

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

HEALTH, SAFETY AND WELFARE POLICY

POLICY STATEMENT

The Health, Safety and Welfare of all of our employees, and anyone who may be affected by our work activities, are of prime importance. We are committed to, at the very least, comply with current legislation which is applicable to our company. In addition, we are also committed to the concept of continual improvement in terms of health and safety management and performance.

ENGINEERED SYSTEMS (ELECTRICAL) LTD provide, so far as is reasonably practicable, safe, and healthy working conditions, equipment, and systems of work, and will plan and organise our requirements for the effective implementation of our Occupational Health and Safety Management System.

We will at all times, as part of our plan, provide such information as may be needed to ensure the Health, Safety and Welfare of employees and others, and make sure that adequate training and supervision is provided. We will also ensure that we have made adequate human and financial provisions for our Health and Safety considerations.

All employees of this company are aware of their own duties in respect of Health and Safety and will take all reasonable care of themselves and anyone else who may be affected by what they do, or do not do, whilst at work. They are required to give their full co-operation and support at all times on matters relating to Health and Safety.

As part of our continuing program of developing and improving our performance in Health and Safety we have appointed Pearson Holland Management Services Limited as our independent advisors.

In conjunction with us, they have produced a documented procedure with the allocation of duties, the responsibilities and organisation for safety matters and details of particular arrangements. This document is kept up to date, relevant to changes within the business, and is fully reviewed and audited every twelve months.

Our employees have the right to carry out their work in a safe and healthy environment, and be provided with appropriate information, instruction, and training relevant to the work environment.

We will ensure that we provide the necessary arrangements, so our employees feel safe and comfortable to work. The Workplace (Health, Safety and Welfare) Regulations outline the standards to which we must adhere in relation to ventilation, temperature, humidity, lighting, workspace dimensions, cleanliness, toilet and washing facilities and rest and eating facilities. We are committed to ensuring that housekeeping is kept to an acceptable standard, we have arrangements in place for the general cleaning, emptying of bins and cleaning of floors.

