

2025

COMPANY HEALTH & SAFETY POLICY



Keystone Compliance Ltd

1/1/2025

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1.0 HEALTH & SAFETY POLICY STATEMENT

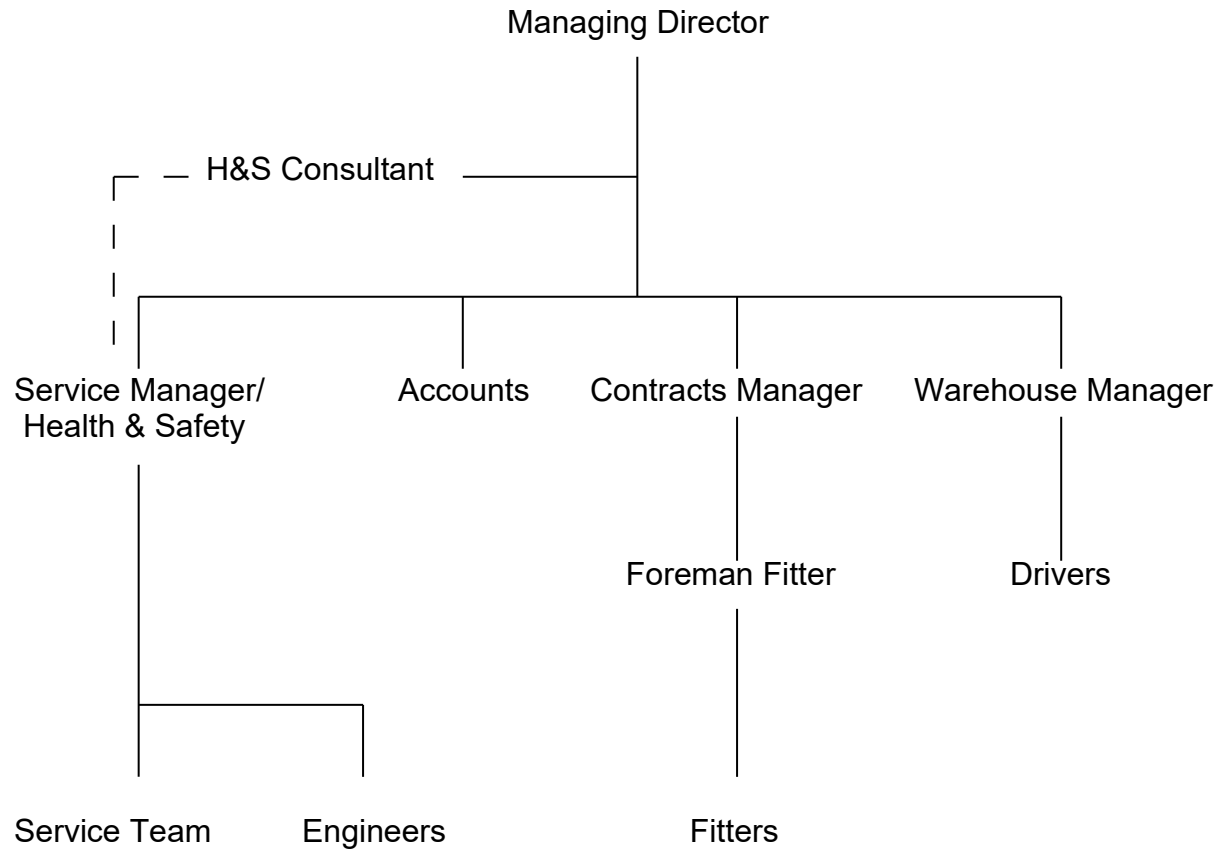
- 1.1 E. Jordon (Refrigeration) Ltd., is wholly committed to ensure, so far as reasonably practicable, the health, safety and welfare of all employees working for the company and are committed to continuous improvement. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are always met and exceeded where reasonably practicable.
- 1.2 To this end, the undersigned has committed the company to this documented Health & Safety Policy, which is designed to promote the health, safety and welfare at work of all our employees. The company recognises that successful health and safety management contributes to successful business performance and will ensure that adequate finances and resources are provided to meet the needs of the business, its employees and other interested parties (where deemed necessary)
We are committed to providing:
- Adequate information, instruction and training to employees to help ensure their competence.
 - Suitable and sufficient Risk Assessments and Safe Working Procedures for all work activities to help ensure a safe place of work.
 - Safe equipment, materials and products and ensuring that they are appropriately maintained in safe condition.
 - A safe place of work with adequate access and egress arrangements to support our employees.
 - Adequate welfare facilities are provided, maintained, kept clean and serviceable.
 - A system for ensuring that Sub-contractors and Contractors are suitably vetted and monitored to ensure they are aware of any inherent dangers at their place of work, and they do not adversely affect any of our employees.
- 1.3 The safety of our people is paramount, and this Policy is intended to reflect that. No Manager or Foreman should allow, condone or connive in any unsafe practices, nor should any employee intentionally commit or connive with others in any unsafe act.
- 1.4 The company recognises that a health and safety management system is unlikely to be successful unless it actively involves the people who work here. We are committed to consultation, participation and communication with employees. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health & Safety with the company.
- 1.5 Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.
- 1.6 The policy, H&S documents and procedures will be reviewed annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes. The overall and final responsibility for Health & Safety in the company is that of Mr. P. Jordon, Managing Director.

Signed: ...



Managing Director. Date:21/09/2025.....

2.0 REPORTING STRUCTURE



HEALTH AND SAFETY DUTIES

2.1 The Managing Director

Will ensure that:

- The main requirements of the Health and Safety at Work Etc. Act 1974 and other applicable legislation are understood and applied as necessary.
- The same management standards are applied to health and safety as to other management functions.
- A “competent person” is appointed to provide advice and assistance on health and safety matters and liaise with them appropriately to ensure ongoing compliance and improvement.
- The “competent person” (as above) advice is taken so far as is deemed reasonably practicable and agree alternative solutions for compliance if initial advice is not deemed reasonable.
- Health and safety objectives are established which reflect the strategic direction of the company and help to promote continual improvement.
- Performance is measured against agreed aims and objectives to help ensure the company are continually working towards their goals and making improvements.
- Ensuring that adequate funds and resources are available to meet health and safety requirements.
- Ensuring that Managers and Foremen with delegated responsibilities for health and safety are provided with support to enable them to carry out their role and responsibilities effectively and to enable company aims and objectives to be met.
- Ensuring that Managers and Foremen are fully aware of their health and safety duties and is acquainted with the types of hazards which may be encountered in their own and their employee’s working environment.
- Maintaining enthusiasm and continue to stimulate interest in safety matters with workforce.
- Joint consultations between management and employees take place as described in this policy.
- An effective training programme is in place to ensure that all staff are competent to conduct their roles/tasks and records of training are maintained and monitored for ongoing refresher training purposes.
- Suitable and sufficient personal protective equipment is available to employees at no cost to them.
- Suitable work equipment is provided and maintained in good condition and employees own equipment is treated the same as company owned.
- A formal system is implemented and monitored to ensure that sub-contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.
- Management reviews of all company management (including health and safety) is undertaken periodically in order to remain informed and engaged in the health and safety management system.
- RIDDOR reportable accidents are reported by the nominated responsible person in the prescribed manner
- They lead by example at all times by adhering to the company rules in place and encouraging and enforcing these rules throughout the business

