

Health and safety policy

This is the statement of general policy and arrangements for:		The Little Story Telling Company
Mandy Hartley (Name of Employer/Senior manager)		has overall and final responsibility for health and safety
Mandy Hartley (Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace and at all events.	Mandy Hartley/Owner of The Little Story Telling Company	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions, information and adequate clothing to ensure members of public attending events are not at risk and are in a safe environment.	Mandy Hartley/Owner of The Little Story Telling Company	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Ensure all equipment used for performances are safe and day health and safety conditions are maintained.	Mandy Hartley/Owner of The Little Story Telling Company	PAT testing is carried out on all electrical equipment used in performances which is updated every two years. All equipment should be checked for wear and tear to make sure it is fit for purpose and does not pose a health and safety risk.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Mandy Hartley/Owner of The Little Story Telling Company	Ensure the emergency exits and escape routes are identified at different events and that members of the public attending these events are aware of these. A first aider should be present and a first aid kit and accident book should be available at all events where possible.
Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use/disposal of substances	Mandy Hartley/Owner of The Little Story Telling Company	Substances should be handled, stored and disposed of according to the risk assessment. As above electrical equipment should be PAT tested and all equipment checked regularly to ensure it is fit for purpose.

Signed: * (Employer)	Date:	Review Date:	Reviewed by:	Date:
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First-aid box is located:	Stored at home but taken to ALL events.
Accident book is located:	Stored at home but taken to ALL events.