

## Health & Safety Policy Statement

Important: All employees must read this statement and be familiar with the Company's policies.

It is the policy of the Company to comply with the obligations under the Health and Safety at Work Act 1974 and other supporting legislation concerning Health and Safety. At all times the Company will endeavour to provide and maintain a healthy and safe working environment for its employees as well as to take steps to protect the health and safety of all visitors to the company including contractors from other firms and temporary workers, as well as any members of the public who might be affected by our operations.

The overall objective of the Company's health and safety policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is not to have any such instances. The Company will do all that is reasonably practicable to ensure the health and safety of its employees however health and safety at work is the responsibility of each and every individual associated with the company. Everyone requires constant vigilance and concern for the welfare of others.

It is also the duty of each employee to take reasonable care of his or her own welfare and to report any situation which may pose a threat to the well-being to him or herself or any other person. Such hazards in the workplace such as frayed electrical cables dangerously defective equipment, unsafe structures, possible fire risks, loose floor tiles etc. should be reported as a matter of routine and no member of staff will be penalised for complaining if such hazards are not rectified by the management or designated Safety Officer. It is every worker's responsibility to report immediately any situation that could endanger the well-being of them or others and the reporting of injuries however small sustained by a person at work must never go unrecorded. Accident records are crucial to the effective monitoring and revision of the policy and must be accurate and detailed.

The Company believes that the success of its Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must have due regard for inexperienced employees by not allowing those inexperienced workers especially young workers to unknowingly put their health and safety at risk. On the other hand an inexperienced worker (despite prior training) or untrained worker should not attempt to do hazardous work if they do not feel competent or have not been trained for such work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out hazardous work they must immediately cease to do such work and inform their immediate supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision as is necessary to implement the Company's health and safety policy.

This Health and Safety Policy will be continually monitored and improvements to the policy will be implemented from time to time. The Company invites all employees to put forward any suggestions for improvements, or complaints, regarding the Policy either informally or in writing directly to the designated Safety Officer.

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John Grenville - Managing Director

19<sup>th</sup> December 2017