

## **Health and Safety Policy**

### **Statement of General Policy**

Moreton Hayward has a policy to ensure, so far as it is reasonably practicable, the health, safety and welfare of our employees at work. To achieve this goal, the company will identify all workplace hazards and take appropriate measures to eliminate or control risks to employees and to carry out the following health and safety objectives:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To ensure all staff understand and adhere to the CDM 2015 Regulations.
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To ensure employees based elsewhere are informed of the host employers health and safety standards
- To review and revise this policy and all associated Health and Safety policies as necessary at regular intervals

### **Employee Responsibilities**

Employees have a duty to ensure the company's health and safety policy is observed and in particular they are required to:

- Take reasonable care whilst at work for their own health and safety and of those who may be affected by their actions
- Ensure that health and safety requirements are adhered to which includes CDM 2015 Regulations. All staff are to review the Company's document: Health and Safety: CDM Regulations (2015) – Roles and Responsibilities to ensure compliance.
- Inform the health and safety representative/supervisor of all defects in the company health and safety arrangements

Overall responsibility for the operation of this policy lies with the Practice Manager, it will be monitored on an annual basis and updated whenever necessary. The Director in Charge of Health and Safety is Matthew Moreton.

**Appointed Health and Safety Representative: Marie Moreton, Practice Manager,  
Moreton Hayward Ltd**

Signed.....

1<sup>st</sup> July 2020

**Person empowered as Health and Safety Director: Matthew Moreton, Director,  
Moreton Hayward Ltd**

Signed.....

1<sup>st</sup> July 2021