

PLANNING PROMOTIONS LTD

HEALTH AND SAFETY POLICY

LAST UPDATED: OCTOBER 2024

Policy Statement

Planning Promotions Ltd is committed to providing a safe and healthy working environment for all our employees, contractors, clients, and visitors. We recognise that health and safety is a fundamental part of our business operations, particularly in the context of development projects. Our goal is to prevent accidents, injuries, and work-related ill health.

Responsibilities

Management Responsibilities:

- Provide and maintain safe work equipment and systems of work
- Ensure compliance with statutory requirements
- Provide information, instruction, training and supervision to employees
- Regularly review and update this policy

Employee Responsibilities:

- Take reasonable care for their own health and safety and that of others
- Cooperate with management on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to an appropriate person

Risk Assessment

We will conduct regular risk assessments of our work activities, including:

- Office-based work
- Site visits and inspections
- Travel to and from development sites
- Identified risks will be mitigated through appropriate control measures.

Safe Equipment and Systems of Work

We will:

- Provide equipment suitable for its intended use

- Maintain equipment in good working order
- Provide systems of work that are safe and without risks to health

Information, Instruction, and Training

We will provide:

- Induction training for new employees
- Job-specific training where required
- Ongoing safety information and instruction

Site Visits and Project Work

For development project sites, we will:

- Ensure all staff are briefed on site-specific safety procedures
- Provide and enforce the use of appropriate Personal Protective Equipment (PPE)
- Coordinate with site managers and other contractors to maintain safety standards

Emergency Procedures

We will:

- Provide and maintain clear emergency procedures
- Conduct periodic emergency drills
- Ensure first aid facilities are available

Accident Reporting and Investigation

All accidents and near misses must be reported immediately. We will:

- Investigate all accidents and near misses
- Take action to prevent recurrence
- Comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Monitoring and Review

This policy will be:

- Monitored continuously by management
- Reviewed annually and updated as necessary

Communication

This policy will be:

- Communicated to all employees
- Available to clients and other relevant parties
- Displayed prominently in the workplace

Date: 14 October 2024

Review Date: October 2025