

Health, Safety & Welfare Policy

arrangeMY regards the health, safety and welfare of employees as a prime responsibility and will ensure that all reasonable precautions are taken to provide and maintain working conditions, equipment and systems of work which are safe, healthy and comply with all statutory requirements and codes of practice.

We accept our responsibility for the health and safety of our employees and any other people who may be affected by our activities. We will promote high standards and good practice of health, safety and welfare in all our activities.

To this end, our Policy for Health, Safety & Welfare has been created and is available to all employees.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe machinery and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals.
- to consider and implement arrangements that safeguard vulnerable adults when required

Additional Information

Health and Safety at Work etc Act 1974; HSE Info line 0845 345 0055; HSE Website www.hse.gov.uk;
HSE Direct www.hsedirect.com

Management Responsibilities

- I. Overall and final responsibility for health, safety and welfare is that of the Managing Director (MD)
- II. Day-to-day responsibilities for ensuring this policy is put into practice is delegated to Business Services Manager (BSM)

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Employee and Directors Responsibilities

Our Policy for Health, Safety & Welfare lists responsibilities in detail. In general, all employees are responsible for their own health and safety and for ensuring that their actions do not affect the health and safety of others. To this end, all employees must:

- I. observe and maintain health and safety standards as required by the Policy for Health, Safety & Welfare and current legislation
- II. take reasonable care of the safety of themselves and others while carrying out their duties
- III. co-operate at all times with the Company regarding health and safety requirements
- IV. wear appropriate safety equipment where required, both on Company premises and when visiting other premises or sites in the course of their work
- V. use equipment properly and report any concerns or breakdowns
- VI. comply with all safety requirements and highway rules and restrictions whilst driving during the course of their work, including the use of safety belts, and ban on using hand-held mobile phones
- VII. report all accidents or health and safety concerns to an appropriate person (as detailed in this policy statement).
- VIII. follow safe working practices
- IX. seek Health and Safety advice from the BSM or MD as appropriate.

Health & Safety Risks Assessments

A Risk assessments must be undertaken at all working environments using HSE guidance

- The findings of the risk assessments will be reported to BSM
- Action required to remove or control risks will be approved by BSM
- The BSM will be responsible for ensuring the action required is implemented.
- BSM will check that the implemented actions have removed or reduced the risks.
- Assessments will be reviewed every 12 months or when the work environment changes, whichever is soonest.

Consultation with Employees

The Directors make all efforts to consult with all employees in setting out and implementing this policy and any changes that are made.

Substances Hazardous to Health

The Company assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (As amended) (COSHH).

- Employees are responsible for identifying any substances that may need a COSHH assessment
- BSM is responsible for identifying all substances which need a COSHH assessment
- BSM is responsible for ensuring that all actions identified in assessments are implemented

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- BSM is responsible for ensuring that all relevant employees are informed about the COSHH assessments
- All employees will check that new substances can be used safely before they are purchased
- Assessments will be reviewed annually or when work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed within the staff areas
- Health and safety advice is available from HSE Website
- Supervision of young workers or trainees will be arranged, undertaken and or monitored by the BSM
- BSM is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by the MD
- Job-specific training will be provided by the relevant manager
- Training records are kept in shared files
- Training will be identified, arranged and monitored by individual staff and lead by the BSM

Accidents, First Aid and Work-related Ill- health

- Qualified first aiders are Debbie Linney and Emma Adams.
- All accidents and cases of work-related ill health are to be recorded in the accident book.
- MD is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

In the event of an accident causing injury you must ensure that the injured person is being cared for and sends immediately for a first-aid or medical assistance. **DO NOT MOVE AN INJURED PERSON.** Emergency services can be reached by dialling 999.

Reporting Accidents, Notifiable Diseases & Dangerous Occurrences

All accidents and dangerous occurrences (any "near miss" incident, or accident which does not result in injury) to staff whilst on Company business must be reported immediately.

