

This Health & Safety Policy outlines Disperse.io Ltd's commitment to ensuring a safe working environment for all employees, contractors, and visitors. The policy complies with relevant UK health and safety legislation and details the organisation's approach to risk management, responsibilities, and operational arrangements.

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HEALTH AND SAFETY POLICY

OF DISPERSE.IO LIMITED

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Health and Safety Policy Statement


Disperse.io Ltd recognises its duty under Section 2(3) of the Health and Safety at Work etc Act 1974 to fulfil its obligations to its employees and members of the public who may be affected by its work activities by preparing and reviewing a Health and Safety Policy.

We aim to achieve a working environment which is free of work-related accidents and ill- health. We undertake to fulfil our statutory duties and will:

- establish and implement a Health and Safety Management system to manage the risks associated with its workplaces and activities.
- allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- appoint a competent person or independent Health and Safety Advisor to advise and support us and make sure we are aware of changes in legislation and good practice relevant to our business.
- carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that employees and visitors are informed of these.
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- provide suitable first aid facilities to afford help to any employee, visitor or member of the public who may have an accident or be taken ill at work or as a result of our activities.
- provide sufficient funds and resources to meet the requirements of current health and safety legislation.

It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other persons.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Signature 

Olli Liukkaala
Director/CEO

Date: 07 / 21 / 2025

Duties and Responsibilities

COO/CEO

As the person ultimately responsible for Health and Safety they will:

- demonstrate visible commitment, promoting the Policy's aims and objectives;
- ensure that adequate resources are available;
- monitor Policy implementation and Company health and safety performance;
- sign the Health and Safety Policy statement annually.

Executive Team and Heads of Departments

As senior executives/management they will:

- lead on Health and Safety promoting responsible attitudes and active management;
- ensure the policy and standards are effectively implemented;
- ensure adequate resources are provided to address risks and concerns;
- monitor safety performance and drive further improvement.

Managers

As Managers these persons must:

- maintain the workplace in a safe condition;
- ensure all safety policies and procedures are effectively implemented;
- ensure staff are adequately trained and instructed;
- ensure risks are assessed, reduced and communicated;
- monitor the behaviour of staff to ensure rules and procedures are followed.

Responsible Person for Fire - CEO

The responsible person for Fire must:

- ensure a fire risk assessment is carried out;
- communicate fire risks to staff;
- put in place, and maintain appropriate fire safety measures;
- plan for an emergency;
- ensure suitable training is provided to staff, Fire Wardens and Head Fire Warden;
- ensure information and instructions are given to all staff.

All Employees

It shall be the duty of every employee while at work:

- to take reasonable care of themselves and of other people who may be affected by their acts or omissions at work;
- to co-operate with their employer in achieving statutory provisions;
- to report shortcomings in health and safety arrangements;
- to report hazards to the appropriate person.

Arrangements Summary

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Accidents, Incidents and Near Misses	CEO/COO/Operations Manager
Asbestos	CEO/COO/Operations Manager
Competence	CEO/COO/Operations Manager
Consulting and Communicating with Employees	CEO/COO/Operations Manager
Coronavirus	CEO/COO/Operations Manager
Display Screen Equipment	CEO/COO/Operations Manager
Driving	CEO/COO/Operations Manager
Drugs and Alcohol	CEO/COO/Operations Manager
Electrical Equipment and Installations	CEO/COO/Operations Manager
Fire Safety	CEO/COO/Operations Manager
First Aid	CEO/COO/Operations Manager
Hazardous Substances	CEO/COO/Operations Manager
Homeworking	CEO/COO/Operations Manager
Lone Working	CEO/COO/Operations Manager
Managing Contractors	CEO/COO/Operations Manager
Managing Risk	CEO/COO/Operations Manager
Manual Handling	CEO/COO/Operations Manager
Monitoring	CEO/COO/Operations Manager
New and Expectant Mothers	CEO/COO/Operations Manager
Noise	CEO/COO/Operations Manager
Personal Protective Equipment (PPE)	CEO/COO/Operations Manager
Provision and Use of Work Equipment	CEO/COO/Operations Manager
Safe Systems of Work (Method Statements)	CEO/COO/Operations Manager
Safety Signs, Signals and Notices	CEO/COO/Operations Manager
Statutory Examinations	CEO/COO/Operations Manager
Stress	CEO/COO/Operations Manager