2.2 Health & Safety Coordinator

Day-to-day responsibility for the management of health and safety within the company has been delegated to the Project / Health & Safety Coordinator. The primary role of the Health and Safety Coordinator is to oversee the day-to-day operation of the system and help ensure ongoing safety of employees and compliance with applicable statutory legislation.

The Health and Safety Coordinator will be responsible for:

- Ensuring that the requirement so the Health and Safety at Work Act 1974 and other applicable legislation are understood and applied as necessary throughout the business.
- Keeping up to date with changes in current legislation (with support from the Health and Safety Consultant) and to bring to the attention of the Managing Director any relevant changes.
- Attending courses / seminars to enable them to perform their duties effectively.
- Providing support to the Managing Director and other members of the Senior Leadership Team, to help them fulfil their health and safety responsibilities.
- Ensuring that they are familiar with all company policies and procedures and their responsibilities within them.
- Ensuring that they consider health and safety when making any business decisions, as they would with other aspects of the business.
- Working with the external Health & Safety Consultant in the development and implementation of company policies and procedures
- Developing suitable and sufficient risk assessments that comply with applicable health and safety legislation.
- Ensuring hazardous substances have been provided with safety data sheets and suitable and sufficient risk assessments have been developed and communicated with the relevant employees.
- Recommending control measures and advise on the standard of P.P.E. issued to employees.
- Ensuring that the training matrix remains up to date and all employees are provided with access to the relevant training for their roles
- Conducting health and safety inspections and prepare reports of the findings
- Immediately contacting the Director responsible for health and safety if situations are found, that in the opinion of the Safety Manager, require immediate rectification or the stopping of any operation.
- Bringing to the attention of the Managing Director if the corrective action agreed after any workplace inspection is not implemented by the arranged date
- Carrying out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms and analyse data for trends
- Advising the Company on all incidents and accidents reportable under RIDDOR
- Arranging health surveillance as instructed.
- Accompanying enforcing authority inspectors on visits where required to do so
- To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- Managing emergency procedures (such as fire alarm drills) and organising emergency teams such as fire marshals and first aiders
- To chair quarterly safety committee meetings
- Manage the company's safety accreditation and complete annual assessments.
- Assist in the completion of client PQQs.
- Offering general health and safety advice to all employees

2.3 **Managers & Forman's Responsibilities**

Will be responsible for:

- Supporting the Managing Director and Health & Safety Coordinator in meeting their legal duties set out within this policy
- Implementing company policy on health and safety.
- Ensuring compliance with company policy regarding health and safety and other relevant legislation that applies to the areas of their responsibility.
- Ensuring in conjunction with the Service Manager that all employees under their control receive adequate training to enable them to perform the tasks assigned to them and are aware of any specific safety rules which apply to that work area/operation.
- Ensuring that only persons who are specifically trained and authorised or are under the direct supervision of a person who is trained and authorised, carry out specific tasks, operate machinery or equipment.
- Ensuring that all works re properly planned and scheduled in line with the company procedures to ensure that suitable risk assessments and method statements can be developed and implemented.
- Ensuring that members of the public and other contractors are protected from any hazards generated by the nature of the work undertaken by employees, this may include the siting of barriers, fences, signs etc. This will be the responsibility of the Foreman Fitter.
- Ensuring that all accidents, work related illnesses and near misses are reported, recorded and investigated by the Service Manager and if necessary, the Health and Safety Consultant to determine the causation factor and take such measures to prevent a recurrence.
- Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- Identifying hazards and wherever possible implementing actions to eliminate them.
- Ensuring that any chemical or substance container is clearly labelled.
- Ensuring that safety and health factors are considered and employees notified when new methods, processes or changes in existing work methods are being planned or implemented.
- Ensuring in conjunction with the Service Manager that if it were to become applicable, all employees who could be exposed to excessive hand arm vibration, excessive noise levels or excessive fumes, dust or vapours undergo annual health checks.
- Ensuring that the area for which they are responsible is kept clean and tidy, passageways remain clear, and fire exits, and fire extinguishers remain unobstructed at all times.
- Ensuring in conjunction with the Health & Safety Manager that training records are kept up to date.
- Ensuring that appropriate personal protective equipment (PPE) is being worn by employees as deemed necessary. PPE Policy and PPE issue Form are outlined in Appendix 2. Failure to use PPE as directed or abuse or misuse PPE can be construed as Gross misconduct and could lead to dismissal.
- Providing suitable storage for PPE.
- Ensuring that all relevant health and safety documents are made available to all persons affected by them.
- always setting a personal example.

2.4 **Health & Safety Consultant**

Will be responsible for:

- Advising the company on the statutory requirements affecting health and safety.
- Advising and assisting the company on the development and continual improvement of the company health and safety management system
- Advising management on the drawing up and implementation of safe working procedures and correct use of appropriate personal protective equipment.
- Investigating accidents, near misses or dangerous occurrences in conjunction with the Health and Safety Coordinator to help prevent re-occurrence.

