



Health and Safety Policy Statement



BUILDING THE BUSINESS LIFESTYLE **EVERYONE** WANTS

Health and Safety Policy Statement

Business Environment considers the health, safety and welfare of all of its employees, clients, contractors and visitors to be of high corporate priority. We strive to achieve the highest possible standards to ensure the health and safety of all our employees and related affiliates in any company premises or place of work under our control are met.

To ensure regulatory compliance with **The Health and Safety at Work Act 1974** and all associated legislation, Business Environment will use all reasonable endeavours to: ~

- Ensure all aspects of risk assessment are addressed, reviewed and revised as necessary.
- Provide and maintain healthy and safe working conditions and practices for all employees. Ensure that all working environments are, so far as is reasonably practicable, safe and free from risk to health and safety.
- Consult with our employees on matters affecting their health and safety and provide relevant and up to date communications.
- Provide and maintain all plant, machinery and equipment, including personal protective equipment. To ensure as far as is reasonably practical, that it is safe, without risk when properly used, free from patent defect and fit for purpose.
- To ensure safe handling and use of all substances.
- Provide all information, instruction, training and competent supervision necessary to ensure, so as far as is reasonably practicable, the health and safety of our employees.
- Prevent accidents and cases of work related ill health. Use all reasonable efforts to protect other persons at its premises or places of work under its control or others who are likely to be affected by its acts of omissions so far as is reasonably practicable.
- Ensure all employees are competent to do their tasks and provided with suitable and adequate training.
- Require all employees to fully co-operate with, and respond positively to the health and safety policy to ensure that we comply with legal legislation and regulations.
- Review and revise this policy as necessary at regular intervals.

Signed:



