

# Health & Safety Policy

Updated: January 2018

## 1.0 General Policy

**1.1** The Group Managing Director has overall responsibility for safety and health both within our own premises of work and when our operatives are working on site. We are actively committed to continuous improvement and to achieving best practice in assessing and minimizing any risk within the workplace. The health and safety of all staff is central to our work, and we take legal requirements as no more than our starting-point.

**1.2** Development as a specialist contractor to the hotel and leisure sector will require the highest standards of health and safety to minimize associated risk. Health and safety shortcomings could impact directly on our public standing and financial viability. Effective health and safety management is integral to effective management overall and will be incorporated into all of our performance standards and business planning.

**1.3** To minimize the likelihood of failures of control, the company is committed to maintaining a properly resourced health and safety management system which involves systematically; setting and continuously developing appropriate policies, creating the organization necessary to achieve policy objectives, planning how to achieve our objectives and implementing our plans, continuously measuring achievement, and auditing and reviewing the cycle as a whole.

**1.4** The company will make health and safety integral to the education and training we provide to our staff; We will provide safe and healthy systems of work, plant and equipment, premises, access and egress. Furthermore, we will allocate the necessary resources, and take action to assess and then manage all significant risks to our staff and to those who are not in our employment – sub contractors and members of the public. We shall foster communications and co-operation with staff and suppliers in developing, monitoring and reviewing measures to improve our health and safety standards, provide the information, instruction, training and supervision which will ensure that management and staff have the competence and knowledge to work safely and without risk to health.

## 2.0 Company arrangements for Health & Safety

**2.1** The company Directors are ultimately responsible for annual review and development of this policy. We will also review progress in implementing plans and achieving objectives. In addition, codes of practice and other forms of instruction will continue to be issued for more specific subject areas.

**2.2** The company's Health & Safety Committee, consisting of the Group Managing Director and managerial personnel having both executive and consultative functions. In its executive role, the committee is responsible for; coordinating the formulation and issue of company-wide codes and procedures and the ongoing monitoring, audit and review of progress. In its consultative role, the committee is responsible for ensuring effective consultation and encouraging staff involvement and participation.

**2.3** Heads of Department are responsible for health and safety within their own departments. They are required to demonstrate leadership in health and safety management. They will ensure adequate risk assessment and risk management and will issue and periodically review departmental procedures as appropriate. Heads of Department are also responsible for specifying procedures for monitoring and review, and for establishing departmental or specialist committees - in each case as appropriate to the risks associated with the work of the department concerned.

**2.4** Health and safety responsibility extends through management and supervisors to each member of staff. Each is responsible for implementing departmental policy in the activities under their control. The normal channel for a health or safety query or concern from a member of staff or from an employee is by reference to their supervisor or line manager.

**2.5** For specialist advice and assistance, the company employs the services of a properly resourced Health & Safety consultancy namely Citation ([www.citation.co.uk](http://www.citation.co.uk)).

### **3.0 Staff Responsibilities for Health & Safety**

**3.1** Staff are required to take reasonable care for their own health and safety and that of others. They are expected to co-operate with the employer on all matters of health and safety, to comply with company instructions on health and safety, to promptly report any company-related accident, hazard or instance of ill-health, and to adopt a responsible attitude overall.

**3.2** Supervisory staff should in particular carry out; routine on-site risk assessment, ensuring that equipment and facilities are safe and fit for purpose, take any necessary action to manage risk, properly use protective equipment, and seek assistance when any necessary control measure is unavailable, and should participate fully in training programmes, consultation, and periodic health and safety initiatives.