

Dated 4th January 2024



HEALTH & SAFETY POLICY

Index

Health & Safety Policy Statement.....	3
Purpose and Scope	4
Organisation Arrangements – Responsibilities.....	4
Key Personnel.....	4
Employer’s Duties	4
Management Responsibility	5
Employee Responsibility	6
Golden Rules	7
Health and Safety Assistance.....	7
Safety Objectives.....	7
Planning & Organisation.....	8
Continual Improvement.....	8
Control and Monitoring	8
Information and Training.....	8
Stakeholders and Interested Parties	9
Communication	9
Procedures.....	9
Risk Assessment.....	9
Fire & Emergencies	10
First Aid.....	11
Personal Protective Equipment (PPE).....	11
Display Screen Equipment.....	11
Hazardous Substances (COSHH).....	12
Manual Handling.....	12
Accident Reporting and Investigation.....	13
Serious and Imminent Danger	15
Analysis of Statistical Information and Data Protection	16
Data Protection	16
Insurance	17
Use of the Company Disciplinary Procedure.....	17
Approved Contractors.....	17
Management Review	17
Summary	17

Health & Safety Policy Statement

It is the policy of the Elite Security Group (which includes the companies Elite Security Management Services Limited, Elite Security Manned Guarding Limited and Elite Alarm Monitoring Services Limited) to ensure the health, safety and welfare of its employees, and that of other persons who could be affected by their undertaking. In accordance with the requirements of the Health and Safety at Work Act 1974 and other applicable legislation, the Company will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure;

- Places of work are maintained in a safe condition;
- Working environments are safe and without risk to health;
- Work equipment and systems of work are safe and without risk to health;
- Adequate welfare facilities are provided;
- Information, instruction, training and supervision is provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities;
- Seek to reduce accidents by implementing an accident reduction program and introducing the principles of continuous improvement.

The effective implementation of this policy requires the co-operation of personnel at all levels and employees are reminded that they have specific legal responsibilities to:

- Ensure the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work;
- Use equipment in accordance with the instructions and training provided;
- Report any work situation, which is considered to pose a serious and imminent danger;
- Co-operate with the Company to comply with any statutory requirement placed upon them; and Report any matter where it is considered that safety arrangements in force fail to reduce risk to an acceptable level.

It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document. This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.



Ron Bramwell (NEBOSH General Certificate)
Health & Safety Officer
Dated: 4th January 2024

Purpose and Scope

It is important to note that the policy statement is itself a broad outline as to the objectives and arrangements pertaining health and safety within the organisation. This document however further expands on the specifics; the processes and procedures – the fundamentals of the organisations management of health and safety.

This policy is reviewed *at least* annually in line with our Quality Management System. Further reviews are made when there are significant changes to the business, whether by growth or expansion or by some other influence. Legislation and regulation is typically the primary driver to change and review, but experience and continual improvements can be adopted to provide a better system of work.

Organisation Arrangements – Responsibilities

Ron Bramwell is the appointed Health & Safety Officer for the organisation. In addition to holding a NEBOSH General Certificate, Ron offers a wealth of experience and knowledge specific to the security industry.

During the Sales Process, the Health & Safety requirements of a particular site will be considered; with adequate provision for PPE and Training included in any tender. Contract Managers are then responsible for providing regular reviews of Risk Assessments and Assignment Instructions for each site that they manage. This would include providing the initial Risk Assessment upon any contract award.

Key Personnel

Andy Grice, Director (Operations), oversees the Operations of the Company across all geographic regions and across all Client profiles; developing managerial strategies and positions and encouraging organic growth. With over 30 years working in Security Management, Andy offers a wealth of knowledge and experience to the Group and is well placed to provide leadership and support as we grow and expand our operational footprint. Andy is a hands-on Director and is intrinsically involved in portfolio management.

Scott Huntley, Director (Support Services), along with Andy Grice prepares and reviews the policy statement with the Health and Safety Officer on an annual basis, and additionally, consults if there are any significant changes to be made.

Employer's Duties

It will always be the company's intention to comply with all its legal obligations, in particular its duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. In particular, so far as is reasonably practicable, it will eliminate significant risks to all employees at work and will also ensure that all necessary arrangements are in place to carry out this and other duties under the regulations, principally: -

- Procedures for planning, controlling and reviewing safety measures;
- Appointment of suitably qualified 'competent persons';
- Evacuation procedures in cases of serious and imminent danger e.g. fire, explosion etc.;
- Information to employees regarding these arrangements and procedures; and
- Appropriate health and safety training of employees.

