

# HEALTH, SAFETY & WELFARE POLICY STATEMENT

**Note:-**

*This Health, Safety and Welfare Policy Statement defines the general approach, objectives and arrangements that G&L Consultancy Ltd will utilise in order to effectively manage the health, safety and welfare of the business. For ease of use in this document the term 'health and safety' will be used generically for all aspects of health, safety and welfare.*

*This Policy Statement Document is approved for use: See Page 5 of 5*

## MANAGEMENT POLICY

### HEALTH, SAFETY & WELFARE POLICY STATEMENT

ISSUE	DATE	DETAILS OF REVISION	AUTHORISED BY
03	10.01.11	Reviewed - no change	M. Skinner
04	12.01.12	Reviewed - no change	M. Skinner
05	31.01.13	Reviewed - no change	M. Skinner
06	13.01.14	Reviewed – Change to Paragraph 1.1	M. Skinner
07	12.01.15	Reviewed - no change	M. Skinner
08	11.01.16	Reviewed - no change	M. Skinner
09	11.01.17	Reviewed - no change	M. Skinner
10	06.04.17	Reviewed and updated in line with BS OHSAS 18001:2007	M. Skinner
11	22.01.18	Reviewed - no change	M. Skinner
12	22.01.19	Reviewed - no change	M. Skinner
13	13.07.20	Reviewed and updated in line with ISO 45001: 2018	M. Skinner
14	04.01.21	Reviewed - no change	M. Skinner
15	12.01.22	Reviewed - no change	M. Skinner
16	05.01.23	Reviewed - no change	M. Skinner
17	05.01.24	Reviewed - no change	M. Skinner

#### Health and Safety Policy Statement

- 1.0 This policy statement reflects the importance that the directors of G&L Consultancy attach to their responsibilities for the health, safety and welfare of staff and all others who may be affected by company activities
- 1.1 Since its inception in December 1998, this company has had an enviable health and safety record. The objectives of G&L Consultancy through the implementation of this policy are to:
  - 1.1.1 As a minimum, comply with all relevant occupational health & safety legislation, standards and civil requirements in order to provide safe and healthy working conditions for the prevention of work-related injury and ill health;
  - 1.1.2 Ensure that this high standard of health and safety is maintained as well as seeking continual improvement in the occupational health and safety management system and performance through the setting of occupational health and safety objectives;
  - 1.1.3 Ensure that G&L remains committed to the prevention of injury and ill health whilst adopting a problem-solving, risk-informed and proportionate approach to health and safety with a commitment to the elimination of hazards and reduction of occupational health & safety risks;
  - 1.1.4 Ensure that G&L continues to consult with employees and encourage their participation within the occupational health & safety management system;
  - 1.1.5 Maintain G&L's Health and Safety Management System in line with the requirements of ISO 45001: 2018.
- 1.2 The objective of the continuous improvement of health and safety standards is a boardroom issue, where it must be understood that effective health and safety policies set a clear direction for the whole organisation and contribute to all aspects of business performance. As such, the Technical Director has direct responsibility for the coordination of company health and safety.
- 1.3 These objectives will be achieved by:
  - 1.3.1 Retaining prime responsibility for accident prevention within management, as most accidents arise from organisational failings;
  - 1.3.2 Following a total loss approach to ensure that the company can learn from accidents, incidents and near misses;

