

## HEALTH & SAFETY POLICY – GENERAL STATEMENT

Excellerate Services (hereafter referred to as “the Company”) is a progressive and proactive organisation which cares for the health and safety and well-being of every employee and those who may be involved in, or affected by, any of its operations.

Excellerate Services will comply with the terms of the Health and Safety at Work etc. Act 1974, and all subsequent legislation in order to provide and maintain a healthy and safe working environment and ensure the appropriate welfare provisions are in place and maintained.

It is the Company’s aim to adopt a strategy to minimise the number of instances of occupational accidents and illnesses where reasonably practicable.

The Company Directors are fully committed to a programme of on-going continuous improvement and this will be worked to by the following means:

- by developing the health and safety culture and performance of the company and will make available appropriate resources as are deemed reasonable in order to implement this policy throughout all levels of the organisation
- by providing an on-going process of preventing injury and ill health to its workforce, its client’s employee’s, temporary workers, subcontractors and the general public
- by setting annual safety objectives which will be supported by action programmes and will be measured accordingly as part of the management review

The management team will implement the policy under the direction of the directors who have the following responsibilities:

- To ensure that all managers and supervisors are aware of their responsibilities under current legislation and for the implementation of such in the premises under their control and for employees who report to them
- Communication
  - ❖ Provide regular, accurate, up-to-date information; use straightforward, accessible language, only using technical terms where absolutely necessary; take account of the needs of particular audiences; make full use of the range of communication methods available, particularly IT; respond efficiently and effectively to requests for information, enquiries and complaints; clearly communicate decisions; use information from individuals, groups and communities to inform decision-making, and shape improvements to our services.
- Consultation
  - ❖ Consult on all major issues which affect stakeholders; seek views to inform our improvement process; use straightforward, accessible language; use a variety of ways to consult; take the needs of particular audiences into account; inform all stakeholders of the outcomes of consultation and how the responses have influenced decision making.
- To provide and maintain equipment, plant and safe working conditions which are safe and without risk to the health and safety of its workforce.

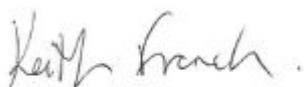
- To carry out a risk assessment at each site and bring to the attention of the Company employees the findings of the assessment
- To ensure that all goods and services purchased by the Company conform to all appropriate safety legislation
- To provide appropriate information, training and instruction to enable all employees to perform their work safely and effectively
- To ensure that the Company's site-specific Health & Safety Regulations are complied with at all times
- To ensure that, where applicable, any sub-contractors are approved for use and are aware of their responsibilities and fully co-operate in the implementation of this policy at all times
- To make available all necessary safety equipment and personal protective clothing and equipment at no charge to its employees
- To inform all employees of their duties and responsibilities under the legislation, including the Health & Safety at Work Act (1974) with particular emphasis on the following obligations:
  - ❖ To take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
  - ❖ To co-operate with the Company as far as necessary to enable that duty or requirement to be performed or complied with

This policy will be reviewed on an annual frequency to ensure it remains both relevant and appropriate for the needs of the business and will be made available and accessible to all interested parties and will be communicated to all employees via a number of means:

- Employee Handbook
- Site H&S notice boards
- Contract Specific Operational Site packs

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in regard to any of the relevant statutory provisions.

The Company recognises the civil and moral need to ensure that all employees adhere to the Health and Safety Policy and is prepared to invoke disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.



Keith French  
CEO, ESUK