



Fire Safety First
The Fire Safety Consultancy

Health and Safety Policy Statement of Intent

It is the policy of Fire Safety First to provide and maintain safe working conditions, equipment and systems of work for the benefit of all employees, clients and visitors.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of any work-related hazards and assessment of the risks related to them.

Fire Safety First will, so far as it is reasonably practicable, ensure that the following objectives are met:

- adequate resources are provided to ensure that proper provision can be made for health and safety
- comply with all health and safety and other relevant legislation
- health and safety objectives will be set annually and reviewed on regularly
- hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety
- risk assessments are carried out and periodically reviewed
- systems of work are provided and maintained that are safe and without risks to health
- arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health
- all employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions
- where appropriate, health surveillance will be provided for employees
- accidents and cases of work-related ill health are prevented and provide adequate control of health and safety risks from work related activities
- emergency evacuation procedures are implemented, tested and maintained
- the provision and maintenance of all plant, machinery and equipment is safe and without risk to health
- the working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- the place of work is safe and that there is safe access to and egress from the work place
- monitoring activities and inspections are undertaken to maintain agreed standards
- this health and safety policy will be reviewed at least annually, amended and updated as and when necessary and communication of any such changes will be made to all employees
- there are established and maintained effective procedures for consultation and communications between all levels of management and employees on all matters relating to health, safety and welfare
- detailed reference information for employees can be found in the internal office network system

Signed:

Date: 11/4/11

Name: Sharon McGovern

Position: Sole Trader

Next review date: 2/4/12