



Health & Safety Policy

1. Statement of Intent

Melissa Maynard Heritage (I, me, my) takes all matters of Health and Safety very seriously and places highest priority on implementing measures to undertake its operations in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare of all persons who may be affected by my activities.

My policy is to:

- provide and maintain safe and healthy working conditions, equipment and systems of work, including provision of information, training and supervision as required.
- work within the client's policies and procedures when working at their sites.

This will be undertaken through:

- The prevention of accidents and cases of work-related ill health and provision of adequate control of health and safety risks arising from work activities.
- The provision of adequate training to ensure competency to do my work.
- To manage health and safety risks within my work, including the provision of risk assessment and method statements.
- To consult with clients regarding their health & safety policies and procedures, abiding by these, when working at their premises or when providing training for the client.
- The maintaining of safe and healthy working conditions, providing and maintaining equipment and PPE belonging to me.
- Ensuring the safe storage and use of substances.

The allocation of duties relating to safety matters and the particular arrangements which we have made to implement the policy are set out in the following pages.

2. Responsibilities for Health and Safety

- I take reasonable care of my own health and safety, with a reporting system in place.
- I maintain Public and Products Liability and Professional Indemnity Insurance.
- I ensure that:
 - A planned approach to health and safety is undertaken.
 - Necessary resources will be made available to meet the requirements of this policy.
- When working at a client's workplace, their Health and Safety policies and procedures will be followed.

3. Arrangements for health and safety

- **Risk Assessment**

- Risk Assessments will be completed for all task and, where required, reviewed on an annual basis.
- As a minimum I will provide the following types of risk assessments:
 - Activity risk assessments
 - Fire Risk Assessments
- Where additional actions to control risks have been identified, these must be actioned, where possible, within the allocated timeframe as indicated by the risk management matrix.
- Risk Assessments and Method Statements for work being undertaken at the client's premises will be provided upon request.

- **Training, Assessment and approval**

- I maintain membership with the Institution of Occupational Safety and Health (IOSH) and seek continual professional development through this membership.
- I maintain professional membership within my sector of work and undertake continual professional development.
- I deliver Health & Safety and Safeguarding training for which I am licenced and registered to deliver.

- **Provision of PPE**

- I ensure that all provided PPE for myself is regularly maintained and inspected.
- Where a client's policies and procedures request additional PPE to be worn, the client will provide this.

- **Emergencies**

- I maintain a First Aid at Work qualification and Fire Marshal training.
- All First Aid boxes are regularly inspected and audited.

- **Substances Hazardous to Health**

- I abide by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

- **Electrical Equipment**

- I will ensure that the following is undertaken in line with the Electricity at Work Regulations 1989 (EAW):
 - The inspection and safe use of Portable Appliances
- Portable appliances held by me (e.g. computer systems) are low risk.

- **Safe Driving**

- I have a full UK driving licence and when driving for work (paid or unpaid) undertake the following, to:
 - Plan the journey and route
 - Check travel and weather conditions
 - Ensure regular and routine servicing and maintenance of the vehicle
 - Take regular and adequate rest breaks, at least every two hours and stop when tired
- I undertake not to:
 - drive under the influence of alcohol or drugs
 - carry loads for which the vehicle is unsuited, nor carry more passengers than there are seat belts
- I ensure that the car is legally registered and insured for the purposes of work.