



## HEALTH AND SAFETY STATEMENT AND POLICY

### **Health and Safety Statement**

It is a duty under the Health and Safety at Work Act, for everyone engaged in company activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions as work. Those who supervise work, at whatever level, have special obligations to ensure that they do not endanger the health and safety of colleagues.

No person shall intentionally interfere with, or misuse anything provided by the company in the interests of health, safety or welfare.

Individuals are required to comply with any rules or requirements made under the authority of this policy.

Signed:

A handwritten signature in black ink, appearing to read "Jackie Bedford".

Date: 01 May 2018

Name: Jackie Bedford

Position: Chief Executive

### **Health and Safety Policy**

To demonstrate the importance we place on Health and Safety, Step Ahead is OHSAS 18001 : 1999 accredited. The Standard requires that the organisation must establish and maintain an OH&S Management System, in accordance with the requirements stated by the standard. We therefore have a comprehensive OH&S Management System, which is defined in our Occupational Health and Safety (OH&S) Management Manual.

Operational control is maintained by the use of procedures contained in:

1. This OH&S Management Manual
2. Risk Assessments
3. Method Statements
4. Quality Management procedures
5. Environmental Management procedures
6. Staff Handbook
7. Handbooks for Temporary Workers
8. Task specific instructions and guidelines

A review of OH&S performance is included in our Management Reviews. This entails reviews of any specific health and safety objectives previously set, as well as the health and safety

data and observations available at that time.

All health and safety non-conformances, including details of the corrective and preventive action taken, are recorded on the Organisation's Non-conformance Log as health and safety issues; accidents, incidents and near misses are reported in accordance the requirements of RIDDOR and the Social Security Act 1925. A record is kept in the Accident Book.

Periodical evaluation of compliance with relevant OH&S legislation and regulations is carried out in accordance with the procedures set out in our OH&S Management Manual; in the event of accidents, incidents and near misses, revised or additional Risk Assessments are considered.

A review of the corrective and preventive actions taken to eliminate the causes of actual and potential non-conformances is included in Management Review and an OH&S Management System Audit programme is maintained ensuring that each section of the OH&S Management System is verified at least annually and audits are scheduled reflecting the importance of the processes being audited. The OH&S Management System Audit programme may be revised as a result of non-conformances or Risk Assessments.

### **The Audit**

Wherever possible, audits are conducted by staff independent of those having direct responsibility for the activity being examined. The OH&S Management Manual is checked in order to determine the sections and procedures to be audited.

### **The Audit Process**

- A representative number of records are selected and, the actual records to be audited are randomly selected.
- The staff concerned are informed that an OH&S Management System Audit is being undertaken and any questions they may have regarding the audit are answered.
- The selected records are examined in order to determine whether the procedures identified in 4.5.4.4 of the OH&S Manual were carried out correctly.
- If the procedures were not undertaken correctly, the findings are discussed with the appropriate member of personnel responsible for carrying out the procedure in order to determine the reasons for deviation from the procedures.
- A record of the findings of the audit is kept on an OH&S Management System Audit Checklist in accordance with the requirements of Section 4.5.3 of the OH&S Manual, Records
- The OH&S Management System Audit results are reviewed during the Management Review process described in the OH&S Manual.

All customers are asked to observe and comply with our Health and Safety requirements. Where there are potential Health and Safety risks on a customer site (for example, in the instance of a pregnant worker), our Health and Safety Officer will attend the customer site to carry out a risk assessment and follow the processes defined in our Health and Safety manual.