SITE survey. APP

SITE SURVEY REPORT

Health and Safety Policy

Prepared for	Hallcombe Joinery Ltd
Date	12 Oct 2026
Site	Hallcombe Joinery Ltd, Exeter
Prepared by	D. Hallcombe

FORM

Health and Safety Policy

1. Business and scope

Project	Hallcombe Joinery Ltd, Exeter: health and safety policy (completed example)
Main business address	Unit 6, Wrenfield Trading Estate, Exeter
Prepared for (business or site)	Hallcombe Joinery Ltd
Location (GPS)	50.7184, -3.4870
Date of this version	12 Oct 2026
Prepared by	D. Hallcombe
Business name	Hallcombe Joinery Ltd
What the business does	Bespoke joinery made in our workshop, and shop and office fit-out at customers' premises
Number of employees	12
Version	Version 5
Premises and work locations this policy covers	Workshop, machine shop and office at Unit 6, plus fit-out work at customers' premises in Devon and Cornwall.
Where you employ people	Great Britain (England, Scotland, Wales)
Written policy	Must be written down (5 or more employees)

> The law in Great Britain. Every employer must prepare a written statement of their general policy on health and safety at work, and the organisation and arrangements for carrying it out; revise it as often as is appropriate; and bring it, and any revision, to the notice of all employees (Health and Safety at Work etc. Act 1974, section 2(3)). Employers with fewer than five employees are excepted (Employers' Health and Safety Policy Statements (Exception) Regulations 1975). HSE says every business must still have a policy for managing health and safety, and that writing it down is useful.

2. Part 1: Statement of intent

Statement of intent	Hallcombe Joinery Ltd will protect the health and safety of our staff and of anyone affected by our work, in the workshop and on customers' premises. We will assess the risks of our work and control them, consult our staff, give them the information, training and equipment they need, keep our machines and premises in good order, and learn from accidents and near misses. We will review this policy every year, and sooner if our work, premises or people change.

Aims for the coming year	Get dust extraction on the new edge bander tested before it goes into use. Every fitter to have a recorded induction for each new site. Lone working arrangement agreed for fitters working evenings.
Signed by (most senior person)	D. Hallcombe
Position	Managing director
Signature	
Date signed	12 Oct 2026

3. Part 2: Responsibilities

Overall responsibility for health and safety	D. Hallcombe, managing director
Day-to-day responsibility	K. Ferris, workshop manager

People with specific responsibilities 1: Overall responsibility

Role	Overall responsibility
Name	D. Hallcombe
Position	Managing director
What they are responsible for	Signs the policy, makes sure money and time are there for the arrangements, chairs the annual review.
Who covers when they are away	K. Ferris
Trained for this role?	Yes
Training and date	Managing safely course, May 2025

People with specific responsibilities 2: Workshop and machine safety

Role	Workshop and machine safety
Name	K. Ferris
Position	Workshop manager
What they are responsible for	Machine guarding and maintenance, dust extraction checks, workshop risk assessments, induction of new workshop staff.
Who covers when they are away	T. Penrose

Trained for this role?	Yes
Training and date	Woodworking machinery safety refresher, February 2026

People with specific responsibilities 3: Site fit-out safety

Role	Site fit-out safety
Name	J. Okonjo
Position	Contracts manager
What they are responsible for	RAMS for each fit-out job, site inductions for our fitters, liaison with the customer or principal contractor.
Who covers when they are away	D. Hallcombe
Trained for this role?	Yes
Training and date	SMSTS, renewed June 2026

People with specific responsibilities 4: First aider

Role	First aider
Name	T. Penrose
Position	Bench joiner
What they are responsible for	First aid in the workshop, checks the first aid box monthly, records treatment in the accident book.
Who covers when they are away	S. Marley (from November, once trained)
Trained for this role?	Yes
Training and date	First aid at work, November 2023; renewal due
Roles named	4
Roles not yet trained	0
Competent health and safety assistance	Both
Name of the competent person or adviser	K. Ferris in the business; Tamar Safety Advice Ltd for annual review and new machines
What all employees are asked to do	Follow your training and the safe methods in the RAMS. Use guards, extraction and the PPE provided. Report hazards, damaged equipment, accidents and near misses to your supervisor the same day. Do not use a machine you have not been trained on.

4. Part 3: Arrangements

Arrangements 1: Risk assessment

Topic	Risk assessment
Status	In place
Who is responsible	K. Ferris (workshop), J. Okonjo (sites)
How it is done	Workshop risk assessment reviewed every October and when a machine or process changes. A RAMS for every fit-out job, briefed to the fitters before they start.
Linked record and where it is kept	Workshop assessment and RAMS in SiteSurvey, one project per job
Review this arrangement by	11 Oct 2027

Arrangements 2: First aid

Topic	First aid
Status	In place: needs updating
Who is responsible	T. Penrose
How it is done	First aid box in the workshop by the office door, checked monthly. Each fitting van carries a kit.
Linked record and where it is kept	First aid needs assessment and monthly kit checks in SiteSurvey
Review this arrangement by	11 Oct 2027
What needs doing	T. Penrose's first aid certificate needs renewing, and a second first aider is needed for when he is on site. Book S. Marley on a first aid at work course.

