

HEALTH AND SAFETY POLICY Sept 2008-Sept 2009



FENTON
WARD
DESIGN
LIMITED

THIS IS THE HEALTH AND SAFETY POLICY STATEMENT OF:

Fenton Ward Design Ltd (FWD)

OUR STATEMENT OF GENERAL POLICY IS: Responsibility

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- 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 review and revise this policy as necessary at regular intervals

3 Camerory Way
New Whittington
Chesterfield
Derbyshire S43 2QF

t • [01246] 455648

f • [01246] 455648

m • 0 7980 381698

e • info@fentonward.com

web • www.fentonward.com

Registered in England No 4466700

VAT Reg No 646 7952 89

Signed

Mark Ward
Managing Director

Review Date: March 2009

design for print
illustration
web design
3d graphics
3d animation

FOR COMPANY'S DECLARING LESS THAN 5 EMPLOYEES

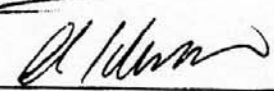
DATE:	28 / 11 / 07		
COMPANY NAME	Fenton Ward Design Ltd		
ASSESSOR'S NAME	Alan Johnson	Tel No.0871 575 4525	
ASSESSING ORGANISATION	CHAS		

REQUIREMENT	Yes	No	Standard
Has the company identified procedures to be followed if serious or imminent danger were to arise on site?		?	A simple understanding of the need for evacuation arrangements for fire or other health and safety arrangements will suffice.
Does suitable competent advice appear to be available to the company		?	This will depend on their undertakings. Ask if in doubt?
Does the company understand the need for effective health and safety communication with their employees, clients, etc?		?	A statement that they have regular meetings with the client and keep them informed of what they are doing.
Does the company have arrangements for carrying out risk assessment, & implementing & informing their employees of control measures		?	There needs to be adequate evidence to demonstrate an understanding of risk assessment, this will require recent worked examples to be provided.
Has the company implemented any types of training for employees		?	It is reasonable to expect that some form of basic health and safety awareness training has either been received or is arranged for the future. Copies of certification will help.
If the company use sub-contractors, given the type of work applied for, its risks, have they determined the competence of the contractor.	Na		This may be experience of working with them word of mouth.
Does the company have adequate arrangements for employees who may come into contact with Asbestos?	Na		
Is the declaration signed and dated	✓		This must be signed and dated

OVERALL ASSESSMENT:

Acceptable	✓	Unacceptable	Further Information Required
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Further comments: I will approve this application but only due to the sector of operations i.e. graphic design. I have made recommendations as to what measures I would expect to see at your next review in the attached letter, and you can see for yourself in the chart above there are many areas which could be introduced or improved.

Signed Alan Johnson  Date 28/11/07

Reassessment:

Date:	Signed
Acceptable	Unacceptable