

## Health and Safety

### A GENERAL STATEMENT

Although **ByteAccess Limited** is a small company we embrace good business practice where ever possible.

We recognise our responsibilities in respect of Health and Safety at work and have in place company policy and an action plan regarding Health and Safety.

**ByteAccess Limited** will

- ✓ provide adequate control of health and safety risks arising from our work activities
- ✓ consult with our employees on matters affecting their health and safety
- ✓ provide and maintain safe equipment
- ✓ provide information, instruction and supervision for employees
- ✓ ensure that all employees are competent to do their tasks and to give them adequate appropriate training
- ✓ use practices which will minimise accidents and cases of work related ill-health
- ✓ maintain safe and healthy working conditions
- ✓ review and, if necessary, revise this policy at regular intervals

**SIMON LAMPERT** is responsible for all matters relating to Health and Safety and will, in consultation with other directors, review and revise, where necessary, these statements and the company provisions in place in the light of any issues arising.

### STATEMENT OF POLICY

THIS STATEMENT IS MADE IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974.

#### Company Responsibilities

**ByteAccess Limited** will, insofar as is reasonably practicable, endeavour to maintain a working environment which gives regard to the health, safety and welfare of all persons affected by plant and processes under our control and in particular to:

- ✓ Provide and maintain plant and systems of work which are safe and without risk to health.
- ✓ Make arrangements for ensuring the safe use, handling, storage and transport of articles and substances which are inherently or potentially dangerous.
- ✓ Assess and limit the risks to health caused by all substances used at these premises and to inform the relevant employees of the results of this assessment and the nature of the risk.
- ✓ Monitor on a regular basis the risks to health caused by substances and systems of work used at the premises. This monitoring will be done as an ongoing process.
- ✓ Provide comprehensive information, instruction, training and supervision to ensure, as far as is reasonably practicable, the health and safety at work of every employee.
- ✓ Maintain the workplace in a safe and risk-free condition and the provision of safe means of access to and egress from the workplace.
- ✓ Provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements.
- ✓ Prevent accidents and cases of work-related ill health.

Overall and final responsibility for health and safety for **ByteAccess Limited** is that of **SIMON LAMPERT**.



# Company Policy Statement

## Health and Safety

### Employee Responsibilities

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with **ByteAccess Limited** and to help **ByteAccess Limited** comply with the law. It is also the duty of every employee to:

- ✓ co-operate with supervisors and managers on health and safety matters
- ✓ not interfere with anything provided to safeguard their health and safety
- ✓ take reasonable care of their own health and safety
- ✓ report all health and safety concerns to an appropriate person

The supervision of young workers and trainees is the responsibility of the manager and the employees they work with.

### Risk Assessments

Risk Assessments will be undertaken by designated employees and reported to the HR Manager and SIMON LAMPERT.

Risk Assessments will be reviewed on a yearly basis.

SIMON LAMPERT

ByteAccess Company Policy