

Framework Business Consultancy Limited Health and Safety Policy

The purpose of this Policy is to ensure the Health and Safety for all staff, clients and customers. We actively promote an open attitude to Health and Safety issues, encouraging all to identify and report hazards. We adhere to the Health and Safety at Work Act 1974 and all other relevant legislation.

Procedures and Processes

- We maintain our premises and work equipment to a standard that ensures risks are effectively managed.
- We actively promote that our staff, when working on external sites or premises, adhere to the Health and Safety Policy of the relevant Company.
- We communicate and consult with staff on all issues regarding their Health and Safety, and in doing so bring this policy to their attention.
- We ensure that all staff are trained and fully conversant with the proper operation of any equipment they are required to use as part of their normal activities.
- When at work it is the duty of all staff members to:
 - Take responsible care of their own safety
 - Take reasonable care for the safety of others who may be affected by what we do or fail to do, by undertaking a risk assessment appropriate to the situation.
 - Ensure we do not interfere with or misuse anything provided in the interests of Health and Safety.

This policy is fully supported by Angie Ingman. We will ensure that all staff, customers and clients are aware of the policy, and that they understand that they are responsible for observing it.

Our Health and Safety action plan outlines the steps we will take to give effect to this policy. We will monitor the action plan and review the progress we have made each year, to make sure the policy is achieving its aims.

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Action Plan

- Angie Ingman is responsible for the Health and Safety Policy and for putting the action plan into practice.
- We will circulate our Health and Safety Policy to all staff by means of a Policy Handbook and via the company website.
- We will ensure that all staff signs a declaration that they have read, understood and accepted individual responsibility for this Policy.
- We will keep records of all staff acknowledgements.
- We review all our Policies every six months.
- We welcome feedback from our clients, associates and other interested bodies, implementing any procedures that will improve our Policies.