



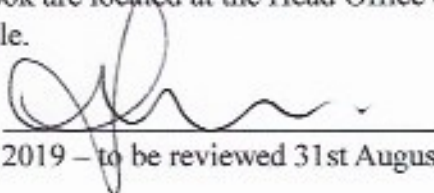
Health and safety policy

This is the statement of general policy and arrangements for:	CYGNUS AIR CONDITIONING LIMITED
Overall and final responsibility for Health & Safety is that of:	RUTH HOLLAND Director & Administrator
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	RUTH HOLLAND – Office JAMES HOLLAND – On Site

Statement of General Policy	Actions/Arrangements
To prevent accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work activities	Relevant risk assessments carried out. Assessment to be carried out 6 monthly or if working practices change – whichever is the sooner
To provide adequate training to ensure employees are competent to do their work	All necessary health and safety given prior to work on new site to all employees. We will provide all necessary PPE and ensure employees are aware of Cygnus' and main contractor expectations whilst on site. Any relevant and/or training courses/qualifications required will be arranged by and funded by Cygnus
To engage and consult with employees on day-to-day Health and Safety conditions and provide advice and Supervision on occupational health	Staff consulted on all aspects of Health and Safety as they arise but also formally consulted on a 6-monthly review basis, or sooner if necessary
To implement emergency procedures – evacuation in case of fire or other significant incident	All fire escapes or emergency evacuation procedures to be determined prior to any commencement of works. All staff undertaking work to be made fully aware of these.
To maintain safe and healthy working conditions, Provide and maintain plant, equipment and machinery and ensure safe storage/use of substances.	All amenities will be provided to staff, i.e. toilets, washing facilities and eating area. All tool, equipment and machinery – both owned and hired subject to routine necessary checks to ensure no defects. All staff are COSHH trained and qualified.

Health & Safety law poster is displayed at the head office of Cygnus Air Conditioning

First Aid Box and accident book are located at the Head Office of Cygnus Air Conditioning Limited and a first aid box is in each company vehicle.

Signed: Ruth Holland 
Date: 1st September 2019 – to be reviewed 31st August 2020 – or sooner if work activity changes