



# HEALTH & SAFETY POLICY

## 1. Policy Statement

It is the company's legal duty of care and intent to provide and maintain a safe place of work without risk to any employees or persons affected. It is clearly indicated to all persons employed directly and working on behalf of the company that their responsibility in this field is no less than for any other function performed.

The management team are fully committed to this policy and its ethos to prevent accidents and cases of work-related ill health, to give full support to those who endeavour to implement it and its success is dependent on the support and co-operation of all persons in striving for continual improvement to the already established good health and safety record.

## 2. Policy Intentions

- Provide adequate control of the occupational health and safety risks.
- Consult with employees and contractors on matters affecting their occupational health and safety.
- Provide and maintain a safe environment including plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals or if it fails to deliver its intentions.
- Commit to an ethos and culture of continuous improvement.

### 3. Responsibilities

- The Managing Director has overall and final responsibility for occupational health and safety
- The Production Administrator has been delegated the responsibility for ensuring this policy is put into practice and to ensure occupational health and safety standards are maintained
- All employees are responsible for the following:
  - co-operation with the management team on occupational health and safety matters
  - not to interfere with anything provided to safeguard their occupational health and safety
  - to take reasonable care of their own health and safety
  - to report any occupational health and safety concerns to the Company Directors or the Production Administrator
- However, an individual's failure to comply with any of the above may result in disciplinary action being taken

### 4. Arrangements

- A structure of policies, procedures and instructions has been implemented to:
- Ensure that all relevant occupational health and safety legislation is complied with
- Conduct risk assessments, review the findings and implement any actions required. Any issues are dealt with professionally and reviewed as part of the management review agenda to improve the system
- Consult with employees when required. Co-operation and communication of all personnel is encouraged to promote and develop measures which will ensure Health and Safety at work
- Ensure all plant and equipment is effectively maintained
- Identify and control any hazardous substances
- Inform, instruct, advise and supervise employees on health and safety matters as required, including inductions, identifying and implementing appropriate training.
- Monitor and control accidents, first aid and work-related ill health.
- Implement emergency procedures for fire and evacuation
- The culture of the company is conducive to minimising occupational health and safety.
- This policy is reviewed annually or when any new relevant legislation is enacted and is communicated freely and available to any interested parties on request

Nigel Parker

Managing Director



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