



## Health & Safety Policy Ref: PO-A-15-1

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The Health and Safety at Work Act requires the employer to prepare, and as often as may be appropriate revise a written statement of the general policy with respect to the health and safety at work of employees. This statement has been prepared in accordance with the requirements of the legislation and includes details of the organisation and arrangements, for the time being in force, for carrying out the policy.

### **THE POLICY**

Health, safety and welfare at work are matters of vital concern to management who shall, so far as reasonably practicable:

- Provide a healthy and safe working environment
- Carry out suitable and sufficient assessments of the risks to the health and safety of employees to which they are exposed at work, and to persons not in their employment in so far as they may be affected by the work activities.
- Initiate and operate healthy and safe working practices, monitor working areas, processes and methods in order to improve, wherever reasonably practicable, standards of health, safety and welfare.
- Train employees to work efficiently and safely with an understanding both of the nature of known hazards and the reasons for preventative measures.
- Provide procedures whereby a prompt and positive response is made to queries on health, safety or welfare matters raised by employees.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters and...
- Provide the resources necessary to implement this policy.



Not all responsibility for health and safety rests with management. Each employee has a duty to co-operate with the employer on the carrying out of the employer's statutory duties and must:

- Take reasonable care for the health and safety of him or her self and other persons who may be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and...
- Report immediately any injury sustained at work and any practice or situation regarded as unsafe.

## **THE ORGANISATION**

Certain people within the company have positions that require them to be especially concerned with health, safety and welfare. This Records Database contains details of the specific health and safety responsibilities allocated to identifiable individuals along with the responsibilities of various groups of employees and other persons not employed by the company.

## **THE ARRANGEMENTS**

The arrangements for the time being in force for ensuring, so far as reasonably practicable, that the policy is implemented are set out in Procedures, Work Instructions and Organisation and Flow Charts that are held on the Records Database and via training, staff handbook and notices boards.

This statement and the information on how to access information on the Records Database will be brought to the attention of all employees and formally reviewed at least once every twelve months.

Hugh Wells  
Managing Director

John Wells  
Chairman

May 2014



**A.J WELLS & SONS LTD**

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Reviewed 31<sup>st</sup> May 2013 and found ok. Updated date

Revision 2 Jan 2014. Hugh Wells now Managing Director. John Wells now Chairman

Owner: Hugh Wells

Reviewed June 2014 no changes