Any notifiable diseases also need to be recorded. Your doctor will inform you if you are diagnosed with such a disease and you must pass on this information immediately. Report the full details to the BSM who will ensure the details are recorded in the accident book.

Monitoring

- MD is responsible for investigating accidents.

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- MD is responsible for investigating work-related causes of sickness absences.
- MD is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures

All company staff need to be aware of the possibilities of fire and evacuation in other office locations.

If you DISCOVER a fire:

- Close the door leading to the fire to contain it.
- Immediately operate the nearest fire alarm call point.
- The most senior person present will assume the role of Fire Officer and will ensure the emergency services are contacted as quickly as possible.
- Leave the area by the quickest unaffected route and report to your evacuation assembly point (EAP). DO NOT RUN. DO NOT USE THE LIFTS. DO NOT DELAY FOR PERSONAL BELONGINGS.
- Do not re-enter the building until instructed.

You should never tackle a fire if doing so may endanger your personal safety in any way. IF YOU FEEL THAT YOU ARE AT NO PERSONAL RISK, you may try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame.

Machinery & Equipment

- I. All machinery and equipment must be used in accordance with the manufacturer's recommendations or as instructed during training.
- II. Electrically operated portable equipment will be inspected and maintained on a regular basis by a competent person.
- III. All machinery provided by the Company must be maintained in a safe working condition.
- IV. Any problems found with machinery or equipment must be reported to BSM
- V. All new machinery or equipment must meet health and safety standards before purchasing

Working Hours

The Company will observe and comply with the Working Hours Directive 1998 and will not allow any employee to work more than 48 hours per week, averaged over 17 weeks without the agreement of an exemption by the worker concerned.

Training

Training is essential to Health & Safety; to this end all workers will be given training necessary to perform their duties in a safe manner. Training will include advice and direction on the use and maintenance of personal protective equipment, appropriate to the function to be performed. No worker is allowed to operate any item of machinery, plant and equipment for which he/she has not or is not in the process of training to operate.

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Disciplinary Action

Each employee has a duty to take all reasonable steps or actions to preserve and protect the Health & Safety of him or herself and all other people affected by the operations of the Company. Any employee who places him or herself or others at risk through their own acts or omissions could be open to disciplinary action, which could lead to dismissal from the Company.

Employee Welfare, Mental Health and Wellbeing

MY is committed to fostering a supportive and inclusive workplace that prioritises the mental health and overall wellbeing of all employees. We recognise that good mental health is essential to individual fulfilment, professional performance, and collective success. To this end, we provide access to appropriate resources such as health cover inclusive of accredited mental health services and have in-house mental health first aiders, promote open dialogue free from stigma, and encourage a healthy work–life balance. Managers are expected to lead by example, remain attentive to signs of stress or difficulty, and ensure that staff feel safe to raise concerns. We will regularly review our practices to ensure they reflect best standards in employee wellbeing and continue to create an environment where everyone can thrive.

This applies to all employees, regardless of role, seniority, or working arrangement. We are committed to:

- Treating mental health with the same importance as physical health.
- Promoting a culture of openness, respect, and inclusion.
- Providing timely access to support and resources.
- Ensuring managers are equipped to respond appropriately to wellbeing concerns.
- Meeting our legal obligations under health and safety, equality, and employment law.
- Providing access to confidential support services, such as an Employee Assistance Programme (EAP).
- Offer training and resources to raise awareness of mental health and reduce stigma.
- Regularly review workloads, working practices, and policies to minimise stressors.
- Ensure reasonable adjustments are made for employees experiencing mental health difficulties.

All discussions regarding mental health will be treated with sensitivity and confidentiality, in line with GDPR policy. Information will only be shared with consent, unless there is a risk of harm to the individual or others.

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This policy will be reviewed every 12 months from April 2026

Signed:

A handwritten signature consisting of several overlapping loops and a horizontal line crossing through them.

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