



WILSON JAMES POLICY STATEMENT

Policy Title	Health & Safety	Policy No.	G02
Owner	Chief Operating Officer	Date Issued	Nov-08
Author	Director of Health, Safety and Wellbeing	Date Reviewed	Mar-25
Scope	This Policy applies to all sectors and functions of the Wilson James business		
Responsibility	The Policy owner is responsible for ensuring that this policy remains current and up to date and shall formally review the policy on an annual basis		

Wilson James is committed to providing a safe working environment that enables the business to operate in a safe, healthy, and sustainable manner to prevent accidents in the workplace and cases of work-related ill health occurring. This is achieved through a robust health and safety management system that promotes good health, safety and wellbeing and meets all statutory, business, client and employee health and safety needs.

This Policy is communicated to all persons working under the control and supervision of Wilson James during their company induction to ensure that individuals are made aware of their health and safety obligations; a controlled copy is maintained on the WJ website <https://wilsonjames.co.uk/> for other interested parties to refer to.

Wilson James is committed to maintaining a safe and healthy workplace, while doing all they reasonably can to protect our employees. Our employees have a duty to co-operate and do all they reasonably can to protect themselves and those around them.

Objectives of the Health and Safety Management System:

- Comply with all legal and other requirements
- Eliminate hazards and reduce OSH risks through a robust risk assessment and method statement process
- Consult and participate with workers and workers representatives on the health and safety arrangements
- To maintain and develop our internal health and safety related training courses through our IOSH accreditation
- Continually improve our health and safety management system
- Maintain approval to the ISO45001:2018 Health and Safety standard through a UKAS accredited audit body
- Conduct regular health and safety visits to all sites by a competent person, assuring that the work environment is safe, while ensuring health and safety standards are being maintained

Wilson James will provide:

- Safe and healthy working conditions to prevent work-related injury and ill health
- Clear and timely communication of health and safety information to all employees
- Documented health and safety procedures including Safe Systems of Work
- Guidance, instruction, training, and supervision to enable our employees to carry out their work in a safe and competent manner
- All required health and safety equipment and resources; planned checks are carried out to ensure that plant, machinery, first aid, fire safety and any other equipment is maintained and COSHH substances are controlled



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- Welfare facilities to enable employees to maintain a satisfactory standard of cleanliness to protect themselves and others
- SIA licenced Security Team members whose basic training provides them with the skills to deal with aggressive / violent persons to minimise the risk of workplace assaults and trauma.

To confirm the ongoing suitability of the health and safety management system, the Wilson James board will set and regularly review health and safety objectives to ensure that planned results are achieved.

Sub-contractor Management

All contractors undertaking work for Wilson James must be:

- Fully qualified, insured and approved by WJ Procurement before any work is sub-contracted
- Informed of the relevant standards required and monitored to ensure compliance (without detracting from the contractors' legal responsibilities to comply with statutory requirements)

A handwritten signature in black ink, appearing to read 'Mark Dobson'.

Mark Dobson
Chief Executive Officer