2.5 **Employees**

Employees will be responsible for:

- Taking reasonable care for the health and safety of themselves, their fellow workers, clients, visitors and any other third party by keeping corridors, floors, stairs etc. free from obstruction.
- Only carry out tasks, operate machinery or equipment that they have been trained and authorised to use, or are under the direct supervision of an employee who has been trained and authorised to carry out that task, operate that machine or equipment.
- Co-operate with the company in its execution of safety rules and regulations and any duty imposed under current and any future safety legislation.
- The correct usage of personal protective equipment made available to them as required and wearing suitable footwear at all times. On site, safety footwear fitted with a steel toecap and steel insoles are to be worn at all times.
- Using the 'Hazard Identification/Near-Miss' form to report any hazard, near miss, dangerous occurrence, unsafe machinery, tooling or damaged equipment and pass to their Manager or Foreman at the earliest opportunity who will pass it to the Health and Safety Coordinator.
- Reporting any work-related illness or accident to their Manager or Foreman at the earliest opportunity (**before leaving site**) who will pass the details on to the Health and Safety Coordinator.
- The correct usage of all types of barriers, fencing or guarding fitted to or associated with the equipment they are working on or the job they are undertaking.
- Keeping equipment and work areas in a safe and tidy condition and keeping fire exits and fire extinguishers unobstructed at all times.
- Co-operating in the investigation of accidents, near misses and dangerous occurrences, and never indulging in 'horse play'.
- Always lifting, moving or storing materials and substances in a safe manner.
- Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- No employees or sub-contractor is allowed to handle or use any chemical or substance unless a COSHH assessment has been carried out on that product. Nor are they to use that product unless they have been made aware of the hazards associated with that product and the precautions to be taken as outlined in the Control Measure section of the assessment, this action will be carried out by the Health and Safety Coordinator.
- No employee or sub-contractor is to remove or deface any label on chemicals or substance containers, nor are they allowed to use any product whose label has been removed or defaced. Any containers in this condition are to be returned to the office at the

earliest opportunity for the appropriate disposal.

- Immediately stopping work and informing their Foreman if they discover or suspect the presence of Asbestos or Asbestos containing materials, the Foreman will immediately contact the Health and Safety Coordinator for specific guidance. They are not to re-commence work again until given specific clearance from E. Jordon (Refrigeration) Ltd.
- **No employee or contractor / sub-contractor of E. Jordon (Refrigeration) Ltd is permitted to intentionally disturb, move or carry out work on any asbestos containing materials. There is no exception to this rule. Breach of this rule will constitute gross misconduct and may be subject to disciplinary or termination of contract.**

2.6 Contractors

Contractors will be responsible for ensuring that:

- They complete the company contractor approval process / competence questionnaire and provide the relevant supporting evidence prior to employment.
- They are fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work Etc. Act 1974 and other relevant legislation.
- They carry out their work in accordance with the relevant legislation, best practice and any identified safe working practices.
- They comply with any reasonable health and safety request / direction issued by the representative(s) of The Jordon Group.
- Risk assessments and method statements in relation to their activities have been completed and communicated to the appropriate representative at E. Jordon (Refrigeration) Ltd.
- They report hazards, or additional risks to health and safety that have not been eliminated or adequately controlled through the risk assessment process, to the Jordon Health and Safety Coordinator or Representative.
- They will cooperate with E. Jordon (Refrigeration) Ltd and all relevant parties to ensure a high standard of health and safety on all works / contracts with which they are involved.
- They comply with signing in and out procedures.
- They ensure that all plant and equipment brought onto the company premises or site is in good working order, accompanied by any necessary certificates and records of inspection and/or maintenance.
- They ensure that any substances brought in, which may be hazardous to health, are accompanied by a COSHH assessment and Manufacturer Safety Data Sheet, and that information contained within is shared to persons who may reasonably be affected.
- They report any injury sustained, or damage caused by their employees, to the Jordon representative at the earliest opportunity and before leaving site / company premises.
- They maintain the highest standards of housekeeping whilst working. Waste material is to be removed at regular intervals and prior to completion of the contractors contract.

3. ARRANGEMENTS

3.1 Communication, Consultation and Participation

Jordon Group, in accordance with the statutory requirements of the Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules and instructions specific to a site or job
- Changes in legislation or working best practice, which relates to their work activity and/or environment.
- The planning of health and safety training
- The introduction or alteration of new work equipment or technology

The company are committed to and recognise the importance and benefits of effective communication, consultation, and participation with employees and other (potentially external) interested parties and will take all reasonable steps to ensure that clear avenues for communication and consultation are in place and maintained.

The company recognise that the workforce can be diverse with employees of different languages, culture and learning abilities. These factors will be considered when planning and delivering communication and consultation to ensure that all personnel are included and understand the information and arrangements in place. Where necessary, translation of information will be provided.

The Company operate a specific Consultation and Communication Policy (JG-MP-011) which contains further detail on the methods in place.

3.2 Competence, Training and Awareness

It is the policy of our company to provide suitable information, instruction and training to all employees within the organisation, not only to comply with statutory requirements but also to ensure a safe and healthy working environment. Training will include a variety of methods, including (but not limited to) company induction, core skills (on the job), classroom and practical courses.

The company operate a training matrix which includes all employees and is based on the findings from the training needs analysis for each job role. A competency matrix is also used to help monitor the development progress of employees to ensure their continual development. It is the responsibility of the Project / H&S Manager to monitor the training matrix and ensure training is refreshed appropriately.

Jordon Group recognise that individuals have different learning styles and capabilities and will ensure that these are considered so far as reasonably practicable when planning and scheduling training. It is the responsibility of Managers to ensure that all non-English speaking employees are suitably trained to undertake their job role and understand the hazards, risks and controls present.

Employees must not undertake any work for which specific training is required until such training has been delivered. Employees must inform their Line Manager if they feel that there are any shortcomings in the training provided, so that appropriate action can be taken.

The company operate a specific Training and Development Policy (JG-MP-007).

3.3 Contractors, Visitors and Members of the Public

Jordon Group recognise its duties under the Health and Safety at Work Etc. Act 1974 towards all parties outside the scope of employment who may be affected by its business undertakings, such as contractors, visitors to the company premises and sites and members of the public.

Contractors

All contractors working on behalf of Jordon Group will be appropriately assessed via the contractor approval procedure operated by the company insurance provider. It is the responsibility of the Project / H&S Manager together with the insurance provider to ensure that contractors have been able to demonstrate their competence and legal compliance in the activities they are being engaged to undertake.

All contractors to the company premises and sites will receive appropriate safety instructions on procedures, dangerous environments and the wearing of protective clothing/equipment. The level of information provided will vary depending on the work to be carried out and the length of time on the premises/site.

Visitors

All visitors to company premises and sites under Jordon control will receive appropriate safety instructions on procedures, dangerous environments and the wearing of protective clothing/equipment. The level of information provided will vary depending on the work to be carried out and the length of time on the premises/site.

All visitors will remain supervised / escorted during their time on the premises / site so far as is reasonably practicable.