To assist management in ensuring that it is both aware of what legislation is applicable and to what extent, the company's Health and Safety Officer will ensure that systems are in place to alert the business to changes in applicable legislation and the issue of new legislation. To meet the above requirement, the company currently subscribes to the Health and Safety Executive's weekly e-mail update bulletin as well as a monthly Health and Safety Magazine.

Management Responsibility

Managers are responsible for ensuring that this safety policy is implemented within their own departments or spheres of operation. Managers must monitor their workplace to ensure that safe conditions are maintained. Where risks are identified the manager must ensure that these are rectified, so far as is reasonably practicable. Management duties include the following:

- ensure appropriate levels of resource are allocated to H&S matters;
- provide and maintain a safe place of work, safe systems of work, safe equipment and machinery for work and a safe work environment;
- provide their staff with such information and instruction as may be necessary to ensure the health and safety at work of their employees and also ensure compliance with relevant legislation;
- ensure that where staff use equipment, they are suitably trained to use that equipment safely;
- ensure that where staff are provided with personal protective equipment [PPE], they are trained in how to use or wear it correctly and safely, how to care for their equipment and that staff are aware of how to request / order replacement equipment;
- understand and implement all company health and safety policies and procedures relevant to their area of responsibility;
- ensure new employees are given appropriate induction training to include relevant local (and where applicable), national emergency, first aid and accident reporting procedures;
- to allow their staff to join trade unions and become Union Safety Representatives. If they belong to a union with which the company has a Recognition Agreement, to then stand for election and attend Consultation Committee meetings;
- ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances;
- identify, manage and communicate, by means of the risk assessment process, hazards associated with their staff's working environment;

- carry out any health and safety assessments, audits and inspections as required;
- be responsible for good housekeeping and ensure that defects and unsafe conditions are promptly reported and rectified;
- appoint competent personnel to ensure compliance with statutory duties;
- provide employees with health surveillance, where necessary; and
- to promote awareness and understanding of health and safety throughout their workforce.

Employee Responsibility

All employees of the Company must agree, as a term of their contract of employment, to comply with their individual duties under sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999 in that they will:

- make themselves familiar with and conform to this Health and Safety Policy and relevant procedures at all times;
- take reasonable care of their own health and safety;
- consider the safety of other persons who may be affected by what they do or don't do;
- work in accordance with information and training provided;
- refrain from intentionally or recklessly interfering with anything that has been provided for health and safety purposes;
- immediately report any hazardous defects in plant and equipment, or shortcomings in existing safety arrangements to their manager or another responsible person;
- not to undertake any task for which authorisation and/or training has not been given;
- co-operate with the Company to allow them to carry out their health and safety duties towards the employee;
- report all workplace injuries to company employees, to the company's Control Room. [Wherever possible, this should be as soon after the incident as possible and by telephone];
- to report all serious threats of violent aggression or injury to themselves or other company employees;
- never put themselves in a situation that could cause injury to themselves or others; and
- inform any visitor / contractor under their control of emergency procedures and relevant hazards.

Failure by an employee to comply with the Company's Health & Safety Policy or associated procedures may result in disciplinary action. Serious breaches of this Health and Safety Policy, company safety rules or safety procedures by an employee will be viewed as gross misconduct and may result in summary dismissal.

Golden Rules

Elite Security Group maintains some very simple ‘golden rules’ which are designed to highlight the more important behaviours and activities designed to safe guard both employee health and safety, but that of the wider community. These are not exhaustive and should be considered flash cards or reminders to the minimum conduct expected of an employee of the Company.



Health and Safety Assistance

Competent person(s) have been appointed to assist the company in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that appropriate advice and guidance can be given to Directors, managers and staff; to give guidance on how statutory provisions are to be met and to monitor adherence to the safety policy.

Safety Objectives

Due to the nature of some of the services provided by the company, it must be appreciated that risk cannot be entirely removed, but the company will always endeavour to minimise those risks and to that end, a year on year reduction in RIDDOR Reportable injury frequency rates and in particular the most serious RIDDOR Specified (Major) Injury frequency rates will be the company's overarching H&S objective. The company's primary H&S targets are:

- To reduce the violent injury specified injury frequency rate by 10% per annum
- To reduce the slip/trip/fall specified injury frequency rate by 10% per annum

Success against these targets will be reviewed annually by the Board of Directors and actions taken accordingly.

Planning & Organisation

The Company has established both a management structure and arrangements for the effective delivery of this Policy through its Operational and Non-Operational Management structures. Managers will be provided with instruction training and information on the systematic approach to implementing the company's Safety Management System and this Policy.

