



# Health and Safety Policy

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## CORELAIN

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## **1. Introduction**

### **1.1 Purpose and Scope**

The purpose of this Health and Safety Policy is to ensure the protection, health, and wellbeing of all employees, contractors, visitors, and stakeholders associated with CORELAIN LTD. This policy applies to all operations, including office-based activities, warehouse operations, and transportation of goods. It serves as a framework for promoting a culture of safety, preventing incidents, and maintaining compliance with applicable health and safety regulations.

### **1.2 Policy Statement**

CORELAIN LTD is committed to maintaining its record of minimal workplace accidents, fatalities, illnesses, and near-miss incidents. The organisation prioritises proactive risk management, compliance with legal and regulatory standards, and the continuous improvement of health and safety practices. We pledge to:

- Prevent workplace injuries and illnesses by maintaining a hazard-free environment.
- Provide the necessary resources to implement and maintain effective health and safety measures.
- Engage employees and stakeholders in health and safety initiatives to ensure collective responsibility.
- Comply with relevant legislation and adhere to recognised standards such as ISO 45001.
- Provide comprehensive health care coverage for all employees to ensure access to medical support, preventative healthcare, and wellness programmes. Details of the Health Care Plan, Program Implementation Records, and Employee Communication Materials are provided in the annex.

### **1.3 Alignment with Legislation and Endorsements**

CORELAIN LTD operates in compliance with the Health and Safety at Work Act and other relevant regulations. Additionally, we are committed to aligning our health and safety practices with ISO 45001 standards, ensuring international recognition of our management system. The policy is regularly reviewed to remain aligned with emerging best practices, legislative changes, and industry standards.



#### **1.4 Commitment to Continuous Improvement**

We are dedicated to the ongoing enhancement of our health and safety management system while maintaining our zero-incident record. Key commitments include:

- Conducting regular audits and inspections to identify areas for improvement.
- Monitoring health and safety performance through measurable Key Performance Indicators (KPIs).
- Implementing new technologies and practices to improve safety.
- Providing regular training and awareness programmes to ensure all employees are equipped to contribute to a safe work environment.
- Soliciting feedback from employees and stakeholders to refine health and safety strategies.

#### **1.5 Objectives, Targets, and Actions for Policy Implementation**

Objectives:

- Achieve and maintain a record of zero workplace incidents, fatalities, illnesses, and near-miss events.
- Ensure 100% compliance with health and safety training requirements for all employees.
- Achieve ISO 45001 certification within the next 12 months.
- Ensure employees have access to comprehensive health care coverage to promote their wellbeing and address occupational health concerns.

Targets:

- Conduct quarterly health and safety inspections and ensure all identified issues are addressed within 15 days.
- Complete ISO 45001 certification preparation by the end of Q3, with external audits scheduled in Q4.
- Ensure all work areas undergo hazard and risk assessments biannually.

Actions:

- Implement a digital monitoring system to continuously track potential risks and manage preventive measures.
- Provide mandatory health and safety induction training to all new employees within their first week.



- Allocate an annual budget to health and safety initiatives such as enhanced PPE, advanced training programmes, and technology upgrades.
- Offer regular and relevant health check-ups to all employees to promote early detection of occupational health risks and support overall wellbeing.
- Establish a cross-departmental Health and Safety Committee to review and address safety concerns monthly.
- Develop and distribute a comprehensive emergency response plan, with drills conducted twice a year to reinforce preparedness.

## **2. Roles and Responsibilities**

### **2.1 Management Responsibilities**

Management at CORELAIN LTD holds the ultimate accountability for ensuring a safe and healthy work environment. Specific responsibilities include:

- Establishing and maintaining the health and safety policy in compliance with legal and industry standards such as ISO 45001.
- Allocating sufficient resources, including financial and human capital, to implement health and safety initiatives effectively.
- Regularly reviewing and updating health and safety procedures to align with evolving regulations and best practices.
- Setting clear health and safety objectives and monitoring progress through quarterly reports.
- Encouraging a culture of safety by promoting open communication, recognising safe behaviours, and addressing concerns promptly.