Members of the Public

The company will work in areas that are open / frequented by members of the public and their presence will be included in the risk assessment process. The Site Foremen are responsible for ensuring that sites under their control are safe and without risk of harm to members of the public who may pass the work area(s).

If the work activity is likely to obstruct areas used by the public, adequate barriers and warning signs will be displayed. Access equipment, other construction plant, tools and materials will be appropriately stored and protected from being struck by a passing vehicle or pedestrian.

3.4 Risk Assessment

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, the company shall carry out suitable and sufficient risk assessments of the risks to the health and safety of its employees to which they are exposed whilst at work, and the risks to those not in its employment which arise out of activities within the company's control.

Risk assessments for site will be carried out by the Project Manager(s) responsible for the project. Where necessary, the Project / H&S Manager will be involved in the development and communication of them. Assistance may be sought from the external Health and Safety Consultant and/or specialists where the hazards identified are beyond the scope of Project Manager competence/knowledge.

The significant findings of the assessments shall be recorded and form the basis of information for the Company to take appropriate preventative and/or protective measures.

The Project / H&S Manager along with the departmental managers are responsible for ensuring that the identified and necessary control measures are implemented sufficiently. Assistance from the external Health and Safety Consultant may be sought to assist with this.

Where hazards are identified that cannot be adequately controlled, the work will be postponed, and advice sought from the external Health and Safety Consultant and/or specialists were deemed necessary.

Risk assessments will be reviewed at least annually, or if there are developments which suggest that they are no longer valid (e.g., process change or change in statutory requirements).

3.5 Method Statements / Safe Work Procedures / Permits to Work

Safe methodologies / working practices will be developed for any activities and/or use of work equipment which is deemed a significant risk to employees (or others) health and safety. These procedures will be developed by the Project Manager in charge of the site project. The Project Manager / H&S Manager will also be involved in this process, in particular for larger or more complex projects. Advice may be sought from the external Health and Safety Consultant or other specialist where deemed necessary.

All safe work procedures/method statements will be appropriately referenced to the associated risk assessment(s) and will always be available for review by appropriate interested parties.

Safe work procedures/method statements will also form part of the company induction process (specific to the job role). It is the responsibility of the Departmental Managers to ensure that the employees under their control have read and understood them prior to undertaking the associated work activities.

3.6 Construction, Design and Management (CDM)

The company acknowledge the duties placed upon it by the Construction (Design and Management) Regulations 2015 and will strive to ensure it remains compliant with the requirements. The Company will have legal duties under these Regulations as different parties, such as Principal Contractor, Designer and Contractor. At times (for work on company premises) we will also have Client duties.

As necessary, the company will ensure that a suitable construction phase plan is developed and effectively communicated to all relevant parties. We shall plan, manage, and monitor our own work and that of other workers appointed by us. All contractors we appoint will be subject to the company approval process to ensure that they have the correct competencies to complete the required work safely and efficiently.

We will ensure that appropriate information and instruction is provided to all workers on sites under our control and that we cooperate and coordinate our scheduled works with the relevant parties.

Where projects are notifiable and the company is acting as Principal Contractor, we will ensure that the relevant paperwork is complete and submitted to the HSE. The completed F10 form will be displayed in a prominent position on our work sites for review by any interested party.

3.7 Welfare and Work Environment

In accordance with the Workplace (Health, Safety and Welfare) Regulations and the above CDM Regulations, the company will ensure that adequate welfare facilities are available and accessible for all employees. Welfare facilities and provisions will be subject to active monitoring as part of workplace and site inspections to ensure that they remain fit for purpose and hygienic.

All work environments will be suitable for the work activities and number of personnel within those environments. Proactive monitoring in the form of workplace inspections will identify any issues with the work environment that may cause safety hazards or work-related ill-health conditions.

3.8 First Aid

The company will ensure that a first aid needs assessment is completed for both the company premises and a generic approach to site based on the common hazards present. A satisfactory number of first aiders will be appointed and trained, to ensure appropriate cover for holidays and absence.

First aid training will be monitored via the training matrix and monitored by the Health and Safety Coordinator. First aid kits and information will be displayed throughout the premises and on site. The appointed first aiders have the responsibility to ensure that they undertake periodic checks of stock to ensure it remains available and in date.

Employees who have not received first aid training must not attempt to administer first aid treatment.

3.9 Accident and Incident Reporting

E. Jordon (refrigeration) Ltd accepts its duties under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 and the Health & Safety Coordinator is the nominated responsible person for notifying the appropriate authorities of incidents, which require reporting by law. In the absence of the Health & Safety Coordinator, the Marketing Manager will fulfil this role. Support may be requested from the external H&S Consultant.

The company operate a specific Accident and Incident Reporting Policy and Procedure (JG-MP-009) which provided specific information on the internal system of reporting, recording, and investigating accidents. This policy and procedure will be communicated to all employees via the company induction for new starters and refreshed as part of annual safety talks / toolbox talks.

It is the duty of all employees to ensure that any accidents, incidents, and near-misses are reported to their Line Manager as soon as possible (and must be before leaving site) so that the report sheets can be completed and submitted to the Health and Safety Coordinator.

Investigation of the event will be carried out as necessary by the Health and Safety Coordinator together with the relevant departmental Manager and employee(s) as required. Assistance from the external H&S Consultant may be required depending on the severity of the event reported.

All accident, incident and near-miss data will be recorded, and trend analysis undertaken. This will be managed by the Health and Safety Coordinator with support from the external H&S Consultant where necessary. The results of analysis will form part of the periodic management review meetings and communicated to our workforce as part of our positive workplace culture strategy.

General road traffic accidents are not RIDDOR reportable and will be reported to the Police as necessary. Accidents involving our employees (whose role requires them to drive on behalf of the business) will be recorded separately by the nominated Transport Administrator.

3.10 Mental Health and Stress Management

E. Jordon (Refrigeration) Ltd recognise that workplace stress can affect the health and safety of all employees and recognise the need to identify and reduce the potential for workplace stressors occurring.

The Company adopt an open-door policy and encourage all employees to raise any significant issues or worries with their Line Manager any Manager with whom they feel comfortable, who will take all such matters seriously. Where or necessary, appropriate support will be offered, or employees signposted to a suitable organisation who can assist.

The company are a member of the Lighthouse Club (a construction industry charity) who offer free telephone support and advice to construction workers and their families for mental wellbeing and financial support.

The responsibility for stress management in the Company lies with the Managing Director and supported by all Departmental Managers. Advice from the external H&S Consultant will be sought when necessary.

