



COMPANIES HOUSE - HEALTH AND SAFETY POLICY STATEMENT

Overall and final responsibility for health and safety in Companies House is that of the chief executive. The objective of this policy is to attain and maintain high standards of health and safety performance throughout Companies House and detail standards expected of employees and others who may undertake work on Companies House behalf. Companies House is committed to the continual improvement in OH&S management and OH&S performance.

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work. Companies House will comply with the Health and Safety at Work Act, Regulations subsequently laid under it and other relevant legislation and meet the standards required therein.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

We will, so far as it is reasonably practicable, ensure that:

- adequate resources are provided to ensure that proper provision can be made for health and safety
- we comply with all H&S and other relevant legislation as set out in the Legal Register
- OH&S objectives will be set annually and reviewed on a quarterly basis
- hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety
- risk assessments are carried out and periodically reviewed
- systems of work are provided and maintained that are safe and without risks to health
- arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health
- all employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions
- where appropriate, health surveillance will be provided for employees
- accidents and cases of work-related ill health are prevented and provide adequate control of health and safety risks from work related activities
- emergency evacuation procedures are implemented, tested and maintained
- the provision and maintenance of all plant, machinery and equipment it is safe and without risk to health
- there are robust control measures for controlling contractors working on site
- the working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- the place of work is safe and that there is safe access to and egress from the work place
- monitoring activities and inspections are undertaken to maintain agreed standards.
- this Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees
- there are established and maintained effective procedures for consultation and communications between all levels of management and employees on all matters relating to health, safety and welfare
- detailed reference information for employees can be found in the H&S Management System which can be found on the intranet and in the internal Lynx system.

It is the duty of all employees at work:

- to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties
- not to interfere with or misuse anything provided in the interest of health and safety.

Signed

Date

Position - CHIEF EXECUTIVE

Policy Statement 2010