

HEALTH AND SAFETY POLICY

Introduction

Excel Me aims to provide and maintain safe and healthy working conditions for all staff, contractors, clients and apprentices. The application of this policy ensures that any concerns or issues which arise regarding health and safety are efficiently and safely dealt with.

Purpose

This policy applies to any health and safety concerns or issues which may arise whilst conducting our business. It provides information about the designated members of staff who are responsible for health and safety concerns or issues.

With regards to the health and safety of our employees, Excel Me aims:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with employees and contractors on matters affecting their health and safety.
- To provide and maintain safe and healthy workspaces.
- To provide information, instruction and supervision for employees.
- To ensure employees are competent to carry out tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To review and revise this policy as necessary at regular intervals.

Responsibility

All employees and contractors are required to:

- Co-operate with leaders and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Report all health and safety concerns.

Health and Safety Risks

Employees and contractors will be consulted with on any issues regarding health and safety. Although contractors are responsible for their own health and safety, Excel Me aims to work with contractors on any issues or concerns to provide a safe and healthy working environment. Any accidents, first aid and work-related ill health should be reported to management at the earliest opportunity. Employees and contractors are encouraged to raise any concerns in relation to health and safety to Head of Apprenticeships.

The Head of Apprenticeships has responsibility for:

- Checking working conditions and ensure our safe working practices are being followed.
- Investigating accidents.
- Investigating work-related causes of sickness absence.
- Acting on investigation findings to prevent a recurrence.

Excel Me Contact Details

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