3.11 Drugs and Alcohol

The company strictly prohibits the possession, use and/or distribution of drugs and alcohol on the company premises or any site under the control of E. Jordon (Refrigeration) Ltd. A specific Drug and Alcohol policy is in place (JG-MP-004). Any breach of this can be treated as a gross misconduct offence and will be treated in line with the company disciplinary procedure.

If employees are prescribed medication by their doctor/physician which may affected their ability to perform their work (especially those with a safety critical role) e.g., forklift truck drivers), they must discuss this with their Line Manager.

3.12 Smoking and Vaping

E. Jordon (Refrigeration) Ltd believe that all employees have the right to work in a smoke-free environment. Smoking inside company premises is strictly prohibited (including vehicles).

Vaping is permitted inside with the approval of the Managing Director and based on the results of risk assessments.

3.13 Noise

The company understand that continuous levels of high noise can cause serious and irreversible hearing damage/loss and will be considered as part of the risk assessment process. The wearing of hearing protection will be mandatory on all construction sites/areas under the control of E. Jordon (Refrigeration) Ltd.

Ear plugs and defenders will be available to all relevant employees in non-mandatory hearing areas should their use be preferred and deemed safe (i.e. Warehouse). Use of specific machinery and/or tools may require mandatory hearing protection; this will be logged into the associated risk assessment and supported by signage, as applicable.

3.14 Vibration

The use of handheld power tools is undertaken by onsite operatives and unavoidable. Use of vibration tools will be included as part of the risk assessment process to help ensure that no equipment with an excessive vibration output is used continuously throughout the day by the same (employee(s)).

The company endeavour to gather vibration output information from all powered hand tools and complete a specific risk assessment, whereby more explicit control measures can be introduced (so far as reasonably practicable).

Any employees deemed to be exposed to significant levels of vibration shall be subject to routine health surveillance via an internal questionnaire, supported by external Occupational Health specialists.

Employees are required to report any specific tools that they are concerned about and any symptoms or changes in their physical condition that may necessitate the input from Occupational Health. Employees must cooperate with the Company in any improved ways of working to reduce the risk.

3.15 Asbestos

The company will endeavour, so far as is reasonably practicable, ensure that any premises where employees are working (including installs, shop-fitting, maintenance, and repairs) is free from asbestos containing materials (ACM) or the work to be performed will not disturb any such materials. Liaison with clients / occupiers of the premises will take place and relevant survey reports reviewed before attendance on site.

All employees and contractors working for and on behalf of E. Jordon (Refrigeration) Ltd are strictly prohibited from working on or removing any asbestos containing material. Employees and contractors are instructed to cease all work activities and leave the work area if they discover or suspect the presence of ACM.

The company will ensure that all site-based employees are provided with appropriate asbestos awareness training and will refresh this periodically.

3.16 Hazardous Substances

It is the policy of E. Jordon (Refrigeration) Ltd. To comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

All hazardous substances will be purchased from known, reputable suppliers and the safety data sheet sourced either from the manufacturer or from the company HANDSQ system. It is the responsibility of the purchasing employee to ensure that the Health and Safety Coordinator has been informed and the inventory online updated. Appropriate information and instruction will be provided to employees on the safe use, handling and storage of substances and refreshed accordingly.

A suitable risk assessment on the potential risks the substance may introduce into the work activities will be made by the Health and Safety Coordinator. These assessments will be communicated with all relevant employees as part of their job packs. Assistance on the development of such assessments will be requested from the company H&S Consultant as necessary.

The assessments will be based on manufacturer/supplier data and our knowledge and use of the substance and work process. The Company will take all reasonable measures to ensure that the exposure to any hazardous substances are either eliminated or minimised.

Assessments will be reviewed periodically, whenever there is a substantial change to the work process and if there is any reason to suspect that the assessment may no longer be valid.

3.17 Dust

The Company recognise and understand that exposure to construction-related dusts cause significant, chronic health conditions and fatalities to construction workers each year, and are committed to the identification and elimination, reduction or other control measures to protect our employees so far as reasonably practicable.

The Company will ensure that dust monitoring is carried out periodically (by competent specialists) to determine exposure levels and act appropriately as per the COSHH Regulations. Preventive and precautionary actions will be taken as per the Hierarchy of Control and respiratory protective equipment provided as a last resort.

3.18 Health Surveillance

The Managing Director (supported by the Health and Safety Coordinator) is responsible for ensuring the health, safety and welfare of the employees at work. The Health and Safety Coordinator has delegated responsibility for ensuring that appropriate risk assessments are in place which identify reasonably foreseeable health hazards that may require ongoing monitoring.

Health surveillance may be undertaken:

- Prior to employment
- Following an accident/incident
- At regular intervals
- When leaving the Company

Employees who are exposed to hazardous substances (including dust), noise and use of handheld power tools will be subject to internal health surveillance via a questionnaire issued annually. Where identified, Occupational health specialists will be appointed to assist and advise.

3.19 Work at Height

All work at height activities will be planned and managed via the risk assessment process. Suitable control measures and methods of working will be implemented as a result of the risk assessment process. All employees required to work at height in any significant capacity will be provided with general work at height training.

Ladders / Stepladders

All ladders and steps will be Class 1 industrial standard only. All ladders and steps will be suitably maintained and undergo 6-monthly visual inspections to ensure that they remain in good working order. All users will be instructed to carry out pre-use visual checks to ensure no obvious signs of damage or defects.

Ladders and steps will only be used as working platforms for work of short duration and low risk, or where there are existing site features that cannot be altered to permit the use of other means of access.

Steps and ladders will be used in accordance with the HSE guidance document INDG 402 – Safe use of ladders and steps. All ladders will be suitably footed or tied off to prevent movement or slipping.

Mobile Elevated Work Platforms

Where identified during the planning and risk assessment phase, an access platform may be required. MEWPs will be hired from reputable suppliers as required and employees required to use will be trained and competent to do so. It is the responsibility of the Site Foreman to ensure that the MEWP is delivered with evidence of thorough examination and maintenance/service records.

Back of Vehicles

Employees/Drivers may be required to access the rear of company vehicles for work-related purposes (e.g., loading and unloading, securing equipment etc.). The requirement to access the vehicle will be reduced so far as is reasonably practicable and included as part of the risk assessment process. All reasonable preventive actions and precautions will be introduced to ensure that (where unavoidable) access to the rear of vehicles is as safe as reasonably possible.

