



CASTLE OFFICE MOVES Health & Safety Policy

Castle Office has always given a high priority to the maintenance of a high standard of health, safety and welfare of its staff.

The Directors wish to pursue a policy to promote health and safety at work and seek the co-operation of all employees for that purpose. The company will provide working conditions, which comply with the relevant statutory requirements and officially improved codes of practice.

Particular regard will be given to:

1. Taking all reasonably practicable steps to ensure that all known facts are taken into account in the design, construction, operation and maintenance of buildings, machinery and equipment. Any premises in which work is carried on will be so operated and maintained to ensure, as far as is reasonably practicable, a safe and healthy system of working.
2. Ensuring that adequate instruction and training is given to employees in all aspects of their work.
3. Providing, where necessary, approved protective equipment and clothing to ensure that its proper use is understood.
4. Taking all reasonable steps to inform employees about materials, equipment or processes used in their work, which are thought to be potentially hazardous to health and safety.
5. Keeping all operations and methods of work under review so that they can, if necessary be revised in the light of experience and up to date knowledge.
6. Providing appropriate facilities for first aid and prompt treatment for any injury or illness at work.
7. Ensuring that procedures are in operation for fire prevention.
8. Ensuring all electrical equipment and systems are safe and do not endanger health.

9. Ensuring that professional advice is obtained where potentially hazardous situations exist or may arise.
10. Promoting methods for collecting, analysing and presenting data on accidents, sickness abs incidents involving personal injury to health.

It is a fundamental principle that managers and supervisors are responsible for ensuring that, so far as is reasonably practical, safe methods and safe environmental conditions exist in their area of responsibility. The act does not require that all hazardous activities at work be stopped but that adequate precautions are taken to safeguard the health and welfare of those engaged in them and that others are not put at risk by these activities. Appropriate disciplinary action will be taken where breaches of regulations, resulting in unsafe working practices or conditions occur.