

## Health & Safety Policy Statement

This policy statement has been prepared in accordance with the requirements of the Health and Safety at Work Act 1974. "Employees" shall mean those in direct employment of the company and other parties acting on behalf of the company be they subcontractor, agency workers or temporary personnel.

1. WorkFlow Services Ltd (WFS) recognises and accepts its responsibility for providing a safe and healthy workplace and working environment, eliminating hazards and reducing risks for all of its employees, and any other persons who may visit any such workplace or be affected by its operations.
2. WFS recognises and accepts its responsibility where appointed as Principal or main contractor, to ensure that all building work and duties implemented and controlled by them do not adversely affect the Health and Safety of any person.
3. Every effort will be made to conform to all legal and other requirements, to achieve the active co-operation of employees with management in health, safety and welfare matters and to work in such a way that accidents to themselves and others are avoided.
4. All employees shall familiarise themselves with and adhere to the responsibilities and rules set out in this Health and Safety Policy.
5. WFS will take all steps within its power to meet the responsibilities, set out in the Health and Safety Policy.
6. The company is committed to continually improving not only its competence, through staff improvement via continued professional development and safety training, but also compliance with its statements in its policies and showing commitment to setting and meeting objectives and targets.
7. Through consultation and participation of workers, WFS will provide competent technical advice on health and safety matters where necessary to assist employees in their task.
8. All employees will be made aware of the Directors' commitment to protecting workers from reprisals when reporting health & safety incidents, hazards, risks and opportunities. Employees may remove themselves from work situations that they consider present an imminent and serious danger to their life or health, without fear of reprisal.
9. The Director with overall responsibility for implementing and reviewing the Health and Safety Policy is Mark Williamson.
10. WFS reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act to take care for their own safety and that of other workers, and to co-operate with WorkFlow Services Ltd so as to enable it to carry out its own responsibilities successfully.

### Review

*The Directors of the Company will assume responsibility for the monitoring, review and implementation of this policy.*

*This policy will be reviewed annually or following any significant changes.*

*This policy has been approved & authorised by:*

**Name:** Mark Williamson

**Position:** Managing Director

**Date:** 13/11/2023

**Signature:** 

<b>WorkFlow Services Ltd</b>  <b>Health &amp; Safety Policy Statement</b>	Version	1.5	Authorised by (initials)	MW
	Effective Date	13/11/2023	Name (print)	Mark Williamson
	Confidentiality	Internal	Page 1 of 1	