### **2.2 Employee Responsibilities**

Employees at all levels are expected to actively contribute to a safe working environment. Their responsibilities include:

- Complying with all health and safety regulations, policies, and procedures.
- Attending and completing mandatory health and safety training sessions.
- Reporting hazards, incidents, or near-misses immediately to their supervisor or the Health and Safety Officer.
- Using provided Personal Protective Equipment (PPE) correctly and ensuring it is in good condition.



- Participating in safety drills and other preparedness activities to enhance workplace safety.

### **2.3 Health and Safety Officer Duties**

The Health and Safety Officer is a key figure in maintaining and improving safety standards. Their duties include:

- Conducting regular risk assessments to identify and mitigate potential hazards.
- Ensuring compliance with the Health and Safety at Work Act, ISO 45001, and other relevant standards.
- Leading investigations into incidents or near-misses and preparing detailed reports with corrective actions.
- Organising and delivering health and safety training programmes for employees and contractors.
- Acting as a liaison between management and employees to address safety concerns effectively.

### **2.4 Contractor and Visitor Responsibilities**

Contractors and visitors to CORELAIN LTD premises must adhere to health and safety guidelines to ensure a safe environment for all. Their responsibilities include:

- Reporting any hazards, accidents, or near-misses to their point of contact immediately.
- Ensuring that all tools, equipment, and materials brought onto the site comply with safety standards.
- Following emergency procedures in the event of an incident, including evacuation plans.

### **2.5 Training and Competency Requirements**

Ensuring that all personnel are adequately trained and competent is a cornerstone of CORELAIN LTD's health and safety programme. Requirements include:

- All new employees must complete an induction programme covering the organisation's health and safety policies, emergency procedures, and use of PPE.
- Role-specific training must be provided and refreshed annually.



- Contractors must provide evidence of their training and qualifications relevant to the tasks they will perform on site.
- Refresher training on general health and safety practices must be conducted at least once every two years.
- Training records must be maintained for all employees, contractors, and visitors, with compliance monitored quarterly.

### **3. Risk Management**

#### **3.1 Risk Assessment Procedure**

CORELAIN LTD employs a systematic approach to identify, assess, and mitigate risks within all operational activities. The procedure includes:

- Identification: Conducting regular workplace inspections and consultations with employees to identify potential hazards.
- Evaluation: Assessing the likelihood and severity of identified risks using a standard risk matrix.
- Documentation: Maintaining detailed records of risk assessments, including control measures and responsible persons.
- Review: Reassessing risks annually or following significant operational changes or incidents.

#### **3.2 Hazard Identification**

Key steps to identify hazards include:

- Using employee feedback mechanisms to uncover unreported hazards.
- Reviewing records of past incidents or near-misses for recurring issues.

#### **3.4 Emergency Preparedness and Response**

CORELAIN LTD ensures readiness for emergencies through:

- Developing and maintaining an Emergency Response Plan (ERP) tailored to potential scenarios such as fire or medical emergencies.
- Conducting emergency drills biannually to ensure all employees understand evacuation routes and procedures.
- Establishing clear roles and responsibilities for emergency response teams.



- Stocking and maintaining first-aid kits and fire extinguishers at strategic locations.
- Regularly reviewing and updating emergency response procedures based on drill outcomes or operational changes.

### **3.5 Setting and Monitoring Risk Management Targets**

The company is committed to measurable improvements in risk management through Targets:

- Achieving a 100% completion rate for annual risk assessments across all departments.
- Reducing identified risks by 10% annually through effective mitigation strategies.
- Completing corrective actions for all identified risks within 30 days of assessment.

#### **Monitoring:**

- Establishing a Risk Management Committee to review progress on targets quarterly.
- Using Key Performance Indicators (KPIs) such as the number of resolved hazards and adherence to risk assessment schedules.
- Generating monthly reports on risk management activities for review by senior management.

## **4. Health and Safety Procedures**

### **4.1 Incident Reporting and Investigation**

CORELAIN LTD maintains a robust system for reporting and investigating incidents to ensure continuous improvement in workplace safety. Procedures include:

#### **Reporting:**

- Employees must report all incidents, including near-misses, within 24 hours using the standard Incident Report Form.
- Supervisors must ensure that reports are submitted promptly and provide immediate first-line responses to incidents.



