

# The Keyholding Company

## Health & Safety Policy Statement

At The Keyholding Company it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. We are looking for your cooperation to enable us to fulfil our legal duties and the objectives of this policy. To promote co-operation, procedures for consulting you are built into the policy. It is your duty to follow the standards and procedures laid down by us.

We are committed to the prevention of injury and ill health to our employees and the continuous improvement in our health and safety management and maintaining our on-going performance.

This policy is compliant with BS OHSAS 18001. Where applicable, equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. If you are required to operate any equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Any materials or equipment kept on site will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The signatory below has ultimate responsibility for health and safety within The Keyholding Company and will, if applicable, nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant procedures.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness and on-going maintenance. Where necessary to ensure legal compliance and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

We will also make this policy freely available to our employees, our service partners and any interested parties.

Signed:



Charlie Gordon Lennox – CEO

Date: October 2018