

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of
To Market Advertising & Marketing Ltd

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our associates on matters affecting their health and safety;
- To provide and maintain safe plant and equipment where applicable;
- To ensure safe handling and use of substances if applicable;
- To provide information, instruction and supervision for associates;
- To ensure all associates are competent to do their tasks, and to support adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Signed

Ms Jo Sealy Principal Partner

Date

Review date

18.5.18	18.5.19
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Responsibilities

1. Overall and final responsibility for health and safety is that of

Jo Sealy

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Jo Sealy

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
Jo Sealy	All areas

4. All associates have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

❖ Risk assessments will be undertaken by

Jo Sealy

❖ The findings of the risk assessments will be reported to

Jo Sealy

❖ Action required to remove/control risks will be approved by

Jo Sealy

Jo Sealy

will be responsible for ensuring the action required is implemented.

❖
Jo Sealy

will check that the implemented actions have removed/reduced the risks.

❖ Assessments will be reviewed every

12 months or when the work activity changes, whichever is soonest.

Consultation with associates

- ❖ Associate representative(s) are

Sunita Gangoo

Penny Dampier

Hannah Johnson

Joshua Grier

- ❖ Consultation with associates is provided by

Jo Sealy

Safe plant and equipment, Safe handling and use of substances

- ❖
Jo Sealy

will be responsible for identifying all equipment/plant needing maintenance.

- ❖
Jo Sealy

will be responsible for ensuring effective maintenance procedures are drawn up.

- ❖
Jo Sealy

will be responsible for ensuring that all identified maintenance is implemented.

- ❖ Any problems found with plant/equipment should be reported to

Jo Sealy

will check that new plant and equipment meets health and safety standards before it is purchased.

Jo Sealy

Will be responsible for identifying all substances which need a COSHH Assessment

❖
Jo Sealy

Will be responsible for undertaking COSHH assessments

❖
Jo Sealy

Will be responsible for ensuring that all actions identified in the assessments are implemented

❖
Jo Sealy

Will be responsible for ensuring that all relevant associates are informed about the COSHH assessments

❖
Jo Sealy

Will check that new substances can be used safely before they are purchased

❖ Assessments will be reviewed every

12 months

Or when the work activity changes whichever is soonest

Information, instruction and supervision

❖ The Health and Safety Law poster is displayed at/leaflets are issued by

76 St Mary Road E17 9RE

❖ Health and Safety advice is available from

Jo Sealy

❖ Supervision of young workers/trainees will be arranged/ undertaken/ monitored by

Jo Sealy

Is responsible for ensuring that our associates working at locations under the control of other employers, are given relevant health and safety information

Competency for tasks and training

❖ Induction training will be provided for all associates by

Jo Sealy

❖ Job specific training will be provided by

Jo Sealy

❖ Training records are kept at/by

Jo Sealy

❖ Training will be identified, arranged and monitored by

Jo Sealy

Accidents, first aid and work-related ill health

❖ The first aid box(es) is/are kept at

To Market, 9 Morgan Avenue, Walthamstow, London E17 3PL

❖ The appointed person(s)/first aider(s) is/are

Jo Sealy. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at 76 St Mary Road E17 9RE

Monitoring

❖ To check our working conditions, and ensure our safe working practices are being followed, we will

Meet with clients at premises to assess risk where associates may work

Ensure that clients have a health and safety policy in place

Jo Sealy is responsible for investigating accidents

Jo Sealy is responsible for investigating work-related causes of sickness absences

Jo Sealy is responsible for acting on investigation findings to prevent a recurrence

Emergency procedures - fire and evacuation

Jo Sealy is responsible for ensuring the fire risk assessment is undertaken and implemented.

❖ Escape routes are checked by/every

Jo Sealy - quarterly

❖ Fire extinguishers are maintained and checked by/every

Jo Sealy - quarterly

❖ Alarms are tested by/every

Jo Sealy - monthly

❖ Emergency evacuation will be tested every

6 months