

Health and Safety Policy Statement

Office Facilities Services Ltd as a responsible employer acknowledges and accepts its statutory responsibilities and aims to secure and maintain the health, safety and welfare of its employees and others.

The Health and Safety at Work Act 1974, requires employees to take reasonable care to ensure their own welfare and that of others whilst at work.

All sub-contractors employed by Office Facilities Services Ltd shall be made aware of the requirements of this Health and Policy statement and they shall be required to meet the same objectives in all respects.

Office Facilities Services Ltd will not only comply with the statutory requirements, but also will proactively seek to prevent injury, ill health, damage and loss arising from its operations.

The promotion of the health and safety of employees is paramount. All activities will therefore be carried out safely and efficiently to prevent injury and ill health and to contribute to the success of the business.

Our commitment to these aims will be demonstrated by the fact that: -

- We will take all reasonable measures to protect the health and safety of our employees whilst at work, and that of all others, who may be affected by our activities,
- We will use our best endeavours to avoid injury to the public or damage to property that might occur as a result of our activities,
- We will maintain the quality of the environment by means of the careful and responsible implementation of our activities,
- We will provide and maintain plant, equipment and systems of work that are safe
- We will ensure that risk assessments of all appropriate activities are carried out, and are fully documented and that the measures to achieve the satisfactory control of risk, are correctly specified and implemented
- We will ensure that all persons covered by this policy are fully committed to and trained in its requirements
- We will ensure that this policy statement is displayed prominently at our facility, is brought to the attention of all employees and is fully understood by them

Office Facilities Services Ltd will encourage employees to participate in the discussion of health and safety matters and promote teamwork and partnership so that the aims of this policy will be met.

In this partnership, Office Facilities Services Ltd is: -

- Committed to the provision of adequate resources to ensure the full implementation of this policy
- Committed to the provision of sufficient supervision, information, instruction and training to ensure the health and safety of employees and others who may be affected by its activities
- Committed to the provision of procedures and codes of practice to ensure that all activities are carried out in a safe and responsible manner
- Committed to monitoring compliance to this policy, codes of practice and procedures and to regularly review these documents, to ensure the highest practicable standards relating to health, safety and the environment
- Committed to the medical examination of employees, dependant upon the nature of the work performed
- All employees are expected to be fully committed to health and safety in order that together, management and employees can seek to optimise performance in this area.

To this end: -

- Employees will take all reasonable measures to protect the health and safety of themselves, other employees, members of the public and others who may be affected by their activities
- Employees will immediately refer to management any aspect of their work or the working environment, which may be or may become a hazard to health and safety
- Employees will immediately refer to management in the event that they do not understand what is expected of them with regard to health and safety

Whilst it is the responsibility of the Company Directors to: -

- Ensure that responsibility is assigned and accepted throughout the company
- Ensure sufficient financial provision is made to properly implement this policy
- Ensure the policy is strictly observed and monitored throughout the organisation
- Ensure a review of health and safety performance and to implement any action that may be required,

it is clear that within the Company, responsibility for the health and safety of their employees rests with the Company Directors who will be supported by the appointed Health and Safety Officer.

Signature: Jim Mowat

Date: 12th June 2016

Director: Jim Mowat