

# Health and Safety Policy



Effective Date:

17 - Sept - 2024

## 1. Purpose

Antares Consultancy is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and visitors. This policy outlines our approach to health and safety, ensuring a safe working environment and compliance with all relevant health and safety legislation.

## 2. Scope

This policy applies to all employees, contractors, clients, and visitors at Antares Consultancy. It covers all business operations, including office-based work, remote working, and any off-site activities undertaken as part of our consultancy services.

## 3. Responsibilities

### - Management Responsibilities:

Antares Consultancy management is responsible for implementing this policy, providing a safe working environment, and ensuring compliance with health and safety laws. We will:

- Regularly assess and control risks associated with our operations.
- Ensure that safety procedures and protocols are in place.
- Provide necessary health and safety training to all employees.
- Ensure that all employees have access to relevant safety equipment, if applicable.
- Investigate and respond to any health and safety concerns raised by employees.

### - Employee Responsibilities

All employees are responsible for taking care of their own health and safety and that of others who may be affected by their actions. Employees must:

- Follow all health and safety procedures and guidelines.
- Report any hazards, incidents, or unsafe conditions to management.
- Take part in any health and safety training provided by the company.
- Use any provided safety equipment as instructed.

## 4. Risk Assessment

Antares Consultancy will carry out regular risk assessments to identify potential hazards in the workplace and reduce or eliminate the associated risks. This includes:

- Identifying potential hazards in the office, remote work settings, or off-site locations.
- Assessing the risk levels and implementing measures to control them.
- Regularly reviewing and updating risk assessments to ensure they remain relevant.

## 5. Safe Work Practices

We are committed to maintaining a safe working environment by:



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- Providing clear guidance and safe working procedures to minimise risks.
- Ensuring workspaces are kept clean, tidy, and free from hazards.
- Encouraging regular breaks to prevent fatigue, especially during remote work.
- Monitoring any potential risks related to ergonomic issues in remote working setups and offering guidance on best practices for workstation setups.

## 6. Health and Safety Training

We provide training to ensure employees are aware of their responsibilities and can work safely. This includes:

- Training on company health and safety policies.
- Specific training related to any hazardous activities or environments that employees may encounter.
- Regular refresher courses to keep health and safety knowledge up to date.

## 7. Emergency Procedure

Antares Consultancy has emergency procedures in place to ensure a quick and effective response to emergencies, including:

- Fire evacuation procedures and designated assembly points.
- Procedures for contacting emergency services and providing first aid.
- Regular fire drills and testing of safety equipment in our offices.

## 8. Incident Reporting

All accidents, injuries, near misses, and health and safety concerns must be reported to management immediately. We will:

- Investigate all incidents thoroughly to identify causes and prevent recurrence.
- Keep a record of all incidents and the steps taken to address them.
- Ensure any required changes to our policies or procedures are made following an incident.

## 9. Compliance with Legislation

Antares Consultancy is committed to complying with all relevant health and safety legislation, including the Health and Safety at Work Act 1974 and any other applicable regulations. We will review this policy regularly to ensure ongoing compliance with legal requirements.

## 10. Policy Review

This Health and Safety Policy will be reviewed annually or more frequently if necessary, to ensure it remains effective and compliant with the latest legislation.



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## 11. Conclusion

Antares Consultancy is committed to maintaining a safe and healthy working environment for all employees, contractors, clients, and visitors. We believe that a proactive approach to health and safety is essential to the well-being of our team and the success of our business.

