

HEALTH & SAFETY POLICY

Contents

DESCRIPTION OF THE COMPANY OPERATION	1
SECTION 1 - POLICY STATEMENT.....	2
SECTION 2 - RESPONSIBILITIES	4
MANAGING DIRECTOR	4
OTHER STAFF.....	4
CONTRACTED COMPANIES / SUB-CONTRACTORS	5
HEALTH & SAFETY ADVISOR	5
ACKNOWLEDGEMENT OF HEALTH AND SAFETY RESPONSIBILITIES.....	6
CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015 – See dedicated CDM Policy	6
COMPETENT HEALTH AND SAFETY ASSISTANCE.....	7
SECTION 4 – ADDITIONAL INFORMATION	
USEFUL WEBSITES	7
FORMS AVAILABLE	7

DESCRIPTION OF THE COMPANY OPERATION

The company operates a Business Consultancy and Compliance Support Company, from an office based in Cambridgeshire.

SECTION 1 - POLICY STATEMENT

The Directors of the Hue Imbued Consultancy Limited recognise the commercial risk of failing to effectively manage the health and safety elements of its business and wholeheartedly endorse this Policy. This Policy has been written to show our commitment to creating a safety conscious environment and I have been appointed to act as the Director responsible for Health and Safety, a role that I take very seriously.

Our aim is to ensure that effective procedures are implemented across the company and to ensure that these are communicated to all staff.

This Policy will address the core responsibilities and arrangements applicable across the company, although it should be read alongside other documents such as the Office Health and Safety Handbook which will consider the unique aspects of our workplace and any local arrangements that are in place.

This Policy, other supporting documentation and Health and Safety practice in general will be reviewed on a regular basis to consider any legislative changes and any changes within the workplace.

As a Company, we have a duty to ensure the Health and Safety of our staff and any other person who may be affected by our activities. The Health and Safety of our staff is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this.

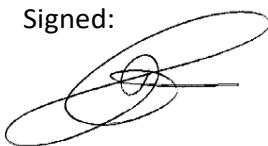
Appropriate preventative and protective measures are, and will continue to be implemented, following the identification of work-related hazards and assessment of the risks associated with them. Removal of risk will always be the first aim in creating a safe work environment. When this is not possible, suitable control measures will be put in place.

We recognise the importance of staff consultation on matters of Health and Safety and the value of individual consultation prior to allocating specific Health and Safety functions. We also accept our responsibility for the Health and Safety of other persons who may be affected by our activities. Our policy also empowers our employees to take responsibility of their own safety and that of those they work with and around.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this Policy are contained within this system and/or in associated Health and Safety documents or records. Competent Health and Safety assistance / advice will be sought as necessary when determining Health and Safety risks and the measures required to control them. The objectives of this safety statement can only be achieved through the support and co-operation of staff and all other persons who work for and with Hue Imbued Consultancy Limited e.g. contractors, visitors.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation. We will review its effectiveness as appropriate and, in any case, at least annually.

Signed:

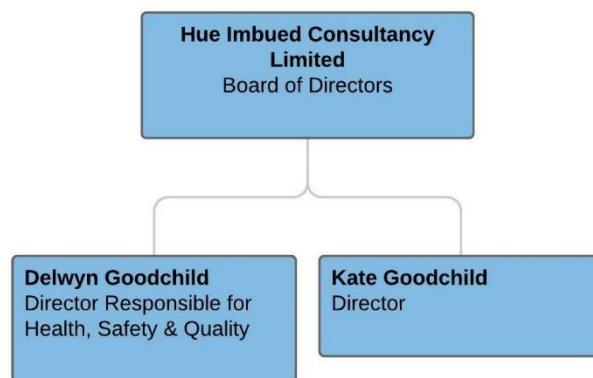


Director

1st November 2025

HUE IMBUED CONSULTANCY
LIMITED ORGANISATIONAL
STRUCTURE FOR
THE MANAGEMENT OF HEALTH AND SAFETY 25-26

Hue Imbued Consultancy Limited Organisation Chart



SECTION 2 - RESPONSIBILITIES

MANAGING DIRECTOR

Managing Director shall act as the Director Responsible for Health and Safety (DRHS) and ensure that:

- This Policy is fully implemented and that relevant competent individuals are appointed.
- Adequate funding is budgeted to ensure that statutory obligations and Policy requirements are met.
- Adequate documents and appropriate records are kept within the Company offices on all Occupational Safety and Health matters.
- Risk assessments are carried out proactively and that the removal of risk is always the top priority. When removal of risk is not possible, they will ensure any controls to minimise risks are implemented.
- All risk minimising initiatives are given due consideration.
- The implementation of Health and Safety systems and related consultation processes are prioritised and a safety plan is introduced and is effectively communicated to all employees.
- Regular and effective monitoring that Health and Safety standards are evident throughout the Company.
- All emergency procedures, first aid requirements and welfare facilities are in place, at all work locations and that all staff are fully notified.
- All staff are made fully aware of this Policy, procedures and any other related documentation.
- All persons within the Company work to achieve the following requirements, as appropriate to their role including:
 - Collate and disseminate Health and Safety information as required.
 - Carry out workplace inspections and ensure that equipment is maintained as required.
 - Ensure that contractors and sub-contractors adhere to this policy and any additional specified local Health and Safety procedures, and that they provide all appropriate documentation including safety plans and written risk assessments.

