

Health and Safety Policy

1. Our statement of general Health and Safety policy is:
 - * to provide adequate control of the health and safety risks arising from our work activities;
 - * to consult with our employees on matters affecting their health and safety;
 - * to provide and maintain safe plant and equipment;
 - * to ensure safe handling and use of substances;
 - * to provide information, instruction and supervision for employees;
 - * to ensure that all employees are competent to do their tasks, and to give them adequate training;
 - * to prevent accidents and cases of work-related ill health;
 - * to maintain safe and healthy working conditions; and
 - * to review and revise this policy as necessary at regular intervals.
2. The Managing Director will be responsible for ensuring all staff are familiar with and trained in appropriate procedures to ensure compliance with relevant legislation and best practice, including such areas as office safety, hazardous materials and manual handling.
3. The Managing Director or his/her nominee will be responsible for arranging adequate training to fulfil our responsibilities under Clause 2 of this policy and for maintaining adequate records to show compliance.
4. The Managing Director or his/her nominee will be responsible for establishing, monitoring and reporting on compliance with this policy.

Signed: Roger Stent

(Managing Director)

Date: 16 January 2014
Review Date: 16 January 2016