

Health and Safety Policy v1

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| This is the statement of general policy and arrangements for: | | <u>Connection Express Parcels Ltd.</u> |
| Fiona Malkin (Director) | | has overall and final responsibility for health and safety |
| Wendy Malkin | | 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 | Wendy Malkin, Assistant Manager | See Risk Assessment (available on request) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Wendy Malkin, Assistant Manager | See training booklet (available on request) |
| Engage and consult with employees on day-to-day health and safety conditions | Wendy Malkin, Assistant Manager | Operate an open office environment where such issues can be easily raised with management |
| Implement emergency procedures – evacuation of office/vehicle in case of fire or other significant incident. | Wendy Malkin, Assistant Manager | See Fire Risk Assessment and also training booklet (available on request) |
| Maintain safe and healthy working conditions, through the monitoring of vehicles and equipment. Ensure safe storage/transportation of substances | Wendy Malkin, Assistant Manager | See Risk Assessment/ spill kit guidance/ raining booklet (available on request) |

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| Signed: w.malkin | | Date: | 28/11/2014 |
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