

	HEALTH AND SAFETY MANUAL		
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	SUBJECT:	Health and Safety Policy	

1. PURPOSE

This policy outlines the health and safety responsibilities of both Bay Venues Ltd (BVL), as the employer, and BVL employees. BVL is committed to providing a safe and healthy workplace for all employees, contractors and visitors.

2. SCOPE

This policy applies to all BVL employees.

3. MANAGEMENT RESPONSIBILITIES

- a. **Review this policy** on an annual basis to ensure it remains current.
- b. **Maintain a robust health and safety management system** and safe systems of work.
- c. **Set targets and measures** to gauge progress, and to guarantee continuous improvement.
- d. **Manage risks** by identifying all workplace hazards and taking all reasonably practicable steps to control any exposure to injury, loss or damage.
- e. **Provide information, training and supervision** to ensure that everyone remains safe.
- f. **Promote a culture of safety** by setting clearly defined responsibilities for all managers and workers.
- g. **Communicate** clearly and openly about Bay Venues health and safety commitments and performance.
- h. **Ensure effective consultation** with all workers, contractors and employee representatives.
- i. **Recognise and celebrate excellence** in health and safety performance.
- j. **Apply Bay Venues policies**, where applicable, to suppliers and other third parties.

4. EMPLOYEES RESPONSIBILITIES

- a. **Comply with all legal and other obligations** by ensuring that our business is managed in accordance with the Health & Safety at Work Act 2015, relevant Regulations and Approved Codes of Practice.
- b. **Ensure your own safety** at work and participate in all required training.
- c. Ensure that **no action or inaction** on your part causes harm to others.
- d. **Observe** all policies, safe operating procedures and instructions.
- e. **Promptly and accurately report** all hazards and incidents.
- f. **Participate in return to work programmes** if injured or ill.

Signed: _____

Gary Dawson, Chief Executive Officer

Date: 23/5/19

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