



GALAPAGOS SUPPORT SERVICES

# Health and Safety

Version 1.0

2023

In accordance with its duty under Section 2(3) of the Health & Safety at Work Act. 1974, and in fulfilling its obligations to employees, visitors, clients, neighbours, contractors and the general public who may be affected by its activities, the Chairman/Managing Director of Galapagos Support Services Ltd., has produces the following Statement of policy in respect of health & safety welfare and environmental concerns.

It is the aim of the Chief Executive, so far as reasonably practicable, to ensure that:

1. The working environment of all employees is safe and without risk to health and the adequate provisions are made with regard to the facilities and arrangements for first aid and welfare at work.
2. The provision and maintenance of plant and systems of work that are safe and without risks to health.
3. That persons who are not in our employment, who may be affected by our activities, are not exposed to risks to their health.
4. Information, instruction, training and supervision are provided, as necessary, to secure the health and safety at work of all employees.
5. Arrangements for the use, handling, storage and transportation of articles and substances for use at work that are safe and without risk to health.
6. Adequate information is available with respect to articles and substances used at work, dealing with the conditions and precautions necessary to ensure that, when properly used, they present no risks to health and safety.
7. There is suitable provision for the safe access and egress to and from all working areas.

The chief executive has a responsibility for the implementation of this health and safety policy and procedures. Staff are reminded of the legal requirement to comply with the policy and procedures. In particular, that are required:

1. To take reasonable care for their own health and safety at work and of those who may be affected by their acts or omissions.
2. To co-operate with their employer to ensure that they comply with any duty or requirement for health and safety, impose upon their employer by law, and contained in this Statement and the policy and Procedures Manual.

3. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare.
4. This policy will be reviewed as appropriate and revisions will be brought to the attention of all employees.

## Coshh & Risk Assessment

### Control of Substances Hazardous to Health Regulations 1994

#### Procedures for COSHH Assessment

At the start of any new contract, the Contract Manager or Director will request a complete set of COSHH data and assessment sheets for each new site to be held by the supervisor in the “cleaning cupboard.” An additional copy will be provided to the client, if requested.

All COSHH details are maintained on file at Head Office, this ensures that if any sheets need to be updated/alterd then those sites holding the relevant product can be promptly recalled to head office for updating.

COSHH assessments are reviewed at regular intervals and when a new product is to be used.

### The management of Health and Safety at Work Regulations 1992

#### Procedures for Risk Assessment

It is the company’s policy to carry out full risk assessment and implement the EC framework Directive by considering the risk to the health and safety of our employees to which they are exposed whilst they are at work. Also the risk to the health and safety of persons not in our employment, arising out of, or in connection with, the conduct of GSS employees or their undertakings.

GSS will carry out such assessment on all new contracts at the time of commencement and will review on a 5 yearly basis or at renewal of contract.

Galapagos Support Services Ltd employ a full-time Health and Safety Manager who is chartered Institute of Environmental Health, ROSPA, BPCA and BICS qualified and responsible for all Health and Safety matters within the company.