

HEALTH & SAFETY POLICY

Statement

Plan IT Solutions Limited ("the Company") is committed to providing for the health, safety and welfare of all of its employees and will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under that Act from time to time.

An employee may be required to carry out services either on Company premises, premises of third parties or even at the employee's home address. The Company will in so far as is reasonably practicable take steps to protect the employee's health and safety on all such premises including assessing available information as to any risks present on such premises and where such risks exist bringing the matter to the attention of the employee.

Employees are also under a duty to comply with health and safety legislation, in particular to take steps to secure their own safety, to act responsibly and do everything that they can to prevent injury to themselves and other persons around them. All employees have the responsibility to co-operate with the directors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This is particularly important where the company is neither present on the premises or has control over the operations within the premises.

Accordingly whenever an employee notices a health or safety problem which they are not able to immediately rectify, the employee should notify both the appropriate person on site and the Company.

Policy

1. Company Duties

1.1 Company Premises

The Company will endeavour to ensure as far as is reasonably practicable where on Company Premises by ensuring:

- a) the provision and maintenance of safe equipment, safe systems of work & a safe place of work;
- b) that the handling, storage and transportation of equipment are executed without hazard and that articles and substances are moved, stored and used safely;
- c) that all necessary safety devices are installed and maintained on equipment;
- d) that the workplace, including staircases, floors, and access ways are maintained in a safe and clean condition;

- e) that regular inspections and checks of the workplace, equipment and working methods are undertaken;
- f) that assessments be carried out to establish any risks to health and safety of employees or visitors to the premises and that any relevant risk be communicated to employees;
- g) that clients and other visitors to the Company premises are made aware of and comply with the Company's health and safety policy, standards and regulations;
- h) that necessary information, instruction, and supervision are provided to ensure the health and safety at work of employees;
- i) that emergency procedures are established and available to employees and that adequate first aid facilities are available.

1.2 *Third Party premises*

Where the employee is to carry out work on third party premises, the Company will endeavour in so far as is reasonably practicable to protect the health and safety of the employee. The Company and the employee acknowledge and agree that:

- a) where work is to be carried out on third party premises or from the employee's home, the Company will carry out an assessment of any risk to the employee;
- b) in carrying out such a risk assessment, as the Company is neither present or in control of the premises, the Company will be reliant upon information provided both by the employee and any third party with whom the Company enters into arrangements for the employee to carry out any work;
- c) the ability of the Company to meet its statutory obligations in respect of health and safety is reliant on the employee complying with his duties under both health and safety legislation and this policy including but not limited to co-operating with the Company and notifying the Company should any health and safety issue arise;

2. **Employees' duties**

- 2.1 The health and safety policy needs the full co-operation of all employees, who are expected to assist in its successful implementation by taking reasonable care for their own safety and that of others. In particular employees are required to:

- a) provide the Company will full information regarding the role that is to be carried out on any third party premises and any risks to health and safety to which the employee is aware;
- b) comply with all precautions, safety instructions and directions issued by the Company, its directors or authorised persons, whether on Company premises or on third party premises;
- c) obtain, familiarise themselves with and comply with any health and safety related policies or procedures as applicable to the third party premises on which work is being carried out;
- d) take reasonable care of their health and safety and of those who may be affected by any acts or omissions of the employee and co-operate with the Company and/or any third party in fulfilling its statutory duties;
- e) use equipment only in accordance with the training and instruction provided and refrain from using equipment where the employee has received neither appropriate training or instruction;
- f) assist in maintaining all equipment, work and storage areas, gangways and staff facilities in a clean and tidy condition;
- g) report any faulty machinery, power supplies or work equipment straightaway to the appropriate person. Employees should not attempt to repair or adjust machinery or work equipment unless expressly authorized to do so;
- h) report and co-operate in the investigation of all accidents or incidents that have led or may lead to injury;
- i) report any misuse or interference with work;
- j) if an employee has or witnesses an accident whilst at work that the employee or him somebody on the employee's behalf, should report it to both the Company and a responsible person on the work site as soon as practicable after the event. All accidents should be reported however trivial and a record made in the Company accident book.

3. Consequences of non compliance

- 3.1 Failure by an employee to comply with any aspect of the Company's Health and Safety Policy, procedures or rules will be regarded as misconduct which will be dealt with under the Company's Disciplinary Procedure.

This policy is not contractual but will be reviewed as often as appropriate and all employees will be notified of any changes.