



## Health & Safety Policy January 2018

### Introduction

This document contains the policy statement and general policy of the Group with respect to health and safety. It is the responsibility of management to know and understand its contents so that they may implement company policy.

### Policy Statement

The Group regards the promotion of Health and Safety measures, to be of great importance and to the mutual benefit of all employees and customers. The Group will take all reasonable and practical steps to carry out its obligations and achieve a high standard of safety performance. The procedures and recommendations of the Group are intended to achieve this standard in accordance with the requirements of the Health and Safety at Work Act 1974.

### Duties and Responsibilities

Directors and Managers have a responsibility to provide and maintain safe, healthy working conditions for all employees, and to ensure the health & safety of its customers and other persons who may visit the premises.

Department Managers and Supervisors are responsible for carrying out the procedures in their respective departments. Employees have an obligation (within the Act), to ensure their own safety, the safety of one another, and other persons and property. To carry out their jobs in a safe and proper manner, in the use of safety equipment and facilities provided, and ensure that the Group and customers vehicles and equipment are SAFE.

### Assessments

The Department Managers will carry out risk assessments and health and safety audits to ensure that any risks to employees, customers or any other persons visiting the site are reduced/removed. Completed assessments will be issued to the Directors and/or Managers for action as required, re-assessments will be carried out on completion of the actions.

### Safety Advice

All health and safety matters should be addressed in the first instance to your Manager.

All employees are issued with the **Company Staff Manual** and this explains the statement in greater detail. It is their responsibility to read it, understand its contents, and ask questions if unsure of any points.

**PA Hendy**  
**Chief Executive**