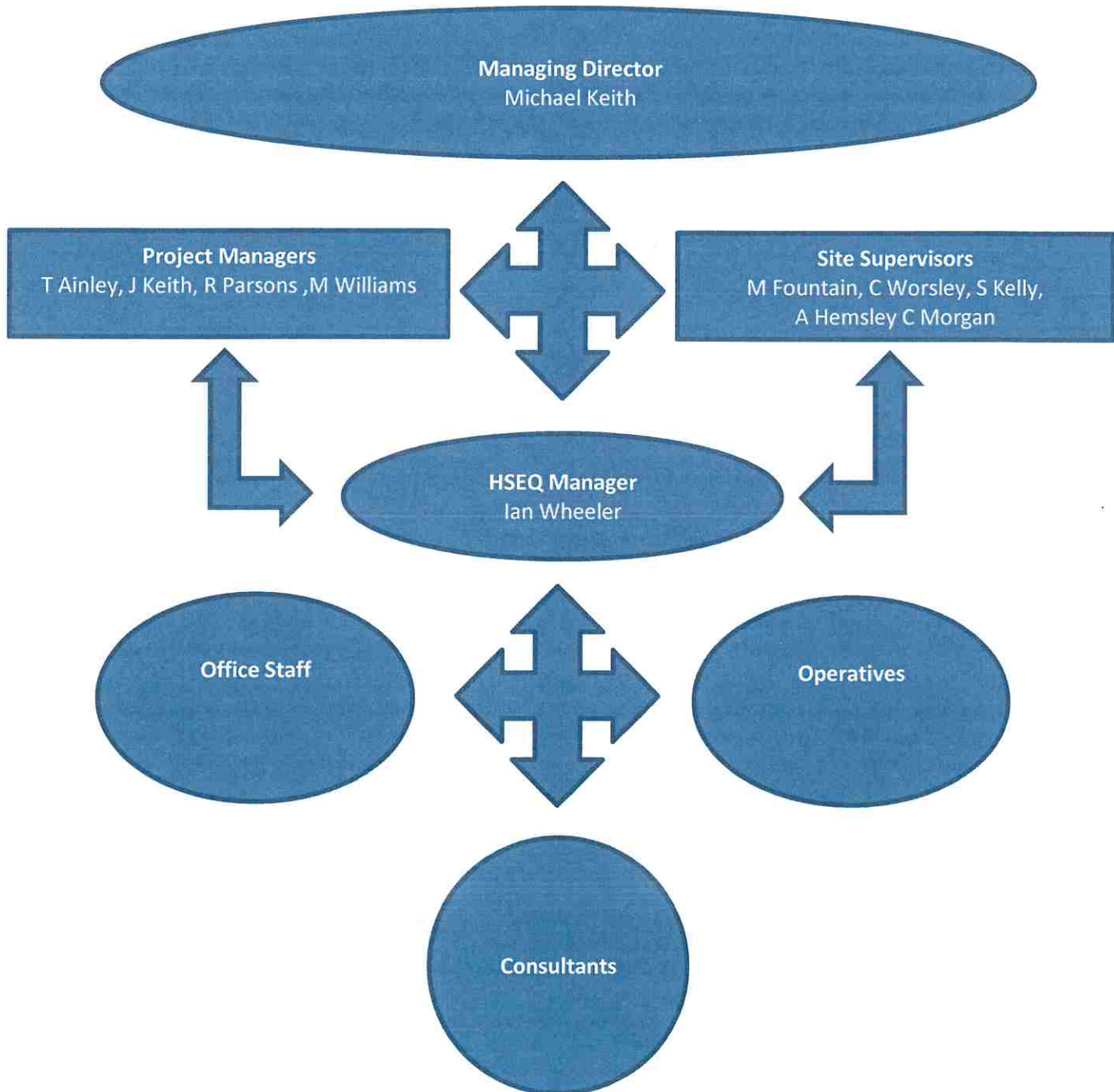
There is adequate ventilation within our premises, and we will ensure this is maintained at all times. Where ventilation systems are provided, they shall be maintained to ensure they are kept in good working order, with all maintenance recorded. We provide adequate equipment and arrangements to maintain the thermal environment within our premises. Where issues are raised in relation to the thermal environment, we will investigate the situation and where necessary take action to rectify the issue. We have assessed the level of lighting within our premises and feel it is adequate for workers to carry out their work safely. In order to maintain this level of lighting, regular cleaning and maintenance of our lighting is carried out to ensure standards do not drop. We have assessed our workplace and are satisfied that there is sufficient working space for our employees to carry out their work safely. We provide an adequate number of toilets and washing facilities and ensure that they are maintained to a suitable standard of cleanliness.

Our employees also have duties, and they must at all times take reasonable care in the Health and Safety of themselves and others. They must cooperate with us on health and safety matters and follow our instructions. Our employees must not intentionally or recklessly misuse anything in the interests of Health, Safety, and Welfare.

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HEALTH, SAFETY AND WELFARE POLICY (CONTINUED)

ORGANISATION AND RESPONSIBILITIES



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ORGANISING FOR HEALTH AND SAFETY

The main duty placed on ourselves by the Health and Safety at Work Act 1974 and other Legislation is to ensure the health, safety and welfare at work of all our employees. In particular this means we will:

- Provide and maintain plant and systems of work that are safe and without risks to health;
- Provide arrangements to ensure safety and the absence of risks to health in connection to the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision necessary to ensure, the health and safety at work of our employees;
- Maintain the workplace in a condition that is safe and without risks to health and provide and maintain a safe means of access to and egress from the workplace;
- Provide and maintain a safe working environment without risks to health for our employees and provide facilities and arrangements for their welfare at work.

HEALTH AND SAFETY IS FIRMLY A MANAGEMENT RESPONSIBILITY, AND SUPERVISION AT ALL LEVELS IS A VITAL PART OF THE COMPANY'S ORGANISATION FOR HEALTH AND SAFETY AT WORK.

