

Mark Lighting Ltd – Health and Safety Policy

Mark Lighting Ltd supply and distribute LED lamps and luminaires with over 300 stockists in the UK. Directors Alexey Terebenin and Yana Terebenina employ 3 key members of staff as well as agents throughout the country.

The office is open Monday to Friday 9.00am - 5.00pm and cleaning is shared by the office-based staff, who have a rota.

Alexey Terebenin prepared his own health and safety policy statement, using the combined template available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc. He genuinely cares for his staff and wants to portray this in his health and safety policy.

Alexey downloaded the template and referred to the example policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. This helped him to think about the things that should be documented and built into his own health and safety policy, such as remote working, personal protective equipment, staff consultation and training etc. He decided that he and his national sales manager would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

Alexey presented the policy statement at the staff meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

Employers with less than five employees don't have to write down their health and safety policy. For further information and to view our example risk assessments, see www.hse.gov.uk/risk. Example health and safety policy published by the Health and Safety Executive 08/14



Health and safety policy

This is the statement of general policy and arrangements for: MARK LIGHTING LTD		
ALEXEY TEREHENIN has overall and final responsibility for health and safety		
ANTHONY CLARGO 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	ANTHONY CLARGO NATIONAL SALES 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	ANTHONY CLARGO NATIONAL SALES MANAGER	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, work with equipment and electrical safety). 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	ANTHONY CLARGO NATIONAL SALES MANAGER	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	ANTHONY CLARGO NATIONAL SALES MANAGER	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	ANTHONY CLARGO NATIONAL SALES MANAGER	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	06/02/2018
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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)	UNIT NU4
First-aid box is located:	UNIT NU4
Accident book is located:	UNIT NU4