



HEALTH AND SAFETY POLICY STATEMENT

HSG Facilities Management Ltd is committed to a policy of effectively managing all aspects of health, safety and welfare. This commitment extends to all company facets, workplaces, employees, subcontractors and others affected by our operations.

HSG recognises that achieving high standards of health and safety is an integral part of business performance. Whilst all statutory provisions will be complied with as a minimum, the Company will take all reasonably practicable measures to ensure continual improvement in health and safety standards by setting appropriate objectives and targets that will be continually reviewed.

The Executive Board has the overall responsibility for health, safety and welfare. In turn, all staff and those working for the company in any capacity accept their responsibility for health and safety and will ensure that such resources, facilities, finances, information, instruction, training and supervision are provided as is necessary to minimise the risk of injury or ill health and to maintain a positive health and safety culture and performance.

HSG Management is responsible for the implementation of this policy and for ensuring risks to health and safety of all persons are assessed and safe systems of work devised in line with HSG standards. Health and Safety responsibilities have been defined for all HSG personnel and are contained within the Company and employee duties in this document.

HSG is committed to ensuring that the behaviour of all people, at all levels, is consistent with an improving safety culture. Our vision is to create and maintain an environment where care for our people, and those who work with us, is our top priority; and the belief that all accidents are preventable prevails.

All employees and others working on our behalf are expected to co-operate with HSG in the implementation of this Policy and will ensure that their own work, so far as is reasonably practicable, is carried out with minimum risk to themselves or others. Consultation with staff and others working on all cleaning and maintenance projects will be structured to ensure feedback is encouraged to continually improve safe systems of work.

COMPANY AND EMPLOYEES DUTIES

The effectiveness of this policy relies heavily on the competency and co-operation of company employees. Every employee is reminded that he/she has a moral and legal responsibility not to endanger himself/herself or other by his/her acts or omissions whilst at work, or in the provision of any work equipment which may be accessible to others.



The requirements of the policy are communicated to all employees and their involvement in the management of health and safety is actively promoted through effective and regular consultation. HSG recognises that this is achieved through the active participation, of both management and those employed by the company, in identifying hazards and risks and then taking positive action to control them.

The company will:

- Regularly monitor performance and revise the Health and Safety Management as necessary to ensure that the objective of continuous improvement is achieved;
- Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that everyone can contribute to creating and maintaining a safe working environment;
- Communicate and consult with employees on all issues affecting their health and safety and in doing so, bring this policy to their attention;
- Provide adequate training for all employees to enable them to work safely and effectively, and to ensure they are competent in the work they carry out;
- Carry out and regularly review risk assessments to identify hazards and existing control measure and to complete any corrective actions required
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

It is the duty of all personnel when at work:

- To take reasonable care of their own safety;
- To take reasonable care of the safety of others who may be affected by what we do or fail to do;
- To ensure that we do not interfere with or misuse anything provided in the interests of health and safety;
- To report hazards and defects observed in the workplace.

MANAGEMENT AND SITE SUPERVISION

We are aware of the need to employ staff to conduct certain works on our behalf and undertake only persons who are professionally competent and who are compliant with relevant health and safety legislation.

We recognise that the company is not a single entity, with no single person or department having greater importance than any other person or department; and that everyone contributing to the company's success, at whatever position they hold, is a valued asset.



We maintain quality supervision at levels to suit the requirements of the cleaning or maintenance contracts.

We achieve this by:

- Carrying out quality control checks;
- Liaising with clients to ensure smooth running of all stages of work;
- Issuing progress reports to the client where required;
- Producing method statements;
- Carrying out risk assessments;
- Increasing our operative training awareness;
- Holding regular toolbox talks to keep everyone fully up to date with all health and safety issues.

HEALTH AND SAFETY ACT AND CODES OF PRACTICE

In discharging our responsibilities, the Company will with all relevant Acts and Regulations, follow Approved Code of Practice and pay due regards to professional advice from Health and Safety consultants who can act as our centre of competence.

The Company accepts that it has a responsibility to:

- Provide information, training and instructions, where necessary, to enable employees and others to perform their work safely and efficiently.
- Make available all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities.

This HSG Facilities Management Ltd Statement will be issued to all employees, displayed prominently at all workplaces and be available on request to all interested parties. The organisation and arrangements for implementation of the Policy will also be available at all workplaces for reference by any employee or contractor as required.

The health and safety Policy is continually being monitored and developed and will be formally reviewed annually, though on exception amendments may be implemented at other times as required by legislative changes or work practices.

Ashley Govier – Director

Date: 23rd October 2019

Name: Ashley Govier

Date of Review: 23rd October 2020