

Health and safety policy

The company currently has no employees. However, we believe it is important to maintain a health and safety policy to accommodate growth and demonstrate to freelancers and volunteers how seriously we take their health and safety.

Signed:	Jody Raynsford	Date:	01/08/18
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This is the statement of general policy and arrangements for:

Bad Boy Productions Ltd

Jody Raynsford & David Hellard

has overall and final responsibility for health and safety

Jody Raynsford

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	Jody Raynsford, David Hellard	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Jody Raynsford, David Hellard	Staff, freelancers and volunteers are given necessary health and safety induction and provided with appropriate training
Engage and consult with employees on day-to-day health and safety conditions	Jody Raynsford, David Hellard	Freelancers and volunteers communicated with about health and safety matters as they arise but also reminded on regular basis about key health and safety issues they need to consider in their own home or office.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Jody Raynsford, David Hellard	Identify and highlight escape routes and evacuation procedures in the locations from which freelancers or volunteers are working (in all cases at present, their own home). Make aware of need to have emergency plan and verify they have considered this.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Jody Raynsford, David Hellard	Currently no office or premises.