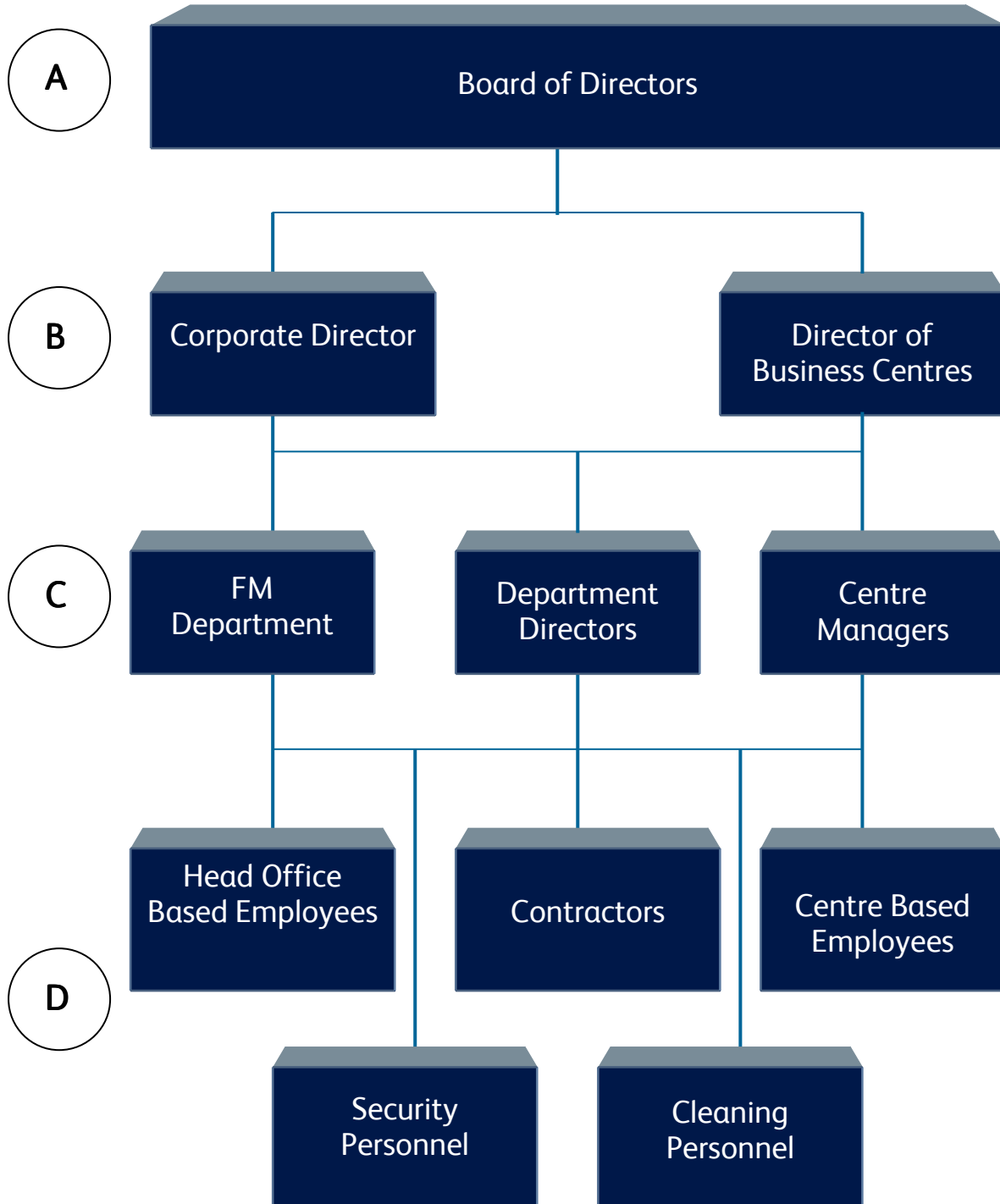
Simon Rusk
Finance Director

Date:

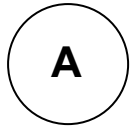
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Health and Safety Responsibilities

Health and Safety Management Structure

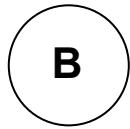


Health and Safety Responsibilities



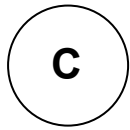
*The **Board of Directors** have overall and final accountability for health and safety within Business Environment. It is their responsibility to;-*

1. Support the health and safety policy statement by showing commitment to this policy
2. Ensure that the policy is implemented fully throughout Business Environment
3. Ensure that the policy is regularly reviewed and developed where appropriate
4. Ensure that adequate resources are provided to implement the policy
5. Ensure that the management system to implement the policy is kept up to date
6. Ensure that there is the means for continuous improvement of health and safety at Business Environment
7. Ensure that there is adequate provision for the planning, organising, monitoring and reviewing of the health and safety management control system
8. Ensure that there is the means for control, communication, co-operation and co-ordination within Business Environment for implementing the policy



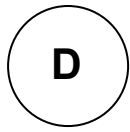
The Corporate Director and the Director of Business Centres have responsibility for ensuring that:-

1. The day to day objectives of Business Environment and its subsidiaries take environmental protection into account.
2. Commitment to environmental protection flows downwards throughout the organisation.
3. Systems and procedures are in place to ensure that employees fully understand and implement Business Environment's environmental policy and their designated responsibilities.
4. Budgets for finance and resources are made available as appropriate for environmental protection to meet the performance standards set up in the policy.
5. Define environmental targets for the centres.
6. Business Environment takes into account their employee's capabilities, qualities and time when delegating tasks and activities.
7. The culture within Business Environment reflects the organisation's commitment to environmental protection.
8. Any environment review findings are provided to the Managing Director every year, so that the managing director can make well informed decisions.



The Centre Managers, Department Directors, and Facilities Department are responsible for:-

1. The day to day objectives of Business Environment and its subsidiaries take health and safety into account
2. Commitment to health and safety flows downwards throughout the organisation
3. Systems and procedures are in place to ensure that all employees fully understand, observe and implement Business Environments health and safety policy and their delegated responsibilities
4. Budgets for finance and resources are made available as appropriate for health and safety to meet the performance standards set up in the policy
5. Business Environment takes into account their employees capabilities, qualities and time when delegating tasks and activities
6. Adequate insurance is provided for
7. The culture within Business Environment reflects the organisations commitment to providing a healthy and safe working environment
8. Health and safety management review findings are provided to the managing director every year, so the managing director can make well informed decisions



All employees must comply with;-

1. Business Environments procedures, instructions and rules directed at meeting the organisations health and safety policy
2. Report any safety hazard within their work area or malfunction of any item or plant and equipment to management in accordance with the organisations defect fault reporting procedure
3. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
4. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and to the safety of others
5. Inspect and maintain all tools and equipment are in good, safe condition
6. Use only those items of equipment or machinery they have been trained and authorised to use
7. Report all accidents to management, whether injury is sustained or not
8. Attend as requested any training courses designed to further the needs of health and safety
9. Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and exit routes
10. Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits
11. Inform management of any possible breaches in health and safety legislation

Health and Safety Responsibilities

In addition to these responsibilities, the Health and Safety at Work etc. Act 1974 places legal duties on all employees. These are:-

Section 7 of the Health and Safety at Work etc. Act 1974

- i. To take reasonable care for the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work; and
- ii. To co-operate with their employer to enable him to comply with any duties or requirements imposed on him

Section 8 of the Health and Safety at Work etc. Act 1974

No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Regulation 14 of The management of Health and Safety at Work Regulations 1999

Places specific duties on employees to:-

- i. Use any machinery, equipment, dangerous substances or safety devices provided to him by his employer in compliance with any statutory provisions; and
- ii. Inform his employer of any work situation which may represent a serious and imminent danger to health and safety; and
- iii. Inform his employer of any matter which may represent a shortcoming in the employers arrangements for health and safety

