



Harlow Online Services
Limited
35 Latton Bush Centre
Southern Way
Harlow CM18 7BL



01279 260600



01279 260600



sales@HarlowOnlineServices.co.uk



<https://www.HarlowOnlineServices.co.uk>

Health and Safety Policy

Harlow Online Services is a micro company employing less than 5 people including directors. An office based 'Risk Assessment' document is available and reviewed regularly.

Our office is a unit within a Business Centre shared with many different companies. The Business Centre is managed by Harlow Council and they are responsible for supplying and maintaining all of the services within the building including –

- Fire Alarms
- Fire Fighting equipment
- Intruder Alarms
- Security Cameras
- Emergency Lighting
- Electricity Supply
- Gas Supply

Building fire alarms and fire doors are tested on weekly basis. A periodic fire drill and evacuation is carried out. Harlow Council is responsible for maintaining the electrical appliances in communal areas of the complex.

Within our office we are responsible for maintaining the electrical appliances and all items have regular Electrical Appliance (PAT) Safety checks. We also have a Carbon Dioxide fire extinguisher (regularly serviced) in our office due to the heating and electrical devices that we use. There is also a fire blanket located near the heating equipment. We have a first aid kit suitable for the number of people working in our office and there is a defibrillator available on site with trained personnel should one be required.

We have a fire risk assessment in place which details the actions should a fire occur and the best escape routes if required.

We record any accidents and incidents that occur within our office and this report along with this policy is reviewed at our Management Meetings.

Ian Bentall
Director

01/05/2025

Company Registration Number 10234322 (England)

Registered Address: Ground Floor Nautica House, Navigation Business Park,
Waters Meeting Road, Bolton, BL1 8SW