



Equality Link Consultancy

Health and Safety Policy

This is the policy statement of Equality Link Consultancy who was established in 2007 to provide disability equality and general diversity training, access audits, auxiliary aids and services to business. Equality Link Consultancy also undertake international work concerning the Human Rights of Disabled People by providing consultancy based services and training in disability equality. The Company conducts its business in a socially responsible and ethical manner.

On behalf of the Company, I understand and fully accept responsibility for and will take all reasonable measures to ensure the health, safety and welfare of staff and others who may be affected by our activities. I will also ensure that the Company complies with the requirements of the Health and Safety at Work Act 1974 and any relevant regulations.

The policy of the Company is to ensure, so far as is reasonably practicable

- the provision and maintenance of safe and healthy working conditions, equipment and systems of work, that
- sufficient resources, information, training and supervision are provided for these purposes and that
- we aim to pursue a programme of progressive improvement in the health and safety performance, recognising also that the staff are the most important asset.

The Company will also ensure, so far as is reasonably practicable, the health and safety of non-employees who may be affected by our work activities.

I expect all staff to accept individual responsibility to both co-operate with me, through routine consultation and in the event of any non-routine occurrence, in the implementation of this policy and to take reasonable care of themselves and others, who may be affected by their acts or omissions at work.

Lone working: all consultants and employees to advise a team member of times and dates of all site visits; to advise of contact numbers in case of emergency. All consultants and employees to advise team member when leaving site safely. Team member to contact a Director immediately if contact is not made with the person undertaking the site visit.

Pre-site visit risk assessments – all consultants whether freelance or contracted will be required to complete pre-site visit questionnaire and risk assessment from August 2007. This will be completed via the Equality Link Consultancy web-enabled database.

Near miss, accident and assault procedure: all consultants and employees are to report to a Director all incidents in order that the Health & Safety Executive (HSE) Guidelines can be followed with reports made when necessary and changes to Equality Link Consultancy policies made if required.

Display Screen Equipment: all consultants and employees are encouraged to follow HSE Guidelines as regards usage of Display Screen Equipment including how equipment is sited, and screen breaks.

To enable these functions to be carried out, it is my intention to ensure that responsibilities for health and safety matters are effectively assigned within the organisational structure and for suitable and sufficient arrangements to be made and to effectively implement, monitor and review safety practices and procedures.

This policy will be reviewed annually, in consultation with our Safety Advisors, to ensure that it reflects changes in the nature and size of the business and to ensure that it is up to date and reflects any changes in work activities or legislation.

This policy will be made available to all clients and partner organizations by publishing the policy on the Equality Link Consultancy website. All employees, consultants and suppliers will be required to agree to the policy prior to commencement of activities.

Signed & dated

Jaspal Dhani

Owner / Managing Director

A handwritten signature in black ink, appearing to read 'Jaspal Dhani', with a horizontal line underneath it.

Dated: 27 January 2009

Next review date: 27 January 2010