

HEALTH AND SAFETY ~ GENERAL STATEMENT OF POLICY

This statement is issued in accordance with the requirements of the Health and Safety at Work etc. Act 1974 and to incorporate the new health and safety legislation introduced from January 1993. Every existing and new employee must receive a copy of this statement which will be regularly reviewed and updated.

Employer's Duties

The LPFA accepts that concern for staff and others affected by its work activities is an essential and integral part of its functions as an employer.

The need to provide a place of work which is safe and without health risks to staff and visitors, is recognised and the promotion of health and safety measures actively encouraged.

LPFA will as far as is reasonably practicable, safeguard the physical and mental well being of its workforce by:-

- a. Providing and maintaining safe and healthy systems of work and working conditions.
- b. Promoting safety consciousness amongst employees by providing information, instruction and training on safe working methods and practices as appropriate.
- c. Making provisions for First Aid, emergency arrangements and welfare facilities.
- d. Arranging for the reporting and recording of all notifiable and non-notifiable accidents, ill health and dangerous occurrences.
- e. Ensuring that adequate facilities exist for fire prevention and means of escape and ensuring that a safe means of access to and departure from the place of work is maintained.
- f. Expecting management at all levels to set an example in safe standards and behaviour and maintain an on going interest and involvement in health and safety at work.
- g. Making arrangements under The Safety Representatives Regulations which provide for a recognised trade union to appoint safety representatives from amongst the employees.
- h. Arrangements will be made for joint consultation with and participation by, those safety representatives so appointed as regards the promotion and development of essential measures to ensure the health and safety of employees, and in checking the effectiveness of those measures.

Employee's Duties

It shall be the duty of every employee while at work, whether at Dexter House or at the premises of employers or client authorities, to:

- a. Take reasonable care for the health and safety of themselves, their colleagues and anyone who may be affected by their conduct.
- b. Observe safety rules and regulations and those in force at other premises.
- c. Co operate with management in measures designed to promote health and safety at work.
- d. Not to interfere with anything provided in the interests of health and safety.