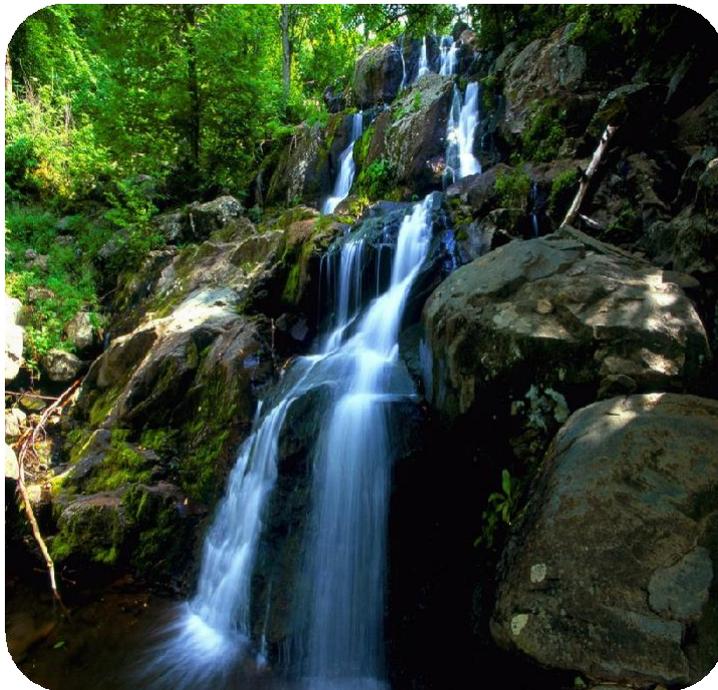


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# Lewis & Graves Partnership Ltd

## Health & Safety Policy



Issue 09





## Health & Safety Policy

Review Date	Next Review Date	IMS Number	Document Number	Person Responsible
Nov 2021	May 2022	HS 2	H&S P - 09	Jason Aves

Lewis & Graves Partnership Ltd is committed to ensuring that health & safety risks to its workforce, customers, and members of the public are minimized and effectively managed across all of its activities and services. The organisation recognizes that creating and maintaining a safe and healthy working environment is integral to its ongoing success. Preventing accidents and workplace injuries is a key element in maintaining a healthy workforce, this can only be achieved by promoting a culture of continuous improvement, effective communication and the involvement and participation of staff in the development of its approach to Occupational Health & Safety (OH & S).

The Directors are committed to and will provide necessary resources to ensure that staff across all levels of the organization understand, and can comply with their legal, contractual, and operational responsibilities in relation to OH & S.

Lewis & Graves Partnership Ltd are committed to developing and promoting a culture of continuous improvement in relation to our OH&S Management System and the wider Integrated Management System (IMS). The organisation's OH &S objectives and targets will be monitored and reviewed on a regular basis to ensure that they remain relevant and accurately record OH&S performance. The Directors hold the overall responsibility for establishment, implementation and monitoring of the OH & S Management System and its performance against its Objectives and Targets.

Employees will be supported by their Supervisors, Managers, and a dedicated Health & Safety Team. Directors, management, and supervisory staff have responsibilities for the implementation of the policy and must ensure that health & safety issues are given adequate consideration in the planning and day- to -day supervision of all work. This includes our commitment to the prevention of injury and ill health and our continuous improvement in our OH&S management and procedures.

Maintaining a well-trained and competent workforce remains critical aspect of reducing accidents, maintain a quality service for our customer and improving our reputation as a proactive and professional organisation. All staff are required to complete an Induction Programme followed by training relevant to their role within the organisation.

### Provision of welfare facilities

Sanitary Conveniences and Washing Facilities, Lewis and Graves will provide office staff with Suitable and sufficient sanitary conveniences and washing facilities. They and the rooms containing them will be kept clean, adequately ventilated, and lit. Washing facilities will be located close to sanitary conveniences and/or changing facilities and will have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. Men and women will have separate facilities with a lockable door and is for use by only one person at a time. This will be discussed on your induction when starting employment in the office. When on cleaning sites, your area manager or supervisor will show you where the Sanitary Conveniences and Washing Facilities are located.

Drinking Water, an adequate supply of high-quality drinking water with suitable cups, will be provided. Water will be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply.

Facilities for Rest and to Eat Meals, lunch breaks are staggered in the offices and there will be practicable, suitable, and sufficient, readily accessible rest facilities provided for the use of employees. Where workers regularly eat meals at work, suitable and sufficient facilities will be provided for the purpose. Such facilities will also be provided where food would otherwise be likely to be contaminated. Work areas can be used as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food. Where provided, eating facilities will include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers will be provided with a means for heating their own food (e.g., microwave oven).

A Health & Safety Committee has been established to ensure that the workforce is consulted and involved in the development and improvement of OH & S issues affecting their employment. Representatives from different levels across the organisation will have an opportunity to influence and participate in the development of both policy and working practices with a view to improving OH & S Management System.

Customers and other Interested Parties remain important in maintaining and improving the organisation's future success. Where appropriate, they will be encouraged to participate in the ongoing development of the O &H & S Management System.

Lewis & Graves Partnership have developed several objectives and targets to measure the success of the OH & S Management System. The targets and objectives take into account a number of factors including: -

- Results of internal and external audits and reviews
- Performance against previous Objectives and Targets
- Accidents and near misses
- Complaints
- Staff comments, complaints
- Issues raised by the H & S Committee employee representatives

Targets and Objectives will be reviewed by the Health & Safety Committee and Compliance Team and escalated to the senior Management Team for consideration where appropriate. The results of these reviews will be considered at Management Review Meetings.



Mark Graves Director Reviewed Nov 2021

## Lewis & Graves Partnership Approach to Occupational Safety & Health

Each element of this approach is designed to meet our objectives and targets in order to deliver a safe quality service for staff, customers, and other Interested Parties.

