

Health and Safety Policy

Blue Touch Paper Consulting Ltd is committed to ensuring the health, safety, and welfare of all clients, associates, visitors, and the sole business owner while at work or attending business-related activities. Our policy is to comply fully with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.

Our Statement of Intent

- Take all reasonably practicable steps to provide and maintain a safe and healthy working environment.
- Identify hazards, assess risks, and implement suitable control measures for all aspects of the business, including consulting, workshops, and client sessions.
- Ensure that any locations used for meetings, training, or workshops are safe and meet health and safety standards.
- Provide clear health and safety information to all associates, contractors, and clients as appropriate.

Responsibilities

- The sole owner, Edward Grey, is responsible for maintaining health and safety standards, carrying out risk assessments, and reviewing the policy as needed.
- All associates, contractors, or clients working in partnership are expected to co-operate and adhere to the policy when involved in Blue Touch Paper Consulting activities.

Arrangements

- Risk Assessments: Before running any workshop, meeting, or event, undertake a basic risk assessment of the venue and activities. This includes checks for fire safety, exits, and any specific hazards (e.g., trip hazards, hot drinks).
- First Aid: Know the location of the first aid kit at the venue. In most cases, venues will have their own procedures; confirm these beforehand.
- Accidents: Report and record any accidents or incidents that occur during business activities, even minor ones. Review any incidents to learn lessons and avoid future risks.
- Emergencies: Familiarise yourself and clients with fire exits and emergency procedures at each venue used.
- Lone Working: Where work is carried out alone (such as site visits or remote sessions), ensure personal safety by informing someone of the location and expected duration.
- Review: This policy will be reviewed annually and updated as necessary to reflect any changes in legislation, scope of business, or lessons learned from incidents.

BACS details: Sort code: 40-10-02 Acc. No.: 82738988. Please make all checks payable to bluetouchpaper consulting ltd

Our address is: Cherry Thatch Cottage, Roud, PO38 3LH



Communication

This policy is available to all associates and clients on request and is published on www.bluetouchpaperconsulting.co.uk as appropriate.

Signed:

Edward Grey
Owner/Manager
Blue Touch Paper Consulting Ltd
Updated: September 2025

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