



Policy Statement – Health & Safety

In accordance with the Management of Health & Safety at Works Act 1974, it is the policy of Insite Managed Services Limited Directors and Management Team that all reasonable and practical steps will be taken to prevent personal injury to an ill health of employees and the public, to provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to the health and safety policy.

It is also the Company's policy to co-operate with the clients or prospective clients with the object of providing a safe working environment for all its employees by:

- Providing and maintaining safe plant and equipment
- Providing safe systems of work
- Providing adequate and sufficient information, instruction, training and supervision
- Providing a safe place of work with safe egress and access

It is the duty of ALL employees to conform to Company policy and approved operation procedures and to accept and carry out their individual and management responsibility.

All employees must contribute towards making the place where they work as safe as possible. To end this:

- Act with care to prevent injury to themselves and others
- Report all potential hazards damage and accidents
- Follow safe working procedures, including the correct use of safety equipment and protective clothing

All directors, managers and supervisors who authorise work to be carried out, are responsible for ensuring that – AT ALL TIMES – adequate health and safety facilities are available and all reasonable and practical precautions are taken and to this end, regular health and safety discussions will be held.

The Company Safety Policy will be reviewed annually incorporating new Health and Safety Legislation. The Company will make and record suitable and sufficient Risk Assessments. All such records and any revisions will be brought to the attentions of all employees.

The Operations Director is the nominated officer responsible for co-ordination of all health and safety matters, including regular consultative meetings.

The Board of Directors fully accepts their responsibility under the Health and Safety at Work Act 1974, and will give full support to this policy and all those who endeavor to carry it out.

A handwritten signature in black ink, appearing to read 'Neil Webb', is positioned above the printed name.

Neil Webb
Managing Director
2018