

# Frost Creative

Health & Safety Policy Statement

## December 2023. V4



**Health and Safety Policy Statement & Objectives Health and Safety at Work, Etc Act 1974**

The director is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of employees and any other person affected by activities through applying the high standards set out within this policy.

The managing director has overall responsibility for ensuring that we maintain high standards of health and safety. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention, areas in which we can improve.

As a predominantly office-based business, we recognise the importance of providing an ergonomic environment for our employees and for identifying and managing stress factors that may affect them. Where our business requires travel to other places of work we undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities.

Where work is conducted via business partners, we select only competent partners and monitor the health and safety standards of their work.

Directors and managers will in particular take all reasonably practicable steps to:

* provide and maintain a safe and healthy working environment including safe access arrangements and suitable welfare facilities
* provide information, instruction, training and supervision to enable employees to perform their work safely, including displaying a copy of this policy at every location and drawing the policy to the attention of new starters
* undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities
* ensure safety and the absence of risks to health in connection with the storage, handling, use and transport of articles
* ensure that all work equipment is suitable for purpose and properly maintained
* make available all necessary safety devices and protective equipment and supervise their use
* be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill health
* promote a positive health and safety culture within the organisation, in particular by Directors and Managers, consulting with employees on health and safety matters, directly and through safety representatives

The company is committed to ensuring that the implementation of the health and safety management system is adequately resourced to enable the full implementation of this policy. This commitment includes the provision of sufficient financial resources, management and employee time, training and health and safety advisory support.

It is the responsibility of the managing director to monitor the implementation of this policy and the company’s overall health and safety performance by receiving regular health and safety reports and considering the results of a health and safety audit conducted on an annual basis.

This Health and Safety Policy Statement and the Organisation and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company’s activities.

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| Approved by (including date of approval)  Gary Frost | Director of Frost Creative– December 2023 |
| Review Cycle | Annually |
| Date of next review | December 2024 |