

# Health and safety policy

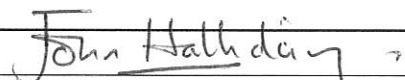
This is the statement of general policy and arrangements for:

Name of organisation Simmonsigns LTD

Overall and final responsibility for health and safety is that of:

Name of employer Mr Phil Simmons

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
Simmonsigns will provide a safe environment for all of our employees to prevent accidents, and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Managing Director Mr John Halliday	Risk Assessments reviewed when necessary Accidents monitored weekly
To provide adequate training to ensure employees are competent to do their work. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Directors	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Miss Christine Harrison Safety Officer	COSHH assessments created alongside risk assessments to cascade PPE requirements. Training provided on understanding risk assessments. Fire risk assessment
To implement emergency procedures - evacuation in case of fire or other significant incident.	Mr John Halliday Managing Director	Emergency preparedness folder in Business Systems Office Weekly fire alarm checks carried out by Business Systems Spill Kit on site Fire drills completed
Throughout the Covid 19 pandemic, Simmonsigns has ensured that it has a comprehensive plan to maintain the safety of all our staff, operate to the instructions of Government and to at all times act responsibly in respect to this challenge whilst continuing to support the need for road safety equipment from our highways clients. Simmonsigns will continue to address the safety of our staff as a priority and ensure that we adapt to the demands of this evolving challenge.	All Directors	Reviewed Daily Government instructions followed at all times

Health and safety law poster is displayed:	Business Systems Office, Goods Inwards, Production		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).	Moulding, Production, Business Systems Office, & Evacuation Kit in reception		
Signed: 	Date:	6 <sup>th</sup> April 2022.	
Subject to review, monitoring and revision by:	Mrs Wendy Simmons	Every:	12 months or sooner if work activity changes