### **Investigation:**

- The Health and Safety Officer will initiate an investigation within 48 hours of the incident report.
- Investigations will involve gathering witness statements, reviewing CCTV footage (if available), and conducting root cause analysis.
- A comprehensive Incident Investigation Report will be prepared, detailing findings and recommended corrective actions.

### **Follow-Up:**

- Corrective actions will be implemented within 15 days, with follow-up reviews to ensure effectiveness.
- Incident trends will be reviewed quarterly to identify recurring issues and improve preventive measures.

## **4.2 First Aid Procedures**

Ensuring immediate and effective first aid response is a critical component of workplace safety. The procedures include:

### **Provision of First Aid Kits:**

- Fully stocked first aid kits will be available at strategic locations.
- Kits will be inspected quarterly or after any incident to ensure they remain complete and compliant with workplace requirements.

### **First Aid Personnel:**

- At least two trained first aiders will be present during all operating hours.
- A list of certified first aiders and their contact details will be displayed prominently in common areas.

### **Response Protocol:**

- In case of an injury, the nearest first aider should be contacted immediately.
- Serious injuries will be escalated to emergency services without delay, and the Health and Safety Officer will be informed.
- All first aid incidents must be documented in the First Aid Logbook.



### **4.3 Fire Safety and Evacuation Plans**

Fire safety and evacuation preparedness are prioritised to safeguard employees and assets. The procedures include:

#### **Fire Risk Assessments:**

- Fire risk assessments will be conducted annually and updated whenever significant changes occur in operations or layout.

#### **Fire Equipment:**

- Fire extinguishers, smoke detectors, and sprinkler systems will be installed, maintained, and inspected quarterly.
- A Fire Equipment Log will track inspections and maintenance activities.

#### **Evacuation Drills:**

- Evacuation drills will be conducted biannually to familiarise employees with exit routes and assembly points.
- Drill outcomes will be reviewed to identify and address areas for improvement.

#### **Evacuation Procedure:**

- Upon hearing the fire alarm, all employees must proceed to the nearest exit and assemble at the designated assembly point.
- The Fire Warden will ensure that all areas are evacuated and conduct a headcount at the assembly point.

#### **Training:**

- Employees will receive annual fire safety training, including the use of fire extinguishers and evacuation procedures.

## **5. Monitoring and Evaluation**

### **5.1 Performance Monitoring**

CORELAIN LTD continuously tracks health and safety performance to identify trends and areas for improvement. Key activities include:

- KPI Tracking: Monitor key performance indicators such as incident rates, training completion, and inspection compliance.
- Monthly Reports: Generate monthly health and safety reports summarising performance metrics.



- Employee Feedback: Collect and review employee feedback through surveys and suggestion boxes to identify potential safety concerns.

## **5.2 Health and Safety Audits**

Regular audits are essential to ensuring adherence to policies and identifying areas for improvement. Procedures include:

- Audit Schedule: Conduct internal health and safety audits biannually, with external audits annually.
- Scope: Include PPE compliance, and incident reporting processes in audits.
- Corrective Actions: Ensure that all audit findings are addressed within 30 days and tracked to completion.
- Documentation: Maintain a comprehensive record of all audits, findings, and resolutions.

## **5.3 Accident and Incident Statistics**

Maintaining and analysing statistics helps the company identify trends and prevent future occurrences. Key practices include:

- Data Collection: Record all incidents, near-misses, and accidents in the Incident Log.
- Trend Analysis: Review data quarterly to identify recurring issues or high-risk areas.
- Reporting: Share findings with the Health and Safety Committee and senior management for review.
- Targets: Maintain zero workplace accidents and incidents by implementing proactive measures and regular evaluations.

## **5.4 Key Performance Indicators (KPIs)**

CORELAIN LTD employs measurable KPIs to monitor and improve health and safety performance. These include:

- Incident Rate: Maintain a target of zero workplace incidents, near-misses, and accidents annually.
- Training Completion: Ensure 100% of employees complete mandatory health and safety training by the end of each fiscal year.



- Audit Compliance: Achieve 100% adherence to health and safety audit schedules, with all corrective actions resolved within 30 days.

