



# Health and safety policy

ARDEN GROUP

**This is the statement of general policy and arrangements for: Arden Dies Ltd & Arden Software Ltd**

**Martin Poynter** – Managing Director **has overall and final responsibility for health and safety**

**Stephen Perry** – Operations Manager **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	Martin Poynter	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	Martin Poynter	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. 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	Laurence Saunders	Staff routinely consulted on health and safety matters as they arise but also formally consulted via the H&S committee meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident	Laurence Saunders	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	Martin Poynter	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: 	Martin Poynter	Date: 01/11/2015 (responsible persons amended 28/03/17)
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Health and safety law poster is displayed at (location)	All staff entrances
First-aid boxes are located:	First Aid room in Building 1 – Engraving First Aid room in Building 2 – Dies Reception desk – Software
Accident books located:	Dies shopfloor office, Engraving first aid room, Software reception