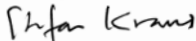

Health and safety policy

Overall and final responsibility for health and safety is that of Stefan Kraus (Manager).
Day-to-day responsibility for ensuring this policy is put into practice is delegated to Shoko Mugikura (Assistant Manager).

Statement of General Policy	Responsibility of	Action, arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Stefan Kraus (Manager)	Customise to meet your own situation. 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.	Shoko Mugikura (Assistant Manager)	Staff given necessary health and safety induction and provided with appropriate on-the-job training – including working at computer, and electrical safety – and good practices. We will make ours all the suggestions received from the employees, increasing our knowledge base in terms of practical experiences.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Stefan Kraus (Manager), Shoko Mugikura (Assistant Manager) and all staff	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.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Stefan Kraus (Manager)	Full training is given to the employees about the position of extinguishers, emergency procedures and evacuation plans. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage and use of substances.	Shoko Mugikura (Assistant Manager)	Toilets, washing facilities and drinking water provided.

Health and safety poster is displayed in the office First-aid box and accident book are located in the toilet. Accidents and ill health at work reported under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regs – Tel: 0845 300 9923 – www.hse.gov.uk/riddor.

Date: 08/05/2010. Signed: 

Subject to review, monitoring and revision by Stefan Kraus every 12 months or sooner if work activity changes.

Polimekanos

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