Training and Information	CEO/COO/Operations Manager
Travel	CEO/COO/Operations Manager
Violence and Aggression	CEO/COO/Operations Manager
Visiting and Working in Other Employers' Environments	CEO/COO/Operations Manager
Visitors	CEO/COO/Operations Manager
Waste Disposal	CEO/COO/Operations Manager
Water Management (Legionella and Legionnaires')	CEO/COO/Operations Manager
Work at Height	CEO/COO/Operations Manager
Working Time	CEO/COO/Operations Manager
Workplace Facilities	CEO/COO/Operations Manager

Arrangements

Accidents, Incidents and Near Misses

We recognise the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We are committed to complying with this legislation and will:

- keep records of work-related accidents, incidents and near misses;
- investigate where necessary all work related accidents, incidents and near misses; and
- report under RIDDOR in case of reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, occupational diseases, dangerous occurrences and reportable gas incidents.

Asbestos

We recognise the requirements of the Control of Asbestos Regulations 2012. We are committed to complying with this legislation and will:

- risk assess, and survey buildings where required for asbestos, pre-2000 build year;
- identify whether asbestos is present, and determine its type and condition before managing the asbestos or starting work in a building that might contain asbestos;
- for refurbishment and demolition works complete a risk assessment to determine whether it is possible to carry out the building or maintenance work avoiding the risk of asbestos exposure all together, if this is not possible appropriate controls will be identified and implemented such as a refurbishment and demolition survey, removal or encapsulation;
- where asbestos is to be removed, identify whether a licenced contractor is required for its removal (if the work is not licensable, decide if the work needs to be notified); and
- ensure that anyone who could be exposed to asbestos fibres at work are suitably trained.

Competence

We recognise the requirements of the Health and Safety at Work Act etc 1974 and The Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- take account of the competence of relevant employees and contractors as part of the risk assessment process and training plan;
- consider all the factors of competence such as training, skills, experience, knowledge, attitude and ability as part of the risk assessment;
- only appoint competent contractors to carry out works on our behalf.

Furthermore, in accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999, we appointed **Thomas Charles Sharp**, a full-time employee of Disperse.io Ltd, as a competent person under Regulation 7 to help us meet our health and safety legal duties. The competent person possesses the skills, knowledge and experience to help us recognise hazards in our business and help put sensible controls in place to protect our employees and others from harm.

Consulting and Communicating with Employees

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- consult and communicate any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure;
- make arrangements for getting a competent person to help with compliance with regards to health and safety laws;
- consult and communicate when introducing new technology, tools or working processes;
- consult and communicate when planning health and safety training;
- inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.
- consider the use the following means of communication and maintain a record of these where possible:
 - induction training;
 - specific training;
 - safety talks and briefings;
 - Memos;
 - safe systems of work;
 - face to face meetings;
 - team meetings;
 - telephone and email.

Respiratory Infections Including Coronavirus

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- carry out suitable and sufficient risk assessments of the risks presented by certain respiratory infections, notably Coronavirus, that could impact on employees and those persons not employed but who could be affected by the activities of the organisation;
- consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information;
- ensure control measures from the risk assessment are implemented;
- inform employees and others of the risks associated with acute respiratory infections, such as Coronavirus, in relation to their work and provide information and training on the hazards and controls;
- obtain and stay abreast of advice and information from reliable governmental sources where required;
- monitor, share and review risk assessments and their effectiveness on a regular basis or when the activity, situation, equipment, or premises changes;
- treat people equally in relation to Coronavirus in the workplace;
- encourage the application of controls travelling to and from work.

Display Screen Equipment

We recognise the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We are committed to complying with this legislation and will:

- identify employees to whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply;
- analyse workstations to assess and reduce risks, either by self-assessment, or by arranging for a competent person to carry out a risk assessment;
- make sure controls are in place and that records are kept of assessment and actions taken;
- inform and consult with employees about the risk associated with DSE work, and provide information and training on working safely and comfortably;
- provide eye and eyesight tests on request, and special spectacles (subsidised) if needed;
- review the assessment when the user, their work, or the DSE changes.

