

## Health & Safety Policy

### 1. Policy Statement

- 1.1. This policy outlines Pro-Force's commitment to the health, safety and welfare of its employees and workers whilst they are at work, and of others who may be affected by their undertakings, and to comply with the Health & Safety At Work Act and related legislation, as is applicable.

### 2. Scope of the policy

- 2.1. This policy is applicable to all Pro-Force branches, sites and locations across the UK, any Company that falls into the Pro-Force Group, and to all staff members including directors, senior managers, managers, officers, employees and volunteers (collectively referred to as staff in this policy).
- 2.2. This policy does not form part of the contract of employment for employees, and as such, Pro-Force reserves the right to amend the policy at any time.

### 3. Responsibility for implementation of the policy

- 3.1. The Managing Director and the Senior Management Team have overall responsibility for the implementation of this policy.
- 3.2. The Compliance department is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risk to operations.
- 3.3. Line managers and supervisors are required to familiarise themselves with, and understand this policy, its operation, and any related procedures. Compliance will provide training documentation and guidance on the provisions of this policy, as is relevant to their responsibilities.
- 3.4. Questions related to the use, understanding or direction of this policy should be directed to the Compliance department.

### 4. Statement of General Policy

- 4.1. In order to achieve this, Pro-Force will ensure that each employee and worker is provided with such information, instruction and training as is necessary:

- To enable and ensure the safe performance of work activities,
- Ensure processes and systems of work are designed to take into account of health and safety
- Ensure adequate facilities are available and maintained
- Ensure employees, workers and representatives are able to raise issues relating to health and safety,
- Ensure competent people are appointed to ensure statutory and best practice requirements are met
- Monitor the implementation of policy to ensure objectives are met and reviewed as applicable
- Ensure accidents are prevented
- Cases of work related ill health are reduced by managing the health and safety risks in the workplace
- Implementing emergency procedures
- Maintain safe and healthy working conditions
- Provide and maintain plant and equipment
- Ensure safe use and storage of substances
- Engaging and consulting with employees and workers on day to day health and safety conditions

- 4.2. This policy is written in adherence with the following legislation:

- Health and Safety Act Work Act 1974
- Management of the Health and Safety at Work Regulations 1999
- Health and Safety (Offences) Act 2008
- Control of Substances Hazardous to Health Regulations 2002, 2003, 2004, (as amended)
- Gas Safety (Installation and Use) Regulations 1998
- Health and Safety (Display Screen Equipment) Regulations 1992
- Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Electricity at Work Regulations 1989,
- Driving at Work Regulations 1997
- Control of Major Accident Hazards Regulations 2005, 2008, 2009 (as amended)
- The Working Time Regulations 1998 (as amended)
- Any other applicable legislation

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- 4.3. All staff will be provided with suitable training, equipment, clothing and any other information they require in order to ensure their health, safety and welfare whilst at work.

### 5. Responsibilities & Arrangements

- 5.1. The Compliance department, together with the Senior Management team and the Management team, will take responsibility for:

- Developing strategic and operational plans to enable Pro-Force to achieve the objectives of this Policy.
- Enabling the management of health and safety risks to make a standardised and coherent contribution to the overall management of risk across Pro-Force.
- Reporting on matters relating to the management of Health and Safety to the Director.
- The development, review and distribution of the Policy and related Policies.
- Ensure that all employees, workers and staff have access to accurate and practical advice on implementing this policy and the management of risk and health and safety in general across Pro-Force.
- Guide relevant staff to ensure that all employees, workers and staff have access to accurate and practical advice on approaches to implementing this policy and to the management of health and safety across Pro-Force.
- Provide up to date relevant and accurate advice to the Senior Management team and applicable Regional Managers to ensure all employees' workers and staff have sufficient knowledge and information to ensure that statutory and best practice provisions are met, and that the health and safety Policy and related policies / procedures are adhered to.
- Provide training and/or advice to the Senior Management team and applicable Regional Managers, or arrange for relevant training to be undertaken through external training providers.
- Maintain records and provide information on such records / reports as appropriate in terms of the subsequent and ongoing identification, risk management and reduction of health and safety risks to employees, workers and staff.
- To delegate responsibility to the Senior Management team, Regional Managers and those in charge of relevant areas, to conduct, as required, appropriate risk assessments throughout working areas, annually and/or quarterly, and/or to a specified timeframe, and/or on an adhoc basis, as required.
- Ensure that all other health and safety risk in areas under control of Senior Management, Regional Managers and those in charge of specified areas, ensure that all equipment, substances, materials and other areas / issues raising workplace risk are assessed as suitable to the task, and kept in good working order.

- 5.2. The Senior Management team and the Management team, will take responsibility for:

- Ensuring that all employees, workers and staff in their areas of responsibility adhere to correct policy, perform the required risk assessments and/or delegate appropriately in accordance in accordance with the specific timelines and guidance.
- Ensuring all staff in their area of responsibility are aware of their requirements, and ensure that any required training is delivered.
- Maintain records of reporting accidents / incidents and provide information as appropriate, and ensure and required training is delivered.
- Maintain records of reported accidents / incidents and provide information as appropriate, ensuring a copy of those records is sent to HR, Compliancy and H&S for centralised record keeping.
- Ensure that all employees, workers, staff contractors and visitors are aware of safety procedures when attending to locations within their areas of responsibility.
- To conduct, as required, appropriate risk assessments throughout the work area, annually and/or quarterly, and as required.
- Ensure that all equipment and substances used in the workplace are risk assessed / tested as suitable for the task, and kept in good working order.

- 5.3. All staff, regardless of level or grade, will take responsibility for:

- Cooperate in implementing the requirements of all health and safety at work legislation, related codes of practice and safety instructions.
- Refrain from any practice which may bring harm to themselves, or others.
- Immediately bring to the attention of their line manager or supervisor any situations or observed practices which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used, maintained and stored appropriately.
- Be responsible for safe practice in the area in which they are working.

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- Work in accordance with information, instruction and training given and not to undertake tasks for which authorisation / training has not been provided, e.g. manual handling.
- Report any accidents, incidents or near misses in accordance with Pro-Force's Incident Reporting Policy.

### 6. Policy Review

- 6.1. The Compliance department is responsible for reviewing this policy annually, or as is required, to ensure that it meets legal standards and reflects best practice.

**September 2019**

Name MATTHEW SARRETT

Signed 