

Worthing office
Warren Creative
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Health & Safety Policy v1.1

Warren Creative have a legal responsibility for the health and safety of everyone affected by our business. Our duties include:

- carrying out a thorough health and safety risk assessment
- drawing up a Health and Safety Policy – this must be in writing if we have five employees or more
- ensuring our workplace meets minimum standards of comfort and cleanliness
- recording serious injuries, diseases or dangerous accidents in an accident book

Our Legal Obligations:

Warren Creative must carry out a careful examination of what in our workplace could cause harm to people.

Warren Creative must decide what in our work could cause harm to:

- the director(s)
- our employees
- members of the public

This is so that we can weigh up whether we have taken enough precautions or should do more to prevent harm.

Risk Assessment:

Stuart Warren undertook a thorough health and safety risk assessment and it was determined that the risk level was very low. Possible hazards identified are:

- stairs: the stairs are communal and well lit during normal working hours; they are covered in carpet to avoid slipping on the way up or down and the quality and cleanliness of the carpet is maintained by the landlord; no person has the need to carry any heavy objects up or down the stairs;
- making hot drinks and use of kitchen area: usual caution must be applied when making hot drinks and using the electric kettle or microwave;
- equipment: all computer related cables are not loose or in a location where someone could trip over such cables; correct cable management is in place;
- escape route: the stairs are the only escape route by foot and caution should be taken when going down the stairs when exiting the building in an emergency; a fire extinguisher is present at the top of the stairs.

Stuart Warren will review the risk assessment on an annual basis.

Warren Creative Health and Safety Policy

Statement of Intent

This is the Health and Safety Policy for Warren Creative, located at Lynn House, Ivy Arch Road, Worthing, West Sussex BN14 8BX, and in accordance with the Health and Safety at Work Act, 1974.

The statement of general policy is to provide adequate control of the health and safety risks arising from all work activities; to consult with our employees on matters affecting their health and safety; to provide and maintain safe working equipment; to provide information, instruction and supervision for employees; to ensure all employees are competent to do their tasks, and to give them adequate training; to prevent accidents and cases of work related ill health; to maintain safe and healthy working conditions; to provide any visitors to the premises with adequate health and safety information; to review and revise this policy as necessary at regular intervals.

Signed: Stuart Warren

Date: 18.01.2012

Organisation

The overall and final responsibility for health and safety is that of Stuart Warren. Day to day responsibility for ensuring this policy is put into practice is delegated to Stuart Warren. To ensure health and safety standards are maintained/improved, the following people have the responsibility in the following areas:

Name	Area of Responsibility
Stuart Warren	Lynn House, First Floor (internal area only)

All employees have to:

Co-operate with managers and directors on health and safety matters; not interfere with anything provided to safeguard their health and safety; take reasonable care of their own health and safety; report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Arrangements

Health and Safety risks arising from our work activities:

Risk assessments will be undertaken by Stuart Warren; the findings of the risk assessments will be reported and updated in this document; action required to remove/control risks will be reported by Stuart Warren who will also be responsible for ensuring the action required is implemented; Pam Phillips will check that the implemented actions have removed/reduced the risks; assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees is provided by Stuart Warren.

Safe working equipment

Stuart Warren will be responsible for identifying all equipment needing maintenance and be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to Stuart Warren who will also check that new plant and equipment meets health and safety standards before it is purchased.

Information, instruction and supervision

The Health and Safety Law Poster is displayed at the entrance to the upstairs office area; Health and Safety advice is available from Stuart Warren; supervision of young workers or trainees will be arranged, undertaken and monitored by:

Name	Area of Responsibility
Stuart Warren	Lynn House, First Floor (internal area only)

Competency for tasks and training

Induction training will be provided for all employees by Pam Phillips; job specific training will be provided by Stuart Warren.

Accidents, first aid and work-related ill health

The first aid box is kept in the kitchen area; the appointed first aider is Pam Phillips; all accidents and cases of work-related ill health are to be recorded in the accident book. It is our duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to report and keep records of certain types of incident or accident at work. The book is kept by Pam Phillips.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will carry out inspections every 3 months and do intermittent spot checks. Warren Creative will ensure our workplace meets minimum standards of comfort and cleanliness. Warren Creative will thoroughly investigate any accident. Stuart Warren is responsible for investigating accidents; Pam Phillips is responsible for investigating work-related causes of sickness absences; Stuart Warren is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Pam Phillips is responsible for ensuring the fire risk assessment is undertaken and implemented; escape routes are checked by Stuart Warren every month; fire extinguishers within Lynn House are maintained and checked by Pam Phillips annually; smoke alarms within Lynn House (if applicable) are tested by Stuart Warren monthly; emergency evacuation will be tested annually.