuring this policy is put in place and adhered to:	Amanda Dixon
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Statement of General Policy	Responsibility of: (Name/Title)	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Amanda Dixon, Managing Director / Social Media Specialist	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change).
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Amanda Dixon, Managing Director / Social Media Specialist	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment (example: laptop stands to aid and improve posture).
Engage and consult with employees on day-to-day health and safety conditions.	Amanda Dixon, Managing Director / Social Media Specialist All Staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Implement emergency procedures – evacuation in case of fire or other significant incident.	North Tyneside Council (Building Staff) Paul Dixon, Digital Marketing Assistant / Fire Marshal	Escape routes well signed and fire alarms tested by building staff. Escape routes kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances.	Amanda Dixon, Managing Director / Social Media Specialist Paul Dixon, Digital Marketing Assistant / Fire Marshal	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed:  (Employer)

Date Revised: 10/04/2019

Health and Safety law poster is located:	Main Office
First Aid box is located:	Open shelf in Main Office
Accident Book is located:	Filed in Main Office

* Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

* Policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

