

HEALTH AND SAFETY POLICY

Halo Design (a graphic design consultancy based in Wembley), recognises, understands and accepts its responsibilities in accordance with the Health and Safety at Work Act and all its associated legislation. Halo Design treats all matters of health and safety as an absolute priority. To that end (as far as is practicable) our aims are to:

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

Although Halo Design has overall responsibility for health and safety, it expects all employees and contractors to fully co-operate on matters of health and safety and to take reasonable measures to ensure their own safety and the safety of others by the correct use of equipment and materials. Under no circumstances should they interfere with anything provided to safeguard their health and safety. Any health and safety concerns should be reported to the Halo Design management.

Halo Design undertakes to monitor and review procedures on a regular basis, and to carry out full risk assessments annually (or when work activities change – whichever is the soonest). The results will be recorded and any actions implemented will be checked for their effectiveness in reducing/removing the risks identified.

It is the responsibility of Halo Design to identify office equipment requiring maintenance, to ensure effective maintenance procedures are drawn up, to ensure that all identified maintenance is implemented, to report any problems and to check that all new equipment meets health and safety standards before being purchased.

It is also the responsible of Halo Design to identify all substances which require a COSHH assessment. This include undertaking COSHH assessments annually (or when the work activity changes – whichever is sooner), to ensure that all actions identified are implemented, to ensure that all relevant employees and contractors are informed about the COSHH assessment and to checking that new substances can be used safely before being purchased.

Where accidents do occur in the work place or whilst undertaking work duties, Halo Design shall provide basic first aid equipment, together with an effective method of recording accidents, in the form of an accident book.

Halo Design shall have in place an adequate fire detection and warning system, suitable fire-fighting equipment (and instruction on it's use) and a safe means of escape in the event of an emergency. To that end, Halo Design shall carry out an annual fire risk assessment, and implement its findings,

Halo Design undertakes to review this policy on a regular basis, taking into account any changing legislation and it's own circumstances and procedures.

Signed

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.

(for and on behalf of Halo Design)