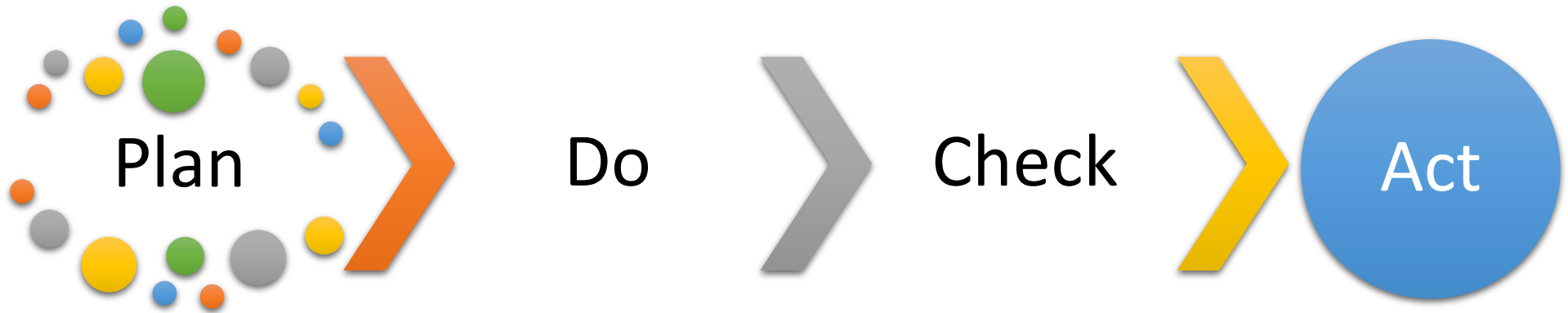


Health and Safety Policy

Health and Safety Policy Statement



We lift our region... we work together... we make an impact...we are human

Health and Safety Policy statement

Our values guide the way we work and underpin the policies and processes we've developed, helping us all to be clear about what's expected of us as an employer and what's expected of you as an employee.

Our policies reflect the way we want to work together to lift our region and make an impact. The effective management of health and safety is an important factor in delivering our corporate objectives in line with our and is consistent with our core values.

EMCCA has the overall responsibility for health and safety and the operation of this policy. This policy describes our commitment to the management of health and safety and has three sections;

- A1: Statement of corporate commitment
- A2: Definition of roles and responsibilities
- A3: Health and safety management system arrangements

Effective health and safety management enables service delivery by preventing ill health and injury to colleagues and service users and by maintaining a healthy workforce. Developing and maintaining the commitment to good health and safety standards is an important corporate objective and all colleagues are expected to adopt a positive attitude towards these arrangements and be active in implementing them.

This policy applies to all employees, officers, tenants, consultants, self-employed contractors, casual workers, agency workers, volunteers, interns and anyone visiting our premises or using our vehicles. It does not form part of any contract of employment or other contract to provide services and we may amend it at any time.

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager or the HR Department.

You must co-operate with managers on health and safety matters, including the investigation of any incident.

We are committed to preventing ill health and injuries related to psychosocial risk and providing initiatives promoting well-being at work. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

This policy statement:

- sets out our commitment to high standards of health and safety management and explains the arrangements in place to establish an effective and robust health and safety management system.
- requires the establishment of a health and safety management system based on the principles of **Plan Do Check Act** which is designed to eliminate or minimise risks to colleagues and others who could be exposed to health and safety hazards associated with its activities.
- aims to ensure that everyone is clear about who does what, when and how in order to effectively control the risk of harm and other related business losses; and
- is supported by a series of guidance documents intended to assist colleagues to fulfil the objectives and requirements of the policy.

Further details on the policy and arrangements that support it are available on the intranet. A hard copy is available if you do not have access to a computer.

Statement of general policy

We are committed to taking all reasonable steps to prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities by ensuring the provision of:

- Safe and healthy workplaces and conditions
- Safe and well-maintained plant, equipment and machinery
- Safe storage and use of hazardous substances and materials
- Safe systems and methods of work
- Information, instruction, training and supervision

We are committed to maintaining effective management systems to enable compliance with legal and good practice requirements on health, safety and welfare and to enable sensible risk management with pragmatic solutions through:

- Assessment and control of significant risks to all those who may be affected
- Effective planning, with clear objectives, monitoring and review of compliance with policy and legal requirements with the aim of continually improving performance
- Integration of health and safety with other business functions.
- Worker involvement, participation and consultation
- Provision of sufficient resources to meet the commitments outlined in this policy

We are committed to ensuring that you understand your roles, responsibilities and accountabilities. You are required to actively support our efforts by working with due regard for the safety of themselves and others who may be affected by their actions. We require compliance in this from contractors, partners, volunteers and co-operation from clients and other visitors who use facilities and premises.

This policy will be reviewed on an annual basis and changes will be brought to the attention of colleagues.

This policy has the support of The Chief Executive and the Senior Leadership Team.

Signed by:

Chief Executive