The responsibilities of individuals are to be fully implemented and each will be held accountable for what happens in their spheres of control.

It is essential the organisation within the company fulfil its responsibilities to develop a Health and Safety culture amongst all who work for us.

We will ensure that where arrangements are made for the Health, Safety and Welfare of our employees they are made known, maintained and reviewed whenever there is a change of location or operation.

RESPONSIBILITIES OF SENIOR MANAGEMENT

Overall and final responsibility for Health and Safety is that of The Board of Directors, responsible on behalf of the above is Michael Keith.

Responsible as his Deputy is Ian Wheeler.

Our duties in respect of Health, Safety and General Welfare of employees and others affected by our activities as a Company may be summarised as follows: -

General

- The Board of Directors accepts formally and publicly its collective role in improving Health and Safety Leadership in its organisation.
- The Board of Directors accepts its role in providing Health and Safety Leadership.
- The Board of Directors will ensure all decisions reflect its Health and Safety Intentions, as indicated in the Health and Safety Policy Statement.
- The Board of Directors is committed to the concept of Continual Improvement in Health and Safety Performance.
- The Board of Directors will recognise its role in engaging the active participation of employees in improving Health and Safety.
- The Board of Directors will ensure it is kept informed of and alert to relevant Health and Safety Risk Management issues and has appointed the named individual to overall Health and Safety issues.
- The Board of Directors will monitor its operations to ensure that the Objectives and Policy are being implemented and achieved.
- The Board of Directors will receive reports on aspects of Health and Safety and review 'Assessment and Performance Rating Standards' to determine courses of action required. Safety Equipment.
- Ensure all employees are instructed regarding the provision, location and use of safety equipment, Personal Protective Equipment, fire equipment and first-aid facilities.

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Communication

- Ensure relevant information regarding Health and Safety is communicated to all employees and that any Health and Safety matter brought up by employees is investigated and, where necessary, remedial action taken.

Risk Assessments and Systems of Work

- Ensure that suitable and sufficient Risk Assessments are carried out and recorded and that suitable safe systems of work are in place.

Training

- Ensure all employees understand, accept and fully carry out their responsibilities for Health and Safety matters and ensure that they have adequate training, instruction, information and supervision to undertake these responsibilities.

Accidents, Non-Conformity and Health and Safety Concerns

- Ensure all accidents, non-conformities or safety concerns are thoroughly investigated, recorded and reported where required. Monitoring Procedures
- Monitoring, examining the results and ensuring that action is taken in any area shown to be a safety hazard or not complying fully with statutory requirements.

Plant, Work Equipment and Facilities

- Ensure regular inspections and maintenance of plant and work equipment, as required by statute, are carried out and necessary records kept.
- Ensure there is a safe means of access and egress.
- Ensure all plant, work equipment and welfare facilities are kept in a clean and safe condition.

Hazardous Substances

- Ensure all employees safely handle and store any hazardous substances in accordance with established rules and procedures.
- Ensure all hazardous substances are assessed, monitored and controlled and appropriate records kept.

Forward Planning

- Ensure Health and Safety matters are a prime consideration in any forward planning as identified in the above general aspects.

Responsibilities of Managers/Supervisors

Our Managers and Supervisors are responsible to the person identified as having overall responsibility for Health and Safety with regards to our Safety Policy and Rules.

They have the day-to-day responsibility for implementing the Company's Health and Safety Policy, Safe Working Practices and providing information to employees on hazardous activities, substances and general precautions they must take. They will ensure:

- That all employees are adequately informed, instructed, trained and supervised so that they are competent to carry out their work safely. This will involve assisting and advising in the safety training process where appropriate.
- Where training needs are identified arrangements are made for that training to be carried out and suitable records are kept.
- That all company procedures, practices and safe systems of work are adhered to at all times and that company employees will not carry out any activities that will create risk or hazard to others.

