

Statement of Intent

It is the policy of Narec DE (the Company), including all and any trading names connected with them, to pursue and promote at all levels of employment within the Company measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with the operations of the Company.

The company commits to ensure that:

- All reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of the Company while at work.
- The safety and health of any members of the public, or any other persons who may visit sites and locations where the Company carries out its business operations, is protected so far as is reasonably practical.
- Sufficient measures are implemented by the Company to prevent accidents and cases of work related ill health by managing the health and safety risks in the workplace.
- The Company will ensure the provision of clear and adequate information, instructions and training to all employees to ensure that they are competent to carry out their work in a responsible and safe manner.
- The Company will engage with and consult with employees on a regular and appropriate basis in relation to the health and safety conditions of their work for the Company.
- The Company will implement emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of employees and others.
- That the Company will maintain safe and healthy working conditions, provide and maintain all necessary equipment and any other tools necessary for employees to carry out the duties of their role with the Company.
- The Company shall ensure safe storage and handling of any and all substances and products which may cause harm to employees who are required to use them during the course of their work.

Responsibilities

The Directors shall ensure that:

- Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed.
- Employees and subcontractors shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. The Company will ensure that suitable training and relevant arrangements are in place to cover employees engaged in work that is remote from the main company site.
- Through collaboration with the landlord of the premises, Catapult ORE, all relevant and necessary signage for the protection and safety of employees and any other persons entering and present on Company premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary.
- Through collaboration with the landlord of the premises, Catapult ORE, all relevant employee and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Company shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found.
- Implementation of systematic inspections and testing of Company equipment ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered.

All and any employees, or other persons working with the Company, have a duty to cooperate in the implementation of this policy through:

- Working and conducting themselves in a manner that promotes their own safety and the safety of others.
- Following and obeying procedures and practices of the Company that have been designed and implemented to ensure safe and healthy working conditions.
- Reporting accidents and any other working conditions they may feel are unsafe and have led or may lead to injury or damage.
- Assisting in any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- Using any personal protective equipment that has been provided by the Company for the personal safety of employees under the requirements of the law. Where any employee or any other persons do not follow the relevant training, signage or wearing of personal protective equipment, the Company shall not be held to have acted in contravention to this policy.

Location of Health and Safety Equipment and Information

- The Health and Safety Law Poster is displayed in the CPTC 1st floor kitchen area.
- The First-aid box is located in the CPTC first floor kitchen area.
- The Accident Book is located in the Main office supplies cupboard
- This policy, risk assessments, training records and other health and safety documentation is located in the SHEQ folder on the shared network drive.

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation and regulations.

Signed:  _____ (ADAM STEWART, EXECUTIVE DIRECTOR) Date: 23/10/2019