

HEALTH & SAFETY POLICY

GENERAL STATEMENT

The aim of all health and safety law is to provide a safe working environment and to protect physical and mental health of employees. This is summarised in the key sections of the Health and Safety at Work etc. Act 1974.

LCC Support Services Limited recognises and accepts its legal duty of care set out in the Health and Safety at Work etc. Act 1974 and subsequent regulations made under the act by using proactive measures to monitor performance.

The company will therefore take all reasonably practical steps to ensure the health, safety and welfare of its employees and others who may be affected by its activities, to include: other contractors, visitors and members of the public.

Section 2 of the Health and Safety at Work etc. Act 1974 outlines the key duties of an employer, requiring the following in order to achieve the general duty of ensuring the health and safety of employees:

- provision and maintenance of plant, equipment and systems of work that are safe and without risks.
- to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- provide information, instruction, training and supervision as is necessary to enable all employees to contribute positively to their own health and safety at work.
- the maintenance of any place of work under the employer's control in a condition that is safe and without risks to health and the provision and maintenance of means of access and exit that are safe and without such risks.
- provision and maintenance of a working environment that is safe, without risks to health and adequate as regards facilities and arrangements for the welfare of employees at work.

Furthermore, all employees are reminded that regardless of their status, any failure on their part to comply with health and safety legislation and company policy may amount to gross misconduct which may lead to summary dismissal. There may also be the possibility of a fine and / or imprisonment.

The Company will allocate funds to maintain and improve safety standards consistent with this policy and with its strategic or financial objectives. Budget holders are responsible, within LCC's financial arrangements and regulations, for the direct costs of safety in areas or activities under their control and direction. Funding for the general improvement of the safety of employees and the services provided by LCC shall be a corporate responsibility.

"Safety is, without doubt, the most crucial investment we can make, and that the question is not what it costs us, but what it saves!"

To assist the company in meeting its statutory duties, competent people will be appointed and when necessary specialists from outside the company.

It will also be the duty of management to ensure that all procedure, working practices and systems of work are designed and implemented to take account of health and safety, and are properly supervised at all times.

We also realise that the successful implementation and continuation of this policy requires total commitment from all levels of employees from boardroom (directors) to shopfloor (cleaning operatives).

We recognize that health, safety and welfare are integral to the operation of the Company and require effective management and the creation of a positive health and safety culture. To ensure that the provision of all welfare facilities on all locations are suitable and sufficient for all their requirements.

The company also recognises the value and importance of two-way communication and will take steps to ensure that adequate facilities and encouragement is given to all employees to raise issues of health and safety.

Section 7 of the Health and Safety at Work etc. Act 1974 imposes duties on employees whilst they are at work, these are:

- to take reasonable care for the health and safety of themselves and that of other persons who may be affected by their work activities.
- to co-operate with their employers, other persons and authorities, in order to ensure safe working practices.
- never intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare.

The Policy will be formally reviewed and updated every two years by the Health and Safety Manager, or sooner to take into consideration changes in legislation, reviews to risk assessments following accidents or incidents or sooner if appropriate.



Lorraine Larman
Health & Safety Manager



Bob Vincent
Executive Chairman