

Short Of Flowers Ltd - Health and Safety Policy Statement

Version 1

Approved by Trisha Sime on 11/03/09.

A paper copy of this policy is kept at Unit 3 , Block 3 Peffermill Industrial Estate, Edinburgh EH16 5UY .

An electronic copy of this policy is available on the Short Of Flowers Ltd website.

A copy of this policy has been made available to the persons listed below, who are responsible for circulating this policy as appropriate to interested parties.

- Customers, suppliers and employees.

By virtue of creating this interactive Health and Safety Policy, Short Of Flowers Ltd has ensured that it remains legible and is fully identifiable.

This policy will be reviewed annually.

Definitions

For the purposes of this document, the following terms apply:

Senior management is defined as the directors, officers and senior managers of the organization.

Policy Statement

Short Of Flowers Ltd commits to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;

- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training and instruction;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed by Elizabeth Thomson , on behalf of Short Of Flowers Ltd :

_____ (11/03/09).

Responsibilities

The overall and final responsibility for health and safety is that of the company directors.

All employees must:

- 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 or a director of the company.

Arrangements

Risk assessment

Risk assessments will be undertaken by All employees .

Findings of risk assessments will be reported to Elizabeth Thomson .

Actions required to remove or control risks will be approved by Elizabeth Thomson.

Elizabeth Thomson will be responsible for ensuring that the actions required are implemented.

Assessments will be reviewed every regularly , or whenever the work activity changes.

Consultation with employees

Employees will be consulted directly on health and safety matters.

Information, instruction and supervision

The Health and Safety Law poster can be found Short Of Flowers Headquarters, Unit 3 Block 3 Peffermill Industrial Estate, Edinburgh Eh16 5uy

The Health and Safety Law leaflets can be found Short of Flowers Headquarters . Health and safety advice is available from Elizabeth Thomson .

Elizabeth Thomson is responsible for ensuring the employees working at locations under the control of other employees are given relevant health and safety information.

Training and competency

Elizabeth Thomson will be responsible for:

- induction training;
- job-specific training;
- keeping training records;
- identifying training;
- arranging training; and
- monitoring training.

Training records are kept Short Of Flowers Headquarters .

Accidents, first aid and work-related ill health

First aid boxes are kept in the following locations:

- Headquarters and vehicles

The appointed first aider is Elizabeth Thomson . All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept Head Quarters .

Elizabeth Thomson is responsible for reporting accidents, diseases and dangerous occurrences to the HSE.

Monitoring

To check our working conditions and to ensure that our safe working practices are being followed, we will:

- Risk Assessments
- Regular Checks
- Quality Management

Elizabeth Thomson is responsible for investigating accidents and work-related causes of sickness absences.

Elizabeth Thomson is responsible for acting on those investigation findings to prevent recurrence.

Emergency procedures

Elizabeth Thomson will be responsible for ensuring that the fire risk assessment is undertaken and implemented.

Elizabeth Thomson will be responsible for checking escape routes.

first quote fire will be responsible for maintaining and checking fire extinguishers.

ides will be responsible for testing alarms.

Escape routes are to be checked every day .

Fire extinguishers are to be checked every annually .

Alarms are to be tested every ongoing .

Emergency evacuation will be tested every day .