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## **Midas Corporate Consulting Limited**

### **Health & Safety Policy**

Dated: 14th July 2009

Signed:

(For and on behalf of: Midas Corporate Consulting Ltd)

Position: Managing Director

To Be Reviewed: 1<sup>st</sup> July 2010



## **Health & Safety Policy**

On behalf of Midas Corporate Consulting Ltd "Midas" and its Associates, the Managing Director understands and accepts our responsibility under the Health & Safety at Work Act 1974 and associated legislation and the quality of work we provide. Midas is a virtual property consultancy of Associates and Consultants. Each Associate office as well as on-site locations is subject to basic risk assessments to ensure that each Associate is working in safe and optimal conditions.

We will ensure, as far as practically possible, that we comply with the Health & Safety at Work Act 1974 which requires us to:

- Provide safe systems of work;
- Provide and maintain safe computer, electrical and other equipment;
- Provide a safe place of work, with safe access and egress;
- Provide for the safe use, handling, storage, and transport of all articles and substances used;
- Provide a healthy and safe place of work;
- Provide adequate and sufficient information, instruction, training and supervision.

We ensure that our employees, Associates, consultants and suppliers:-

- Co-operate with our employer's duties;
- Acknowledge their personal responsibility for themselves and for the safety of others who may be affected by their actions;
- Undertake the proper use of equipment and procedures without interference or misuse of anything provided to safeguard their safety.

We have assigned responsibilities across the organisation as follows:-

- Care of employees;
- Safety of others who may be affected.

We assess the risks arising from conducting our work whether in our offices or on client sites using risk assessment procedures, and address the hazards through consultation with our employees, Associates, and clients. Each Associate/Consultant is responsible for undertaking risk assessments in relation to their office and on-site locations and to assure quality in the work undertaken. Copies of specific risk assessments are kept at head office and on the shared filing system.

The risks arising take account of all those who are potentially exposed with variations made where other requirements may be highlighted – e.g. access requirements for wheelchair users; religious exceptions where hard hats or other PPE may normally be appropriate; situations which may present



additional difficulties for people with other disabilities, pregnant women, those for whom English isn't a first language etc

We disseminate our policy to our employees, Associates and clients via our web based Shared Filing System, our website, and our Terms and Conditions of Engagement and consultant contracts. All staff and Consultants receive a copy of our Health & Safety policy when they start working with Midas.

We undertake regular reviews of our policies and procedures and obtain updates from the Health & Safety Executive website and similar bodies.

We have the following measures in place:

- Risk Assessments will be carried out annually or when work activities change whichever is the soonest by the Managing Director or a nominated person. The results will be recorded and any actions undertaken with the approval of the Managing Director who will check that implemented actions have removed/reduced the risks identified;
- We have a planned maintenance programme to safety test all plant and equipment eg PAT testing of electrical items;
- Andrew Pegg is trained in First Aid as an Emergency First Responder and has responsibility for recording and reporting any accidents. A First Aid kit is maintained in the office and carried for on-site visits;
- Andrew Pegg is responsible for fire risk assessments/evacuations/fire warden role in the office. A Fire Assembly area has been identified and visitors are briefed on action in event of an emergency;
- Any flammable substances or materials in the workplace are safely stored (including paper);
- Office furniture conforms to safety standards and we have fire extinguishers and fire blankets in the office and car;
- We risk assess display screen equipment and have a method of ensuring our Health is maintained via regular optician and chiropractor check-ups.