

Health & Safety Policy

Overview of approach and responsibilities

Prepared by

Jill Kittos

Statement of Intent

Made Tech Ltd takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises.

This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by Made Tech in its absolute discretion. Made Tech will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Our health and safety policy is to:

- Prevent accidents and cases of work- related ill health
- Manage health and safety risks in our workplace / your workspace
- Provide clear instructions, information and adequate training
- Consult with our employees on matters relating to their health and safety
- Maintain safe and healthy working conditions
- Implement a programme of formal risk assessments to identify and manage risks
- Implement emergency procedures, including evacuation in case of fire or other emergency
- Review and revise the policy regularly

This policy will be made available to any individual who requires to see it upon request.

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Responsibilities for health and safety

Achieving a healthy and safe workplace is a collective task shared between Made Tech and our staff. This policy and the rules contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, apprentices, homeworkers, fixed-term staff and any volunteers.

Made Tech is responsible for:

- Carrying out risk assessments to identify and manage risks
- Identifying, delivering and ensuring the effectiveness of health and safety training
- Maintaining equipment to minimise the risks from using it
- Providing welfare facilities sufficient to meet the statutory requirements for personnel
- Providing sufficient personnel trained in fire safety and first aid provision
- Investigating and implementing improvement actions following any accident or injury
- Reporting health and safety accidents and injuries to the appropriate regulator
- Regularly reviewing the health and safety framework to ensure it remains effective

Specific responsibilities of staff are set out below.

1. Overall and final responsibility for health and Safety:

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Sam Paice - Head of Operations

2. Day-to-day responsibility for ensuring this policy is put into practice:

Jill Kittos - Operations Manager

3. To ensure health and safety standards are maintained/improved, the following people have a responsibility in the following areas:

Jill Kittos -
Carrying out and maintaining risk assessments
Arranging and ensuring attendance of relevant health and safety training
First aider and fire wardens
Fire safety equipment
Safety signage
Maintaining H&S policy and related policies
Reviewing acc

4. All employees should

- Read and understand this Health and Safety Policy
- Attend health and safety training which has been provided by the company
- Comply with all health and safety signage, notices and instructions which are displayed
- Co-operate with supervisors and managers on health and safety matters

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- Take reasonable care of their own health and safety and that of others who may be affected by their acts of omissions
- Report all health and safety concerns to an appropriate person (as detailed above)
- Keep the workplace tidy and hazard free
- Ensure any accidents or incidents are promptly reported to a responsible person

Arrangements for health and safety

Accident or injury at work

Made Tech has processes in place for health and safety to ensure that your work environment not only meets HSE, ISO and any legal requirement but to ensure the safety of all our staff. Made Tech will investigate all incidents and take appropriate action to prevent a recurrence.

All employees must familiarise themselves with the location of the first aid equipment, accident book and who the appointed first aid person is for each office. This information is detailed on the notice boards in each office.

In the event of an accident or injury at work, you should inform your line manager and the operations manager (Jill Kittos) immediately, and an accident form must be completed.

H&S Information

- Health and Safety Law Poster is displayed on each office notice board
- First aid box is located in the kitchen in Bristol, in the toilet in London and by the notice board in manchester

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- Accident books are located by the notice boards in all offices
- H&S policy and related policies in the DMS folder

Health & Safety Risk Assessments

Made Tech is required to undertake documented risk assessments of its health and safety activities to ensure their effectiveness and legislative compliance and to identify any areas of weakness or requiring improvement.


Alongside regular reviews of our approach to health and safety management, detailed risk assessments will be undertaken on at least an annual basis or more frequently if required. Each assessment will be documented, and the results will be made available to risk and compliance for review. Remedial actions identified will be progressed with an appropriate priority dependent upon the severity. Activities to be risk assessed shall include:

- General assessments of the workplace, including fire protection and first aid provision
- Display Screen Equipment (DSE) assessments
- Assessments for disabled/lone/pregnant/young workers/home-based workers
- Electrical safety controls
- Controls for management and handling of hazardous materials
- Assessments of compliance with health and safety legislation and regulations

Non Made Tech Employees

For Non-Made Tech employees working with Made Tech, training will be assessed on a case by case basis based on their contracts with their current employer and with Made Tech,, this is inclusive of partners, contractors and apprentices.

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Reviewed By	
Reviewed By	Jill Kittos - Operations Manager
Executive Approval	Chris Blackburn, Chief Operating Officer <hr/> 
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