



## **Health and Safety Policy**

We are committed to the highest standards of health and safety. This general policy statement seeks to develop and encourage that implementation of safe and healthy working conditions, plant and machinery and systems of work.

You have a duty to adhere to this policy and our approved operating procedures and to accept and carry out your responsibilities both on an individual basis and collectively. Legal obligations and safety codes of practice are to be complied with at all times but this is, in itself, not enough. In addition, you must contribute towards making the place where you work as safe as possible.

We are responsible for:

Identifying any risks and setting in place programmes to remove or reduce these risks;

Monitoring the operation of the policy at our premises;

Providing and maintaining equipment and systems of work that are, so far as reasonably practicable, safe and without risk to health;

Setting and maintaining a healthy working environment for you to work in, which is safe and without risk to health, and providing adequate facilities and arrangements for your welfare at work with us;

Ensuring that you are given the necessary information, instruction, training and supervision to enable you to work in a safe manner;

Providing the means for the collection, dissemination and discussion of reliable up to date and authoritative information on health and safety matters;

Ensuring, so far as possible, that customers and other visitors are provided with a safe environment;

Ensuring that all contractors and sub-contractors are fully aware of their legal responsibilities and carry out their work in a safe and proper manner;

Ensuring compliance with all environmental and waste disposal legislation;

Ensuring that you accept and fulfil your duties to take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions,

co-operate with management to enable them to fulfil any statutory obligations and not to interfere with or misuse anything provided for your health, safety and welfare;

Establishing emergency procedures as required;

Investigating each and every complaint, accident, dangerous occurrence, or potential hazard reported by an employee, taking action where necessary.

You must acquaint yourself with our health and safety policy and procedures and also the means of escape in case of fire. The appropriate instructions are displayed at your place of work.

It is our policy that all reasonable steps will be taken to prevent personal injury to and ill health of employees and the public. We will at all times attempt to ensure that safe working conditions are provided and appropriate safeguards taken to prevent fire and other damage to our property and any third party property.

If you do not comply you will be liable to disciplinary action.

### ***Safety precautions***

In order to implement this policy effectively you must:

Report and co-operate in the investigation of all accidents or incidents that have led or may lead to injury;

Report any risk, potential hazard, dangerous occurrence or malfunction of equipment to the appropriate authority;

Use all instruments, protective clothing, equipment and apparatus in the manner prescribed by the manufacturer so as to ensure the safety of the user;

Co-operate with us to ensure that the aims of this statement are achieved and any duty or requirement imposed on us by or under any of the relevant statutory provisions is observed.

If you do not comply with any aspect of our health and safety procedures, rules or duties specifically assigned to you with regard to health and safety you will be liable to disciplinary action.

We have a health and safety officer who is responsible for our health and safety policy and its implementation. If you are unsure who this is, you must ask us.

You must record details of all accidents and dangerous occurrences in the accident book we provide for this purpose and kept by the health and safety officer. You must include the following information.

the date of the accident or dangerous occurrence;

The name, age, sex and occupation of the injured person;

The nature of their injury;

Where the accident or dangerous occurrence happened;

The names (and if they are not employees, their addresses as well) of any eye witnesses.

Entries in the accident book must be retained for at least three years.

We will provide first aid medical assistance whenever necessary.

Good housekeeping is an aid to safety. You must take steps not to obstruct passageways, doorways, fire exits and all reasonable steps must be taken to keep premises clean and tidy.

We will update rules and literature so that you can easily acquaint yourself with new safety ideas and methods.

If you require further information regarding relevant laws and regulations etc. you should contact the health and safety officer.

In addition to inspections carried out by the health and safety officer to ensure that our health and safety policy is being implemented, external inspectors are entitled to make unannounced visits to our premises to ensure that we are complying with our obligations. If we do not comply, legal proceedings may be taken against us.

We require your full co-operation to support us in complying with our health and safety obligations.