

**Head Office**

Creative Office Solutions Ltd  
Unit 5, Edison Village  
Nottingham Science Park  
Nottingham  
NG7 2RF

**Email**

[sales@creativeofficeltd.co.uk](mailto:sales@creativeofficeltd.co.uk)

**Web**

[www.creativeofficeltd.co.uk](http://www.creativeofficeltd.co.uk)

**Tel**

0800 043 3241

## Health and Safety at Work Policy

Creative Office Solutions LTD is committed to safeguarding the health and safety of everyone involved in the company's operations in accordance with all existing and future U.K. Health and Safety legislation. This policy will be continually implemented by the company by maintaining the following criteria:

- Providing a safe and healthy working environment in order to reasonably protect employees, customers and any third parties with whom contact is made. It is a top priority of the company that all appropriate measures are taken to prevent any injury, illness or disease resulting from their work and will undertake to provide clear and effective instruction, training, and supervision for employees to ensure that safe working practices are being maintained at all times. The Health and Safety policy will be available to all employees for reference, and up to date revised training will be provided on a quarterly basis.
- Ensuring that a system exists and is maintained within the company where Health and Safety matters are monitored and reviewed regularly in order to verify that suitable assessments of risk are made for all activities and equipment under the company's control. It is the responsibility of all employees to conduct their work in accordance with the Health and Safety policy, so as to not endanger themselves or anyone else by their actions. It is vital that all employees co-operate and take the necessary steps to report to management any hazards, dangers or unsatisfactory conditions that they may identify.

### Company:

The Managing Director has overall responsibility for the coordination and maintenance of Health and Safety standards and is responsible for all day-to-day aspects of health and safety. All employees of the company are responsible for co-operating and familiarising themselves with the current Health and Safety policy, as well as with any revisions that may be made.

### Detailed Arrangements:

**Accident:** all injuries and damages, however slight, must be reported to the Managing Director, Nick Owen, as soon as reasonably possible, whereby an account of the incident will be logged.

**Fire:** Any person who discovers a fire on company premises must sound the fire alarm, which is located by the front door of the office. Only if it is safe to do so should the fire be immediately extinguished using the fire extinguisher located in the kitchen. When hearing the alarm, employees and all others in the building must vacate the premises via either the front or rear emergency fire exits. It is vital that all employees familiarise themselves with where these fire exits are, as well as ensuring that all visitors are notified when entering the premises.

**Visitors:** It is the responsibility of anyone bringing visitors or others onto company premises to ensure that reasonable provisions have been made for their health and safety.



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The Creative Office Solutions LTD Health and Safety Policy is issued in compliance with requirements of Section 2 (3) of the Health and Safety at work Act 1974. The policy is made available to employees and will be reviewed and revised on an annual basis.

Signed : *N. Owen*

**Nick Owen**

Managing Director

22/02/223