

Health & Safety Policy

Purpose of policy

Under the Health & Safety at Work Act (HASWA) 1974 and associated legislation, Top2% aims to maintain a safe, healthy working environment for everyone who consults for us; and to do everything possible to protect the health and safety of all those we come into contact with, whilst delivering our training and consultancy services.

Scope

This policy applies to all consultants and clients engaging in our training and consultancy services.

Top2%

Top2% have a duty to ensure all the premises where training is undertaken is safe and free from hazards; and to report any possible deviances.

Top2% expect all their consultants to appreciate and guard against normal risks:

- Take reasonable care to avoid injury to themselves or others through their training activities.
- Co-operate with Top2% and their clients in meeting statutory requirements.

Statutory requirements

For Health and Safety reasons, the consultants will not be expected to work in excess of 12 hours in any 24 hour period, or 14 hours including travelling time in any 24 hour period, or more than 13 days in any 14 day period, unless given authorisation by Top 2%. This will only be given if a suitable risk assessment of the task has been received from the Client, or undertaken by Top 2%.

Top 2% recognises that where the courses are to be delivered in Brunei, the flight to Brunei exceeds the length of time stated, but has risk assessed this, ensuring that where possible, business class flights, a short break in travel in Dubai and a one-day rest period before delivering training are made available to the consultants.

Overview

All consultants should especially note that they are responsible for safeguarding the health and safety of all other persons who may be affected by their acts or omissions.



Monitoring and Review

The Director will monitor the effectiveness and review this policy, regularly considering its suitability.

If the profile of the company's business activity or operating environment changes significantly, the policy will be fully reviewed.

All employees, consultants and other personnel working in partnership with Top2%, are invited to comment on this policy and suggest ways in which it may be improved.

Application of the policy

This policy, its principles and procedures should be applied by the Director, consultants, contractors and other personnel who work in partnership with Top2%.

If any deviances from the policy are suspected or detected, it should be referred to the Company Director. Such reports will be treated confidentially.

TOP 2%