

## **1<sup>st</sup> for EPA Ltd Health & Safety Policy**

### **1. Policy purpose**

1st for EPA Ltd 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.

### **2. Policy scope**

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

The circumstances of any health and safety issues raised will be assessed by the relevant representative in accordance with this policy.

### **3. Policy statements**

With regards to the health and safety of our employees, 1st for EPA Ltd 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.

### **4. Roles and responsibilities**

Overall and final responsibility for health and safety is that of Helen Shinner, Managing Director.

Implementation of the policy is the responsibility of Helen Shinner, Managing Director.

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 to Helen Shinner.

### **5. Health & Safety risk arising from our work activities**

As our services are carried out remotely, using online activity, health and safety risks are minimal. We have no physical premises and each contractor works from their own home. Should this change, we will carry out regular risk assessments and put in place appropriate procedures to ensure the health and safety of all staff, contractors, clients and apprentices.

### **6. Consultation with employees and contractors**

Employees and contractors will be consulted with on any issues regarding health and safety. Although contractors are responsible for their own health and safety, 1<sup>st</sup> for EPA Ltd 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 Helen Shinner, Managing Director.

## **7. Monitoring**

Helen Shinner, Managing Director, has responsibility for:

- Checking our 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

## **8. Policy Review**

This policy was last updated 21 January 2021. It will be reviewed annually and as legislation requires.