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- That no operations carried out by contractors will place employees or members of the public at risk.
- That there is adequate communication and co-operation between all parties within the workplace regarding health and safety.
- All accidents, ill health or near miss incidents arising from the company's undertaking are recorded, adequately investigated and reported as detailed in our Accident and Incident Reporting Procedure.
- That they promote and support the development of a positive Health and Safety culture and are committed to the continual improvement of health and safety performance.
- That all relevant statutory records are regularly maintained and inspected.
- They are aware of all fire precautions, emergency procedures and welfare arrangements within the company and pass this information on to all employees.
- Workplace inspections are carried out and assist with health and safety monitoring.
- They contribute to any Annual Review on Health and Safety matters. All Managers and Supervisors will know their own responsibilities and those of the people under their control with regards to the Health and Safety Policy. In addition to these responsibilities, they should also comply with any general requirements placed on them as an employee of the company.

Responsibilities of Employees

All employees are to familiarise themselves with the contents and requirements of our Company Health and Safety Policy, Procedures, Statements and any Safe Working Procedures applicable to their duties. They must co-operate in complying with the requirements of applicable Health and Safety Legislation and Company Policies. In particular this will include:

- Following safe systems of work/safe working procedures.
- Making use of and adhering to control measures identified in Risk Assessments.
- Using any equipment or facilities provided for the purpose they are intended and in a safe and correct manner.

Employees must:

- Report to their Manager / Supervisor immediately any defect in or loss of equipment (including PPE) provided.
- Inform their Manager / Supervisor immediately of any situation that could be hazardous to them, their colleagues or other people.
- Report to their Manager / Supervisor immediately all accidents (including near misses), incidents of disease or dangerous occurrence that arises out of their work activities.
- Ensure the Accident Book is completed in respect of an accident to him/her resulting in injury.
- Take reasonable care for their Health and Safety and of any other persons who may be affected by their work and associated activities.

It should be understood that all employees have a legal duty:

1. To take reasonable care of themselves and other persons who may be affected by their acts or omissions.
2. To cooperate with the Company to ensure that the Company can fulfil its statutory obligations.
3. To inform on any situations posing serious and imminent danger.
4. To advise on any identified shortcomings in the Company's policies and procedures.
5. Not to intentionally, or recklessly interfere with, or misuse anything provided in the interest of health and safety.

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Individual Responsibilities

Managing Director – Michael Keith

HSEQ Manager – Ian Wheeler

Project Manager – Richard Parsons, Martin Williams, Tom Ainley and Joseph Keith

Foreman – Adam Hemsley, Connor Morgan, Simon Kelly, Craig Worsley, Matt Fountain and Matt Preval

Responsibility	Role			
	Managing Director	HSEQ Manager	Project Manager	Foreman
Safety Inspections	✓	✓	✓	✓
Appointed Persons	✓	✓	✓	✓
Permits To Work	✓	✓	✓	✓
Noise Assessments	✓	✓	✓	✓
Risk Assessments	✓	✓	✓	✓
Assess Manual Handling	✓	✓	✓	✓
Assess Hot work	✓	✓	✓	✓
Assess Dust & Fumes	✓	✓	✓	✓
Assess Access & Egress	✓	✓	✓	✓
Accident Recording	✓	✓	✓	X
Accident Investigation	✓	✓	✓	X
Accident Reporting	✓	✓	✓	X
First Aid Kits	X	✓	X	✓
Work Equipment	X	✓	✓	X
Work Equipment Inspections	X	✓	✓	X
Health and Safety Training	X	✓	X	X
Fire Procedures	X	✓	X	X
COSHH Assessments	X	✓	X	X
Issuing PPE	X	✓	X	X

The aforementioned individuals will assist Michael Keith in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under any relevant statutory provisions. Full competency assessment documents are retained on individual files or where necessary outside assistance is gained.

Signed by the executive responsible for Health and Safety:

Michael Keith

Managing Director

Date: 28th August 2023