

## **COMPANY SAFETY POLICY GENERAL STATEMENT**

1. It is the policy of this Company to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees, and of those who may be affected by its activities.
2. The maintenance of safe and healthy conditions in those areas controlled by the Company is of prime importance.
3. The Company will provide any necessary information, training and supervision to ensure the implementation of this policy.
4. Consultation on health and safety matters between the Company and employees is encouraged.
5. Directors and Associates will take responsibility for health and safety matters in their particular offices, but implementation of this policy is part of normal Company procedures and all employees have a duty to co-operate in achieving the aims of this policy.
6. There is a more detailed policy in relation to Property management, and copies of this are available to those employees concerned.
7. This statement, and any subsequent revisions thereof, will be made available to all employees.
8. **HEALTH & SAFETY POINTS FOR ALL EMPLOYEES TO NOTE:**
  - (a) There is a First Aid box at each of our premises – you should be aware of its location.
  - (b) Any accident to an employee during working hours must be reported to a Director or Associate, and will be recorded in the accident book provided.
  - (c) You should familiarise yourself with the location of any fire alarms, fire exits and fire-fighting equipment in the building in which you work. You should also acquaint yourself with the method of operation of fire extinguishers and the suitability of different types of extinguisher for different kinds of fire. Water extinguishers must not be used near to anything electrical.

### **PRINCIPLES**

(a) **First Aid**

The Company will ensure the provision of First Aid facilities and equipment to an acceptable standard where it feels appropriate.

(b) **Safety Training**

All new and where necessary existing employees will receive adequate safety training/induction.

(c) **Accident Prevention, Reporting and Investigation**

Accident prevention techniques and accident reporting/investigation procedures will be maintained by the Company. All rules contained in the Company Handbook must be strictly observed by all employees.

**(d) Fire Prevention/Evacuation**

All fire fighting and detection equipment will be effectively maintained at all times. Selected techniques and a fire drill will be carried out at regular intervals.

**(e) Written Safety Rules**

Where appropriate the Company will issue written safety rules, all of which will form the basis of your contractual obligation to the Company.

**(f) Occupiers' Liability**

The Company recognises, as occupiers, its duty of care to all visitors entering the premises and reserves the right to apply its rules to visitors and contractors.

**EMPLOYEES' DUTIES**

It is each and every employee's duty under the Health & Safety at Work Act whilst at work:

1. To take all reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her act of omission at work.
2. To co-operate fully as regards any duty or requirement imposed on his/her employer or any other person, by or under any of the relevant statutory provision, so far as is necessary to enable that duty or requirement to be performed or complied with.
3. Not to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety or Welfare, in pursuance of any relevant statutory provisions.

In general, this means that employees have a duty to co-operate in the operation of this policy by:

- \* Working safely and effectively.
- \* Reporting incidents that have had or may lead to injury or damage.
- \* Adhering to Company procedures for securing a safe workplace.
- \* Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
- \* Making themselves familiar with the safety Policy and other Safety rules provided from time to time.
- \* Observing all Safety rules and instructions within the Company.

Signed 

Date 3rd July 2023

Review Date 1st July 2024