HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

Statement of intent

We are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work, and we design our systems accordingly. In addition, we actively encourage all our staff and contractors to engage and cooperate on workplace matters, in particular health and safety.

As the senior manager, I accept that I have overall responsibility for health and safety.

Signed by: C.Amoah Print name: Carla Amoah

Dated: 21st August 2026

Date of next review: 21st August 2027 (If circumstances change, it may be necessary to review sooner.)

Statement of general policy

More particularly, we are committed to:

	Designated competent person with responsibility - Name and job title	Arrangements
Managing health and safety risks and thereby preventing accidents and work-related ill health. In particular, we have conducted a risk assessment (including fire risk assessment) and will review it when appropriate.	Carla Amoah	
Providing first aid where necessary and recording/reporting accidents when necessary.	Carla Amoah	

Communicating and providing training to employees on health and safety matters.	Carla Amoah	
Engaging and consulting with employees on health and safety matters as appropriate.	Carla Amoah	
Implementing emergency procedures and evacuation plans.	Building Manager	
Complete accident/incident recording and reporting procedures when appropriate	Carla Amoah	
Maintaining safe and healthy working conditions, including exposure to hazardous substances and ensuring reasonably safe manual handling procedures.	Carla Amoah	
In particular, ensuring work equipment is suitable, safe and maintained appropriately. The same person will be responsible for personal protective equipment.	Carla Amoah	
Ensuring adequate welfare facilities	Carla Amoah	

Location of:

1. Accident book/log: Reception
2. First aid box: Reception
3. Health and safety law poster: At Reception
4. Employers' liability insurance: Reception

Subcontractors are taken through the relevant procedures. Subcontractors who are engaged for lengthy periods are taken through most of the same procedures as workers, however as they have more control over the way they work it is not always appropriate. For subcontractors who work for short periods, our procedures are modified appropriately.

Accidents and ill health at work reported under RIDDOR http://www.hse.gov.uk/riddor

HEALTH AND SAFETY TRAINING POLICY

It is the business's policy to provide sufficient training to its workforce to ensure (insofar as it's reasonably practicable) the health and safety of its workforce and members of the public. The business therefore provides the following training:

1. Before or on the first day of employment, every employee is provided with a copy of the business's health and safety policy, and all employees are reminded of this policy at least once every six months.
2. Principal parts of the health and safety policy are explained to each employee, in particular:
   - **a.** Identity of individual with overall responsibility for managing health and safety risks;
   - **b.** To whom to report health and safety incidents or concerns;
   - **c.** The location of the first aid box, accident log book;
   - **d.** Location of welfare facilities;
   - **e.** The workplace's emergency evacuation procedure;
   - **f.** Every employee's right to adequate rest breaks.
3. Every employee is advised that they have a duty to bring health and safety concerns to the attention of the business and that they will never be treated unfavourably for doing so. They should raise such concerns with either their line manager or with the person responsible for health and safety.
4. Within a week of commencement of the job, or sooner if there is a high level of risk for that particular position, every employee will receive a health and safety induction during which health and safety risks relevant to their work will be explained, as well as how to reduce the risk as far is reasonably practicable.
5. Every employee who works on machinery or equipment that poses a significant level of risk, is provided with instructions as to how to use that equipment safely before using the equipment for the first time.
6. All employees with responsibility for managing other employees are provided with further training as to how to deal with their staff's health and safety issues and concerns.
7. When a specific health and safety risk comes to light, for example due to the introduction of new equipment or because of events illustrating risks of which we were unaware, if the risk is relevant to our employees they are provided with further training on that risk.

NO SMOKING POLICY

Policy

It is the Company's policy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment and not be exposed to second-hand smoke. This is also a statutory requirement. As such, the Company's business premises are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. This includes company vehicles used by more than one person, even if they are used at different times.

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

The Company's policy on smoking applies not only to employees but also to visitors to the workplace, including clients, customers, contractors, suppliers and members of the public.

Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the workplace.

When working on behalf of the Company, all employees and contractors are prohibited from smoking within any client or customer premises, or within any place where 'No Smoking' signs are displayed.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during designated breaks, such as your lunch break. You are not permitted to take additional smoking breaks during the day.

Smoking areas

The Company wishes to portray a professional business image to its clients, customers and suppliers when they visit the Company's business premises. Therefore, employees are not permitted to smoke immediately outside the entrance to or exit from the workplace.

An area has been designated where staff may smoke outside and a receptacle has been provided for smoking materials at *1 Aston Court.* All litter including cigarette butts must be placed in the container provided.]

Implementation

The Directors are responsible for the implementation of and compliance with this policy and a copy will be provided to all staff. All employees are required to adhere to, and facilitate the implementation of, this policy. Anyone who wishes to report an incident of smoking in the workplace should therefore speak to *Carla.*

Non-compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with the Company's disciplinary procedure. A breach of this policy will be treated as a serious disciplinary offence. Where the smoking constituted a health and safety hazard, then such behaviour will be treated as potential gross misconduct and could render the employee liable to summary dismissal.

If a client, customer, contractor or supplier does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

Those who do not comply with the smoking ban are also liable to a fixed penalty fine and possible criminal prosecution and they expose the Company to similar action.

ENVIRONMENTAL POLICY

Our business statement

Carla Amoah recognises that it has a responsibility to the environment beyond legal and regulatory requirements.

We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points.

Responsibility

Carla Amoah is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

We take steps both internally and externally to show our commitment to reducing our environmental impact. Below is a summary of our actions:

Internally	**Actions (with examples below)**
Waste management	● We will reduce the amount of waste produced and recycle where possible. ● We will prevent the release of pollutants that can cause environmental damage (if relevant).
Office supplies	● We will evaluate the environmental impact of any new products we intend to purchase.
Monitoring and improvement	● We will continually improve and monitor environmental performance.
Maintenance and office cleaning	● The cleaning materials we use will be checked to ensure it's as environmentally friendly as possible.
Energy	● Lights and electrical equipment will be switched off when not in use and our heating will be adjusted with energy consumption in mind.
Our people	● We will increase employee awareness through training.

	● We will involve staff in the implementation of this policy, for greater commitment and improved performance.
Water	● We will avoid water wastage wherever possible.
Chemicals and hazardous substances	● Wherever possible we will substitute substances that are harmful to the environment with those that have less of an impact.
Legal duties	● We will keep up to change with changes in environmental law and ensure we are fully compliant with our duties.

Externally	**Actions (with examples below)**
Transportation	● Where possible, we'll promote the use of alternatives such as email or video/phone conferences; ● We'll reduce the need to travel, wherever possible.
Customers, suppliers and other stakeholders	● We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
Contractors	● We will work with contractors who are equally as committed to reducing their environmental impact.