



Review Consultancy  
Saving your catering service

## REVIEW CONSULTANCY LTD

### HEALTH AND SAFETY POLICY STATEMENT

**The objective of this Health and Safety Policy for Review Consultancy Ltd. is to provide a safe and healthy place of work and to encourage safe working practices amongst all employees and Associates.**

1. The Company is responsible for providing the means to enable every employee and Associate to work safely in a healthy environment with suitable welfare facilities including requirements laid down by law.
2. The Company Directors considers that the Health and Safety of its employees and Associates are management responsibilities, which rank equally with carrying out the primary consultancy business.
3. The Company Directors are responsible for ensuring that, in the operation and maintenance of a consultancy, that the Client's Health and Safety Policy is both known and adopted and that everything practicable is done to prevent injury and ill health to its employees and Associates.
4. It is the duty of all employees and Associates whilst at work either at Review Consultancy Ltd's premises or the Client's, to exercise personal responsibility and do everything possible to prevent injury to themselves and to others. Also to co-operate with the Client Management or any other authorised person to enable them to comply with any duty or responsibility imposed on them.

#### **RESPONSIBILITIES**

Directors:

have overall responsibility for ensuring that Health and Safety standards, policies and procedures laid down are maintained and implemented and that Health and Safety is reviewed at each Board/Management meeting.

Company Secretary:

is responsible for the detailed implementation of Health and Safety policies, regular inspections and reviewing of procedures, reporting to the management committee and for giving specialist advice.

Employees/Associates:

have a legal responsibility for the safety of themselves and others and must comply with standard procedures (either Review Consultancy Ltd's or the Client's) and co-operate with the on-site management in carrying out their work. No employee must misuse or abuse anything provided in the interest of safety. At the commencement of

every consultancy, a copy of the Client's Health and Safety Policy must be requested and adhered to.

## HEALTH AND SAFETY DETAILED RESPONSIBILITIES

### 1. The Directors will be responsible for:

- 1.1 Ensuring that Health and Safety Standards, policies and procedures laid down are maintained and implemented throughout the company's work and that safety is reviewed at each Board and Management meeting.

### 2. The Company Secretary will be responsible for:

- 2.1 Reporting Health and Safety issues to the Board of Directors and proposing any revision and updating of procedures or policies for approval.
- 2.2 Preparing and issuing specific reports on Health and Safety aspects to each management meeting.
- 2.3 Giving specialist advice to all levels in relation to equipment, premises and the working environment.
- 2.4 Continuously updating the Board of Directors on legislation development where it affects the consultancy business and reviewing the Health and Safety Policy accordingly.
- 2.5 Ensuring, so far as is reasonably practical, that when working in Client's premises, their Health and Safety Policy is known and adopted by employees and Associates and all equipment being used by employees and Associates is safe.
- 2.6 Offering guidance to employees and Associates on specific matters relating to Health, Safety and Welfare.
- 2.7 Ensuring that for breach of safety rules the offender is disciplined using the Company Rules and regulations Procedure.
- 2.8 Ensuring that Health and Safety Audits are carried out half yearly and issues discussed with team.
- 2.9 Ensuring that the Health and Safety Law poster is displayed and the addresses of the enforcement authorities are inserted in the relevant part of the notice.
- 2.10 Ensuring that Risk Assessments are carried out, recorded and reviewed regularly.
- 2.11 Ensuring that first aid facilities are available
- 2.12 Ensuring that new employees and Associates receive a satisfactory induction programme and that this training is recorded.
- 2.13 Ensuring that where machinery or equipment is a Health and Safety hazard, it is taken out of use and not re-used until a competent person satisfactorily repairs it.
- 2.14 Reporting any hazards or unsafe practises
- 2.15 Training employees in safe working practices

### 3. All Employees and Associates will be responsible for:

- 3.1 The legal responsibility for the safety of themselves and others and must comply with procedures and co-operate with on-site Management in carrying out their work
- 3.2 Ensuring that anything provided in the interest of safety is not misused or abused.
- 3.3 Participating in Health and Safety training
- 3.4 Requesting a copy of the Client's Health and Safety Policy and adhering to it whilst working on the Client's premises.