The company will have in place appropriate systems and procedures to assess and control risks to which employees and other people may be exposed to, due to the development or deployment of new or novel products and services, or through the deployment of services at new locations.

Continual Improvement

The company will always strive to reduce, and if possible, eliminate adverse events which affect our employees, people who work for us or those who might be affected by our activities. To this end, all adverse events will be investigated and wherever reasonably practicable the identified potential improvements (designed to eliminate repetition) will be implemented locally and if appropriate, published to the wider business via the regular Management Meeting process. Also, where technological change may allow improvements in safety or health, they will be reviewed for suitability and if practicable implemented.

Control and Monitoring

Standards will be established within this Policy, other policies or procedures for relevant environments and activities. Performance will be measured against those standards and if shortcomings are revealed, measures will be taken to ensure these are remedied and that the organisation learns from the experience and continues to improve its performance. To improve the accountability and awareness of H&S within operational units, performance indicators [both leading and lagging] will be developed and used within the company's normal operational / commercial review process (KPIs).

Information and Training

All employees will be provided with comprehensible information on the health, safety and welfare matters that are relevant to their duties and place of work. Training will be provided for all employees to enable them to carry out their duties in a safe and responsible manner.

Contract Managers will ensure that processes are in place to ensure all personnel who would require information on the range of hazards identified are apprised of the necessary detail prior to the commencement of work with the Company. This will include contractors and any person who may lawfully enter onto Company premises.

All employees will undertake appropriate induction training upon commencing employment with the company and such induction training will include relevant health and safety training. Assignment specific training requirements will be detailed within site specific training matrices as part of the Assignment Instructions.

Stakeholders and Interested Parties

The company has procedures in place to allow this policy and other information or documentation to be made available to people or organisations requesting it. This includes publishing this Policy to sites, making it available through the Company website, and further providing it upon request.

Communication

The principle route for communication and implementation of the Company's Health and Safety Policy will be through the Company's operational management. This Policy and the Company's Health and Safety Policy Statement will be available on the company's website and employee portal. The Policy Statement will be displayed in prominent positions in all Company offices. Furthermore, it will either be included within site-based Assignment Instructions or by other means brought to the attention of all employees working on client sites or property. Copies will be made available to accreditation bodies and organisations as well as Clients when requested.

Procedures

The current system for on-going formal communication and consultation in relation to health and safety matters between management and employees, is via the company's Site Managers/Supervisors, Contracts Managers, those conducting Welfare Visits and Quarterly Employee Newsletters. However, health, safety or welfare issues of an urgent nature identified by employees should be raised directly with the employee's line manager in the first instance, or to Scott Huntley, Director of Support Services, where deemed more appropriate.

Risk Assessment

The company will ensure risk assessments are carried out on the tasks and duties undertaken by its employees. Where significant risks are identified, these are to be recorded. Where only trivial risks are identified, the act of assessment is to be recorded but the details of the assessment need not be.

Risk assessments are to be carried out by competent persons who may be client staff, external consultants, company Supervisors, Managers or in some instances front line staff e.g. experienced Security Officers. Of course, there may be occasions where dynamic risk assessments are required (for example, while tackling a minor fire) but the primary responsibility for ensuring that assignments have both suitable and sufficient risk assessments rests with Operational Management who will ensure that their management teams undertake those assessments that are within their competence.

The company will ensure that it has appropriate and adequate resources, procedures & processes in place to allow a suitable assessment of risk to be carried out; to ensure assessments are appropriately reviewed and when / where required, the identified controls are implemented.

Where required or necessary, the company will co-operate with its customers, statutory duty holders or others in the assessment of risks to protect the safety of its own workers and others who may be affected by its activities. The company expects and requires customers to reciprocate and assist the company, when required to do so, to eliminate or reduce risk exposure.

All controls identified by risk assessment for the elimination or reduction of risk will be implemented by the company (so far as it is reasonably practicable to do so) to maintain the health, safety and welfare of its workers and others.

Generic risk assessments may be used for Mobile Patrol & Keyholding and Alarm Response (MP & KHAR) assignments, where significant site-specific hazards have not been identified or reported. The standard operating methods of MP & KHAR are such that typically encountered significant hazards are managed and controlled by routine, so long as workers follow those methods at all times.

Risk assessments applicable to the duties undertaken within some contracts may be based upon a generic template, but shall be modified within a reasonable period of time to include site specific information and significant hazards & risks. Where generic risk assessments are utilised they shall be reviewed for continuing applicability and suitability at least annually and all such reviews will be recorded.