Driving

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the risks to health and safety of employees who drive as part of their work activities, and in order to assess the risks to others as a result of this activity. Ensure that this risk assessment is regularly reviewed;
- consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information;
- ensure that all employees who are required to drive as part of their duties have a valid driving licence;
- ensure that all employees who are required to drive as part of their duties are medically fit to undertake this work, and are capable and competent to do so;
- ensure that vehicles provided by us are regularly maintained and are roadworthy in compliance with road traffic legislation;
- make sure that routes are planned, and work schedules are realistic and allow for breaks for drivers;
- ensure that the appropriate insurance is in place and maintained.

Drugs and Alcohol

We recognise our duties under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of its employees.

We understand that if it were to allow any employee to continue working while under the influence of excess alcohol and this places the employee or others at risk, we could be prosecuted. Similarly, if we knowingly allow an employee under the influence of drug misuse to continue working and the resulting behaviour of that employee placed either him/herself or others at risk, we could be prosecuted.

We will:

- publish the rules and restrictions on the use of alcohol and drugs use and include this information as part of induction training;
- provide information to employees about their health and use of drugs and alcohol;
- provide training to Managers and employees about how to identify the behaviours that might indicate a problem resulting from drug or alcohol misuse and how to deal with these;
- offer confidential support to any employee who may be concerned about their use of alcohol and drugs and the effect this may have on them at work;
- consult with management and employees and share information on how any cases of misuse at work will be dealt with, involving disciplinary procedures and, in the case of law-breaking, reporting to the Police.

Electrical Equipment and Installations

We recognise the requirements of the Electricity at Work Regulations 1989. We are committed to complying with this legislation and will:

- carry out a risk assessment to cover all those using or working with electricity in the course of our work;
- ensure that employees working on, or with, electrical equipment or systems are competent for the task and have suitable training, skill and knowledge;
- ensure that the electrical installations in the workplace are safe, having been installed to an acceptable standard, and are maintained in a safe condition;
- provide safe and suitable equipment, seeking alternatives to electrical equipment if the working environment and conditions render working with electrical equipment unsafe or high risk, and providing a safety device (RCD) where electricity continues to be used;
- maintain all electrical equipment, at a suitable frequency dependent upon the type of use the equipment has;
- replace or repair all equipment that is reported as damaged or not working properly;
- provide information to employees on what portable appliances are and how they should be checked prior to use.
- ensure temporary electrics are certified and re inspected every 3 months.

Fire Safety

We recognise the requirements of the Regulatory Reform (Fire Safety) Order 2005. We are committed to complying with this legislation and will:

- ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation;
- carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities;
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire;
- provide training to staff about the fire escape routes and exits available in case of emergency, and carry out regular fire drills;
- provide training and information to employees on how to reduce the risks of fire in the workplace and how these can be managed, for example by good housekeeping and ensuring that they use work equipment safely and appropriately, and refresh this training regularly, at least annually;
- install suitable fire detection equipment to premises as appropriate and make sure that this is maintained regularly;
- install the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly;
- carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed;
- review the fire risk assessment annually or more often if there are changes in the workplace.

First Aid

We recognise the requirements of the Health and Safety (First Aid) Regulations 1981. We are committed to complying with this legislation and will:

- provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work;
- carry out an assessment of first aid needs appropriate to the hazards and risks of the workplace(s) and the workforce;
- where first aiders are provided, we will ensure that they have undertaken suitable training and have an appropriate first aid qualification, and that they remain competent to perform their role;
- inform employees of the arrangements that have been made in connection with the provision of first aid, to include the location of equipment, facilities and personnel.

Hazardous Substances

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002. We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to hazardous substances by:

- identifying all substances or products in use by us during its work processes which are classified as hazardous;
- carrying out a risk assessment of each of those substances or products;
- identifying and implementing control measures in order to reduce the risks to employees and others as a result of using those substances or products;
- considering alternative, less hazardous substances or products if their use cannot be eliminated altogether;
- making sure that those control measures are used during the work processes by implementing regular checks and monitoring;
- providing information and training for employees on the safe use of the substances or products that remain in use after risk assessment has taken place;
- offering health surveillance to those employees who use substances and products which are identified as being harmful to health;
- putting into place an Emergency Plan in the event of any incident involving hazardous substances, including illness, accident, spillage or combustion and making sure that employees are trained to this Plan.