3.20 Manual Handling

The Company recognise that Manual Handling is a significant cause of lost time injuries and have implemented suitable control measures to reduce the likelihood of such occurrences.

In addition to the forklift trucks available (Warehouse), other handling aids are available, including pallet trucks, sack trucks etc. Handling aids will be provided on site, so far as reasonably practicable. For any handling activities where mechanical assistance is not available or deemed suitable, then dual or team lifting must be applied, following the completion of a suitable risk assessment and application of safe handling techniques.

All relevant employees are provided with manual handling awareness training and are instructed to not attempt any handling beyond their individual capacity or of shape or size that clearly requires more than one person.

Manual handling activities will be risk assessed appropriately and specific assessments developed and implemented where deemed necessary to help reduce risk and ensure legal compliance. These will be undertaken by the Health and Safety Coordinator with assistance from the relevant Managers, Employees and the external H&S Consultant. Results of risk assessments will be effectively communicated to all relevant employees.

3.21 Work Equipment

It is the policy of E. Jordan (Refrigeration) Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. All work equipment will be included in the risk assessment process with appropriate control measures implemented.

The company will ensure that all work equipment is safe and suitable for the purpose for which it is intended. Suitable methods of visual and formal inspections will take place, in addition to any further maintenance and testing required by the manufacturer inspections.

All employees will be provided the relevant information, instruction, and training to enable them to use work equipment safely and correctly. The use of any work equipment which could pose a risk to the health or safety of persons in or around the workplace, will be restricted to authorised persons only.

All work equipment will be maintained in good working order and repair; any defective or damaged equipment must be reported immediately to the relevant Line Manager and/or Health and Safety Coordinator. Defective or damaged equipment must not be used and will be removed from service until repaired or replaced.

3.22 Use of Lift Trucks inc. battery charging

The company operate forklift trucks within the warehouse environment and are aware of the dangers associated with the movement of such equipment. Risk assessments covering the use and operation of these vehicles will be conducted and communicated effectively with the drivers and other relevant personnel. A vehicle / traffic management plan will be conducted to ensure that movement of vehicles both inside and outside the premises (the yard) are well managed.

The FLT will generally only be used for routine lifting tasks; where any non-routine tasks are to be carried out (e.g. slung loads) a simple lift plan will be conducted. Guidance from the external H&S Consultant may be sought.

Forklift truck drivers will carry out pre-use checks of key features of the equipment at the start of each day to ensure that the vehicle is in good working order prior to first use. It is the responsibility of the Warehouse Manager to ensure that these checks are carried out. All checks will be recorded.

All forklift truck drivers will be suitably trained and authorised to do so, and refresher training will be undertaken at least every 3 years. Operatives will be in good health, with sound vision and hearing. Any forklift truck driver over the age of 45 may be subject to medical checks in accordance with recognised best practice.

Thorough examinations of the Forklift Truck are undertaken every 12 months by external specialists and records held.

The charging area(s) for the lift trucks will be appropriately located with clear signage and away from any potential ignition sources and combustible items. The Warehouse Manager will ensure suitable housekeeping is maintained daily.

3.23 Stacking and Storing

The company have racking systems within the warehouse environment which has been installed by qualified external specialists. The storage system is bolted to the floor and maintained in a good condition. The racking will be subject to visual inspections by competent employees and supported by annual external inspections by specialists. The Warehouse Manager is responsible for ensuring that such checks are carried out.

All racking will be marked with the safe working loads, which must never be exceeded. The stacking and storing of loads within the Warehouse are the responsibility of the Warehouse Manager.

Pallet inspections (visual) will be carried out and all damaged pallets will be removed from service. All loads store above level 1 will be wrapped for security.

Where required, external specialists will be called in to modify, repair or replace any aspect of our racking system

3.24 Dangerous Substances and Explosive Atmospheres

All reasonable steps will be taken to ensure dangerous substances in the workplace are controlled to minimise the risk of fire and/or explosion.

In compliance with applicable legislation, the Company will consider the above as part of the risk assessment process and take all reasonable precautions for the storage, movement, transport and use of hazardous substances. Results of risk assessments will be communicated to all relevant personnel and covered during induction plus other training.

Despite the company storing and handling some hazardous substances, it has been determined that the classification of “zones” throughout the workplace is not necessary (although flammable gas stores in external storage area will be considered a flammable environment). These arrangements will continue to be monitored by the Health and Safety Coordinator with support from the external H&S Consultant and other specialists as necessary.

We will ensure that the battery charging area (FLT) maintains a suitable space around it to prevent unauthorised storage of other products, sources of ignition or combustible items. Warning signs will also be displayed.

If processes, substances or storage arrangements change, the assessment will be reviewed and (where necessary), zones marked out accordingly. Any new electrical or mechanical equipment used in those zones will be compliant with the Regulations (e.g., ATEX rated).

Compressed gas is stored on site in locked cages in the external yard. All cylinders are stored in an upright position, away from potential ignition sources and other sources of heat. The company do not won or refill cylinders, once empty they are returned to the provider and refilled.

All relevant employees will be provided with information and instruction in the safe use, handling, and storage of gas cylinders. Appropriate manual handling techniques will be applied during movement and cylinders will never be dragged or rolled to move them.

3.25 Fire

The company have developed procedures of action to take in the event of a fire or other reasonably foreseeable emergency and all employees shall receive training and information in these procedures. It is the responsibility of the Health and Safety Coordinator and nominated Induction staff that these procedures are effectively communicated and displayed.

A fire risk assessment will be completed for the company premises by a competent specialist and results will be communicated to staff, contractors, and visitors appropriately. Fire fighting equipment shall be provided for use in the event of a fire, to aid escape if necessary. It is the responsibility of the Health and Safety Coordinator to ensure that all equipment is regularly checked and maintained to ensure that they remain in good working order. The external H&S Consultant will also monitor fire safety arrangements at the Company premises during visits.

All escape routes will be clearly and correctly marked, signposted and always kept clear of obstructions. Any internal fire doors will be appropriately marked and kept closed when not in use with sufficient emergency lighting where its provision is justified.

It is the responsibility of the Departmental Managers and Health and Safety Coordinator that escape routes are adequately maintained.

Alarm systems and evacuation procedures will be tested at a specified frequency to ensure they remain in a good working condition and to ensure that employees remain familiar with the procedures to be followed in an emergency.

On sites where E. Jordon (Refrigeration) are acting Principal Contractor, the Project Manager will ensure that all reasonably foreseeable emergencies have been identified and appropriately managed with clear instructions provided during site inductions and practiced (where deemed appropriate by the length of contract).

