

General statement of policy on health and safety

Infotech Support Limited aims to set and maintain exemplary standards of Health and Safety performance, so as to ensure the Health and Safety at work of staff as well as that of others who may be affected by our activities such as residents, contractors and visitors.

To enable us to achieve this aim, we have set the following objectives:

1. to observe Health and Safety law;
2. to establish and maintain effective Health and Safety management arrangements throughout the organisation;
3. to clearly define Health and Safety responsibilities and competencies;
4. to ensure that the risks to the Health and Safety of all of our staff and others are properly assessed and controlled;
5. to ensure that competent advice is available to management and staff to assist them in meeting their responsibilities;
6. to maintain effective arrangements for monitoring our Health and Safety performance;
7. to review Health and Safety arrangements regularly to ensure their continued effectiveness and suitability; and
8. to report regularly and at least annually on our performance and at all times seek to involve you and engage your commitment.

Arrangements

Supplementary to this general policy statement, there will be specific operational procedures describing in detail, Health and Safety arrangements, information and guidance for all employees (these will be known as Safe Working Practice Guidance Notes). Below we state in more detail how we will put the key commitments expressed in the Health and Safety policy statement into practice

Health and safety law

- We will ensure that we have effective arrangements in place to ensure INFOTECH SUPPORT complies with all relevant Health, Safety and Fire Legislation.

Health and Safety Management.

1. Through the Executive Team, the Board will secure the effective operation and continued improvement of the Health and Safety management system by control of policy formulation, planning, risk assessment, the setting of exemplary standards, implementation, organisation development, performance review, monitoring and audit.
2. The Board has set Infotech wide performance standards and arranged for regular monitoring to review Health and Safety progress.
3. The Director will be the Board Champion for Health and Safety and will chair the Health and Safety Committee.
4. The Infotech Board will agree and publish a corporate Health and Safety plan each year which will take into account the aims, objectives and targets associated with all current HSC programmes. The Corporate Plan will be used to reinforce Infotech Supprt's commitment to the aims of this Policy.

Assess and control risks

- It is our intention to benchmark our practices and procedures and to ensure that we meet the standards set out in published guidance.
- We seek to ensure that risks to the Health and Safety of INFOTECH SUPPORT staff and others from work activities are properly assessed and controlled.
- Risk assessments will be undertaken and reviewed as appropriate to cover the range of significant hazards and risks to which INFOTECH SUPPORT staff and others may be exposed.
- We will provide where appropriate occupational health advice, promotion and surveillance.

Performance measurement

- The corporate Health and Safety plan will set objectives and targets including those for the reduction of accidents and ill health.
- The Executive team will meet to review Health and Safety performance at least twice a year and consider progress and achievements against the corporate plan.
- At the mid-year review stage and the end of the operating year Directorates will supply a report on progress and achievements against their plan to the Health and Safety Director.
- These reports, supplemented with accident and ill-health report statistics and analysis, will form the basis of the Annual Report on Health and Safety.
- The Director will publish an annual Health and Safety report describing INFOTECH SUPPORT performance over the previous year and this will be available to all staff. Information from this report will be included within the INFOTECH SUPPORT Annual Report in accordance with current corporate practice.

Auditing and reviewing

- The Executive Team will approve an audit programme which will ensure the effectiveness of the policy. The aims of such audits will be to establish that appropriate management arrangements are in place, adequate risk control systems exist are implemented and appropriate workplace precautions are in place.

Consultation

- We will provide and maintain open channels of communication to enable employees and Safety Representatives to raise Health and Safety issues.
- We welcome and encourage staff support, involvement and participation in Health and Safety issues.