



## **Health and Safety Policy**

December 2017 (To be reviewed December 2018)

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## 1. Purpose

The purpose of this policy is to ensure compliance with the various Acts of Parliament covering health and safety.

## 2. Scope

This plan applies to all managers and employees (whether permanent, fixed -term or temporary), consultants, contractors, seconded staff, casual workers and agency staff, volunteers, interns, agents, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as staff or employees in this policy).

The plan is available to all members of staff should it be requested/needed.

This policy statement and/or the procedures for its implementation may be altered at any time by PAG Management.

## 3. Policy Statement

Premier Advisory Group believes that consideration of the health, safety and welfare of staff is an integral part of the management process and it has a duty for providing a safe and healthy working environment (as far as reasonably practical) for all employees.

The company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met as part of day-to-day management.

Premier Advisory Group intends to maintain the following commitments:

- Ensuring the safety of its employees, customers and others affected by the company's activities; including to prevent accidents and cases of work related ill health and providing adequate control of health and safety risks



- To provide adequate training to ensure employees are competent to do their work as well as maintain the safety of those they work with
- Ensuring managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To consider the environmental impact of the company's work as part of everyday business practice
- Encourage employees, including volunteers, to co-operate in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory
- Request that employees take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do
- Request that employees co-operate fully with the organisation on health and safety
- To periodically review the health and safety policy to maintain safe and healthy working conditions

#### 4. Working with vulnerable groups

At times employees of Premier Advisory Group will be required to work with children, young people and vulnerable adults. Therefore, we require an Enhanced DBS check from all employees.

Risk assessments are taken out when a new activity is envisaged which engages with vulnerable groups.

PAG believes that all vulnerable people have the right to be:

- protected from abuse and safe in the activities that they, or their parents and carers, choose
- listened to and heard
- valued for their contributions
- treated as individuals



- respected for their individuality and identity
- involved in decisions, whenever it is appropriate.

#### 5. Related policies and procedures

- Safer Recruitment policy
- Equalities policy
- Safeguarding policy

#### 6. Who is responsible for the policy?

The Directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Managing Director has primary and day-to-day responsibility for implementing this policy and for dealing with any queries on its interpretation. It is the responsibility of all Managers and Supervisors and staff to ensure that they are familiar with the health and safety policies, and that they follow them accordingly.

#### 7. Date and frequency of review

This policy is to be reviewed annually. The next review is due in December 2018.

If you have any concerns or queries in relation to this policy or your obligations, please make these known to PAG's Managing Director, Tom Legge.

