

Health & Safety Policy

It is the intention of Orion Travel to provide, so far as is reasonably practicable, a safe and healthy working environment. Orion Travel will take all reasonable precautions to ensure the health and safety of:

- O It's employees**
- O Visitors**
- O Associates**

To make sure that everyone complies with:

- O All necessary Health and Safety laws**
- O Codes of practice**
- O Guidance from official bodies**

It shall be the duty of every employee whilst at work to:

- O Take reasonable care for the health and safety of themselves and others**
- O Co-operate with the business by complying with health and safety rules and procedures**

Whilst at client sites, staff and associates should:

- O Take reasonable care for the health and safety of themselves and others**
- O Co-operate with the business by making themselves aware of Health & Safety rules and procedures and complying with these**
- O Ensure clients are made aware of any unsafe working practices such as trailing cables or poor seating at PC's**

Who has responsibility within the organization?

Everyone must accept responsibility for their own safety and the safety of employees alike.

The Owner of the company has overall and final responsibility for:

- O Maintaining safety standards set by the legislation and by the company**
- O Leading the overall drive for improved safety and in so doing setting safety objectives and monitor performance.**

The following people within the company have specific responsibilities:

The Owner will:

- O Instigate and monitor all procedures adopted by the company**
- O Inform management board of any impending/actual breach of regulations**
- O Ensure managers are aware of their responsibilities**
- O Be responsible for the day-to-day implementation of health and safety procedures.**
- O Make these available to health and safety inspectors who may ask to see them.**
- O Ensure that Health & Safety policies and procedures are reviewed annually**

Reporting Accidents

All accidents, regardless of how small you consider they are, should be reported. If you are unable to continue work as a result of an accident, you must inform your Team Leader or Manager prior to leaving the building.

First Aid

A fully stocked first aid kit is available when required. The administrators are the appointed personnel familiar with first aid equipment and are responsible for calling the emergency services if required. They must be informed immediately of any incidents requiring medical attention.

Fire Procedures

Rules of Fire Safety

It is your responsibility to know how to:

Prevent fires – be very careful with:

- O Smoking materials**
- O Electrical appliances**

Act in emergencies – make sure you:

- O Are aware of evacuation procedures**
- O Get out quickly when the fire alarm sounds**
- O Never use the lift on hearing the fire alarm**
- O Never tackle a fire unless you are trained to do so**

Signed:.....

G Queenan

1st April 2005