

H.D. Services Ltd

Health & Safety Policy Statement

The Health and Safety at Work etc., Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Employees have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

The Company will, so far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Risk assessments are carried out and periodically reviewed.
- Systems of work are provided and maintained that are safe and without risks to health.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Where appropriate, health surveillance will be provided to employees.
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and that there is safe access to and egress from the work place.
- Monitoring activities are undertaken to maintain agreed standards.
- This Health and Safety Policy is reviewed at least annually, amended and updated as and when necessary. Communication of any changes will be made to all employees.
- There are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare.
- Detailed reference information for employees can be found in the Employee Information Manual which is kept at the Office in Ashley Green.

It is the duty of all employees to:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling out statutory duties.
- Ensure their full understanding of the Health and Safety Policy and the employee responsibilities and requirements outlined within it.
- Communicate with the Company regarding any health and safety issue that arises or that they have a concern with.

Signed: F. J. Howard

Position: DIRECTOR

Date: 01.11.2017 .