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**Health and Safety Policy**

**Section 1 – General Statement of Policy**

The directors recognise that they have a responsibility to ensure all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practise.

Our statement of general policy is:

* To provide adequate control of the health and safety risks arising from our work activities;
* To consult with our employees on matter affecting health and safety;
* To provide and maintain safe plant and equipment;
* To ensure safe handling and the 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 prevent accidents and cases work-related ill health’
* To maintain safe and healthy working conditions; and
* To review and revise this policy as necessary at regular intervals

Details of individual responsibilities and arrangements are in Sections 2 and 3.

This policy will be reviewed annually and employees advised of any changes.

**Section 2 – Responsibilities**

1. Overall and final responsibility for health and safety is that of the Directors
2. Day-to-Day responsibility of ensuring this policy is put into practice is delegated to the following Director:

Ursula Daly

1. The responsibility for advising managers and supervisors on compliance with relevant health and safety legislation is delegated to:

Ursula Daly

1. Andrew Bracey is delegated responsibility for maintaining health and safety standards

All employees have a responsibility to:

* Co-operate with supervisors and managers on health and safety matters;
* Not interfere with anything provided to safeguard their health and safety matters;
* Take reasonable care of their own health and safety; and
* Report all health and safety concerns to the appropriate person (as detailed in the policy statement).

**Section 3 – Arrangements**

**Risk Assessment**

Andrew Bracey is responsible for carrying out risk assessments, recording the findings and ensuring that their results are implemented.

The findings of each risk assessment will be reported to the Directors and any actions required to remove/control risks, will be approved by her.

Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.