Homeworking

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment of the work activities undertaken by homeworkers;
- address any remedial actions which arise from the risk assessment;
- make sure that homeworkers have suitable working conditions at home, and that, if any equipment is supplied by us, this is checked regularly and maintained in good condition;
- provide any personal protective equipment (PPE) if this is needed;
- ensure that homeworkers have regular contact with their manager and are included in all communications and training as appropriate.

Lone Working

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment to consider potential risks of lone working and the measures needed to control the risks, and make a record of the results;
- ensure that risks are removed where possible, or if not possible, will put in place measures to control the risks to make sure that lone workers can carry out their tasks safely;
- consult with employees, and any safety representatives;
- provide training, instruction and supervision on the tasks to be carried out, any equipment to be used, and emergency procedures;
- ensure that lone workers have access to first aid facilities, or are provided with first aid kits and training;
- provide supervision and monitoring to ensure that the lone worker is continuing to work safely and has the correct equipment and protective personal equipment (PPE) as necessary;
- put into place suitable and effective methods of communication to ensure that the lone worker can be accounted for and communicate with his or her manager in an emergency, or to obtain help if needed;
- review the risk assessment at least annually, or more frequently if tasks or working conditions change.

Managing Contractors

We recognise the requirements of the Health and Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations and Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- assess skills, knowledge, experience, training and organisational capability of contractors prior to engagement;
- maintain an approved contractors list or maintain a system for assessing the competence of contractors;
- engage competent contractors;
- communicate to contractors the importance of health and safety;
- provide clarity on the work required and the standards expected;
- risk assess the work with the contractor and obtain method statement and safe systems of work as deemed necessary;
- ensure short cuts are not taken;
- allocate sufficient time and resources for the work;
- be prepared to stop work if not safe;
- engage directly with contractors when addressing health and safety, both positive and negative;
- monitor contractors' performance;
- obtain contractor health and safety plans and hold a pre-start meeting to enable co-ordination and communication before and during the work;
- communicate relevant emergency procedures with the contractor;
- communicate risks to all staff and others that could be affected by contractor works.

Managing Risk

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- make suitable and sufficient risk assessments of the risks that could impact on employees and those persons not employed but who could be affected by its undertakings;
- ensure the five steps of risk assessment are followed;
- ensure control measures are implemented;
- inform employees and others of the risks associated with their work and provide information and training on the hazards and controls;
- ensure only competent persons perform risk assessments;
- obtain advice from competent persons where required;
-
- monitor and review the effectiveness of risk assessments;
- review risk assessments on a regular basis or when the activity, situation, equipment or premises changes.

Manual Handling

We recognise the requirements of the Manual Handling Operations Regulations 1992. We are committed to complying with this legislation and will:

- avoid hazardous manual handling operations so far as is reasonably practicable.
- make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided using the HSE TILE methodology (Task, Individual, Load, Environment);
- reduce the risk of injury from those operations as far as is reasonably practicable;
- consult with their employees and provide suitable and sufficient training and supervision in manual handling;
- review risk assessments regularly or when tasks change.

Employees also have duties under these Regulations, and we will ensure that employees commit to:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to make sure they do not put others at risk.

Monitoring

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- establish systems for the inspection and auditing of Health and Safety performance on a regular basis;
- monitor and review accident and incident near miss reports on a regular basis and implement changes where required;
- promote with all employees the positive outcomes from reporting accidents, incident and near misses;
- monitor the performance and effectiveness of Health and Safety training;
- monitor the performance and effectiveness of risk assessments and safe systems of work;
- monitor relevant legislation and the impact this will have on activity and operational areas;
- monitor and act upon any shortcomings in Health and Safety management and performance;
- actively monitor the performance of contractors.

New and Expectant Mothers

We recognise the requirements of the Management of Health and Safety at Work Regulations 1992. We are committed to complying with this legislation and will:

- carry out or review relevant risk assessments to assess the health and safety risks to a new or expectant mother, and once these are identified, to put into place measures to address and control those risks;
- review this risk assessment on a regular basis, at least annually, or more often if there are changes to the workplace, or to the work carried out there;
- upon receipt of written notification that an employee is a new or expectant mother, we will immediately take into account any risks identified in the workplace risk assessment, and, if these risks cannot be avoided by taking necessary preventative and protective measures, then we will take the following action:
 - temporarily adjust her working conditions and/or hours of work; or, if that is not possible
 - offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible
 - suspend her from work on paid leave for as long as necessary, to protect her health and safety and that of her child;
- provide suitable rest facilities for pregnant or breastfeeding workers, these being located, wherever possible, near to the toilets and affording the ability to lie down if necessary;
- provide more frequent rest breaks for pregnant workers, the timing and frequency of which will be discussed and agreed;
- hold regular discussions with the new and expectant mothers, giving the opportunity to raise concerns and address any health and safety risks or changes.

