

# HEALTH & SAFETY AT WORK POLICY STATEMENT

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Issued to comply with requirements of Section 2 (3)  
of the Health & Safety at work Act 1974.

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## The Policy

It is the policy of Total Office to safeguard the health and safety of everyone associated with the company's operations and to comply with U.K. Health and Safety legislation.

Total Office will continue to implement this policy by :-

- ❖ Providing and maintaining a healthy and safe working environment in order to protect, so far as is reasonably practicable, employees, customers and any third parties with whom contact is made. The company wishes to prevent any injury, illness or disease resulting from their work and will undertake to provide effective information, instruction, training and supervision for employees to ensure competent and safe working practices.
- ❖ Organising a system within the Company where Health and Safety matters are monitored and reviewed by line management liaising and consulting with department members. It is a duty of Directors and managers to ensure that suitable assessments of risk are made for all activities and that vehicles, machines and equipment under their control are safe and correctly maintained. It is a duty of employees to co-operate and identify (and report to their manager) hazards, dangers or unsatisfactory conditions, whilst accepting responsibility for not endangering themselves or others by their actions.

## Organisation

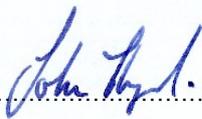
The Managing Director has overall responsibility for the co-ordination of Health and Safety and is responsible for all day-to-day aspects of health and safety, with advice and practical involvement from the Board of Directors and Senior Management.

Other Directors or department heads are responsible for implementing the company Health and Safety Policy and will keep under review their current safety measures, together with the instruction and training of all their respective staff.

## Detailed Arrangements

- Fire - Any person discovering a fire on company premises should sound the alarm. If it is possible to extinguish the fire without danger, this should be done immediately. The alarm sounding is a warning to all staff and visitors to vacate the building via the nearest exit and gather at the collection point – the bicycle canopy at the end of the road.
- Accident - All injuries and damage, however slight, must be reported to the employee's manager. An account must be entered in the Accident Book maintained by Dawn Boncroft, Print Manager. If the accident is reportable under RIDDOR requirements, this will be done by the Managing Director. Qualified first-aiders are available for an injury or illness requiring treatment. Names are posted on the notice board.
- Visitors - Company employees bringing visitors or others onto company premises are responsible for, so far as is reasonably practicable, making suitable provision for their health and safety.

The Total Office Health & Safety Policy Manual is currently held in conjunction with this statement and is available to all employees. The Safety Policy Manual and this Statement will be reviewed and revised annually.

Signed.....

John Thurgood  
Managing Director

Date: 01/06/2021



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