

# Health and Safety Policy

We are committed to ensuring the safety of our employees, clients, visitors, and anyone else that may be affected by our business' activities. All employees have a responsibility under the Health and Safety at Work Act (1974) to co-operate and comply with the measures which the Company has taken in such matters as health, comfort, cleanliness, discipline, safety and orderly working conditions

Our Health & Safety Policy details our collective responsibilities, arrangements and how we monitor these. The latest version of this is available to all employees and they are required familiarise themselves with the contents of the document.

We will aim to ensure:

## AWARENESS

1. All our employees and stakeholders have an awareness and understanding of Health and Safety hazards and risks that affect our business.
  - 1.1 Health and Safety policy statement  
Adequate resources will be provided to ensure all our people, the supply chain and stakeholders are aware of this policy and committed to its effective implementation.
  - 1.2 Communication and consultation  
There will be active open communication and consultation between our employees, the supply chain and stakeholders. Health and Safety will be integrated into our communications, wherever appropriate.
  - 1.3 Management roles and responsibilities  
Roles and responsibilities for Health and Safety will be defined, as necessary, within job descriptions or profiles. Senior management will ensure that:
    - Adequate resources are provided for Health and Safety
    - Health and Safety is adequately assessed, controlled and monitored
    - Our employees are actively involved on matters that affect Health and Safety
  - 1.4 Hazard identification  
We will identify our workplace Health and Safety hazards. We will inform our employees, the supply chain and stakeholders, as appropriate, of those hazards.

We will require our supply chain and stakeholders to identify Health and Safety hazards that may impact on our work activities.

## COMPETENCE

2. All our employees and stakeholders have the competence to undertake their work with minimum risks to Health and Safety.
  - 2.1 Health and Safety training  
All our people will be adequately instructed and trained on the Health and Safety issues that affect them, and the safe working practices that should be followed. We will ensure the Health and Safety competence of our supply chain and stakeholders.
  - 2.2 Behaviour and culture  
Senior management will demonstrate leadership in Health and Safety. Senior management will undertake tours to ensure that Health and Safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise Health and Safety concerns to the management.
  - 2.3 Risk Assessment and Management.

We will assess the risks associated with Health and Safety hazards in the workplace. All our people will be informed of the Health and Safety hazards and risks that affect their work. We will take action to prevent, reduce or control the risks to an acceptable level and reduce the potential for incidents and accidents. We will require our supply chain and stakeholders to identify Health and Safety risks that may impact on our work activities.

## **COMPLIANCE**

3. Our work activities achieve compliance with regulation and our employees are empowered to minimise Health and Safety risks.

### 3.1 Incident investigation

We will report and investigate accidents, incidents and near misses to drive improvement in our Health and Safety management. Any lessons learnt from such events will be used to take corrective action to prevent reoccurrences.

### 3.2 Health and Safety management system

We will implement management systems to ensure we:

- Comply with Health and Safety legislation
- Fulfil the requirements of BS8800 and OHSAS18001
- Continually improve our Health and Safety performance

### 3.3 Supply chain improvement

We will engage and collaborate with our supply chain to ensure their:

- Health and Safety capability and competence to fulfil our expectations
- Health and Safety performance is monitored and reviewed
- Work activities have minimal Health and Safety impacts on our activities

## **EXCELLENCE**

4. Our work strives for excellence in inviting best practice across the business.

### 4.1 Developing innovative practices

We will constantly encourage, develop, review and share “Health and Safety good practice” both internally and externally.

### 4.2 Influencing stakeholders

We will only work with partners and clients who are willing to meet and achieve our Health and Safety expectations. We will engage and influence stakeholders to drive improvements in Health and Safety.

### 4.3 Work related health

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted to satisfy Health and Safety legislation.

## **Delivering our Policy:**

Our policy will be delivered by:

- Generating a culture that does not tolerate threats to Health and Safety
- Ensuring the involvement of all our employees, the supply chain and stakeholders.

**Policy review:** This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, against our policy review schedule.

Mrs Suzanne Tunnington  
Managing Director

Health & Safety Officer:	Jamie Tunnington
Specific other staff:	
Enforcement:	
Created by:	A M Hughes
Creation date:	26 July 2012
Quality Manager Approval:	Jamie Tunnington
Review date:	10.10.14

Version Control

Version	Description of action	Date of action	Action by:
V_0.1	Created	26 July 2012	A M Hughes
	Reviewed	09.10.14	S E Tunnington