

**VERSION 1.0 – JUNE 2022**

**T. C. HARRISON GROUP LIMITED**

## **Health and Safety Policy**



## **U – HEALTH AND SAFETY POLICY STATEMENT**

### **1.1 About this Policy**

The Company is firmly committed to doing all that is reasonably practicable to protect the health, safety and welfare of its employees and any other person affected by our activities.

### **1.2 The Company's Approach to Health and Safety**

It is the policy of the Company to:

- (a) conduct periodic workplace risk assessments to assess the risk to health and safety of employers, visitors and third parties affected by our activities, and to identify any measures that need to be taken to control these risks;
- (b) provide adequate control of the health and safety risks arising from our operations;
- (c) consult with our employees and other persons as required on matters affecting their health and safety;
- (d) ensure all work equipment is suitable for purpose and properly maintained;
- (e) ensure safe handling and use of substances;
- (f) provide appropriate information, instruction, training and supervision for employees and other persons;
- (g) ensure all employees are competent to do their tasks, by provision of adequate training;
- (h) prevent accidents, cases of work-related ill health and where appropriate provide occupational health surveillance; and
- (i) review this policy as necessary at regular intervals and audit its implementation.

The Company Board has responsibility for ensuring that high standards of health and safety are maintained. However we rely on our employees to play their part in implementing our health and safety policy and bringing to our attention areas for improvement.

### **1.3 Your Responsibilities**

Employees and any other persons while at our premises have responsibilities to take care of the health and safety of themselves and others, and:

- (a) cooperate so that we can all comply with our legal duties;
- (b) participate in occupational health surveillance as required;
- (c) undertake training as requested and carry out duties in-line with information, instruction and training;
- (d) ensure correct use of Personal Protective Equipment and report any defects;

- (e) not interfere with or misuse anything provided to safeguard their or others health and safety;
- (f) report any health and safety concerns to the appropriate person.

#### **1.4 Accidents and First Aid**

Details of first aid facilities and the names of trained first aiders are displayed on notice boards located around the workplace.

All accidents and injuries at work, however minor, should be reported to your line manager and recorded in the Accident Book.

#### **1.5 Fire Safety**

All employees and other persons while at our premises should familiarise themselves with the fire safety instructions which are displayed on notice boards located and near fire exits in the workplace. If a fire alarm is sounded, leave the building immediately by the nearest fire exit and go to the assembly point shown on the fire safety notices.

Fire drills will be held at least every 12 months and must be taken seriously. The Company also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

#### **1.6 Display Screen Equipment**

Where employees use a computer screen or other display screen equipment (DSE) as a significant part of their work, they are entitled to a workstation assessment and regular eyesight tests by an optician at the Company's expense. Further information can be obtained from your line manager.

#### **1.7 Contractual Status of Policy**

This policy does not form part of any employee's Contract of Employment and the Company reserves the right to vary, amend or withdraw it at any time.