



Health & Safety Policy

It is the Policy of Akita Group Ltd. (Akita) that all reasonably practicable steps will be taken to ensure the health, safety and welfare of its employees and the protection of others, not in its employ, who may have legitimate reasons for being on or about company premises.

Akita recognises its statutory obligations to maintain standard of safety for all of its employees in every respect of their work in relation to buildings, plant, equipment and workplaces, and for continually ensuring that these obligations are fulfilled.

It is considered essential in the best interests of all employees that they should observe and maintain the safety standards laid down in this policy.

Akita also recognises its obligations to members of the public, contractors and visitors to its premises and will ensure that measures, where necessary, will be taken to safeguard their health and safety.

Generally, management and staff will be required to co-operate in maintaining the health and safety of the workforce by observation of agreed practices and procedures for improved standards of protection for all persons using the company's premises.

The management of health and safety measure is regarded as a mutual objective of management and employees at all levels. Therefore it is an objective of Akita to:

- Provide and maintain safe and healthy working conditions in accordance with the relevant statutory requirements.
- Provide and maintain safe means of access and egress from its premises
- Provide appropriate integrated safety/job training for all employees
- Provide its employees with all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in all aspects of safety, in particular by introducing and monitoring safety procedures, and involving employees whenever possible.



Staff have a duty to co-operate in the Implementation and operation of this policy by:

- Working safely and efficiently and using, where appropriate, protective equipment and comply with statutory regulations
- Immediately reporting incidents that have led or may lead to injury
- Adhering to company procedures designed to ensure a safe workplace
- Assisting in the investigation of accidents and aiding the introduction of measure to prevent a reoccurrence
- Abiding by Health and Safety Policies in force at Akita's clients' premises.

P A Williams
Managing Director

Date: June 2024



RESPONSIBILITIES

Directors

The Directors are responsible for the planned implementation of effective health and safety standards within the company according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and organising work generally.

The Directors bear the ultimate responsibility for ensuring that all staff are given correct information and training for employees to do their job safely.

The Directors are responsible for ensuring that all employees are properly resourced and supported, without financial constraint to enable them to reach the correct decisions in respect of health and safety matters.

It is the Directors responsibility to monitor the performance of those to whom health and safety policy has been delegated.

The Directors are responsible for ensuring that appropriate statutory insurance cover is obtained e.g. Employers Liability, together with additional cover for other risks such as third party liability.

Management

Responsible to the Directors for the maintenance of health and safety standards and procedures.

Communication of all Health and safety issues to the Directors.

Ensure adequate training on all sites for health and safety.

Ensure that appropriate staff are trained on Risk Assessment techniques

Ensure that any risk assessments are carried out by management.

Ensure that all accidents are/or dangerous occurrences are reported and investigate with appropriate action.

Advise employees of the need to use PPE.



All Employees

It is the duty of all employees to know their responsibilities, all employees must:

Know Akita Group Ltd, Health and Safety policy arrangements and organisation structure

Take care of their own health and safety and that of others who may be affected by their acts or omissions.

Co-operate with management to enable them to carry out their obligations

Ensure that all accidents involving injury, however trivial should be notified to the immediate management by or on the behalf of the individual concerned. Ensure details of all accidents are entered into the appropriate paperwork.

Report to their management any defects or malfunctions of equipment or machinery.

Wear or use safety equipment and personal protection equipment provided.

Not intentionally or recklessly interfere with or misuse any item of equipment or machinery provided or act in any manner inappropriate to their place of work.

Be aware that employees who wilfully or by neglect fail to observe the health and safety policy render themselves liable to disciplinary action under the Akita Group Ltd Disciplinary Procedure.

Be aware that in the case of breaches of statutory requirements, employees may be held personally liable under the law.