



# HEALTH AND SAFETY POLICY STATEMENT

## 2017 - 2018

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The company recognises its duty towards all its team members and other persons and will ensure, so far as is reasonably practicable, that it will:

- Establish and maintain a safe and healthy working environment.
- Ensure that significant risks arising from work activities under our control are either eliminated or adequately controlled.
- Achieve compliance with legal requirements through appropriate occupational health and safety measures.
- Ensure that this policy and individuals' responsibilities for health and safety are understood throughout the organisation.
- Devise, implement and monitor the effectiveness of further policies, in support of this policy, on specific areas of hazard or risk.
- Through consultation and co-operation, Involve team members in health and safety related decision- making.
- Provide adequate resources, including training of team members in their responsibilities, to enable them to carry out their designated duties in respect of health and safety.
- Provide team members with the necessary information, instruction, training and supervision to enable them to avoid hazards and to contribute to their own and other health and safety at work.
- Develop and implement appropriate occupational health and safety procedures and safe working practices.
- Implement monitoring of conditions in the working environment and investigate accidents and work-related sickness; and
- Make adequate provision and arrangements for welfare facilities at work.

The duties of team members are to:

- Observe all rules, procedures and codes of practice issued by the company and others authorities that relate to health and safety.
- Make proper use of and report any loss or misuse of, or damage to, equipment and clothing issued to them and keep it in good condition.
- Report any incident, situation, practice, substance, or equipment that has caused or could cause injury or damage.
- Assist the company to comply with its statutory duties and assist in the investigation of hazardous incidents to introducing measures to prevent recurrence.
- Undertake tasks which could involve a potential risk to health or safety only having first received appropriate authorisation or training.
- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.

To ensure that this policy is fully implemented I have taken personal authority and responsibility for health and safety in the company and have vested responsibility for ensuring the fulfilment of the policy with the finance director. A group health and safety adviser has been appointed as the competent person to advise the company on all matters of the company's compliance with the Health & Safety at Work etc. Act 1974 and related legislation. We will:-

- Regularly review this policy (at least annually or on significant changes in our business) and compliance with the systems and processes that implement and support it.
- Make any changes to policy and such systems and processes known to team members.
- Maintain procedures for communication and consultation between all team member levels on matters of health, safety and welfare.

A handwritten signature in black ink, appearing to read 'Trevor Finn'.

**TREVOR FINN**  
Chief Executive