

**EVENSURE MANAGEMENT LIMITED QUALITY MANAGEMENT  
MANUAL – EML 100  
Health and Safety Policy**

We at Eversure Management Ltd recognise our duties under the Health and Safety at Work etc. Act 1974 and the accompanying protective legislation. We will endeavor to meet the requirements of this legislation so as to ensure we maintain a safe and healthy work environment. Our managers and supervisory staff are informed of their responsibilities to ensure that they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

**Eversure Management Ltd recognises so far as is reasonably practicable the duty to ensure safe and healthy working conditions for all its employees by:**

- - providing and maintaining a safe place and access and egress.
- - ensuring and providing safe systems of work, safe equipment and a healthy and safe working environment.
- - ensure that hazards and hazardous/harmful substances are identified and regular assessments of risks are undertaken.
- - provide information, instruction and training as it is necessary to ensure employees and others are assured of a safe and healthy working environment.
- -promoting the awareness of health and safety and encourage health and safety best practice throughout our organisation.
- -ensure we are taking the appropriate protective and preventative measures that would ensure the safety and health of all our staff and those that they would influence directly through the nature of their duties.
- - Ensure we have access to competent advice and are able to secure compliance with our statutory duties.
- - providing training to all employees appropriate to their responsibilities in accordance with the management of health and safety at work regulations and QM EML 208 Resource Training and Development procedure. Training provided will address hazardous substances, manual handling and the use of PPE. For recording purposes the company will record all its employees training records to be kept on personnel files. A program to identify refresher training is implemented to ensure employees remain aware of legislative changes and industry best practice.
- - ensuring that adequate and easy obtainable first aid provision will be made at every place of work occupied by the company.
- - fulfilling its duty of care to supply its employees with Personal Protective Equipment according to the unique demands of their working environment, through independent Risk Assessment and the special requirements of our clients, to ensure a safe working environment for all its employees.

In order that we can achieve our objectives, and ensure our employees recognises their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with Eversure Management Ltd safety rules which are provided within the Employee Handbook.

The company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and in particular arrangements which will be made to implement this policy are set out in this document.

This policy will be kept up to date particularly as regards to any changes in activities or the nature or the size of the business and will be reviewed annually.

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**This policy is to be:**

- Communicated to ANY NEW staff upon appointment, during initial training
- Advised of existing staff by way of discussion/ training and/or copy issue
- Permanently displayed on Company premises
- The foundation of our safe practice principles as advised by **Safe Contractor**

It may also be supplied to Clients with specifications.

Consequently, it is important that ALL staff fully understand and attempt to comply with this policy at all times