



Health & Safety Policy

Revised: August 2016

HEALTH & SAFETY AT WORK ETC. ACT 1974**1.0 HEALTH & SAFETY POLICY DOCUMENT****1.1 POLICY STATEMENT**

The Directors of **REACT Catering Services** are committed to ensuring the health, safety and welfare of its employees and others, who may be affected by its undertakings, so far as is reasonably practicable, in accordance with the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all others applicable legislation and guidance.

It is the intention of REACT Catering Services, so far as is reasonably practicable, to ensure that;

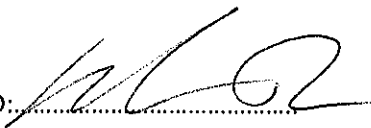
- There is provision and maintenance of plant/equipment and systems of work to ensure that they are safe and without risk to health;
- There are adequate arrangements for the use, handling, storage and transport of articles and substances for use at work, which are safe and without risk to health;
- The working environment of all employees is safe and without risk to health and that adequate provisions are made with regard to facilities and arrangements for their welfare at work;
- The operations will be carried out in such a way that persons not in our employment are not exposed to risks to their health or safety;
- All reasonable steps are taken to ensure adequate resources are available for this policy to be implemented effectively;
- Hazards which may exist in connection with the undertaking are identified and eliminated through generic and, where necessary specific, risk assessments. Where hazards remain they will be brought to the attention of persons who may be exposed to them;
- Appropriate personal protective equipment is provided where necessary and without cost to employees;
- Such information, instruction, training and supervision is provided to ensure competencies of all employees to enable them to carry out their duties with due regard to health and safety.

Employees are reminded of their own duties under the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to take care of their own safety and that of other persons and to co-operate with the Management so that they are able to discharge their responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable this policy to be effective are set out in the attached documents.

This Policy and associated documents will be revised annually or as and when required and will be publicised within the Organisation.

SIGNED:



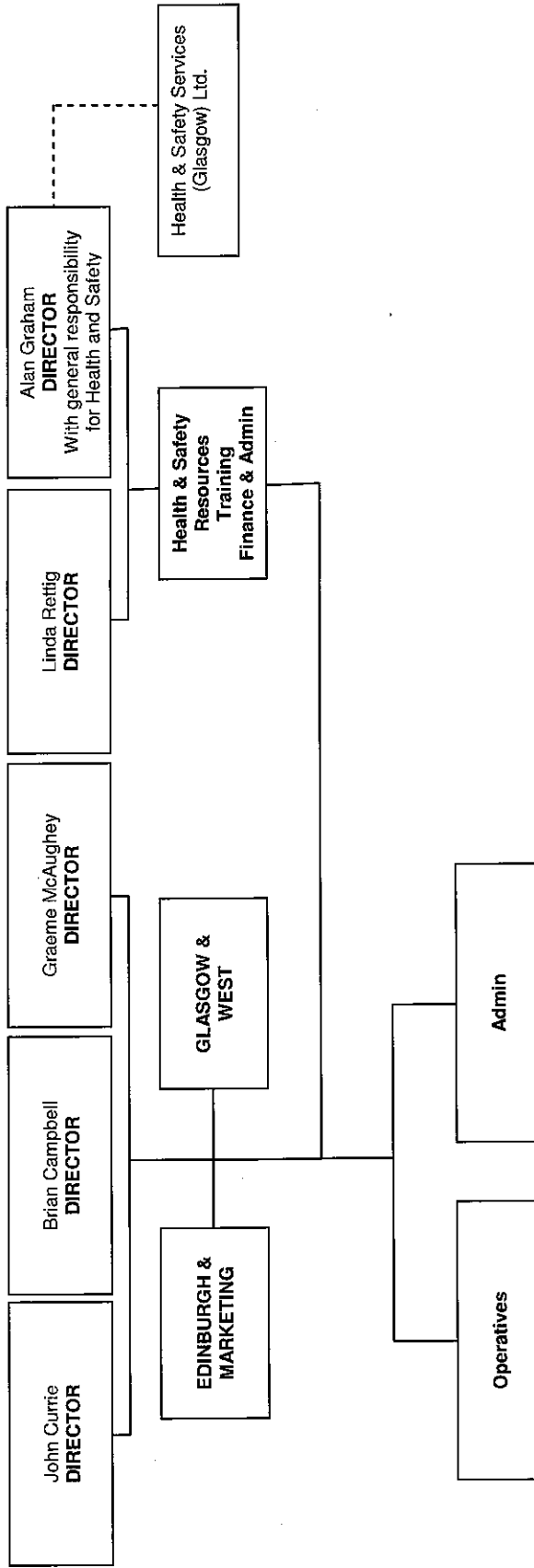
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15/8/16

