

Health and Safety Policy

General Policy Statement

Multi-Cultural Family Base regards good Health and Safety practice as a vital part of its business. It is therefore **Multi-Cultural Family Base's** policy for management and employees at all levels to do all that is reasonably practicable to attain the highest level of health and Safety. Our aim is to prevent injury and protect from any foreseeable harm all staff, contractors and members of the general public, who come into contact with Multi-Cultural Family Base and any of its undertakings.

The Management has a responsibility to:

- Provide and maintain a safe place and systems of work, without risk to health and safety as far as reasonably practicable taking into account any statutory requirements.
- Ensure that all employees are adequately trained and informed before commencing work.
- Ensure that all procedures/processes, which may involve hazards, are covered by suitable risk assessments. The findings of the risk assessments are to be updated as necessary and employees informed of their contents.
- Provide training, information and supervision to enable employees to perform their work safely and efficiently.
- Make available all necessary protective equipment to ensure safe working conditions and to supervise its use.
- Investigate all accidents to identify the root cause and to ensure that lessons learned are disseminated to avoid further accidents.
- Audit health and safety systems to ensure they continue to work effectively.

Employees have a duty to co-operate with the management in the operation of the policy by:

- Working safely and efficiently not endangering their own or others' safety.
- Using protective equipment provided and by meeting statutory obligations.
- Reporting incidents that have led or may lead to injury or damage.
- Reporting of defective equipment and unsafe situations
- Adhering to work practice procedures jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent recurrence.

The allocation of duties for health and safety matters and the particular arrangements for the implementation of this policy are as set out in this manual.

The policy will be kept up to date, particularly as Multi-Cultural Family Base changes in nature and size. To ensure this, the policy and the way it is implemented will be reviewed annually.