

EDP CONSULTING LIMITED

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK ETC ACT 1974

SECTION A - GENERAL STATEMENT OF POLICY

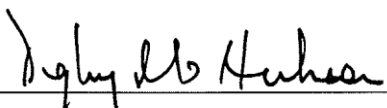
Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangement which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

The policy document will be displayed on the company notice board and will be included in the Staff Handbook, issued to all staff.

Signed



A handwritten signature in black ink, appearing to read 'D R W Hickson', is written over a horizontal line.

.....
D R W Hickson (Director)

Dated: 1st September 2016 (valid to 31 August 2017)

SECTION B - GENERAL ARRANGEMENTS

Accidents:

The first aid box is in the kitchen cupboard and the person appointed to be responsible for maintaining this box is *(Name removed)*.

Certain accidents and diseases have to be reported to the Health and Safety Executive, in which case the person responsible for reporting incidents is *(The Health & Safety Manager)*. All accidents must be recorded in the accident book which is situated in the Administration Office.

General Fire Safety:

It is the responsibility of all employees to ensure that they know where fire extinguishers are and not to move them. The appointed persons will carry out checks as appropriate. The fire extinguishers are maintained under an annual maintenance contract.

Advice and Consultancy:

Should an employee require advice on health and safety matters, then he may approach a Director and/or the local HSE Inspector's office. Contact details are shown on the Health & Safety Poster displayed in the office.

Training:

It is a requirement that where equipment is difficult to use then training will be provided and the person responsible for ensuring this training is provided is *(The Health & Safety Manager)*.

Contractors and Visitors:

Contractors and visitors become the responsibility of the company when they are on these premises. In order to minimise risks, contractors and visitors should be restricted to the entrance hall, being only allowed to the individual workstations when they are assisting on a particular project.

Meetings should be restricted to the conference room whenever possible.

Responsibilities:

Overall and final responsibilities for health and safety in the company is that of:

Mr D Hickson, Director who is responsible for this policy being carried out at the premises at 246 Aylestone Lane, Wigston, Leicester. *(Name removed)* or *(Name removed)*, will deputise when *(The Health & Safety Manager)* is absent from the office. *(The Health & Safety Manager)* will be responsible for all electrical maintenance and inspections.

All employees have the responsibility to co-operate with the above to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. When on site, they should report situations to the Principal Contractors safety representative.

The above named persons will be responsible for investigating accidents.

SECTION C - HAZARDS

Housekeeping:

A major risk in a business such as this is fire and smoke, and it is the responsibility of each employee to minimise the amount of paperwork laying about at their workstations or when printing. In order to avoid personal accidents floors should be kept clear.

Electrical Equipment:

It is necessary for electrical equipment to be checked on an annual basis and this will be undertaken/arranged by Mr D R W Hickson who will make the necessary arrangements with electrical contractors or otherwise. Any apparent faults should be reported to him.

Other Important Hazards:

On site visits you must make your presence known to the site management. Obey all site safety rules and ensure you wear protective clothing whenever this is required.

SECTION D - DESIGN OBLIGATIONS

Construction (Design and Management Regulations) 2015:

This company will assist the Principal Designer in the preparation of the Health and Safety Pre-Construction Information, by providing all information necessary to ensure that tenderers are fully informed about the project and have details of potential risks to health and safety.

During the construction phase this practice will also ensure that the Health and Safety File is compiled in order to ensure that the building user can safely operate and maintain the building and associated plant in the future.

COSHH "Risk Assessment":

All materials specified by this practice will be subject to scrutiny to ensure that they contain no substances injurious to health, or that adequate precautions are taken to avoid a health risk by their application or disposal.

If during a survey a potential risk is identified or suspected (such as asbestos) this practice will draw this to the attention of the Client at the earliest opportunity with the recommendation that a specialist consultant is employed to assess the "risk".