



## HEALTH & SAFETY POLICY

### Overall Aims & Objectives:

We aim to run a safe organisation that, so far as reasonably practical, does not harm anyone.

This policy aims to protect all our employees, visitors as well as anyone else who is affected, and our guiding principle is that of continuous improvement.

We seek to comply with or exceed all relevant standards including HSE recommendations as well as all relevant health and safety requirements.

We commit to providing the resources necessary to implement this policy, such as training, so that all staff are able to meet their responsibilities.

We call on all our staff to familiarise themselves with the detail of this policy and to support its implementation by adhering to our detailed policies and procedures.

If staff have any questions or concerns about any aspect of health and safety, please speak to the Company's Health & Safety Officer and/or Health & Safety Director.

Implementation of this policy will be checked regularly and the policy itself will be reviewed at least annually.

### Responsible Personnel

The person with overall responsibility for the Company's Health & Safety is: Keith Richardson, Health & Safety Director.

The appointed person to ensure the day-to-day implementation is: Sara Mitchell, Health & Safety Officer.

### All staff

All staff are responsible to take reasonable care for their own safety and for that of anyone who might be affected by what they do or don't do (acts and omissions).

Not to misuse or interfere with any equipment provided in the interest of health & safety.

To co-operate with their employee of health & safety matters.

To follow any health and safety training they have been given, for example with regard to DSE (display screen equipment).

To report hazards and accidents to the Health & Safety Officer.

### Arrangements for Implementing the Policy

The following policies/procedures are covered under our Health and Safety policy. These policies can be found on the Bytes Intranet:

- Employee Facilities
- Employee's Workstation
- Smoking Policy
- Fire Risk Assessment
- First Aid
- Manual Handling
- Eyes & Eyesight
- Risk Assessment
- Work Related Stress & Stress Management
- RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences)

Signed:

Name:

Keith Richardson

Date: 23rd July 2020

Position:

Health & Safety Director