

Careers South West Ltd Statement of Health and Safety policy

Careers South West Ltd (the company) is committed to effectively manage health and safety throughout all of its activities. We can only achieve this by involving everyone and working together so that we can identify, eliminate and control risk.

The company will take all reasonable measures to meet its duty of care to employees, customers and others and to provide the appropriate resources to carry out our health and safety policy, taking into consideration compliance with health and safety and other relevant legislation including safeguarding.

Commitments:

- The company will ensure, so far as is reasonably practicable, the health, safety and welfare of those working within the company, i.e. employees, customers, visitors, contractors and others.
- Every accident or incident which results from employment or any associated activity including working with customers is unacceptable. It should be avoidable by using safe working methods and appropriate equipment and substances, along with adequate information, instruction, supervision/support and training.
- We will investigate thoroughly all incidents. The results of investigations will tell us why incidents happened. We can then take effective action to make sure it does not happen again.
- The company is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and others working with our customers to share this commitment.
- We are committed to working towards a healthy organisation and recognise that the risk of ill health that results from employment and working with customers should be minimised.
- We will ensure, so far as is reasonably practicable, that appropriate preventative and protective measures are in place through policies, procedures, guidance, risk assessment, supervision/support and training to promote employee well being.
- We encourage people to report accidents and incidents in the workplace, working with customers or during associated activities, by using the appropriate processes.
- No one is asked, expected to, or allowed to work in an unsafe or unhealthy manner. Any person has the right to refuse to work in such a manner and if we see any unsafe practices we challenge these.
- We encourage our customers to participate in understanding and controlling the risks within their own environment and to know how to challenge unsafe practices.
- We co-operate and communicate with stakeholders, external partners and sub-contractors to ensure compliance with the health and safety legislation and encourage shared safe working practices.
- We consult with employees and customers to ensure a safe and healthy environment. The Health, Safety and Environmental Committee will review and monitor health and safety issues and monitor performance data.
- We provide information, equipment, instruction, training and supervision to help those working within the company, and others sharing our premises and working practices, to recognise and minimise risk to themselves and others.
- Our managers complete a programme of risk assessment in areas under their control.
- The Health and Safety Policy is reviewed annually by the Board and is revised and reissued as required.
- A copy of this statement of policy is issued to all employees and is displayed in our premises and on our company intranet.
- The company has a Health and Safety Strategy which forms part of the Corporate Plan to proactively promote a positive health and safety culture within the company and its contracts, and to have a systematic approach to the management of health and safety. The Health and Safety Strategy is available to all through our company website.

Responsibility

- The Chief Executive is responsible for ensuring the implementation of this policy and that sufficient personnel and financial resources are available
- Managers are responsible for implementing the policy with the relevant people in their area or department.
- All employees have responsibilities for the health and safety of themselves and others

The company's arrangements and organisation for health and safety are contained within the company's procedures manual.

This Statement of Health and Safety Policy was reviewed by the Board and is endorsed by its members. The Board will review the Health and Safety Policy Statement of the company annually on receipt of the Health and Safety Report and at other times deemed necessary due to changes in legislation and or company remit and contracts.

Jenny Rudge
Chief Executive

November 2009

Remember!!!

Most accidents and incidents could have been prevented by proper planning and safe working methods.

Be aware of risks and hazards and plan WHAT you will do and HOW you will do it before undertaking an activity.

Health and safety affects everyone and is everyone's responsibility.

Don't ignore it – it could change your life.

Stop – to think and plan

Assess the risks – what could be dangerous

Follow information and instructions

Enjoy the experience

Take time to review – did it go to plan?

Your safety is important – always take care



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