

HEALTH & SAFETY POLICY

This statement is the general policy and arrangements for
BOX PHOTO BOOTHS, 35 Dawkins Road, Poole, Dorset, BH15 4JW

NAME OF EMPLOYER/SENIOR MANAGER – Mr Daniel Lyons, Miss Sophie Hills

Have overall and final responsibility for health & safety

MEMBER OF STAFF – Mr Daniel Lyons, Miss Sophie Hills

Have day to day responsibility for ensuring this policy is put into practice

SATEMENT OF GENERAL POLICY	RESPONSIBILTY OF	ACTION/ARRANGMENTS
Prevent accidents and cases of work related ill health by managing the health & safety risks in the workplace	Mr Daniel Lyons Miss Sophie Hills	By providing appropriate on & off site training with regards to transporting, moving, carrying and set up of equipment for the event
Provide clear instructions & information, and adequate training to ensure employees are competent to do their work	Mr Daniel Lyons Miss Sophie Hills	All employees will have clear instructions, adequate training and be competent before being allowed to run an event
Engage and consult with employees on day to day health and safety conditions	Mr Daniel Lyons Miss Sophie Hills	If and when health & safety issues arise Mr Daniel Lyons will engage and consult with all employees prior to undertaking and new task that has previously not been covered
Implement emergency procedures – evacuation in case of fire or other significant incident	Mr Daniel Lyons Miss Sophie Hills	Employees are made aware it is their responsibility to check in a familiarize themselves with the emergency procedures at any event premises
Maintain safe and healthy working conditions, provide and maintain equipment & ensure safe storage of equipment	Mr Daniel Lyons Miss Sophie Hills	Regularly check all equipment cables and electrical equipment and report, repair or replace as necessary
Signed D.Lyons, S.Hills	Date 28th May 2021	

You should review your policy if you think it might no longer be valid, eg if circumstances change.
 If you have 5 employees or less, you dont have to write down your policy

Health & Safety Law Poster is displayed at (location)	Entrance to our workshop/office
First Aid Box is Located at	Glove box of each van/Inside the door of the workshop/office
Accident book is located at	Workshop/office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)