

Health & 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:

Our statement of general policy is:

- to review and revise this policy as necessary, at regular intervals;
- to consult with our employees, sub contractors & distributors on matters affecting our health and safety;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to ensure safe handling and use of substances;
- to maintain safe and healthy working conditions; and
- to prevent accidents and cases of work-related ill health;
- to provide adequate control of the health and safety risks arising from our work activities;
- to provide and maintain a safe working environment and equipment;
- to provide information, instruction and supervision for employees;

Alert Marketing Ltd

Sylvia Loggia – Managing Director

- All staff, full or part-time.
- All sub-contractors working on the Alert Marketing site.
- All sub contractors working in their own environment / site are responsible for compliance with their own company H&S Policy.

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	Sylvia Loggia	Ensure a safe working environment based on sound Induction training & education
To provide adequate training to ensure employees and or sub contractors are competent to do their work	Sylvia Loggia	Employees will be recruited or contracted for their respective skills and where this is not possible external, professional, training will be acquired.
To engage and consult with employees and or sub contractors on a regular basis regarding health and safety conditions and provide advice and supervision on occupational health	Sylvia Loggia	Review with the introduction of each new product range
To implement emergency procedures - evacuation in case of fire or other significant incident.	Sylvia loggia	Ensure all staff understands escape routes from the Alert Marketing head office site and that, at all times, the routes are never blocked.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Sylvia Loggia	Provide training as and when necessary in the specific use of equipment.
Health and safety law poster is displayed:	In the office	
First-aid box and accident book are located: Accidents and ill health at work to be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	In the office – all accidents will be recorded in the Accident Book by anyone who has need.	

Fire risk assessment to be conducted : including testing of extinguishers and fitted smoke alarms	Sylvia Loggia	Annually, or more frequently if circumstances or activities change	
Signed: (Managing Director) by:		Date:	
Subject to review, monitoring and revision by:	Sylvia Loggia	Every: TWELVE	Months or sooner if circumstances or business activities change

Name: -----

Signed: -----

Date: -----

Alert Marketing Ltd

Last reviewed: 01 February 2022