Noise

We recognise the requirements of the Control of Noise at Work Regulations 2005. We are committed to complying with this legislation and will:

- provide information and training to employees to make sure that they are aware of the risks from noise, and what they need to do to avoid those risks;
- carry out a noise risk assessment to identify and assess the level of exposure of employees at work;
- consider whether noise can be reduced by using different working methods or selecting quieter plant, including by fitting silencers to plant, breakers and other machinery where this is possible;
- keep people not involved in the work on site away from the source of the noise wherever possible;
- provide suitable hearing protection and make sure that this is worn in noisy areas;
- mark out zones on site where hearing protection must be worn;
- arrange health surveillance for people as identified through the risk assessment process.

Personal Protective Equipment (PPE)

We recognise the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended). The provision and use of Personal and Protective Equipment (PPE) is also covered by some specific legislation.

We are committed to complying with this legislation and will:

- consider the hazards identified in the risk assessments carried out for each type of work or task and decide whether these risks can be controlled in ways other than the use of PPE. PPE will always be a last resort;
- make sure that the right type of PPE is chosen for each task in order to afford adequate protection to employees, and recognise that different types of PPE may be required for each job or task;
- make sure that where more than one item of PPE needs to be worn at a time, the items are compatible with each other, for example eye protection worn with a respirator;
- consider whether the use of PPE will increase the overall level of risk or add any new risks, for example face masks making communication more difficult.
- choose good quality PPE products which are CE marked, as required by the Personal Protective Equipment at Work Regulations 1992 (as amended), and which are chosen for their suitability to each task or job;
- provide training and instruction to the wearers of PPE, making sure that they clearly understand why they need to wear it, make sure they use it in accordance with manufacturers' instructions, and that they understand its limitations;
- replace PPE items when they become worn or damaged and are no longer fit for purpose;
- provide storage for employees to keep their PPE when it is not in use.

Provision and Use of Work Equipment

We recognise the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

We are committed to complying with this legislation and will:

- ensure that the work equipment provided by us for use by its employees whilst they are at work is suitable for use, and safe for the purpose and conditions in which it is to be used;
- ensure that the work equipment provided is maintained in a safe condition for use so that the health and safety of employees or others is not placed at risk;
- carry out inspections of the equipment to ensure that it is and continues to be safe for use. The inspections will be carried out by a competent person and a record kept;
- eliminate or control any risks created by using the work equipment by:
 - providing suitable guarding or protection devices;
 - providing system control devices such as stop buttons;
 - providing suitable Personal Protective Equipment (PPE) for users of the work equipment where these are required;
 - producing and implementing a formal Safe System of Work (SSOW) for the use of each type of equipment or task, and any maintenance or cleaning that needs to be carried out;
 - providing suitable and sufficient training, instruction, and information about the specific work equipment, and ensuring employees have the correct skills before allowing them to work with the equipment.
- ensure that an effective planned maintenance programme is established to ensure that all equipment remains safe to use and is reliable. Maintenance will be carried out by a competent person;
- implement a reporting procedure for employees to notify any problems or defects in equipment or machinery to ensure that this is taken out of use and repaired or replaced;
- provide safe working areas for the use of work equipment which protect both the user of the work equipment and others who may be affected by their work, setting up any necessary signage, barriers, or marked areas.

Safe Systems of Work

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- ensure that, following the completion of risk assessments or task analysis, a Safe System of Work is produced by a competent person for each task or type of work where deemed necessary by the assessment;
- consult with employees who undertake the tasks or work to make sure that all aspects of risk and hazards are accounted for;
- set out the Safe System of Work as a step-by-step procedure for carrying out each task safely, taking into account the risks and control measures identified in the risk assessment, equipment needed for the task, the working environment, emergencies and the skills that are required by employees carrying out the work;
- ensure that Safe Systems of Work are in place in advance of the work;
- ensure that all employees are trained to the Safe Systems of Work, and sign to say that they have understood the document and will follow the instructions;
- ensure that suitable and sufficient supervision is in place to ensure that the Safe Systems of Work are adhered to and enforced;
- address any instances of non-conformance with the Safe Systems of Work;
- review Safe Systems of Work, and amend as necessary, should the task or type of work change.

