

CR Design Ltd

Health and Safety Policy

Having a comprehensive health and safety policy for CR Design Ltd is crucial to ensure the well-being and safety of employees in the workplace. Below is a structured outline of our health and safety policy:

Health and Safety Policy for CR Design Ltd

Purpose:

The purpose of this policy is to establish a safe and healthy work environment for all employees and visitors of CR Design Ltd. We are committed to preventing accidents and injuries, promoting health, and ensuring compliance with all relevant health and safety legislation.

Responsibilities:

Management:

- Senior management is responsible for providing a safe and healthy workplace, allocating necessary resources, and fostering a culture of safety.

Employees:

- All employees are responsible for adhering to this policy, following safe work practices, and reporting any unsafe conditions promptly.

Health and Safety Management Team:

- A designated team will be established to review and update the health and safety policy regularly, address concerns, and suggest improvements.

Risk Assessment and Hazard Control:

Conduct regular risk assessments to identify potential hazards and assess the risks associated with tasks and equipment used in the workplace.

Implement control measures to mitigate identified risks and hazards, prioritising elimination or reduction of risks.

Workstation Ergonomics:

Ensure all workstations are ergonomically designed to prevent musculoskeletal disorders and enhance productivity.

Encourage employees to take regular breaks and provide guidance on proper posture and ergonomic adjustments.

Emergency Procedures:

Develop and communicate clear emergency procedures, including evacuation plans, assembly points, and emergency contacts.

Conduct regular drills to ensure all employees are familiar with emergency procedures.

First Aid and Health:

Maintain first aid kits in accessible locations, and ensure employees are aware of their locations and contents.

Encourage employees to report any injuries or illnesses promptly and seek appropriate medical attention.

Training and Education:

Provide training to employees on health and safety policies, procedures, and safe work practices relevant to their roles.

Ensure employees are adequately trained in the use of tools, equipment, and machinery to prevent accidents.

Reporting and Incident Investigation:

Establish a reporting system for incidents, near misses and hazards, and encourage employees to report any concerns.

Conduct thorough investigations of incidents to identify root causes and implement corrective actions to prevent recurrence.

Compliance with Legislation:

Comply with all applicable health and safety laws, regulations, and industry standards. Stay informed about changes in legislation and update policies and procedures accordingly.

Communication and Consultation:

Foster an open line of communication regarding health and safety matters between management and employees.

Encourage employees to provide input and suggestions to improve health and safety within the organisation.

Review and Revision:

Regularly review this health and safety policy and update it to reflect organisational changes, improvements, or emerging risks.

Involve employees in the review process to ensure the policy remains relevant and effective.

By implementing and adhering to this health and safety policy, we aim to create a safe and healthy work environment for all employees, promoting a culture of well-being and productivity.

CR aims to comply with relevant local laws and regulations. Additionally, seek input from employees and relevant stakeholders during the development and review processes to ensure a comprehensive and effective policy.

Signed

Helen Richards
Client Relations Director/Joint MD

October 2025