Fire & Emergencies

- The company takes into account fire hazards in the workplace and undertakes a fire risk assessment where one has not been provided by, or agreed with, the Client or Site Owner.
- All employees have a duty to conduct their operations in such a way as to minimise the risk of fire, including complying with the Company's (or Clients, or Sites) no smoking policy.
- Site Supervisors and/or Site Managers are responsible for keeping their places of work safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
- Where combustible materials are present on a site, these are to be kept separate from sources of ignition and not allowed to build up.

- Actions when discovering a fire may be subject to specific site instructions (including the evacuation of public areas etc), however, in the first instance an alarm should be raised appropriately and due consideration given to the safety of individuals and the overriding the preservation of life.
- When hearing a fire alarm, site specific instructions which were covered by way of the site Induction Training should be followed to ensure the safe evacuation of personnel from a given location. This may include the evacuation of contractors, employees, Client visitors or other members of the public.
- Other risks including flooding and bomb threats will be addressed through site specific assignment instructions as these risks are very much site specific.

First Aid

The company will ensure that an adequate First Aid provision will be maintained at every place of work attended by employees of the company. First aid supplies may be provided by the Company or the Client or Site Owner where appropriate. Site specific assignment instructions will also provide details of who the qualified (or appointed) first aider is on site.

Personal Protective Equipment (PPE)

The company will provide PPE where it has been identified as required by company risk assessment, client rule or subordinate company policy. Prior to the issue of some types of PPE, the requesting manager must consult with the wider management team (possibly a Director) to ensure equipment provided is both fit for purpose, current or in-date and beneficial in addressing the risk being considered.

Note: Consideration is given to the 'Provision and Use of Work Equipment Regulations 1998' and 'Personal Protective Equipment at Work Regulations 2002'.

Display Screen Equipment

It is the policy of Elite Security Group to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. The risks to users of VDU screens will be reduced to the lowest extent reasonably practical. VDU screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. *(The cost of an eye test and a contribution of between £40 and £60 towards the cost of glasses may be reimbursed by the Company every two years. All claims should be first authorised through your line Manager prior to your claim.)*

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Hazardous Substances (COSHH)

It is the policy of Elite Security Group to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Elite Security Group will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department. An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights

- reducing the frequency of manual handling
 - the use of additional manpower
 - through the provision of suitable equipment to assist in the operation
 - the selection of persons to carry out
- 1) Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
 - 2) The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
 - 3) When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
 - 4) The route over which the load is to be lifted or moved should be inspected to ensure that it is free from obstruction or spillage, which could cause tripping, or spillage.
 - 5) Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
 - 6) Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
 - 7) When lifting an object off the ground employees should assume a squatting position, keeping the back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground.

Accident Reporting and Investigation

In recognition of its duties (in the UK) under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations, the Company has a system for reporting incidents and injuries, both internally and to relevant enforcing authorities.

The defined process requires the employee, their colleagues or Supervisor / Manager to report any injury to the Company's Control Room and Contracts Manager. Once provided with the required information, the Control Room or Contracts Manager will escalate the incident to the necessary level of management, according to predefined Control Room Escalation Procedures.

Failure by employees to report required incidents or for Control Room staff to incorrectly follow their escalation procedures may be viewed as a breach of this Policy and may result in disciplinary action. Serious breaches of this Policy may be viewed by the Company as gross misconduct.

The Company will maintain suitable accident records and additional statistical analysis, the latter for wider distribution where appropriate. Accident Records will record workplace injury information in an appropriate format and it will be made available for inspection by Inspectors of the HSE or other enforcing authorities. The company will also maintain systems and procedures to allow employees to report near miss and threat of violence, incidents.

It is the responsibility of line management to investigate injuries or near miss incidents to their staff. Dependent upon the severity / seriousness of an incident, an investigation team may be set up by the company's Board of Directors.

If a fatality were to occur, it is imperative that the company's escalation procedures are followed to ensure that;

- 1) Directors of the company are made aware of the incident at the earliest opportunity;
- 2) appropriate and necessary support is provided promptly to those affected by the incident.

The same shall apply to incidents that although not resulting in a fatality, result in life changing physical or psychiatric injury. These processes will apply equally to incidents which involve employees, workers and others, if potentially caused by the Company's staff or their actions. Failure to report and / or investigate incidents or injuries may result in the application of the company's discipline code.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) - 2013:

Certain "specified injuries" are reportable to the HSE's Incident Contact Centre. Andy Grice, Scott Huntley AND Ron Bramwell **must** be notified as soon as practicable after incidents causing the following injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body

- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over SEVEN DAY Incapacitation of an Employee

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over THREE DAY Incapacitation of an Employee

Accidents must be recorded, but not reported where they result in an employee being incapacitated for more than three consecutive days. The Company maintains an accident book under the Social Security (Claims and Payments) Regulations 1979 for compliance in this regard.