Safety Signs, Signals and Notices

We recognise the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

We are committed to complying with this legislation and will:

- ensure that safety signs are provided and maintained where there is a significant risk to health and safety identified in a risk assessment that has not been removed or controlled by other methods and where a sign can further reduce the risk;
- make sure that employees receive sufficient information, instruction and training about the meanings of safety signs and that these are clearly explained. The consequences of not following the warning or instructions given by signs will also be explained;
- make sure that safety signs are selected and effectively used to take account of any special requirements such as visual or hearing impairments, or work environment;
- ensure that the signs are regularly checked or inspected to make sure that they remain in good condition, and are legible or visible, and free of damage. Any signs which are worn or defective will be replaced or repaired.

Statutory Examinations

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998.

We are committed to complying with this legislation and will:

- identify the equipment in use which, in addition to regular maintenance and inspection requires Statutory Inspections in order to comply with the Regulations above;
- ensure that Statutory Inspections are carried out by a competent person at the intervals specified for each type of equipment;
- keep a record of the equipment inspected and copies of the inspection records and certificates;
- where required, maintain written schemes of examination.

Stress

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations to protect its employees from stress at work

We are committed to complying with this legislation and will:

- carry out a risk assessment to identify the risks of stress to employees;
- train managers and supervisors to be able to recognise the signs of stress in employees, and to take action;
- talk to employees about the potential causes of stress for them while they are at work, and encourage them to approach their managers if they feel they are not coping;
- regularly review the issue of stress at work by including this on agendas for relevant meetings.

Training and Information

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
- provide training in the following ways:
 - induction training;
 - specific training;
 - safety talks;
 - briefing meetings.
- will provide information through these training sessions and via:
 - internal memos;
 - face to face meetings;
 - notice boards and displays;
 - health and safety signage;
 - contracts, job descriptions and role profiles;
 - risk assessments and safe systems of work.

Travel

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998. We are committed to complying with this legislation and will:

- ensure that, if travel for work is required, that this is necessary in the interests of the business and cannot be avoided by communicating by other means such as teleconferencing, phone, email or correspondence;
- check Home Office guidance where travel overseas is required, to seek guidance on travel to the intended destination;
- ensure that the route of travel is planned, tickets and accommodation are booked in advance, and that sufficient time is included in the itinerary to allow the travelling employee to rest;
- make sure that any employee travelling abroad has up to date vaccinations as necessary;
- ensure that suitable and adequate travel insurance is in place;
- ensure that an individual risk assessment has been carried out to assess the suitability of the member of staff to travel, paying particular attention to the destination country or region of travel;
- put into place arrangements to keep in touch with the travelling employee, enabling them to notify their Manager or other appointed person that they are safe, and maintaining contact with us.

Violence and Aggression

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996.

We are committed to complying with this legislation and will:

- consult with employees to assess whether they feel threatened at work and the extent of this, and discuss the results with employees;
- use the findings of the consultation to carry out a risk assessment to identify the hazards of violence and aggression in the workplace, identifying those employees most at risk and situations which might give rise to violent or aggressive behaviour;
- implement a procedure for dealing with incidents and getting help;
- keep records of incidents, including verbal abuse and threats, to include:
 - an account of what happened;
 - the location of the incident;
 - details of the victims, assailants and any witnesses;
 - the outcome, including any working time lost to the individuals affected and to us as the employer.
- encourage employees to report incidents promptly and fully;
- provide training to employees to help them spot early signs of aggression and how to avoid or cope with it, following the procedures to get help;
- review the risk assessment regularly, or if there is any change to the work, tasks, or following an incident.

Visiting and Working in Other Employers' Environments

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design Management) Regulations 2015.