### **5.5 Employee Feedback Mechanisms**

Employee feedback is crucial for identifying areas for improvement and fostering a culture of safety. Mechanisms include:

- Surveys: Conduct biannual health and safety surveys to gauge employee satisfaction and gather improvement suggestions.
- Suggestion Boxes: Provide anonymous suggestion boxes at all work locations to encourage employees to report concerns or ideas.
- Feedback Sessions: Organise quarterly feedback sessions where employees can discuss health and safety concerns directly with management.
- Actionable Insights: Review feedback regularly and implement necessary changes within 30 days, with outcomes communicated to employees.

## **6. Training and Awareness**

### **6.1 Ongoing Training Programmes**

To maintain high safety standards, the company provides ongoing training for all employees. These programmes include:

- Annual Refreshers: Mandatory annual refresher training on core health and safety topics.
- Workplace-Specific Training: Regular updates on changes in workplace procedures or new equipment.

### **6.2 Documentation and Record-Keeping**

Maintaining detailed records of training activities ensures compliance and facilitates performance tracking. Procedures include:

- Training Logs: Document all completed training sessions, including participant names, dates, and content covered.
- Digital System: Utilise a centralised digital platform to store and track training records for easy access and review.

### **6.3 Training Targets and Objectives**

CORELAIN LTD sets clear targets to enhance training effectiveness. These include:

Targets:



- Achieve 100% participation in mandatory induction and annual refresher training.

Objectives:

- Continuously update training content to reflect regulatory changes and emerging industry best practices.
- Increase employee satisfaction with training programmes to a minimum of 85% positive feedback.
- Expand access to e-learning modules to accommodate flexible training schedules.

## **7. Communication and Consultation**

### **7.1 Internal Communication Channels**

Effective communication is vital for promoting health and safety awareness within CORELAIN LTD. Internal communication channels include:

- **Email Alerts:** Regular email updates on health and safety policies, procedures, and key performance indicators.
- **Noticeboards:** Display safety information, emergency contacts, and updates in prominent workplace areas.
- **Team Meetings:** Integrate health and safety discussions into weekly team meetings to address current issues and reinforce best practices.
- **Digital Platforms:** Use the company's intranet or dedicated safety software to share updates, training materials, and resources.

### **7.2 Employee Consultation Forums**

Consulting employees ensures their involvement in maintaining a safe workplace. Key forums include:

- **Health and Safety Committee:** Hold monthly meetings with representatives from all departments to review policies, incidents, and improvement actions.
- **Focus Groups:** Conduct quarterly focus groups to gather detailed feedback on specific health and safety topics.
- **Surveys:** Distribute biannual surveys to gauge employee opinions on workplace safety and identify areas for improvement.



- Open Forums: Organise periodic open forums where employees can directly raise concerns or suggestions with senior management.

### **7.3 Reporting Mechanisms**

Robust reporting mechanisms encourage prompt identification and resolution of health and safety issues. Mechanisms include:

- Incident Reporting: Use a standardised digital or paper-based form to report incidents, near-misses, and hazards.
- Anonymous Reporting: Provide an anonymous reporting option to ensure employees feel comfortable highlighting sensitive issues.
- Whistleblowing Hotline: Establish a confidential hotline for reporting significant health and safety concerns or violations.
- Follow-Up Processes: Ensure all reported issues are addressed within 14 days, with updates provided to the reporting party.

### **7.4 Communication Targets for Stakeholder Engagement**

CORELAIN LTD aims to enhance stakeholder engagement through clear and consistent communication. Targets include:

#### **Internal Targets:**

- Achieve 90% employee participation in health and safety surveys by the end of the year.
- Ensure that 100% of employees receive regular updates through internal communication channels.

#### **External Targets:**

- Share health and safety performance metrics with external stakeholders, such as suppliers and customers, through an annual report.
- Organise two stakeholder engagement events annually to discuss health and safety initiatives and gather feedback.

#### **Action Plans:**

- Develop and implement a stakeholder communication plan by Q2 to standardise updates and reporting formats.
- Introduce a quarterly newsletter summarising health and safety developments, accessible to all stakeholders.



