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## HEALTH & SAFETY POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, instruction, training and supervision as they need for this purpose.

It is also accepted that we have a responsibility for the health and safety of other persons, who may be affected by our operations, such as on customers' sites, contractors, visitors and members of the public. Management may delegate specific health and safety issues to individuals at all levels within the Company but accepts that the overall responsibility for health and safety will remain with senior management.

The health and safety performance and activities of all parts of the company will be regularly monitored. Competent health and safety advice will be organised and arranged as required. The policy will be kept up to date particularly if the business changes in nature or size. To ensure this, the policy, and the way in which it is implemented, will be reviewed annually, and revised as necessary.

In addition the company will establish and maintain:

- Effective organisational structure, through which health, safety and welfare matters can be properly reviewed and delegated.
- Adequate physical and financial resources to actively promote and resolve these matters.
- Appropriate communication channels to provide information and consultation with employees.
- Safe systems of work that meet all relevant health and safety legislation and good working practice.
- Timely accident and emergency investigation procedures, to determine the direct and indirect causes and to correct or change control measures to prevent a recurrence.

The manual is kept in the administration offices and is available to all employees, visitors and contractors during normal working hours.

**Signed:**

**Name**            **Victoria Colbourne-Brown**

**Position:**      **Health and Safety Officer**