

## Health and Safety at Work Policy Statement

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Banner Business Solutions Ltd T/A Complete attaches great importance to health and safety matters, and it is the policy of the Company to conduct its operations in such a way as to ensure the health and safety of all its employees, visitors to its premises, and the general public.

The Company accepts a responsibility to reduce by all practicable means the number of accidents, dangerous incidents, damage to property, and hazards to health and safety. To this end, the Company will endeavour to create and develop a working environment in which there is an awareness of the importance of health and safety, and which encourages its employees to participate in developing and practising safe working methods and to have a regard for the welfare of themselves and others.

Complete recognise that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, contractors, visitors, and the public at large.

We are committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing high quality information, instruction, training, and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

We will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to continually improving our Health and Safety Management System, thereby creating and maintaining a safe working environment.

The arrangements and organisation for implementing the policy are set out in the Company Health & Safety Manual.

The Directors of Complete give full backing to this policy and will support all those who endeavour to carry it out. The policy will be kept up to date, particularly as the business changes in nature and size and will be reviewed annually.

*C. Newman*

**Chris Newman**

Chief Operations Officer