## **8. Policy Review and Updates**

### **8.1 Review Frequency**

CORELAIN LTD commits to reviewing the Health and Safety Policy annually to ensure its continued relevance and effectiveness. Additional reviews will be conducted:

- Following significant changes in operations, processes, or legislation.
- After major incidents, audits, or inspections that indicate potential gaps in the policy.

### **8.2 Process for Policy Updates**

The policy update process involves:

- **Evaluation:** Collecting feedback from audits, incident investigations, and employee consultations to identify necessary changes.
- **Drafting Revisions:** The Health and Safety Officer will draft proposed updates in collaboration with department heads.
- **Approval:** Presenting revisions to senior management for approval before implementation.
- **Communication:** Sharing updates with all employees, contractors, and stakeholders through internal communication channels, training sessions, and noticeboards.
- **Documentation:** Maintaining an archived record of all previous versions of the policy, including details of amendments and their rationale.

### **8.3 Stakeholder Involvement in Reviews**

Engaging stakeholders ensures a comprehensive review process. Involvement includes:

- **Employee Participation:** Gathering input through surveys, feedback sessions, and committee meetings to incorporate frontline perspectives.
- **Contractor Feedback:** Soliciting insights from contractors on the practicality and effectiveness of health and safety measures.
- **External Expertise:** Consulting external auditors or health and safety experts to benchmark practices against industry standards.
- **Management Input:** Ensuring leadership alignment by reviewing proposed updates during management meetings.



- Adherence to International Endorsements and Standards

CORELAIN LTD ensures alignment with international standards and endorsements, including:

- Legal Frameworks: Adhering to the Health and Safety at Work Act and related local regulations.
- Best Practices: Incorporating recommendations from recognised health and safety bodies such as the HSE (Health and Safety Executive).
- Global Benchmarks: Regularly reviewing international best practices to enhance policy measures and maintain a competitive edge in safety performance.

### **9. Communication**

- This policy will be communicated to all employees, suppliers, and relevant stakeholders.
- We will publicly share our commitment to supplier diversity and our progress towards achieving our targets, fostering transparency and accountability.

### **10. Policy Queries**

Any queries relating to this policy should be directed to the Management via email at: [Compliance@corelain.com](mailto:Compliance@corelain.com)



## **11. Annexes**

### **A.1 Glossary of Terms**

Provide definitions for key terms used in the Health and Safety Policy, ensuring clarity and understanding for all stakeholders. Examples include:

- *Hazard*: A potential source of harm or adverse health effect on a person or persons.
- *Risk*: The likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
- *PPE (Personal Protective Equipment)*: Equipment worn to minimise exposure to hazards that cause serious workplace injuries and illnesses.
- *ISO 45001*: An international standard for health and safety management systems.
- *Incident*: An unplanned event that does not result in injury or damage but has the potential to do so.

### **A.2 Legal and Regulatory Framework References**

Include a comprehensive list of legal and regulatory references to support compliance and adherence to standards. Examples include:

- Health and Safety at Work Act 1974 (UK): Primary legislation covering occupational health and safety in the workplace.
- Management of Health and Safety at Work Regulations 1999: Framework for health and safety management and risk assessments.
- Provision and Use of Work Equipment Regulations (PUWER): Requirements for equipment safety and maintenance.

### **A.3 Risk Assessment Templates**

Standardised risk assessment templates are provided to ensure consistency and thoroughness in hazard evaluation. Templates include:

- General Risk Assessment Template: For evaluating common workplace risks and determining mitigation strategies.
- Emergency Response Risk Assessment Template: For assessing potential emergency scenarios and preparedness measures.



#### **A.4 Incident Report Form**

The Incident Report Form standardises the reporting process for workplace incidents and near-misses. Key sections include:

- *Details of the Incident:* Date, time, location, and description.
- *Persons Involved:* Names and roles of affected individuals and witnesses.
- *Immediate Actions Taken:* Steps taken to address the situation and prevent further harm.
- *Root Cause Analysis:* Identification of underlying factors contributing to the incident.
- *Corrective Actions:* Measures implemented to prevent recurrence.

