



**birmingham**  
commercial training

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## **Statement of Health and Safety Policy**

The Directors recognise and accept the duty placed on the Company as an employer by the Health & Safety at Work etc Act 1974 to provide a safe and healthy place of work and working environment. Furthermore the Directors accept that this duty extends to non-employees who may be affected by the Company's activities or who may visit the Company's premises.

The Directors are committed to continuous improvement in health and safety within all areas and aspects of the Company's undertaking. In this respect they will take all necessary steps to ensure that at all times there is appropriate resourcing in the provision of manpower, materials and training, for the organisation and arrangements for health and safety.

The Directors believe that full and effective compliance within the duties placed on the Company can only be achieved with the active involvement of the whole workforce. The Directors therefore call upon the full support and cooperation of all their employees in respect of the arrangements made to ensure health and safety within all areas and activities of the Company's undertakings.

The objective of the Company's Safety Policy is to prevent accidents and ill health at work, and the consequent personal injury, suffering and financial loss. To achieve the objective the Directors will ensure that the following are, so far as reasonably practicable, provided and maintained throughout the Company:-

- a safe place of work, with safe access and egress.
- a working environment where the foreseeable risks have been assessed and appropriate control measures put in place.
- plant, equipment, materials and systems of work that are safe.
- arrangements for the safe use, handling and transport of articles and substances.
- sufficient information, instruction, training and supervision to enable employees to work safely.
- arrangements for ensuring non-employees, who may be affected by the Company's activities, or who may be on its premises or land, are accorded the same level of safety and protection against risks to their health, as its employees.

The Training Director is responsible for establishing and monitoring the organisation and arrangements to be made and maintained in order that the objective of this Safety Policy can be achieved at all times.

In turn each Department Head is responsible to the Training Director for compliance with the requirements of the Company's Safety Policy, by establishing and monitoring the organisation and arrangements for safety within those areas of the Company's activities over which they have control. The arrangements made to comply with health and safety legislation form an integral part of the successful performance of the Company's business. Everything reasonably practicable is to be done to prevent the foreseeable accident and to prevent injury or ill health. All employees have a duty to take reasonable care of themselves and other persons who may be affected by their actions.

As an important step to promote the co-operation and involvement of the workforce, arrangements are made for consultation on matters of health, safety and welfare, through an established Safety Committee structure including appointed safety representatives from the workforce.

All employees will be made aware of the Company's policy, organisation and arrangements for safety, as it affects them in the work place, through the issue of this policy statement, information on the general duties of employees and the control arrangements in their particular location. They will also have access to all information contained in the Health and Safety Manual.

The information contained in the Health and Safety Manual will be reviewed annually or more frequently if new legislation or the situation so dictates.

J W Sims  
Chairman