

Valiant.

Health and Safety Policy Statement

This is the statement of general health and safety policy and arrangements for Valiant Design Limited.

The primary objective of our Health and Safety policy is a commitment to take all measures, within reasons of practice to ensure the health, safety and welfare of all persons at work and to protect all visitors to our premises against risks to their health and safety.

All health and safety procedures are communicated to staff and all staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report any health and safety issues to management.

Overall and final responsibility for health and safety is that of Tina Keeble, Managing Director of Valiant Design Limited.

Under the Health and Safety at Work Act 1974, it is the responsibility of Valiant Design:

- 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 hardware, tools and equipment
- to regularly assess eye health through sight-tests and monitoring of VDU equipment
- to ensure safe handling and use of adhesives
- to provide information, instruction and supervision

Our 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	Jane Last (Office Manager)	Relevant risk assessments completed and actions arising out of the assessments implemented. Risk assessments are reviewed every year, or earlier if working habits or conditions change.
to ensure all employees are competent to do their tasks, and to give them adequate training	Jane Last (Office Manager)	Staff and sub-contractors are given a health and safety induction.
to engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Tina Keeble (Managing Director) All staff	Staff routinely consulted on health and safety matters as they arise.
to implement emergency procedures – evacuation in case of fire or other significant incident	Tina Keeble (Managing Director)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
to maintain safe and healthy working conditions	Jane Last (Office Manager)	Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of electrical equipment to ensure action is promptly taken to address defects.

The Health and Safety poster is displayed: in the kitchen

The first-aid box and accident book are located: in the kitchen

As Valiant Design expands, our health and safety procedures will develop to reflect our growth and environment. The management of Valiant Design is committed to developing a sound framework in order to develop and maintain the positive health and safety culture within the company.

Signed

A handwritten signature in black ink, appearing to read 'T.S. Keeble', written in a cursive style.

T.S. Keeble
Director