



**ACE WINDOWS NE
RESPONSIBILITIES AND ARRANGEMENTS**

This is the arrangements for:	Ace Windows NE
Overall and final responsibility for health and safety is that of:	Abe Rabin Director
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Abe Rabin Colin Drummond

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	ACTION & ARRANGEMENTS		
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Abe Rabin (Director) Colin Drummond Ray Pyne Health and Safety Consultant	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed every year or earlier if working habits or conditions change.		
To provide adequate information, instruction supervision and training to ensure employees are competent to do their work.	Abe Rabin (Director)	Contractors given necessary health and safety induction and provided with appropriate training and personal protective equipment.		
Health and safety poster is displayed:	The Welfare room			
First-aid box and accident book are located in these areas:	First Aid Kits - Located in the Welfare Room and also in the Production Unit			
Accidents and ill health at work reported under RIDDOR: (Tel: 0345 300 9923)	The accident book is situated in the main office			
Subject to review, monitoring and revision by:	Ray Pyne Safety Consultant	Every:	12 months	Or when necessary

Signed:..... Position Director Abe Rabin Date..... 16/05/2016



D. Arrangements

The arrangements section should show how your company manages specific health and safety issues. Arrangements are included as topics in the *Health & Safety Guide*.

Each arrangement section should address the relevant issues identified in each topic of Section 1 and/or Section 2 of the Guide.

You will need to include additional material to support the checklist approach to each topic.

For example, you could include:

- A copy of your completed risk assessment form. Also state how often safety inspections are carried out. Also how newly-identified hazards are dealt with and included on the risk assessment form.
- Your accident and emergency procedures, together with information on how your company ensures all employees are aware of these procedures.
- How employees can obtain information and documentation on health and safety (for example, on a notice board) to ensure they are kept up to date.
- The name(s) of the person(s) responsible for first aid (or the appointed person(s)), which should be available to all employees (for example, on a notice board).
- The person(s) responsible for first aid should know how and when to report injuries, occupational illnesses and accidents.
- Details of where the accident book is kept, which should also be available to all employees (for example, on a notice board).
- Details of how the company deals with its electrical system and how the requirements are met.
- Details of how the company meets the requirements of health and safety legislation by keeping the workplace safe and clean and so on.
- How the company deals with potentially dangerous equipment and activities that relate to the running of the business.
- How safe systems of work (SSoW) have been established for hazardous jobs, where appropriate, and also routine work (for example, setting up the preparation, finishing off and cleaning activities, as well as routine maintenance), and showing that all employees work to these systems.

A paragraph along the lines of the following should then follow:

The policy and its implementation will be kept up to date, particularly as we change, improve or add to our systems of work or arrangements.

Any amendments will be brought to the attention of all employees. As a framework for this, the content of the policy and the way in which it is operated will be reviewed regularly, but at least on an annual basis.

Note:

A health and safety policy has to be produced by all businesses and signed by the person responsible. All Employees must be either issued with the policy formally or informed of the location where it is displayed and also where copies can be obtained.



The company must also ensure that any employee queries regarding the policy contents are formally attended to via a process of consultation.