We are committed to complying with this legislation and will:

- carry out a risk assessment for each job type involved in working in other employers' environments where a risk exists;
- plan visits to other employers by obtaining, in advance, details of contacts on the site, reporting arrangements on arrival, and particular safety requirements, for example, Personal Protective Equipment (PPE), or site induction training;
- consult with those employees required to visit other employers' environments, and make sure that they understand that they must follow the health and safety procedures in place at the host site;
- provide any specific PPE required prior to the visit, and make sure the visiting employee has been trained in its use;
- put into place arrangements for the employee to keep in contact, in order to report any problems or issues, and to report safe arrival and departure.

Visitors

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- operate a signing in and out procedure for visitors who will be visiting or working on our premises;
- accompany or escort visitors during their visit as deemed necessary;
- provide basic health and safety information to visitors upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting procedures, and routes to be taken around the premises;
- ensure that, where appropriate, visitors are provided with the relevant induction training prior to starting work;
- provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

Waste Disposal

We recognise the requirements of the Waste Regulations 2012, and the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006. We are committed to complying with this legislation and will:

- avoid the production of unnecessary waste;
- identify the types of waste produced or created and assess how this will be managed;
- dispose of waste in accordance with current legislative requirements in a responsible way and maintain evidence of waste transfer notes.

Water Management (Legionella and Legionnaires)

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC)

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to Legionella and Legionnaires' disease by:

- identifying and assessing sources of risk through the risk assessments process through a competent person;
- manage the risks to ensure they are prevented or controlled;
- keeping records such as a water log book of measures taken to include the assessor's findings, control schemes, operation of the system, monitoring and testing of the system;
- completing notifications where required for certain systems such as cooling towers and condensers.

Work at Height

We recognise the requirements of the Work at Height Regulations 2005. We are committed to complying with this legislation and will:

work from ground level whenever possible;

- make sure that work at height is properly planned, supervised and carried out by competent people;
- carry out a risk assessment for each task where working at height is involved;
- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- ensure that only staff who have been trained in working at height are permitted to carry out such tasks;
- make sure that the correct type of equipment is used for each working at height task;
- implement an emergency and rescue plan for work at height and make sure that all employees who work at height are trained to this plan;
- carry out regular inspections and checks of all equipment used for working at height and keep records of these checks;
- repair or remove from use any equipment found to be defective or unsuitable for use;
- ensure that employees do not work alone on working at height tasks.

Working Time

We recognise the requirements of the Working Time Regulations 1998. We are committed to complying with this legislation and will:

- ensure that the maximum weekly working time limit is not exceeded;
- implement night work limits; and
- complete health assessments for night work.

Workplace Facilities

We recognise the requirements of the Workplace Health, Safety and Welfare Regulations 1992. We are committed to complying with this legislation and will ensure that every workplace under our control complies with the Workplace Health and Welfare Regulations in particular to:

- the maintenance of the workplace, equipment, devices and systems;
- effective and suitable ventilation being provided;
- a reasonable temperature being provided in relation to the work carried out;
- suitable and sufficient lighting and emergency lighting being provided;
- a clean workplace, furniture, furnishings and fittings to be kept and maintained with arrangements made for disposal of waste materials to avoid accumulation;
- provision of sufficient room dimensions and space in order to work safely;
- provision of suitable workstations and seating;
- provision of floors and traffic routes that are fit for purpose, well maintained and safe for use to include areas where there is a risk of a person falling shall be securely covered or fenced;
- the windows, doors, gates and walls (transparent or translucent) being of safe material, protected against breakage of that material and be appropriately marked to make it apparent. Doors and gates will be suitably constructed to ensure their safe use and operation;
- windows, skylights and ventilators to be in a safe position and be operationally safe including their cleaning;
- traffic and pedestrian routes to be organised in such a way that they can circulate in a safe manner;
- escalators and moving walkways functioning safely, fitted with safety devices, identifiable and accessible emergency stops;
- suitable and sufficient sanitary conveniences shall be provided and readily accessible that are ventilated, lit, clean, and securable;
- suitable and sufficient washing facilities being provided that are clean and accessible with clean, hot and cold water, suitable cleaning materials, means of drying, ventilated and lit;
- separate male and female facilities except where facilities are only used by one person at a time and can be secured from the inside;
- an adequate supply of wholesome drinking water being supplied, accessible and clearly marked as drinking water;
- suitable and sufficient accommodation for clothing where special clothing is worn or for clothing which is not worn during working hours as well as facilities for changing such clothing;
- provision of of suitable and sufficient rest and eating facilities.

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