

## Health and Safety General Policy Statement

At NJC we recognise that our employees are central to the delivery of our service and we are fully committed to our duties under current Health and Safety legislation. We will endeavour to meet the requirements of this legislation and maintain a Safe and Healthy working environment. Our workforce is informed of their responsibilities to ensure they take all reasonable precautions, to ensure the Safety, Health and Welfare of those that are likely to be affected by the operation of our business.

NJC recognises its duty to make regular assessments of the hazards and risks created in the course of our business.

We also recognise our duty, so far as reasonably practicable, to:

- Meet our legal obligations to maintain Safe and Healthy working conditions
- Provide adequate control of the Health and Safety risks so identified
- Consult with our employees on matters affecting their Health and Safety
- Provide and maintain Safe plant and equipment
- Arrange the Safe handling and use of substances
- Provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language
- Check workers are competent and give them appropriate training
- Prevent accidents and cases of work related ill Health
- Actively manage and supervise Health and Safety at work
- Have access to competent advice
- Seek continuous improvement in our Health and Safety performance and management through regular review and revision of this policy
- Provide the resource required to make this policy and our Health and Safety arrangements effective

We work at premises or sites not under the direct control of NJC, we recognise our duty to co-operate and work with anyone affected by our activities continually considering the Health and Safety of all those affected by our work activities.

To help achieve our objectives and work towards our employees recognising their duties under Health and Safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company Health and Safety rules in an Employee Safety Handbook which is made available to every worker employed by us. This is also supported by our OHSAS 18001 compliant occupational Health and Safety Management System.

NJC regard the promotion of Health and Safety measures as fundamental to the Health and Safety of those affected by our work. We recognise and aim to do all that is reasonable to protect anyone who may be affected by our activities from foreseeable work hazards. Through continual improvement we seek to drive both Safety standards and the Safety culture of our workforce.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signed: A handwritten signature in black ink, appearing to read 'Paul Kelly', is written over the word 'Signed:'.

Date: 20 March 2017