

## **Be Confident Group Ltd Health and Safety policy**

This section details the arrangements for the effective management of health and safety.

This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to Felix Chan. We have appointed David Showell as the person with overall responsibility for health and safety. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives.

Signed:



**David Showell**  
**Managing Director**

Date: June 2020 (update)

Review date: Dec 2021

## **General statement of health and safety policy**

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

*Client* will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.

Signed:



**David Showell**  
**Director**

Date: June 2020

Review Date: Dec 2021

## **Managing Director**

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature:



**David Showell**  
**Director**

Date: June 2020

Review Date: Dec 2021

### **Group Head of Operations**

Group Head of Operations is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
6. Ensuring that the health and safety management system is implemented.
7. Ensuring that relevant policies, procedures, and safe working practices are provided.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
9. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
10. Ensuring personal protective equipment is provided, worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
15. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
16. Promptly informing the Board and senior managers of any significant health and safety failure.
17. Providing the Board with regular reports on health and safety performance, including recommendations for improvements.
18. Ensuring that health and safety records and documentation are complete and are systematically stored.

Signature:



Date: June 2020

## **Employees**

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

**List of First Aid Officers**

First Name	Last Name	Course Date
David	Showell	31 <sup>st</sup> August 2018
Felix	Chan	31 <sup>st</sup> August 2018
Anabel	Sanchez	31 <sup>st</sup> August 2018
Daniel	Hand	11 <sup>th</sup> Jan 2018
David	Fish	22 <sup>nd</sup> Jan 2018
Jane	Prowse	11 <sup>th</sup> Jan 2018
Steve	Dugmore	7 <sup>th</sup> Nov 2018
Janet	Bramwell	
Louise	Lee-Jones	5 <sup>th</sup> Nov 2017
Michael	Corden	23 <sup>rd</sup> March 2018
Maria	Dommench	16 <sup>th</sup> Jan 2018
Wendy	Gouch	16 <sup>th</sup> Dec 2018
Barnaby	Eager	27 <sup>th</sup> Jan 2019
Nick	Hamilton	7 <sup>th</sup> Oct 2017
Tracey	Brown	6 <sup>th</sup> June 2018