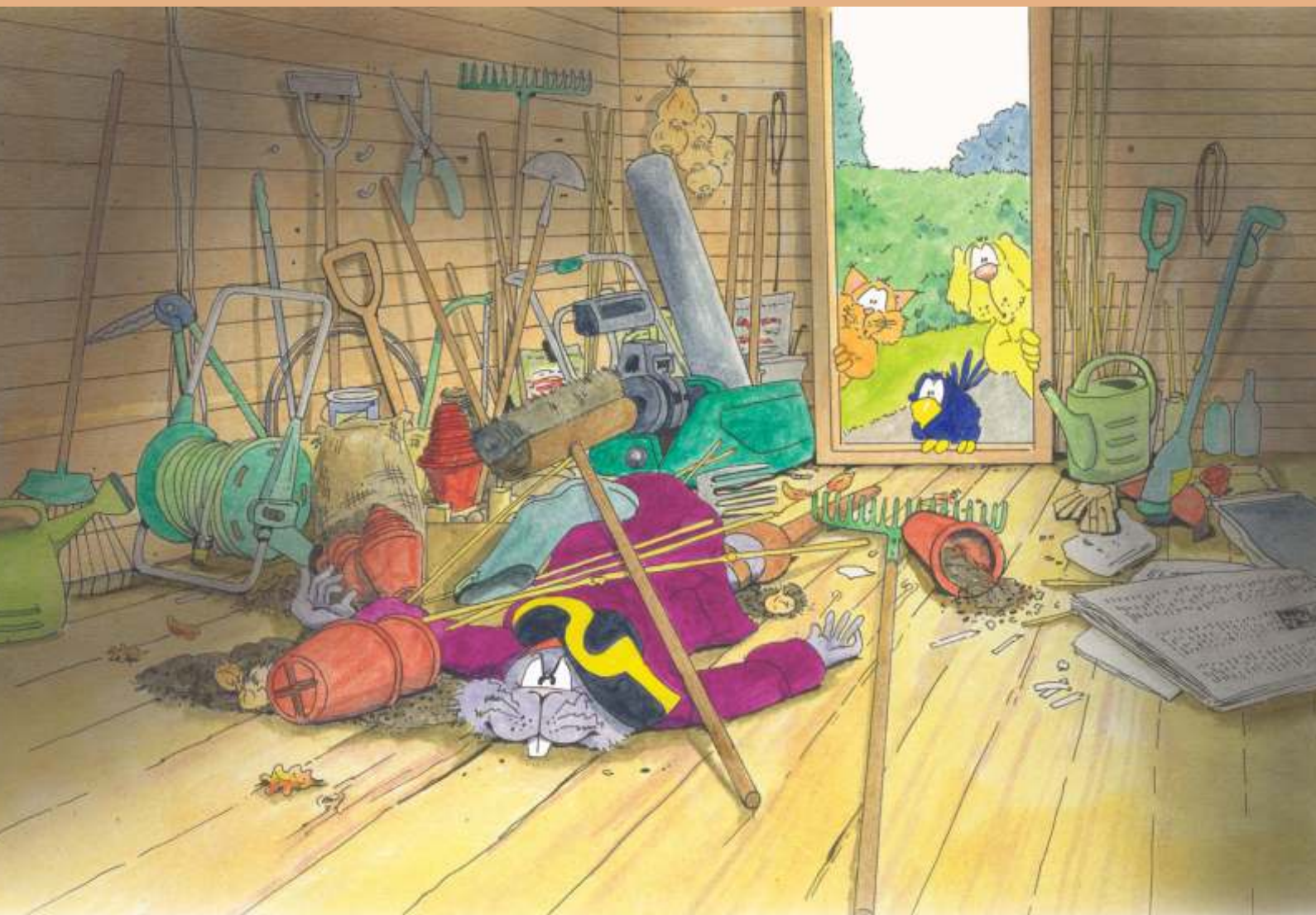




DangerSpot Books Ltd

Health and Safety Policy



Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;• to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.



Managing director

Responsibilities

As the employer DangerSpot Books Ltd. has overall responsibility for health and safety.

Responsibility for day-to-day tasks is delegated to our company secretary, Julia Griffin, to ensure we are informed about health and safety matters.

Responsibilities are clearly set out so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with the company to help comply with the law.

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by Julia Griffin.
- The findings of the risk assessments will be reported to Hedley Griffin, managing director.
- Action required to remove/control risks will be approved by Hedley Griffin, managing director.
- Julia Griffin will be responsible for ensuring the action required is implemented.
- Julia Griffin will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every month or when the work activity changes, whichever is soonest.

Safe plant and equipment

- Julia Griffin will be responsible for identifying all equipment/plant needing maintenance.
- Julia Griffin will be responsible for ensuring effective maintenance procedures are drawn up.
- Julia Griffin will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Hedley Griffin, managing director.
- Julia Griffin will check that new plant and equipment meets health and safety standards before it is purchased.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the art studio.
- Health and safety advice is available from Julia Griffin.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Julia Griffin.
- Julia Griffin is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs: use of scalpels, air-brushing and inks and paints.

- Health surveillance will be arranged by Julia Griffin.
- Health surveillance records and first -aid box is kept in the art studio.
- The appointed first-aider is Julia Griffin.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the Art Studio.
- Julia Griffin is responsible for reporting accidents, diseases and dangerous occurrences to Norwich HSE, Lakeside 500, Old Chapel Way, Broadland Business Park, Norwich, Norfolk NR7 0WQ.

Competency for tasks and training

All employees will be given health and safety induction training when they start work, which will cover basics such as first aid and fire safety.

There will also be job-specific health and safety training.

We will also provide further training if risks change, and refresher training when skills are not frequently used.

Monitoring

We are always monitoring health and safety by doing spot check visits, and by investigating any accidents or ill health. All accidents are recorded in the accident book, kept in the Art Studio office.

Emergency procedures – fire and evacuation

- Julia Griffin is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked.
- Fire extinguishers are maintained and checked every six months.
- Alarms are tested every month.
- Emergency evacuation will be tested every six months.