

## Introduction

The aim of the Health and Safety policy is to be fully compliant with the requirements and regulations of the Health and Safety Work Act 1974 (and any other relevant statutory provisions). The purpose of the policy is to ensure as far as it is reasonably practical that all employees, customers and visitors to our sites are safe. It is the responsibility of every individual within the business to refer to this policy and to ensure that they are aware of its latest version. The full and updated publications of the Health and Safety Policy will be made available via the staff portal.

## General Statement

The general focus of the Health and Safety Policy is to ensure that we actively try to minimise and reduce accidents in the workplace. Reasonable practical steps will be taken to protect the health, safety and welfare of the workforce. In order for the company to achieve this, effective health and safety management from all is required. Our commitments to health and safety are as follows:

- To provide a safe and enjoyable work environment for all employees, customers and visitors.
- Provide safe access and egress to the workplace.
- To implement not only reactive maintenance to the sites, but to actively plan improvements where necessary.
- To ensure that all employees are fully trained, competent and confident in carrying out their daily duties.
- To consult with all employees with matters they feel could affect their health and safety.

The company would like to ensure that this policy reflects current business practice, therefore new legislative changes, updates to policies and new implementations may appear from time to time.

## Responsibilities

To ensure the Health and Safety policy is upheld at all times, it is the responsibility of both the employer and employee to ensure they are both aware of their duties such as:

### *Employer:*

- Identify what the risks are and what the reasonable precautions are to take to prevent accidents occurring.
- To clearly explain to all employees how risks will be controlled and to tell you who is responsible for this.
- Consult with the Health and Safety representative in order to protect the work force.
- To provide free of charge Health and Safety training to all employees and provide the necessary PPE in order to perform their duties.
- To provide adequate facilities such as bathrooms, drinking water, washing facilities and first aid facilities.

### *Employee:*

- Follow all training provided to them.

- Take responsibility for your Health and Safety and for others by cooperating with your employer regarding Health and Safety matters.
- Notify immediately your employer, Manager or Health and Safety representative if you feel there are any Health and Safety risks.

### **Training**

Training will be provided to all staff in order for them to competently perform their duties. The expectation of the employee is to follow all rules and procedures. General training will be provided upon your induction to the company. Specialised training will be further provided throughout your employment such as being trained on how to safely use a new piece of equipment. Do not perform tasks whatever that may be unless you have been trained and feel you can safely do so. If you feel there are gaps in your knowledge or skills regarding Health and Safety, make this aware to either your employer, Manager or Health and Safety representative.

### **Risk Assessment**

Risk assessments will be completed for every site by your employer. The purpose of this is to reduce the risk of accidents occurring in the workplace. Risk assessments will be reviewed every three years as per legislation; however, changes and adaptations could appear from time to time as the nature of the business changes/develops.

### **Reporting**

All sites are provided with an accident report book. All employees are responsible for accurately recording any accident or incidents which occur. Make sure you are aware of where this is kept at the site. Any incident big or small needs to be recorded and then followed up by informing Head Office.

### **Auditing**

Inspections of the sites will be conducted at a minimum of 6 months. The purpose of this is to ensure that the sites are fully compliant with not only the companies Health and Safety procedures, but also that of the law. Findings of these audits will be published to the Manager and Head Office only. Anything identified throughout the audit will be actioned accordingly.

