

Health and safety policy for Metadata Ltd

Mike Goodland (manager)

has overall and final responsibility for health and safety

Mike Goodland (manager)

has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mike Goodland (manager)	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	Mike Goodland	Staff and associates given necessary health and safety induction and provided with appropriate training. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Mike Goodland	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular staff meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Mike Goodland	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Delegates on courses demonstrated escape routes.
Maintain safe and healthy working conditions.	Mike Goodland	Toilets, washing facilities and drinking water provided.

Signed: 	Mike Goodland	Date:	11/02/2019
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You should review your 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.

Health and safety law poster is displayed at (location)	Rear office
First-aid box is located:	Rear office
Accident book is located:	Rear office

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