

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b> <b>Megasteel LTD</b>			
<b>Nigel Roberts</b>		<b>has overall and final responsibility for health and safety</b>	
<b>Nigel Roberts</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Nigel Roberts	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Nigel Roberts	Staff given necessary health and safety induction) and personal protective equipment for off-site visits. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.	
Engage and consult with employees on day-to-day health and safety conditions	Nigel Roberts	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Nigel Roberts	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Nigel Roberts	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.	
Under the Display Screen Equipment (DSE) regulations, employers must minimise the risks of working with computers by making sure that workplaces are well designed and that workers know how to reduce risks.	Nigel Roberts	Risk assessment carried out: <ul style="list-style-type: none"> <li>▪ of the workstation;</li> <li>▪ to provide properly set up computer workstations;</li> <li>▪ organise work so that health and safety risks are minimised;</li> <li>▪ provide a free eye and eyesight test and pay for glasses if they are needed for DSE work.</li> <li>▪ Staff to take regular short breaks from the screen to minimise risks of headaches and eye strain.</li> </ul>	
COVID 19 – Consider risk and opportunity.	Nigel Roberts	Megasteel to plan appropriately according to Government guidelines, identifying and evaluating the risks and putting in place procedures and safety measures in line with the guidance.	
Health and safety law poster is displayed at (location)	In the main office		
First-aid box is located:	In the kitchen area		
Accident book is located:	In the kitchen area		
Signed:	Nigel Roberts	Date:	17 <sup>th</sup> June 2021

