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## Health and Safety Policy

This policy addresses many of the areas raised by the Health and Safety Executive and demonstrates how Peter Bates Associates Ltd exercises responsibility towards employees, associates, clients and the public; and compliance with legal obligations.

Peter Bates Associates Ltd provides training, service evaluation and development consultancy to the human services sector. Desk work is carried out in the office of the company or on the customer's site.

1. Activities are routinely reviewed from a health and safety perspective and this is a standing item on the agenda for Director's meetings, leading to improvement actions as indicated. Peter Bates has overall and final responsibility for health and safety.
2. Health and safety risks at work are managed in order to prevent accidents and cases of work-related ill health. This includes consideration of workload pressures as well as environmental and competency issues., the provision and maintenance of safe equipment and safe housekeeping routines.
3. Staff and Associates are required to exercise personal responsibility to contribute to the creation and maintenance of a safe working environment and culture within the company.
4. When working on customer's premises, staff and Associates will comply with health and safety obligations as required and contribute to the creation and maintenance of a safe working environment for themselves and others.
5. The obligations set out in paragraph 4 particularly apply to the need to understand emergency procedures in case of fire or other significant incident, as well as the location of the first aid box; and to support the host organisation in its response as appropriate.

13 January 2016