

HEALTH AND SAFETY POLICY FOR TECH-TRENDS LTD

Statements of responsibility

Overall and final responsibility for health and safety is that of:
The Directors of Tech-Trends Ltd.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:
The Directors of Tech-Trends Ltd.

Statements of general policy

- 1 Policy: Regular review of Health and Safety Policy for Tech-Trends Ltd.
 - 1.1 Action: This policy document will be reviewed annually and on any occasion that a change of working practice requires it be checked for applicability.
 - 1.1.1 Responsibility: The Directors of Tech-Trends Ltd.
- 2 Policy: To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
 - 2.1 Action: Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
 - 2.1.1 Responsibility: The Directors of Tech-Trends Ltd.
- 3 Policy: To provide adequate training to ensure employees are competent to do their work.
 - 3.1 Action: Staff and subcontractors given necessary health and safety induction and provided with appropriate training to ensure they follow best practise guidelines with respect to the use of computers and VDUs. The current published HSE guidelines will be included with the Tech-Trends Ltd Health and Safety Policies.
 - 3.1.1 Responsibility: The Directors of Tech-Trends Ltd.
- 4 Policy: To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
 - 4.1 Action: Staff 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.
 - 4.1.1 Responsibility: The Directors of Tech-Trends Ltd.
- 5 Policy: To implement emergency procedures – evacuation in case of fire or other significant incident.
 - 5.1 Action: Tech-Trends Ltd currently operates inside rented accommodation within a domestic residence and is not obliged to implement commercial standards of fire and evacuation. However, the Directors of Tech-Trends Ltd ensure that all reasonable precautions are taken and operate within the spirit as well as the letter of relevant legislation.
 - 5.1.1 Responsibility: The Directors of Tech-Trends Ltd.

6 Policy: Display of an up to date Health and safety poster.

6.1 Action: The Health and safety poster is displayed within the policy section of the Tech-Trends Ltd website.

6.1.1 Responsibility: The Directors of Tech-Trends Ltd.

7 Policy: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs).
<http://www.hse.gov.uk/riddor> Tel: 0845 300 9923

7.1 Action: All accidents to be duly reported and recorded. The accident book is kept on-line and may be accessed by all employees.

7.1.1 Responsibility: The Directors of Tech-Trends Ltd.

8 Policy: Location of first aid box.

8.1 Action: Adjacent to the working office.

8.1.1 Responsibility: The Directors of Tech-Trends Ltd.

Signed:

A handwritten signature in black ink, appearing to read 'Paul J. Palmer', with a long, sweeping horizontal stroke extending to the right.

Name: Paul Palmer Position: Director

Date: 26 August 2011