Photos



Arrangements 3: Hazardous substances (COSHH)

Topic	Hazardous substances (COSHH)
Status	In place
Who is responsible	K. Ferris
How it is done	COSHH assessment for each lacquer, adhesive and wood dust. Safety data sheets in the finishing room. Extraction checked weekly; dust extraction examined and tested by a contractor every year.
Linked record and where it is kept	COSHH assessments in SiteSurvey; extraction test reports in the office file
Review this arrangement by	11 Oct 2027

Arrangements 4: Work equipment and maintenance

Topic	Work equipment and maintenance
Status	In place
Who is responsible	K. Ferris
How it is done	Daily pre-use check of guards and brakes on the saws and spindle moulder. Planned servicing by the machine supplier twice a year. Faulty machines locked off and tagged.
Linked record and where it is kept	Machine checklists in the workshop; service sheets in the office
Review this arrangement by	11 Oct 2027

Arrangements 5: Lone working

Topic	Lone working
Status	Not yet in place
Who is responsible	J. Okonjo
How it is done	Fitters sometimes finish shop fit-outs alone in the evening. No agreed check-in yet.
Review this arrangement by	30 Nov 2026
What needs doing	Agree a lone working arrangement: lone working risk assessment, check-in call at the end of each evening shift, and who to call if there is no answer.

Arrangements 6: Consultation with employees

Topic	Consultation with employees
Status	In place
Who is responsible	D. Hallcombe
How it is done	Safety is the first item at the monthly staff meeting. Staff can raise anything with K. Ferris at any time; the outcome is fed back at the next meeting.
Linked record and where it is kept	Meeting notes in the office file
Review this arrangement by	11 Oct 2027
Arrangements recorded	6
In place	4
Need updating	1
Not yet in place	1

> Some arrangements are not yet in place. Add each one as an action on the last page with an owner and a date.

5. Review history and bringing it to employees' notice

Review history 1: Version 4

Version	Version 4
Date reviewed	14 Oct 2025
Reviewed by	D. Hallcombe and K. Ferris
Why reviewed	Planned review

What changed	Added the spray booth to the COSHH arrangement; new contracts manager named.

Review history 2: Version 5

Version	Version 5
Date reviewed	12 Oct 2026
Reviewed by	D. Hallcombe, K. Ferris and J. Okonjo, with Tamar Safety Advice Ltd
Why reviewed	Planned review
What changed	Added the lone working gap for evening fit-outs; first aid cover to be widened; roles updated.
How this version was brought to employees' notice	Briefed at a team meeting or toolbox talk, On the notice board, Employees signed to say they read it
Date shared with employees	14 Oct 2026
Where the current copy is kept	Notice board by the workshop clocking-in point, and the shared drive
Employees who signed to say they read it	10
Employees still to sign	2
Who still needs to see it, and why	Two fitters were on a fit-out in Truro all week. J. Okonjo to brief them and get their signatures on Monday.

Photo of the notice board or briefing record



Next planned review of the whole policy	11 Oct 2027

6. Gaps, actions and sign-off

Gaps to close	3

Result	Gaps to close: see the actions

Actions 1: Book S. Marley on a first aid at work course and renew T. Penrose's certificate before it runs out.

Action	Book S. Marley on a first aid at work course and renew T. Penrose's certificate before it runs out.
Priority	Within a month
Who will do it	K. Ferris
Due by	13 Nov 2026
Status	In progress

Actions 2: Write a lone working risk assessment for evening fit-outs and agree the check-in call with the fitters.

Action	Write a lone working risk assessment for evening fit-outs and agree the check-in call with the fitters.
Priority	Within a month
Who will do it	J. Okonjo
Due by	30 Nov 2026
Status	Open

Actions 3: Brief the two fitters who were away and get their signatures on the policy record.

Action	Brief the two fitters who were away and get their signatures on the policy record.
Priority	Now
Who will do it	J. Okonjo
Due by	19 Oct 2026
Status	Open
Actions still open	3
Decision	Policy in force: actions listed
Date to check the actions are done	30 Nov 2026

Summary of this version	Version 5 reviewed and signed on 12 October and briefed to staff on 14 October. Arrangements for risk assessment, COSHH, equipment and consultation are working. First aid cover needs a second first aider, and evening lone working needs an agreed arrangement; both are actions with owners and dates.
Most senior person name	D. Hallcombe
Most senior person signature	
Person responsible for health and safety name	K. Ferris
Person responsible for health and safety signature	