


00-02-24
Human Resources Management System
Health & Safety Policy

Name	Position	Signature	Date
Nerys Stead	Head of HR		March 2018

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2. Purpose

The Company, regards the management of health and safety as an integral part of its business and as a management priority. All activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of employees and others who may be affected by our activities.

The Company target is for zero accidents. Compliance with current health and safety legislation is regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is an integral part of the efficient management of the Company's activities, and critical to developing the professional culture of the Company and establishing and maintaining a solid reputation with all of our clients.

The Company's arrangements to meet the above objectives and for implementation of this policy are detailed in the Company's more detailed Health & Safety policies.

You must familiarise yourself with them. This policy statement reminds all Employees of their own responsibilities.

The Managing Director has ultimate responsibility for all health and safety matters within the Company.

The Managing Director is responsible for all health and safety matters within the Company, the implementation of the Company's health and safety policy, and for ensuring that it is brought to the attention of all Employees.

However, Senior Managers and Managers may be given specific additional responsibilities for various aspects of health and safety throughout the Company.

Every Employee has an individual responsibility for their Health & Safety and those of others. Employees are expected to be familiar with all Health and Safety policies and provisions, carry out their defined roles and be pro-active on health and safety issues as part of the continued development of the health and safety culture of the Company.

3. Employer Responsibilities

The Company has a responsibility to do everything that is reasonably practical to provide and maintain:

- a) Plant and equipment in a safe and satisfactory condition.

- b) Safe systems of work, and the absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- c) A safe workplace and healthy environment.
- d) Suitable safety devices, protective clothing and equipment.
- e) Such training and instruction as is required to enable employees to perform their duties safely and efficiently.
- f) Up-to-date written health and safety procedures.

4. Employee Responsibilities

You have a duty to:

Ensure you are familiar with all policies and co-operate with your employer in matters relating to health and safety at work.

Take reasonable care for the health and safety of yourself and any other persons who may be affected by their/your acts or omissions.

Work safely and efficiently. Ensure your work is without risks to you or to others.

Not misuse any articles or equipment provided in the interests of health, safety and welfare.

Carefully read and follow the instructions on all products – especially if there are hazard-warning labels on the container.

Follow all safety instructions provided.

Use any protective equipment and clothing provided.

Ensure that any non-Company supplied equipment used at work is at all times maintained in a safe condition.

Report accidents, dangerous occurrences and faulty equipment to Management.

The tools and equipment you use at work and some of the materials you come into contact with can cause injury or harm to health if adequate care is not taken. It is your legal responsibility to ensure your own health and safety and that of others.

5. Accidents at Work

If you have an accident, receive an injury, or have a near miss at work, you must report the accident immediately and adhere to the Company Health & Safety procedures.

The Health and Safety Policy and manual is kept at Hyde Road main office and is available for reference at all times. It is your responsibility to ensure that you are familiar with it and commit to abide by the guidance set out within it at all times.

6. Related Policies & Forms

7. Updates

Revision	Date	Updated By	Changes
1	March 2018	Nerys Stead	Creation of document
2			