



Established 1875

## HEALTH AND SAFETY POLICY STATEMENT

It is our intent to demonstrate through the way we work and behave, that all employees will be protected from risk of occupational injury or ill health. An ongoing and determined commitment to improving health and safety at work throughout our organization is paramount to the business and that effective health and safety activity contributes to our success. 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, training, and supervision needed for this purpose. Adequate resources are provided to ensure all employees and sub-contractors are aware of this policy and are committed to its effective implementation through active open communication and consultation. Please refer to 'Safe Working/Welcome Advice poster (HIG 12 05). Therefore, we accept our responsibility for the health and safety of other people who may be affected by our activities.

It is also the responsibility of all Employees to work safely and with regard to health, both to themselves and other people who may be affected by our work activities. This policy reflects our commitment to our working activities so achieving compliance with legislation and all our employees are empowered to take action to minimize health and safety risks at work. At least one member of staff receives first aid training. Due to covid-19 please familiarise yourself with the procedures in place. This must also be communicated to all visitors and contractors.

All Health & Safety non-compliances are discussed and recorded during the team meetings, irrespective of how minor the event, in order to achieve and drive continuing improvement through corrective and preventive actions to avoid reoccurrences. We will constantly encourage, develop, review and share "Health & Safety good practices" which include the Covid-19 procedures as well as to work in accordance with the Health & Safety at Work Act 1974 both internally and externally. The Office is maintained in a safe manner and suitable facilities for welfare at work are provided and maintained.

We engage and collaborate with our sub-contractors ensuring their health and safety conforms to our expectations. Their performance is monitored and reviewed annually ensuring minimal health and safety impacts on our activities.

The Managing Director has ultimate responsibility for Health & Safety within our company. The allocation of duties for safety matters and the arrangements for policy implementation are set out within the QP 01 Organisation and Responsibilities – "Who Does What" documentation.

This Policy statement within our Policy Manual and associated procedures fulfils BS OHSAS 18001-2007 compliance and subject to audit, monitoring and reviewed/amended annually following the stated 'Review Date' below or as required, taking into consideration any changes in legislation alongside our ISO 9001-2015 Quality Management System in the pursuit of continuing improvement.

*Signed*  — *Managing Director*

Issue : HIG QPM 2004 (11)  
Review Date : 16<sup>th</sup> September 2021  
Page : 29 of 50  
Authority : 