#### **A.5 Training Log Templates**

Training log templates are designed to ensure thorough tracking of employee participation in health and safety training programmes. Key elements include:

- *Employee Details:* Name, role, department, and employee ID.
- *Training Details:* Title of the training session, date, and duration.
- *Certification:* Indication of certification achieved (if applicable).
- *Trainer Information:* Name, qualifications, and contact information of the trainer.
- *Evaluation Records:* Results of assessments or feedback forms completed during the session.
- *Signature Fields:* Employee and trainer signatures confirming attendance and completion.

#### **A.6 Emergency Contact List**

An emergency contact list is critical for effective communication during incidents. It includes:

##### **Internal Contacts:**

- Names, roles, and contact numbers of emergency response team members.
- Contact details for the Health and Safety Officer and senior management.

##### **External Contacts:**

- Local emergency services such as fire, ambulance, and police, including direct lines.



- Nearest hospital or medical facility contact information.

#### **Suppliers and Contractors:**

- Contact details for key suppliers and contractors critical to emergency response, such as equipment providers.
- Update Schedule: Regular updates to ensure the list remains accurate and up-to-date.

#### **A.7 Audit Checklist Template**

The audit checklist template ensures a thorough evaluation of health and safety compliance, enabling proactive identification and mitigation of risks. The template includes:

##### **Audit Overview:**

- Audit date, time, location, and name of the auditor.
- Scope and objectives of the audit.

##### **Policy Compliance Checklist:**

- Verify adherence to company health and safety policies and relevant legislation.

##### **Risk Assessment Evaluation:**

- Review the completeness and accuracy of risk assessments.
- Check the implementation of identified control measures.

##### **Training and Competency:**

- Audit training records to ensure mandatory training is up-to-date.

##### **Incident Reporting and Follow-Up:**

- Assess the timeliness and thoroughness of incident investigations.
- Verify the implementation of corrective actions and their effectiveness.

##### **Documentation Review:**

- Examine logs for inspections, audits, and equipment maintenance.

##### **Corrective Actions:**

- Ensure all identified issues from previous audits have been resolved.
- Record outstanding actions with deadlines for resolution.

**Sign-Off Section:**

- Include fields for the auditor, health and safety officer, and senior management to approve the audit results.

**A.8 Objectives and Action Plan Template**

The objectives and action plan template provides a structured framework to define, implement, and monitor health and safety improvements. Key components include:

**Objective Definition:**

- Clearly articulate specific health and safety goals (e.g., "Reduce manual handling injuries by 15% within one year").

**Action Plan Details:**

- Break down objectives into actionable steps with assigned responsibilities.
- Include timelines, milestones, and resources required for each action.

**Resources Allocation:**

- Specify the financial, personnel, and material resources allocated to achieving the objectives.
- Detail additional training or equipment needs, if applicable.

**Progress Indicators:**

- Define KPIs to measure the effectiveness of each action (e.g., completion rates for training, reduction in incident rates).
- Track progress through periodic reviews and updates.

**Review and Adjustment Schedule:**

- Schedule regular review meetings to assess progress, address challenges, and make necessary adjustments.
- Include feedback mechanisms to incorporate input from employees and stakeholders.

**Approval and Accountability:**

- Obtain sign-off from responsible managers and the health and safety officer.
- Maintain a record of approvals and reviews for accountability.



## A 9 CORELAIN LTD RISK ASSESSMENT TEMPLATE

### 1. General Information

- Department/Location: \_\_\_\_\_
- Assessment Date: \_\_\_\_\_
- Assessor Name & Position: \_\_\_\_\_
- Review Date: \_\_\_\_\_
- Reference to Relevant Procedures & Policies: \_\_\_\_\_

### 2. Description of Hazards and Risks

- Identify potential hazards that could cause harm.
- Assess and determine the significance of each risk using a risk matrix (low, medium, high, critical).

<b>Hazard Description</b>	<b>Potential Impact</b>	<b>Likelihood (Low/Medium/High)</b>	<b>Severity (Low/Medium/High)</b>	<b>Risk Level</b>

### 3. Periodic Review of Risks

- This section should document when risks will be reviewed, how often assessments will be conducted, and by whom.
- Risks should be reassessed at least annually or following any major operational, regulatory, or environmental changes.
- Document actions taken after previous reviews.

