

## Health and Safety Policy Statement

TripleAconsult provides advice to clients on a wide range of legislative issues such as Fire Safety, Health & Safety and Disability Discrimination in addition to activities such as the provision of auxiliary aids and business solutions to assist clients to manage the output of Safety Management Systems and assessments.

On behalf of the Company, I understand and fully accept responsibility for and will take all reasonable measures to ensure the health, safety and welfare of staff and others who may be affected by our activities. I will also ensure that the Company complies with the requirements of the Health and Safety at Work Act 1974 and any relevant regulations.

The policy of the Company is to ensure, so far as is reasonably practicable

- the provision and maintenance of safe and healthy working conditions, equipment and systems of work, that
- sufficient resources, information, training and supervision are provided for these purposes and that
- we aim to pursue a programme of progressive improvement in the health and safety performance, recognising also that the staff are the most important asset.

The Company will also ensure, so far as is reasonably practicable, the health and safety of non-employees who may be affected by our work activities.

I expect all staff to accept individual responsibility to both co-operate with me, through routine consultation and in the event of any non-routine occurrence, in the implementation of this policy and to take reasonable care of themselves and others, who may be affected by their acts or omissions at work.

**Lone working:** all consultants and employees to advise a team member of times and dates of all site visits; to advise of contacts numbers in case of emergency. All consultants and employees to advise team member when leaving site safely. Team member to contact a Director immediately if contact is not made with the person undertaking the site visit.

**Pre-site visit risk assessments** – all consultants whether freelance or contracted will be required to complete pre-site visit questionnaire and risk assessment from August 2007. This will be completed via the TripleAconsult web-enabled database.

**Near miss, accident and assault procedure:** all consultants and employees are to report to a Director all incidents in order that the Health & Safety Executive (HSE) Guidelines can be followed with reports made when necessary and changes to TripleAconsult policies made if required.

**Display Screen Equipment:** all consultants and employees are encouraged to follow HSE Guidelines as regards usage of Display Screen Equipment including how equipment is sited, and screen breaks.

To enable these functions to be carried out, it is my intention to ensure that responsibilities for health and safety matters are effectively assigned within the organisational structure and for

suitable and sufficient arrangements to be made and to effectively implement, monitor and review safety practices and procedures.

This policy will be reviewed annually, in consultation with our Safety Advisors, to ensure that it reflects changes in the nature and size of the business and to ensure that it is up to date and reflects any changes in work activities or legislation.

This policy will be made available to all clients and partner organizations by publishing the policy on the TripleAconsult website. All employees, consultants and suppliers will be required to agree to the policy prior to commencement of activities.

**Signed & dated**



**Elspeth Grant**

Owner / Managing Director

**Dated:**

**20<sup>th</sup> August 2008**

**Next review date:**

**20<sup>th</sup> August 2009**