

Health and Safety Policy

This is the statement of general policy and arrangements for: Creative Software Solutions (Europe) Limited		
Jonathan Cockroft (MD) has overall and final responsibility for health and safety		
Emma Strain (HSM & Director) has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Emma Strain Health and safety	Relevant risk assessments completed and actions arising out of those assessments implemented.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Emma Strain Health and safety	Staff and subcontractors given necessary health and safety induction and provided with appropriate training. 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	Emma Strain All Staff	Staff routinely consulted on health and safety matters as they arise 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	Emma Strain Health and safety	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	Emma Strain Health and safety	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) 04/01/2020		Jonathan Cockroft Managing Director January 20

Health and safety law poster displayed:	On the wall of each office
First-aid box is located:	Kitchen cupboard above sink in each office
Accident book is located:	Electronically