

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. | |

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|--|---------------|--|---|
| 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: Sylvia Loggia

Signed: *Sylvia Loggia*

Date: 8th August

Alert Marketing Ltd
Last reviewed 8th August 2019