

If you employ more than 5 persons then you have a legal obligation to prepare and bring to the notice of all employees a written statement of your policy with respect to the health and safety of your employees.

Company name EVENTS FACTOR LTD Date 20/6/2014  
(Hereinafter referred to as 'the organisation') (Hereinafter referred to as the 'effective date')

Company address WHITE BARN, BLUE MILL LANE, WOODHAM WALTER  
MALDON, ESSEX Post Code CM9 6LS  
(Hereinafter referred to as the 'organisations address')

Responsible Person MRS DIANE LODGE  
(Hereinafter referred to as the 'responsible person')

This policy document applies to employment with the Organisation operating from the 'organisations address' and all other sites of 'the organisation' that you may be asked to work at from time to time.

This policy applies to all staff regardless of position or seniority.

## 1. Policy Statement

1.1 It is the Organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work on the Organisations business. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Organisation as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

## 2. Objectives

2.1 The Organisation will ensure that management and staff are aware of, and accept, their individual and collective responsibilities in the care of health and safety of themselves and others.

2.2 All members of management and staff are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all employees in matters concerning health and safety within the Organisation.

2.3 The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

2.4 The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

## 3. Responsibility for Health and Safety Matters

3.1 The overall responsibility for the implementation of this policy in health and safety matters rests with the responsible person who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

3.2 The responsible person will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

3.3 The additional responsibilities of the responsible person shall include:

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