

# ► Health & Safety Policy Statement

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## Health & Safety Policy Statement

### Introduction

Eurosafe and its members recognise its responsibilities under the H&S at Work etc. Act 1974, for ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees. The group attaches the greatest importance to health and safety considering this to be a management responsibility for each member company.

The directors of Eurosafe Ltd believe that a safe working environment is the right of any employee and the avoidance of accidents will contribute to the wellbeing of our members' employees and have a positive effect on the running of their businesses and ours.

### 1. General Policy Statement

- 1.1. To provide adequate control of the health and safety risks to our employees by carrying out and regularly reviewing formal risk assessments.
- 1.2. Set standards equal to or above compliance with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- 1.3. To always consult with our employees on matters affecting their health and safety.
- 1.4. To ensure that any plant and equipment used in the business is safe and well maintained.
- 1.5. To ensure that any hazardous substances are stored and handled appropriately.
- 1.6. To provide information, training and supervision for all employees.
- 1.7. To ensure that all employees are competent to do their jobs, provided with adequate training and given personal protective equipment where appropriate.
- 1.8. To prevent accidents and cases of work related ill health.
- 1.9. To provide a safe and healthy working environment and to provide adequate financial resources to maintain these conditions.
- 1.10. To provide adequate welfare facilities for all employees.
- 1.11. To review and revise the company safety policy at regular intervals.
- 1.12. To develop safety awareness and responsible attitudes at all levels;
- 1.13. To provide a framework within which our safety performance may be measured and monitored.

- 1.14. To commit to continuous improvement in Health & Safety.
- 1.15. Co-operate with appropriate authorities and technical organizations to ensure policies are updated and Standards reviewed to reflect best practice.
- 1.16. Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met.
- 1.17. Operate this policy in a non-discriminatory way to ensure all those who provide a service to the company are treated equally and without prejudice.

### 2. Company Responsibilities

The Directors of each Eurosafe member company are responsible for ensuring that their own individual Health & Safety policies are maintained and that their company's operations are carried out in such a way as to ensure the health, safety and welfare of all employees and others affected by the operation of the business. All members of the Eurosafe Group agree to conform to all statutory Health & Safety Regulations and to conduct their business in a concomitant responsible manner.

Ensure that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' own legal responsibilities to comply with statutory requirements.

Day to day responsibility for ensuring this policy is put into practice is within each member company will be delegated to the Director responsible for operations.

### 3. Employee Responsibilities:

- 3.1. Co-operate with supervisors and managers on health and safety matters.
- 3.2. Use any safety equipment provided to them for their health & Safety.
- 3.3. Not interfere with any equipment provided to safeguard their health & safety.
- 3.4. Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omissions.
- 3.5. Report to a person in authority any defects which adversely affect health and safety at work.

### 4. Health & Safety Risks Arising from our Work Activities

Risk assessments will be carried out by the departmental manager under the direction of the Director responsible for operations.

The findings of the risk assessments will be reported via the departmental managers to the employees.

Actions required to remove or control any risks will be approved by the Director responsible for operations and the departmental managers. Departmental managers will be responsible for ensuring actions required are implemented. The Director responsible for operations and the departmental manager will check that the implemented actions have removed or reduced the risks. Assessments will be reviewed every 12 months or when the work activity changes whichever is soonest.

## 5. Consultation with employees

Consultation with employees is provided by using the line management structure to provide information to staff and to receive information back from them.

## 6. Safe Plant and Equipment

Departmental managers will be responsible for identifying all equipment requiring maintenance. Departmental managers will be responsible for ensuring effective maintenance procedures are drawn up and for ensuring that all maintenance is implemented. Any problems found with equipment should be reported to the department manager. The departmental manager will check that new equipment meets health and safety standards before it is purchased.

## 7. Safe Handling and Use of Substances

The Director responsible for operations and the departmental manager will be responsible for identifying all substances which need a COSHH assessment. The departmental manager will be responsible for ensuring that all actions identified in the assessment are implemented and that all relevant employees are informed about COSHH assessments. Assessments will be reviewed every 12 months.

## 8. Information, Instruction and Supervision

The Health & Safety Law poster is displayed on the main notice board and health and safety advice is available from your departmental manager or the Director responsible for operations across all Eurosafe member companies. The departmental manager is responsible for ensuring that any of our employees working at locations under the control of other employers will be given relevant health & safety information.

## 9. Competency for Task and Training

Induction training for all new employees starting with the company will be provided by the departmental manager. Job specific training will be given or arranged by the departmental manager. Specialist training required for the operation of moving machinery will be given or arranged by the departmental manager. Training records will be kept by

the Director responsible for operations. Training will be identified, arranged and monitored by the Director responsible for operations.

## 10. Accidents, First Aid and Work Related Health

The first aid box will be maintained by the person responsible for first aid within each Eurosafe member company. All accidents and cases of work related ill health are to be recorded in the accident book. The Director responsible for operations is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 11. Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will carry out active monitoring and periodic reviews across the group. The departmental managers of each member company are responsible for investigating accidents. Accidents involving serious injury will also be investigated by the Director responsible for operations. The departmental manager is responsible for investigating work related causes of sickness absence. The departmental manager is responsible for acting on investigation findings to prevent recurrence.

## 12. Emergency Procedures

The Director responsible for operations and the departmental manager are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes should be checked and kept clear by departmental managers every day. Fire extinguishers should be maintained and checked by external contractors annually. Emergency Evacuation should be tested every 6 months.

More detailed information regarding the responsibilities and arrangements in place for the effective management of health and safety matters are available to all employees within the individual Eurosafe member companies' Health and Safety Policies and Procedures.