

Sussex Control and Robotics		Statement of general health and safety policy and arrangements
Donald Manley – Manager (with overall responsibility for health and safety)		
Pam Edwards – Assistant Manager (with day-to-day responsibility for ensuring that this policy is put into practice)		
<i>Statement of general policy</i>	<i>Responsibility of:</i>	<i>Action/Arrangements</i>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Donald Manley (Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Pam Edwards (Assistant Manager)	Staff and subcontractors are given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Donald Manley (Manager) Pam Edwards (Assistant Manager) Dave Crowe (Workshop Manager) All staff	Staff are 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.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Donald Manley (Manager)	All escape routes are well signed and kept clear at all times. Evacuation plans are tested regularly and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Dave Crowe (Workshop Manager)	Toilets, washing facilities and drinking water provided. Systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to rectify any defects. Hazardous materials and substances are clearly marked and stored in a secure area

Health and safety law posters are displayed at:	Workshop reception, staff rest room, stores
First-aid boxes are located at:	Main reception, workshop reception
Accident book is located at:	Main reception (accidents and ill health at work reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Signed: *D. Manley*

Date: *18/3/2016*