<b>Review Date</b>	<b>Changes Identified</b>	<b>Actions Taken</b>	<b>Next Review Date</b>

### 4. Preventive and Corrective Action Plan

- Outline recommended steps to prevent identified hazards and actions to address existing risks.
- Assign responsibility for implementing corrective measures.



<b>Risk/Hazard Identified</b>	<b>Preventive Measures</b>	<b>Corrective Actions</b>	<b>Responsible Person</b>	<b>Completion Date</b>

### 5. Monitoring and Reporting

- Detail how risk control measures will be monitored (e.g., audits, inspections, incident reports).
- Include employee feedback mechanisms.
- Document non-compliance issues and resolutions.

<b>Monitoring Activity</b>	<b>Frequency</b>	<b>Responsible Person</b>	<b>Findings &amp; Actions Taken</b>

### 6. Approval and Acknowledgment

Assessor Signature: \_\_\_\_\_

Manager/Supervisor Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_



## **A 10 DETAILED HEALTH CARE PROVISION AND PROGRAMME**

### **1. Introduction**

CORELAIN Ltd is committed to ensuring the health and wellbeing of its employees by providing access to quality health care services. This annex outlines the details of the company's health care provisions, including coverage, wellness programmes, and implementation measures. The programme is designed to support employees' physical and mental health, aligning with CORELAIN Ltd's overall commitment to workplace safety and employee welfare.

### **2. Health Care Coverage**

- All employees are eligible for health care provision upon successful completion of their probationary period.
- Claims and reimbursement processes are streamlined through the company.

### **3. Preventive Health and Wellness Programmes**

- A mental health support initiative includes access to counselling services, Employee Assistance Programmes (EAPs), and stress management resources.
- Employees are encouraged to participate in fitness and wellbeing initiatives, including subsidised gym memberships and wellness workshops.

### **4. Occupational Health Services**

- The company provides workplace injury and illness management, ensuring rapid response to medical emergencies.
- Ergonomic assessments are conducted to prevent work-related musculoskeletal issues.
- Occupational therapists and health consultants are available for advice and rehabilitation services.
- A structured return-to-work programme is in place for employees recovering from illness or injury.

### **5. Health Plan Programme Implementation**

- HR and Health & Safety Officers oversee the administration and execution of the health care provisions.
- Periodic reviews are conducted to ensure the effectiveness of the programme and identify areas for improvement.



## **6. Communication and Employee Engagement**

- Regular awareness campaigns are conducted via health & safety bulletins, webinars, and in-person sessions.
- A dedicated helpline and email support system are available for health care-related queries.
- Employees are encouraged to provide feedback on their experience with the relevant health care provider/s.

## **7. Monitoring and Review of the Health Care Plan**

- The effectiveness of the health care provision is monitored through Key Performance Indicators (KPIs) such as employee utilisation rates and satisfaction surveys.
- The company conducts annual reviews of the plan to incorporate employee feedback and align with industry best practices.
- Any changes or updates to the plan are communicated transparently to all employees.

## **8. Legal and Compliance Considerations**

- The health care plan complies with all relevant workplace health and safety regulations.
- Employee medical records and health data are handled confidentially and in compliance with data protection laws.
- The plan aligns with industry health and safety standards to ensure optimal care and compliance.

## **9. Supporting Documents and Forms**

- Claims and Reimbursement Form

For further inquiries or assistance regarding the health care provisions, employees may contact the Board of Directors.

## **11. Policy Approval and Endorsement**

This policy has been approved and endorsed by the Board of Directors and the Management. We believe that by adhering to these guidelines, we will make meaningful contributions to societal and environmental well-being.



## 12. Policy Review

This Policy will be reviewed annually to ensure that it continues to meet the Company's objectives and regulatory requirements. Any changes to the Policy will be approved by the Board of Directors.

Formalised and approved by the board of directors on **06 November 2025**

Signed:	Signed:	Signed:
		
Ian Chadwick (CEO)	Adrian Patel Director (Commercial)	James Pemberton Director (Technical)

### Version control

Date issued	Version number	Date reviewed	Approved
23.10.25	V1.0	06.11.25	Adrian Patel