Non-Fatal Accident to Non-Workers

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

Serious and Imminent Danger

The Company recognises its responsibilities under Regulation 8 of the Management of Health and Safety at Work Regulations, in that it will have appropriate procedures established and in place to be followed in the event of serious and imminent danger, within premises where the Company is the duty holder.

The Company expects and requires its Customers and Clients, on whose premises and property our employees work, to also have appropriate procedures in place and (where applicable) to periodically test these.

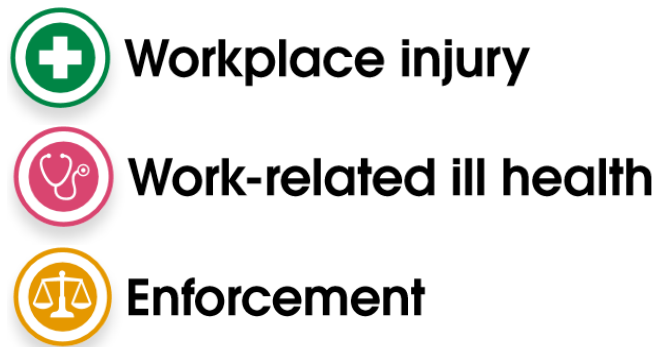
In situations where identified risks of serious or imminent danger remain unresolved, they will be escalated to successively higher levels of management (within the Company and its Customer) in an

attempt to reach agreement on appropriate controls. Where this process does not result in agreement being reached, the issue will be raised at Board level. Where necessary, the Board may decide to terminate contracts if the residual risks are found to be intolerable.

Analysis of Statistical Information and Data Protection

To assist the company in learning from adverse incidents, collected data will be analysed to identify trends, to assist management in making informed decisions, to support the general commercial activities of the company e.g. to answer health and safety questions within tenders, to provide information to enforcing authorities, stakeholders and other organisations or bodies for whom it would be beneficial for the company to cooperate with. The company currently classifies adverse incident severity in accordance with guidelines published by the HSE and is in line with RIDDOR reporting requirements.

The Company will also maintain a 'statistical summary' of accidents covering a minimum of a 5 year period and revised or reviewed quarterly. These will be broadly fall into the following categories:



Data Protection

The Company will only process data in compliance with the General Data Protection Regulation (GDPR). The Company only requests or holds data specific to the intended function made clear at the outset and does not hold data for marketing purposes, or for purposes which are manifestly different from which the original data was provided.

There are limited justifications for the disclosure of data without the consent of the subject to which the data pertains. For example, Article 6 (1) (c) provides such a justification whereby a disclosure is necessary for compliance of a legal obligation to which the Company is subject. There are other permissible justifications, but these are unlikely to affect or be applied our business in the short term.

Note: Where a potential risk or concern is identified, the Company will seek the advice of Legal Counsel before proceeding further.

Insurance

In recognition of its statutory and common law duties, the Company has taken out insurance, with an approved insurer, against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment, provided that it was caused by the negligence and/or breach of statutory duty on the part of the Company. The Company purchases all insurances through the brokerage firm 'The Thomas Gray Partnership' and their annual declaration is available on the Company website.

Use of the Company Disciplinary Procedure

The Company's Disciplinary procedures can and should be used to ensure enforcement of this Policy, adoption of risk assessments, method statements, guidance and instructions. Persistent breaches or a single serious breach of health and safety rules or instructions by an individual may result in their dismissal, in line with the company's disciplinary procedures.

Approved Contractors

The Company will only use contractors who have proved themselves able to discharge their primary responsibility to safeguard both their employees and other persons who may be affected by their undertakings.

The approval process may include formal assessment or audit of the contractors' safety record, policies, procedures, method statements and other documentation as may be deemed appropriate at the time and may include formal audit.

Management Review

This Policy is reviewed at least annually in line with the Quality Management System review in November / December of each year. Recommendations or topics will be discussed for inclusion in the following update scheduled for June of each year. Reviews will be documented to include the Board of Directors and Ron Bramwell as Health and Safety Officer.

Summary

This policy has been prepared in furtherance of Section 2(3) of the Health and Safety at Work etc. Act 1974 and binds all managers and employees in the interests of themselves, other employees, visitors and customers. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Document Control

Document Reference:	CPP-04
Revision Number:	6
Issued:	4 th September 2020
Last Reviewed:	4 th January 2024