

## AESTHETICS EVENTS STAFF LIMITED

### Health & Safety General Policy Statement

#### Introduction

The company attaches the utmost importance to the safety, health and welfare of its employees. The company will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.

The company's management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees and others can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

#### Focus

The company's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- the provision of a safe place for its customers and others in which to resort whilst making purchases or in the case of contractors, providing services to the company.

#### Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard the company's customers and all those to whom the company owes a duty of care, namely people who may come into contact with their work.

**To achieve this employees must:**

1. Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified.
2. Exercise their awareness, alertness, self control and commonsense at work.
3. Report promptly to their supervisor or the managing director of the company all hazards, potential hazards, defects in equipment and any shortcomings in the company's work systems or procedures.

Employees should not be in any doubt that the company will apply disciplinary procedures to any employee who is in breach of the company's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the company's operations, and for those who may become involved in them.

**Policy Review**

This policy will be regularly revised, by Lee Thomas as necessary (but at a minimum of one year intervals).

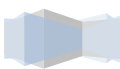
In conducting the policy reviews, due regard will be given to the following:

- Planning** - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.
- Organisation** - A review of the company's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.
- Control** - Ensuring that the safety requirements are implemented throughout the company by all employees and that training is regularly conducted in support of those standards.
- Monitoring and Review** - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities where applicable. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

**Health & Safety Management**

The managing director has overall responsibility for the implementation of the policy and will ensure that sufficient finance is available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the company's management team during management and board meetings.





A copy of the policy will be given to all employees when they join the company. When changes have been made to the policy, copies will be placed on the company's notice boards.

**Updated** 1<sup>st</sup> March, 2013

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