

HEALTH & SAFETY RISK ASSESSMENT

This is the statement of general policy and arrangements for OnSite Support Ltd.

- **Mr Warren Lynes**, Managing Director, has overall and final responsibility for Health and Safety.
- **Mr Vincent Jenkins**, Operations Team Leader, has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Action/Arrangements	Responsibility of: Name/Title
Prevent accidents and cases of work-related ill health by managing the Health & Safety risks in the workplace.	Maintain and review risk assessment documents and related training.	Vincent Jenkins, Operations Team Leader.
Provide clear instructions and information adequate training to ensure employees are competent to do their work.	Maintain and review procedures to ensure they are up to date. Develop and review staff training records to ensure personnel are competent to complete the required tasks.	Vincent Jenkins, Operations Team Leader.
Engage and consult with employees on day-to-day health and safety conditions.	Daily/Monthly H&S checks to highlight issues and requests for review/recommendations. Monthly H&S meeting to monitor progress and training requirements. Daily departmental focus meetings/1-2-1's where H&S concerns can be raised. Central system (Croner) to record near misses or H&S concerns.	Vincent Jenkins, Operations Team Leader.
Implement emergency procedures – evacuation in the case of fire or other significant incident.	Fire risk assessment documentation/regular fire evacuation drills and follow up actions/Fire wardens/Emergency procedure documents.	Vincent Jenkins, Operations Team Leader.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances.	Daily, monthly, quarterly H&S checks. House-keeping programme. Regular equipment inspections. COSHH assessments and accompanying data sheets.	Vincent Jenkins, Operations Team Leader.



19/04/2024

Warren Lynes,
Managing Director

Date:

Health & Safety law poster is displayed in Reception.

First Aid box is located in the Warehouse Management Desk/Facilities cupboard.

Accident book is located in the Warehouse Management desk/Facilities cupboard.

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