

## HEALTH & SAFETY POLICY

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### General Statement

Xpedia Limited recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities as set out in the Health and Safety at Work etc. Act 1974 and that the management of health and safety is a business critical function.

In order to discharge its responsibilities the company will take all reasonably practical steps to:

- Ensure that the responsibilities for health and safety are clearly defined within the company and to assist the company in meeting its statutory duties it will appoint competent people from outside the company.
- Comply fully with all relevant legal requirements, codes of practice and regulations at all levels.
- Ensure all employees are aware of this policy statement and communicate and consult regularly on matters affecting health and safety.
- Ensure that emergency procedures are in place at all work locations for dealing with health and safety issues.
- Maintain any place of work under its control in a condition that is safe and without risk to health with safe access and exit.
- Ensure that the working environment is safe and without risk with regard to adequate facilities and arrangements for the welfare of the employees.
- Provide adequate training and instruction to ensure that all employees are competent to carry out their work tasks.
- Provide equipment, resources and systems of work that are safe and without risks.
- Ensure safety and absence of risks to health in connection with the use, handling, storage and transportation of equipment and substances.
- Ensure that, where risks cannot be eliminated, they will be minimised by substitution, controls, use of personal protective equipment and safe systems of work.
- Carry out and regularly review risk assessments in order to reduce risk.
- Encourage staff to identify and report hazards in order to contribute to improving their own safety at work.
- Regularly monitor performance and review policies and procedures to ensure continuous improvement.

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All employees, whilst they are at work, will:

- Take reasonable care for the health and safety of themselves and that of any other persons who may be affected by their work activities.
- Co-operate with their employers, other persons, and authorities in order to ensure safe working practices.
- Never intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare.

### Policy Review

The Managing Director will formally review this Policy every year or sooner to reflect changes to the business activities and any changes in legislation or reviews to risk assessments following accidents or incidents. In addition to the Policy review there will be an ongoing review of risk and COSHH assessments.

### Communication

The Company recognise the importance of involvement and communication between the employees as an integral part of ensuring that high standards are reached and maintained. The Company is also committed to complying with the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations and will communicate and consult between the employees regarding the following:

- Contents and review of this Policy
- All site and task specific rules
- Changes in legislation or working practice
- Health & Safety training
- Introduction or alteration of new work equipment or technology

This communication will take place directly between the employees via regular meetings; emails information posted in the site file and shared information received via the consultant, industry news/bulletins and HSE website.

### Training

The Health and Safety at Work Act (HASAWA) 1974 Section 2(2)(c) places a duty on the employer to provide such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of the employees.

The provision is extended by Regulation 13 of the Management of Health and Safety at Work Regulations 1999. This requires the employer to provide training for employees on recruitment, introduction or modification of new/existing machinery or technology or a change in employee position/work activity or responsibility and exposure to new risks.

Training is also provided for work with hazardous substances, use of PPE and manual handling. All training certification is formally recorded with copies kept on file.

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Training needs will be identified through risk assessment, review and company and client workplace activities.

Prior to commencement of work on customer premises training will include site specific areas e.g.:

- Access and egress building/site and controlled areas
- Location of work area
- Activity – related risk and precautions to include issue, use and care of PPE.
- Housekeeping
- Manual Handling
- Fire protection and emergency evacuation procedures
- Personal safety and welfare

Regular review and communication will identify training performance and further/refresher needs.

### **Fire and Emergencies**

It is the Company's policy to take account of fire hazards in the workplace and the employees have a duty to conduct their operations so as to minimize the risk of fire. This involves adhering to the Company's No Smoking Policy at place of work and customer premises and keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

As a service provider we will ensure full co-operation with our customers in order to safeguard employees and comply with all relevant legislation. This will be best achieved through effective communication and consultation, prior to the commencement of work.

The Company also acknowledges our need to adhere to customer safe working practices, to include site/premises, fire precautions and evacuation procedures.

#### ***Action to be taken upon discovering a fire:***

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

#### ***Action upon hearing the fire alarm***

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave the muster point until the all clear is given
- Do no re-enter the building for any purpose until the all clear is given

### **Staff Welfare**

Wherever possible arrangements will be made with the customer for the use of Welfare facilities at the place of work that the company is servicing. As a minimum the following requirements will be requested as minimum:

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- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the customer the company will provide suitable welfare facilities.

### **First Aid**

It is the policy of Xpedia Limited to make provision for first aid in accordance with the Health and Safety (First Aid) Regulations 1981.

The Company will ensure that adequate facilities are placed on board all work transport vehicles. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are travelling and at work.

Whilst working on customer sites and wherever possible arrangements shall be made with the customer to use their first aid facilities prior to the commencement of the work.

### **Accident Reporting**

All accidents shall be logged into company accident book and must be reported on site of work in accordance with their site specific accident and emergency procedure. Serious accidents where hospital treatment is required must be reported as soon as possible after the incident.

Employees are required by law to notify, report and record certain types of accidents and incidents. The main requirements are those of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The company recognises that these regulations stipulate that Certain accidents/injuries shall be reportable to the HSE's incident Contact Centre and include any work related injury that leads to an employee being absent from work for more than 7 working days.

