

Monksley 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:

Monksley Limited - Monksley Hounds and Hooves

Ann Swift

Ann Swift

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	Ann Swift and all employees / volunteers	Risk assessments (RA) completed and actions arising to be implemented. They are reviewed annually or earlier if legislation or the work activity changes. Health surveillance carried out if risk assessments identify a need.
To provide adequate training to ensure employees are competent to do their work	Ann Swift	All staff given a health and safety induction and provided with information / training as necessary to include electrical safety, COSHH, manual handling.
To engage/consult with employees on day-to-day H&S conditions & provide advice & supervision on occupational health	Ann Swift	Staff are consulted on H&S matters as they arise. They are encouraged to identify improvements in safety matters connected to their work activity.
To implement emergency procedures - evacuation in case of fire or another significant incident	Ann Swift	Escape routes are signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. A fire risk assessment will be carried out and controls implemented. It will be reviewed annually or if any changes are made to the layout or the use of combustible materials.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery	Ann Swift	Toilet, washing facilities and drinking water available for all staff. Equipment is regularly serviced, checked or inspected (as legal requirements) and action taken promptly to address any defects. Staff are instructed / trained in the use of cleaning chemicals and equipment.
The Health and safety law poster and employer's liability insurance certificate are displayed at (location):	Classroom	If appropriate, the Health and Safety law leaflet is given to employees
The First-aid box and accident book locations: The appointed person is: Accidents (over 7 days incapacitation) / ill health at work reported online www.hse.gov.uk/riddor or Tel 0845 300 9923	Accident book located in Office First Aid boxes are located in the utility room, classroom, outside main kennel area on the wall, van and a hip bag is used for walks.	
Our Competent Person is:	Ann Swift (Also responsible for monitoring and revision)	

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Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:		Every:	12 months	Or sooner if work activity changes

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