Where the company attend sites as Contractor, all E. Jordon (Refrigeration) Ltd employees and contractors working on our behalf will follow the emergency procedures of the Client or Principal Contractor.

3.26 Hot Works (Welding and Burning)

Hot works can cause serious fires if not carried out under carefully controlled conditions. All welding activities and other hot works shall be organised and managed in a safe manner. All employees undertaking hot works and welding will be suitably trained, qualified, and competent to do so.

A specific risk assessment will be completed for hot works and welding, supported by a safe system of work. These must always be adhered to.

It is the responsibility of the Health and Safety Coordinator and competent employees to ensure that all hot works are carried out as safely as reasonably practicable.

3.27 Abrasive Wheels (angle grinders and disc cutting tools)

E. Jordon (Refrigeration) Ltd will ensure that all reasonable steps are taken to ensure the health and safety of any employee who is required to work with grinders and/or abrasive wheels. Any tools or equipment which incorporate abrasive wheels will be suitable for their intended use and only authorised personnel who have received sufficient information, instruction and training will be appointed to use them.

All authorised employees must use the equipment as intended, following manufacturer instructions where appropriate. Employees will be provided with impact resistant eye or face protection and usage will be enforced by the Site Foreman / Departmental Manager.

Any defective equipment must be taken out of service immediately and reported to the Health and Safety Coordinator who can arrange replacement.

3.28 Electricity

The use of electrical tools and equipment is unavoidable, and the Company recognise the inherent danger associated with the use of electrical equipment and systems if not properly managed.

The Health and Safety Coordinator with support from Managers shall ensure that all portable electrical appliances are subject to appropriate visual inspections and PA testing (as deemed necessary for the equipment), at a suitable frequency and carried out by a competent person. Records will be held of reference.

Where employees use their own portable tools on site, these will be treated as company issued work equipment. The company offer a tool account service to help employees ensure that all tools and equipment are sourced from reputable suppliers and meet minimum requirements in safety.

It is the responsibility of each employee to ensure that their own tools remain in good working order for use at work, this includes carrying out pre-use visual inspections and replacing when no longer fit for purpose. Tools will be spot-checked periodically as part of the company active monitoring schedule and included in active site inspections carried out by impartial inspectors.

Mains electrical supplies for all company premises will be maintained and tested accordingly by an external electrical engineer and appropriate records held. For testing, fault-finding and repairs of electrical equipment, only competent(qualified) electrical engineers will be used. Where these are external contractors, they will be subject to the company contractor approval process.

3.29 Traffic Management

The company will ensure that traffic arrangements on company premises are organised as to ensure the movement of pedestrians and vehicles in a safe manner. Special consideration will be given to the safety implications for any wheelchair users attending premises.

Vehicles must be parked in the marked spaces provided. Where this is not possible, vehicles must be parked as safely as possible so as not to restrict access to access/egress points (e.g., main entrance and fire exits) and to allow for safe movement of pedestrians without obscuring visibility.

3.30 Driving for Work

For vehicles specifically dedicated to the use of an individual it is the individual's responsibility to ensure that the vehicle is kept clean and safe and conforms to any insurance restrictions and legal to use.

For vehicles that are NOT specifically dedicated to the use of an individual, it is the employee who drives the vehicle and Transport Coordinators joint responsibility to ensure that the employee is legally authorised to drive, insured and conforms to the conditions set by the insurance company. Any employee failing to meet these conditions will not be permitted to drive any company vehicle. Driving license checks will be carried out every 6 months with the assistance of a dedicated external company.

Persons not employed by E. Jordon (Refrigeration) Ltd are not permitted to drive, or ride in any company vehicle unless specific insurance cover is arranged and permission granted by one of the company Directors.

Should an employee be granted private use of a vehicle, they will be totally responsible for any uninsured losses arising from any accident or damage to either the companies or third party's property or persons. Any driver using a company vehicle must ensure that they comply with details incorporated in their contract of employment.

Tachographs are fitted into the relevant company vehicles and will be analysed by the Transport Coordinator to ensure compliance with all relevant rules and standards.

Appropriate risk assessments for driving and associated activities will be carried out and effectively communicated to all relevant employees. It is the responsibility of each Driver to report any shortcomings in the arrangements to the Transport Coordinator or Health and Safety Coordinator.

3.31 Transport of Hazardous / Flammable Substances

Compressed gas (when transported) will be under 333kgs maximum. All valve caps and covers will be in place before transportation, and it is the responsibility of the Driver to ensure that all compressed gas cylinders/bottles are securely stowed before the journey.

All drivers will be provided with appropriate information, instruction, and training in the transportation of hazardous substances. It is the responsibility of the Transport Coordinator to ensure that the relevant employees / drivers are provided with sufficient information about the loads they are carrying.

All vehicles (as necessary) will be appropriately marked with hazard warning labels which is relevant to the type and quantity of gas being carried.

Where compressed gas or other flammable substances are required to be transported, an external and licenced carrier will be used, or the company will appoint a Dangerous Goods Safety Advisor (DGSA) with assistance from the external H&S Consultant.

3.32 Loading and Unloading

Loading and unloading will be mechanised as much as reasonably practicable to reduce the need for manual handling.

Materials and equipment will be palletised wherever reasonably possible. Pallets will be checked for defects before use and disposed of if unsuitable for use.

Forklift trucks will be kept in good working order, checked daily before use to ensure that they are in good condition. Thorough examinations will be carried out on all lifting equipment (including vehicle tail lifts).

All employees carrying out vehicle loading and unloading will be suitably trained and competent to do so and will assume some responsibility for ensuring that vehicles are loaded safely, using the appropriate methods and secured using the most appropriate restraints. Ultimate accountability for the safety and security of the load(s) rests with the Driver.

Specific risk assessments will be developed and communicated for the various methods of loading and unloading. Employees and drivers are encouraged to report any shortcomings in these arrangements so that we may improve our safety measures.

3.33 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Personal protective equipment will be identified as part of the risk assessment process and issued upon employment. Items of PPE will be replenished as necessary at no cost to the employee.

Once issued, PPE is the responsibility of each individual employee and must be used, stored and maintained in accordance with the manufacturer's instructions and any specific training provided.

Any loss or damage must be reported to the Line manager who can authorise and arrange re-issue.