### **Accident Investigation**

All accidents that occur shall be investigated by the Company to determine the cause with a view to preventing re-occurrence and gather information.

The investigation will be dependent of the seriousness of the accident but the aim will be to answer the following questions:-

- What caused the accident
- Who was involved
- When did it occur
- Why did it occur
- How could it have been prevented
- How can a recurrence be prevented

### **Work Equipment**

The Company legal duties concerning the provision of machinery are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

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Xpedia will only purchase equipment from a reputable supplier and where a full set of operating instructions is made available. Before new equipment is introduced into the working environment an assessment will be made by Directors of Xpedia to ascertain that the equipment is suitable for its intended use. The company will ensure that:-

- No employee will use work equipment for which they have not received specific training.
- No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
- Any risks associated with using a particular item of machinery on site shall be incorporated into the task or site specific risk assessment.
- All work equipment will be maintained and inspected at suitable intervals by a specialist external company. The frequency of work equipment maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy on file.
- If any faults or damage are found on any equipment, the use of the equipment will be stopped. An 'Out of Order' sticker shall be placed on the equipment until it has been repaired/serviced by the specialist external company.

### Isolation of Equipment

The Electricity at Work Regulations 1989, require precautions to be taken against the risk of death or personal injury from electricity during work activities

The Company shall use low voltage systems with adjacent local isolation devices RCD's for the relevant tasks carried out on site and is always under the direct control of the competent operator carrying out the work.

Where the use of RCD's is required for the task this is documented on the relevant Risk Assessment and Safe System of Work with copies held on the site pack and on file in the office.

These RCD's are subjected to the same purchasing, maintenance and checks as all other electrical equipment.

### Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Where PPE is required, it shall be selected for suitability and user acceptability based upon the general risk assessment for the work and/or work area concerned. The PPE shall be supplied to the relevant employee at the company's expense.

Training will be provided for employees on the risks that the use of the PPE will avoid or limit, safe use, storage and maintenance of the relevant equipment before issue. A written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and a hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and safe systems of work and this will be subject to review in accordance with the review of the Risk Assessments and Safe Systems of Work.

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### COSHH

Under the requirements of the Health and Safety at Work Act 1974 systems of work involving the use of substances hazardous to health must, so far as is reasonably practicable, be safe.

Under the Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH) employers are required to make arrangements to control the exposure of their employees to all substances (i.e. chemicals and preparations) which may affect their health.

These regulations set out the framework for which the employer must assess substances (including carcinogens and biological agents) in order to prevent or reduce exposure.

The company acknowledges that no substances can be considered to be completely safe, particularly with prolonged use and will therefore take all reasonable/practical steps to ensure the exposure of employees to substances hazardous to health is prevented, or at least controlled within statutory limits.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator/Representative, in line with the Control of Substances to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health and emergency actions. Written records of these assessments will be held on the site pack with master copies held on file in the office.

### Manual Handling

Section 2 of the Health and Safety at Work Act 1974 requires the employer to provide a safe place of work (the environment in which manual handling takes place), safe systems of work, including safe plant and equipment. This applies to manual handling operations.

The Manual Handling Operations Regulations 1992 (MHR) requires that employers identify manual handling operations, carry out risk assessments, seek to minimize the risks by elimination or reduction and ensure that employees are suitably informed, instructed and trained for the relevant duties.

The Company will therefore endeavour to reduce the risk of manual handling injuries and will therefore:

- Avoid the need for hazardous/repetitive manual handling tasks as far as is reasonably practicable.
- Carry out risk assessments on all relevant generic and site specific tasks and highlight all hazards.
- Assess the risk of injury from hazardous/repetitive manual handling that cannot be avoided.
- Reduce the risk of injury from hazardous/repetitive manual handling as far as is reasonably practicable.

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### Risk Assessments

Regulation 3 of the Management of Health and Safety at Work Regulation 1999 requires that every employer shall carry out a suitable and sufficient risk assessment of the risk associated with the working operations.

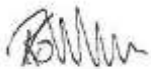
The assessment must identify the risk to which the employee is exposed to and that of others who may be affected, such as visitors, members of the public and other contractors etc.

Relevant risk assessments must be made in order to comply with other appropriate and more specific legislation to include Manual Handling Operations Regulations 1992, Personal Protective Equipment at Work Regulations 1992, Control of Substances Hazardous to Health 2005 etc.

The Managing Director of the Company will carry out and record formal risk assessments for all task specific and site specific tasks. This will, wherever possible, involve the customer to include workplace and work activity, prohibited/secure areas, welfare e.g. lighting, fire and emergency procedures, first aid and access and egress. These assessments will be reviewed continuously throughout their work.

Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the Company does not have sufficient knowledge about a specific hazard, such as work in confined spaces they will take further advice from their Consultant.

Copies of all risk assessments for the work being carried out are held in the site pack with master copies held on file in the office.



Dated: 1st December 2019

Ross Wilson  
Managing Director