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- 1.3.3 Ensuring that health and safety is taken fully into account when planned changes occur within the company, thus ensuring continuous standards of health and safety;
- 1.3.4 Ensuring the provision of suitable and sufficient financial, human and physical resources to satisfy the company's commitment to complying with all legislative and statutory requirements;
- 1.3.5 Ensuring that all employees are aware of their duties under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations;
- 1.3.6 Co-operating with neighbours in relation to safety issues such as fire or exposure to asbestos-containing material;
- 1.3.7 Encouraging awareness of the importance of safe working practices, health consciousness and cooperation in the prevention of accidents;
- 1.3.8 Consulting with employees about health and safety through hazard report books; suggestion schemes; representatives of employee safety, and; when necessary, through specifically established problem-solving teams;
- 1.3.9 Recognising the importance of communication in health and safety and continually looking for new and improved methods to communicate;
- 1.3.10 Ensuring that all employees have the highest possible competence in health and safety through the provision of relevant information, instruction and training with sufficient supervision to support safe working;
- 1.3.11 Undertaking risk assessments and introducing the necessary workplace precautions, risk control systems, management processes and other safety measures both at the offices and on-site;
- 1.3.12 Maintaining the additional management arrangements necessary to accommodate the additional difficulties resulting from the company being a dual-site organisation;
- 1.3.13 Providing suitable equipment including personal protective equipment and maintaining it in a safe, reliable condition;
- 1.3.14 Ensuring safe handling, storage and use of substances considered harmful to health;
- 1.3.15 Ensuring the safety of all visitors whilst they are in areas controlled by, or subject to, company activity;
- 1.3.16 Providing safe places of work including adequate facilities for the welfare of employees, visitors and others both in offices and on-site;

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- 1.3.17 The effective use of both active and reactive monitoring systems, including full investigations where necessary;
- 1.3.18 Setting objectives for occupational health and safety and periodically reviewing performance against agreed goals;
- 1.3.19 Including health and safety aspects to all UKAS audits and analysing the resulting data to be reported back to management meetings;

This policy has been endorsed by Julie Lewis and has the full support of the management team who will positively promote the policy and is committed to the continual development of the occupational health & safety management system to enhance the companies' occupational health & safety performance.

This policy statement will be displayed in each of the offices and will be reviewed annually or earlier if significant business changes warrant it, any revisions will be brought to the attention of staff. Copies of this policy will be communicated to all employees and organisations working for or on our behalf. Employees and other organisations are expected to cooperate and assist in the implementation of this policy, whilst ensuring that their own work, so far as reasonably practicable is carried out without risk to themselves, others, and the environment.

This policy statement is available to all interested parties, upon reasonable request.

The policy was reviewed and approved on 15<sup>th</sup> January 2024 following consultation with senior managers and employees.

Overall responsibility for the effectiveness of the policy lies with Julie Lewis, Quality Director. For more information, please contact this person: 01823 443 898

Director	Name	Signature	Date
Quality Director	Julie Lewis	<i>Julie Lewis</i>	15 <sup>th</sup> Jan 2024
Technical Director	Paul Lewis	<i>Paul Lewis</i>	15 <sup>th</sup> Jan 2024

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Somerset Office	Name	Signature	Date
Health, Safety and Quality Manager	Mark Skinner	<i>Mark Skinner</i>	15 <sup>th</sup> Jan 2024
Operations Manager	Darren Alway	<i>Darren Alway</i>	15 <sup>th</sup> Jan 2024
Client Liaison Manager	James Ooyman	<i>James Ooyman</i>	15 <sup>th</sup> Jan 2024
Finance and HR Manager	Sally Monger	<i>Sally Monger</i>	15 <sup>th</sup> Jan 2024
Asbestos Removal & Air Test Manager	Jason Monger	<i>Jason Monger</i>	15 <sup>th</sup> Jan 2024
Training Manager	Jack Leese	<i>Jack Leese</i>	15 <sup>th</sup> Jan 2024
Survey Manager	Jo Haigh	<i>Jo Haigh</i>	15 <sup>th</sup> Jan 2024
Northern Ireland Office	Name	Signature	Date
Northern Ireland Director	Alan Lewis	<i>Alan Lewis</i>	15 <sup>th</sup> Jan 2024
Business Development & Personnel Manager	Karen Lewis	<i>Karen Lewis</i>	15 <sup>th</sup> Jan 2024
Lab Manager	Colin Webb	<i>Colin Webb</i>	15 <sup>th</sup> Jan 2024
Deputy NI Branch Manager	John McAleenan	<i>John McAleenan</i>	15 <sup>th</sup> Jan 2024