

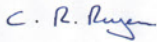
This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Beacon Interim Management Limited
Chris Rogers – Director
Emma Maitland – Administration Manager

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	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.	Chris Rogers Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Emma Maitland Administration Manager	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work at a client's site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Chris Rogers (Director) Emma Maitland (Administration Manager) All staff	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.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Chris Rogers 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, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Emma Maitland Administration Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	At reception		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR:	At reception		
Signed: (Employer)		Date:	19/01/11
Subject to review, monitoring and revision by:	Chris Rogers	Every:	12 months or sooner if work activity changes