Respiratory Protective Equipment

Health hazards will be identified as part of the risk assessment process and where identified as necessary to reduce the risk of exposure to airborne hazards, suitable respiratory protective equipment will be provided. All relevant employees will be provided with face-fit testing where the use of tight-fitting face masks is required (inclusive of both full and half face respirators and disposable and reusable respirators).

All equipment used must be CE / UKCA marked, and wearers will be provided with the necessary information, instruction and training on how it is fitted, used, stored and maintained.

RPE will be visually inspected by the wearer before each use, with particular emphasis on the wearer maintaining a strict regime for cleanliness of the equipment. When not in use the RPE will be safely and correctly stored ready for use.

All relevant employees must maintain a clean shaven state to ensure that face fit testing can be carried out and a good seal with RPE can be sustained. Any employee who is not clean shaven will not be authorized to use tight-fitting RPE and alternative solutions will be sourced so far as is reasonably practicable.

3.34 Display Screen Equipment

A user specific risk assessment will be undertaken for each DSE workstation. SE users will be offered eyesight tests at the Company's expense. Where glasses are prescribed by the optician specifically for DSE use, DSE users will be provided with corrective lenses at minimal cost to the company.

The Health and Safety Coordinator is responsible for ensuring that such assessments are carried out and corrective measures taken.

3.35 Vulnerable Employees

The company accepts their responsibility under the Management of Health and Safety at Work Regulations 1999 to assess the risks to "vulnerable persons" such as New and Expectant Mothers and Young Persons.

New and Expectant Mothers

The company will ensure, so far as reasonably practicable that all hazards posing a risk to a new and/or expectant mother will be assessed and suitable control measures implemented.

Where control measures will not adequately eliminate or control the level of risk, then the new/expectant mother will be removed from that activity and offered alternative duties to carry out that do not pose a risk to her or the unborn child.

All new/expectant mothers must inform the Directors of any medical reasons they may not be able to continue their day-to-day responsibilities. All new (up to 6 months) and expectant mothers must inform the Directors in writing.

Young Persons

The company may employ young people (as defined in the Regulations as any person under the age of 18 years) as part of apprenticeships in conjunction with local colleges.

Under employment, the Company will ensure that any young person has a suitable and sufficient risk assessment undertaken prior to them starting work and that the findings of such assessments

will be shared with the young person and their college / apprenticeship provider. All young people will be subject to company induction.

All young people will be assigned to a specific Departmental Manager / Site Foreman. It will be the manager / Foreman responsibility to ensure that the conditions of the risk assessment are complied with and that the young person always remains supervised. Where deemed necessary, the young person will be prohibited from carrying out certain work tasks and using specified equipment (e.g. angle grinders).

Lone Working

Lone working is only undertaken by sales and delivery staff under the direction of the company and a general lone working risk assessment will be conducted and communicated. The assessment will include the work to be carried out (including duration and environment(s)) and individual factors.

3.36 Working from Home

For employees who work remotely or from home on a full-time basis, this work will be purely administration based. Where appropriate, the company will provide such staff with sufficient equipment, software and furniture needed to perform the job safely.

The company will ensure a home working policy is in place to help manage our duty of care to those workers.

3.37 Waste Management

The company acknowledge their responsibility for the reduction of waste so far as reasonably practicable and recycling of products and materials where possible. All general waste and cardboard generated at the company premises will be segregated for collection from and approved external waste collection company.

Gas cylinders are returned to suppliers for refilling as necessary. Any products identified as “hazardous waste” on the safety data sheet will be disposed on in accordance with the manufacturer’s instruction and any local or national laws that apply.

Waste produced on site generally will consist of timber, cardboard, plasterboard, and plastic. The Company engage the services of a waste broker who will arrange all relevant skips and disposal of waste from our customer premises.

For all F gas (fluorinated gas), the company are accredited to Refcom Certification Ltd as the use of F gas is fundamental for our business undertakings. All waste F gas products and canisters will either be returned to a licensed waste facility by our employee(s) from site or collected by the supplier and disposed of appropriately.

The company operate a systematic approach to the recovery and disposal of F gas which is documented in a specific procedure (REF).

3.38 Performance Measuring, Audit and Review

The Company understand the necessity and benefits of both proactive and reactive monitoring and will therefore undertake regular workplace inspections to help ensure compliance with company rules and best practice and to identify any potential hazards or example of poor behaviour. All non-conformances with both internal standard and statutory legislation will be recoded on the appropriate checklists with details on recommended corrective action and future preventive action where possible.

Any repeat non-conformances will be escalated to the Directors for review and appropriate action will be taken.

The company will appoint a dedicated person or team to carry out active monitoring across sites. Internal inspections will be carried out by the Health and Safety Coordinator and H&S Consultant. Where appropriate (and periodically) the external H&S Consultant will attend site as part of active monitoring and our strive for continual improvement.

Dedicated (specific) inspections will be carried out on company premises to help ensure good housekeeping, fire safety arrangements are maintained, and racking remains safe and fit for use. Appointed personnel will conduct these on a regular basis and records will be kept.

Reactive monitoring will be undertaken in the form of collating accident and ill-health statistics and completing trend analysis to determine if there are further controls that the company could be implementing. It is the responsibility of the Health and Safety Coordinator (with support from the external H&S Consultant if necessary) to collect such data and communicate the findings with the Directors during management review meetings.

The company endeavour to operate a “No blame culture” and encourage employees to report all incidents and accidents, including near misses so that the company can review arrangements and make improvements, where deemed reasonably practicable.

Annual audits of the full health and safety management system will be undertaken with our external H&S Consultant. An action plan and new objectives will be developed each year.

The company operate an auditing schedule which includes both internal and external audits across both the H&S management system and Quality management system. Internal audits will be carried out against specific areas of the business to help ensure that arrangements in place remain the most effective and efficient. External audits will be carried out by the external H&S Consultant as well as relevant accreditation bodies as required to help ensure the company's ongoing compliance with applicable statutory law and the requirements of the accreditation body we are affiliated with.

A system of short quarterly management review meetings will be carried out to help ensure that the Directors remain up to date with company progress and help to improve overall health and safety culture. Annual meetings will be held to discuss the previous 12 months performance and create new objectives.

By signing the below, I can confirm that I have issued with / read and understood and/or been communicated with on the content of this Health and Safety Policy and fully understand and accept the roles and responsibilities detailed for both myself and other key roles within the business.

I acknowledge that my understanding and compliance with the arrangements of this policy are crucial to the success of our company health and safety management system.

Employee Name	Position	Signature	Date