

This is the statement of general policy and arrangements for:

Rob Hearne Consulting Ltd

Overall and final responsibility for health and safety is that of:

Rob Hearne

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Rob Hearne Director	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.)
To provide adequate training to ensure employees are competent to do their work.	As above	Staff and sub consultants given necessary health and safety induction when visiting clients' sites / offices and provided with appropriate training and personal protective equipment. (see RICS Regulatory requirements with respect to training and CPD records) We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main office.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	As above All staff	Staff and sub consultants 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.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Rob Hearne Director	Office escape route well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions.	As above	Toilets, washing facilities and drinking water provided.

Health and safety poster is displayed:	In office		
First-aid box and accident book are located:	In office		
Accidents and ill health at work reported under RIDDOR:			
Signed: (Employer)	<i>Rob Hearne</i>	Date:	21/06/22
Subject to review, monitoring and revision by:	Rob Hearne	Every:	12 months or sooner if work activities change