



Statement of Health and Safety at Work Policy

1. encription limited recognises and accepts its duty of care under the Health and Safety at Work Act to provide a safe and healthy working environment for all its employees and for other people who use its premises. The Company and its employees will work together to promote safe working practices, prompt and accurate reporting procedures and to ensure that individuals are aware of their different responsibilities under the Act.

The responsibilities of each individual or group are outlined below:

2. **The Company** will, as a responsible employer, make every endeavour to meet its legal obligations under the Health and Safety at Work, etc. Act and to specific regulations made under the Act, to ensure, in so far as is reasonably practicable, the health and safety of its employees and the general public. Particular attention will be paid to the provision of the following:

- i. Plant equipment and systems of work that are safe;
- ii. Safe arrangements for the use, handling, storage and transport of articles, materials and substances;
- iii. Sufficient information, instruction, training and supervision to enable all employees to contribute positively to their own safety and health at work and to avoid hazards;
- iv. A safe place of work, and safe access to it;
- v. A healthy working environment;
- vi. Adequate welfare facilities.

3. **Each employee** is responsible for ensuring that the work which they undertake is conducted in a manner which is safe to themselves, other employees, and to members of the general public. They are also responsible for obeying the advice and instructions on Safety and Health matters issued by their supervisor. If any employee considers that a hazard to health and safety exists it is their responsibility to report the matter to their supervisor or such other person as may be subsequently defined.

4. **Management and Supervisors** at all levels are expected to set an example in safe behaviour and to maintain a constant and continuing interest in employee safety, in particular by:

- a) acquiring the knowledge of health and safety regulations and codes of practice necessary to ensure the safety of subordinates workplaces;
- b) acquainting subordinates with these regulations and codes of practice and giving guidance on safety matters and
- c) ensuring that subordinates act on the instructions and advice given.

Senior Management (the Directors) are ultimately responsible to the Members of the Company for the rectification or reporting of any safety hazard which is brought to their attention.

6. **A review**, addition or modification of this statement may be made at any time and may be supplemented as appropriate by further statements relating to the work of particular departments and in accordance with any new regulations or Codes of Practice.

8. This policy statement will be brought to the attention of all employees.

