

## HEALTH AND SAFETY POLICY

**Our Health & Safety Policy is "To provide, ensure and maintain safe and healthy working conditions, equipment and systems of work"**, for all of our employees and to provide such information, training and supervision as they need for this purpose.

This includes compliance to the Health & Safety at Work Act 1974 (HASWA) and associated Regulations, as they apply to our activities. **Consequently, our objective is "To keep safety a priority at all times"**.

Our target to support this is **"via effective Risk Assessments, to identify all hazards that our staff may be exposed to and then using resulting Safe Working Practices and good Supervision techniques, to reduce accident potential to an absolute minimum"**. Within this target, we also accept our responsibility for the health and safety of others who may be affected by our activities, namely our Clients and any members of the public.

To this end, the Company will use its BEST ENDEAVOURS to address all relevant legislative requirements and ensure that Health and Safety is given the priority required as a common objective for all staff. The platform for this will be a dedicated and assignment specific risk assessment, with the results addressed within a specific site 'assignment Instruction' ('Method Statement') and adequate information, instruction and training to meet employee and business needs.

This Policy and related arrangements will support such efforts and will be kept up to date as the business and our related activities change in nature or size and the way in which they are applied will be formally reviewed on at least annual basis.

All the above activities will be supported by safety inspections, risk assessments and regular audits on specific compliance (Statutory Requirements). Relevant risk assessments, applicable safe working practices and supporting management and supervision of these safe working practices will provide on-going confirmation ('Results').

### **Basic Objectives and General Content of Statement:**

- We commit to operating the business in accordance with the Health & Safety at Work Act 1974 and all applicable regulations.
- We acknowledge that Health & Safety are management responsibilities ranking equally with responsibilities for service, sales, costs and similar matters.
- We acknowledge that it is the duty of management to see that everything reasonably practicable is carried out to prevent personal injury in the processes of service delivery, general business operation and to maintain a safe and healthy place of work.
- We highlight internally that it is the duty of all employees to act responsibly and to do everything they can to prevent injury to themselves and others (i.e. to support and co-operate with Management).

## HEALTH AND SAFETY POLICY (Cont)

### Organisation (People and Their Duties):

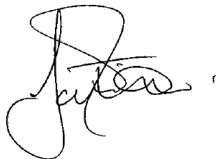
This 'policy' – whilst being the responsibility of the Director, is delegated in 'duty' terms to the entire Service Management Team [SMT]. Actual implementation in practice will be via Supervisors/Managers.

Individual job description will make reference to relevant aspects of safety/individual, including any specific safety responsibilities.

It will be monitored for effective implementation by a designated Safety Facilitator plus Auditors/Assessors (S.e.H.) who are also in place to assist with compliance with Management of Health and Safety at Work Regulations as/when required.

Supporting all of this will be an internal safety committee made up of interested volunteers from all aspects of the business, and where appropriate, task specific safety representatives.

- For Contract work, this starts at the initial survey, which includes a comprehensive risk assessment. This being continued by supervision, individual awareness, audits and annual risk assessment reviews (We also take into account existing Health & Safety arrangements of our Clients).
- In house, i.e. the administration offices and Control; Health & Safety is also driven by risk assessments and monitored by supervision, safety inspections, individual awareness and audit.
- We undertake to provide all of our staff with such information, training and supervision as they need to support this. Employee consultation being integrated to this. To this end, the Company will address all relevant legislative requirements and ensure that Health & Safety is given the priority required, as well as required specifics being integrated within the Company BMS, to ensure that involved arrangements are kept up to date and implemented effectively in practice.
- Management will also monitor Health & Safety Compliance and review the arrangements put in place for continued suitability at defined intervals. An annual Health & Safety Compliance review is also conducted to ensure that all applicable legislation is suitably addressed. A separate H&S Management Review session is also conducted on an annual basis.



James Mortimer  
**Director**



Gary Clarke  
**Director**

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