Alan Graham

Director (with general responsibilities for Health & Safety)

1.2 ORGANISATION FOR HEALTH & SAFETY



HEALTH AND SAFETY AT WORK ETC. ACT 1974**1.3 RESPONSIBILITIES FOR HEALTH AND SAFETY****1.3.1 The Finance and Administration Director, Alan Graham (with general responsibilities for health and safety) shall ensure that –**

- This is a meaningful Health and Safety Policy for the Company and that its effectiveness is continually monitored.
- The Health and Safety Policy is publicised throughout the Company and updated as and when required.
- Support is given to enable employees to implement all aspects of the Health and Safety Policy and the Company Codes of Practice.
- Financial provision is made for foreseeable items of expenditure relating to health and safety.
- Arrangements exist for the provision of instruction, training, information and supervision relating to identified needs.
- Staff with defined responsibilities are given the assistance and advice necessary to enable them competently to discharge their duties.
- He co-ordinates all monitoring procedures, examines the results and ensures that action is taken in any area shown to be a safety hazard or not complying with statutory legislation.
- Matters brought to his attention are dealt with and where he has not the authority to take the action required that such is placed before the Directors.
- Employers Liability Insurance, Public Liability Insurance and appropriate cover which embraces both statutory and business needs are being met and maintained.
- Arrangements are made to provide a source of competent advice and assistance as is required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- Fire safety routine inspections, tests and fire drills are carried out at the prescribed intervals and that these are recorded in the Fire Manual for the premises.
- Staff are consulted with on significant matters affecting or likely to affect their health and safety and that the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 are implemented.
- The arrangements for First Aid are maintained through the appointment of trained First-Aiders and the provision of First Aid facilities.
- All hazardous substances are assessed, monitored and controlled and that records are kept as appropriate.
- Any such substances are subjected to the requirements of the Control of Substances Hazardous to Health Regulations 2002

1.3.2 The Technical Director, Brian Campbell, shall ensure that:

- He is familiar with, and understands the Health and Safety Policy of the Organisation and that staff under his control fully understand and observe all aspects of the Health and Safety Policy and relevant Codes of Practice.
- All employees under his control are instructed regarding the provision, location and use of safety equipment and in making every reasonable effort to ensure that employees use the safety equipment provided.
- All employees under his control are instructed regarding the provision, location and use of First Aid Equipment.
- Any information regarding health and safety matters is communicated to all supervisory staff under his control.
- All injury accidents are reported, recorded and investigated in accordance with the Accident Reporting Code of Practice.
- Matters brought to his attention relating to health and safety are dealt with and where he has not the authority to deal with such that it is referred to the Directors.
- Contractors working on the premises comply with all Organisation safety rules and in particular those relating to fire safety.

1.3.3 The Directors, shall ensure that:

- They are familiar with, and understands the Health and Safety Policy of the Organisation and that staff under their control fully understand and observe all aspects of the Health and Safety Policy and relevant Codes of Practice.
- Financial provision is made for foreseeable items of expenditure relating to health and safety.
- All employees under their control are instructed regarding the provision, location and use of safety equipment and in making every reasonable effort to ensure that employees use the safety equipment provided.
- All employees under their control are instructed regarding the provision, location and use of First Aid Equipment.
- Any information regarding health and safety matters is communicated to all supervisory staff under their control.
- All injury accidents are reported, recorded and investigated in accordance with the Accident Reporting Code of Practice.
- Fire safety routine inspections, tests and fire drills are carried out at the prescribed intervals and that these are recorded in the Fire Manual for the premises.
- In particular, staff are familiar with the established fire procedure for the premises.
- Matters brought to their attention relating to health and safety are dealt with and where they has not the authority to deal with such that it is referred to the Directors.
- Contractors working on the premises comply with all Organisation safety rules and in particular those relating to fire safety.

1.3.5 ALL EMPLOYEES shall ensure that they:-

- Comply with the Organisation's Policy and Arrangements for Health and Safety.
- Take all reasonable steps to ensure their own safety and the safety of others who may be affected by their activities.
- Adhere to any training and instructions given to them on Health and Safety matters.
- Prior to the start of work on site, and in addition to any other instructions, that Risk Assessment sheets are completed if necessary.
- Bring to the attention of their Manager / Project Manager / Supervisor any matters causing them concern in relation to Health and Safety.
- Use all the personal protective equipment provided for their use and notify any damage or shortage of equipment to their Supervisor.
- Notify the Organisation of any injury accident without delay and ensure that the details are recorded in the Accident Book (BI 510).