These obligations are also required for client site offices/areas that we occupy

OTHER STAFF

Shall ensure that they:

- Co-operate with management to ensure that this Policy is enforced and that a safe and healthy working environment exists and is maintained.
- To comply with the method statements and risk assessments as issued
- Not misuse or interfere with anything provided in the interests of Health and Safety.
- Report all accidents and near miss situations as well as any hazardous situation or defect promptly to their Line Manager.
- Fully understand that they have a duty to use properly any personal protection safety equipment supplied to protect against risks of bodily injury, when exposed to a hazard in the workplace.
- Fully understand that they have a duty to act reasonably, with proper regard for Health and Safety at work and that inappropriate behaviour could result in disciplinary and legal action being taken.
- ALWAYS ask their manager if they are unsure of any health and safety matters.
- Must ensure that their work tasks do not put themselves, fellow employees, other workers etc. at risk of injury.
- To escalate to their Line Manager any hazards that they become aware of, or the behaviour of other person(s) likely to endanger themselves or any other person that may be affected, in their work location.
- Stop work immediately if the risk involved in a work activity changes, or if additional hazards are discovered, requiring a reassessment to be completed. They must then escalate this to their Line Manager to action.
- Ensure that they and all other Hue Imbued Consultancy Limited's staff are fully aware of any welfare facilities, fire evacuation procedures and any first aid provision on any work location they are working on or responsible for.

CONTRACTED COMPANIES / SUB-CONTRACTORS

If a contractor/sub-contractor employs fewer than 5 staff (full-time, contract or freelance) they do not need a written Health and Safety Policy of their own. However, they still have a legal duty to comply with all Health and Safety legislation. To this end, they must:

- Assess and control any risks they encounter and inform the companies with whom they share the workplace all the control measures they are adopting to minimise the risk of injury to other staff and any other persons that may be affected. The contractor will therefore produce a written risk assessment or agree beforehand with the Project Manager which assessments are to be recorded.
- Adhere to their legal duty to supply staff who are aware of their Health and Safety responsibilities and who are competent to carry out their work in a safe, and healthy manner.
- Adhere to the legal duties as set out in the 'staff' section in this policy.
- Where practical all contractors must provide their own tools and equipment and ensure that each item is fit for its purpose, appropriately maintained, if required, in line with the manufacturers recommendation and that they use it safely and in the proper manner.
- Ensure that they and all other Hue Imbued Consultancy Limited's staff are fully aware of any welfare facilities, fire evacuation procedures and any first aid provision on any work location they are working on or responsible for.

The Hue Imbued Consultancy Limited Company representative must ensure that:

- They provide the contractor with a clear specification/order for the works/services to be provided and this should refer to any relevant Health and Safety issues needing to be addressed.
- They do not discriminate or fail to provide Health and Safety information to contractors. They are responsible for providing the same welfare facilities, first aid etc. and for providing awareness of all emergency procedures as they would for their own staff.
- A copy of this Policy is made available to all contractors at the earliest opportunity and essentially before work commences. A clause must be included in any contract for services to ensure statutory compliance.

HEALTH & SAFETY ADVISOR

The preferred Health and Safety Advisor is currently:



Delwyn Goodchild TechIOSH AIIRSM AMIFPO MSyl CTSP

Hue Imbued Consultancy Limited

85 Great Portland Street

London

W1W 7LT

Mobile: 07791 149978

Email: del@hiconsultancy.co.uk

The Health and Safety Advisor shall when requested:

- Advise the Managing Director on Policy changes to ensure legal compliance and other arrangements to be implemented including any training provisions necessary.
- Arrange for the provision of guidance and advice to all staff.
- Assist in the compilation and review of risk assessments and method statements.
- Assist the Health and Safety Administrator by evaluating the responses to the contractor pre-vetting questionnaires.
- Monitor standards, progress and effectiveness of Health and Safety arrangements and report to the Managing Director.
- Liaise with enforcement authorities and other external bodies in support of the Company.
- Assist the Health and Safety Administrator in the reporting of RIDDOR accidents and investigation of accidents.

ACKNOWLEDGEMENT OF HEALTH AND SAFETY RESPONSIBILITIES

The individual's Health and Safety responsibilities maybe set out by the company in their job descriptions or contracts of employment over and above the information within the company policy.

CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015 – See dedicated CDM Policy

COMPETENCE

- Skills
- Knowledge
- Experience
- Behaviour

An individual should be sufficiently competent to not only carry out the routine task, but to be able to cope with unexpected changes and/or situations that may arise. It is not appropriate just to rely on the assumption that someone is capable of carrying out a task because it is perceived to be just 'Common Sense'.

Employers are duty bound to determine the levels of competence held by making reasonable enquiries of individuals.

This may take the form of:-

- Questioning - not only to obtain information on their previous work and experience, but also to give examples of situations that may arise during a contract and asking them to discuss how they would deal with it in a safe manner.
- Proof of experience of similar work, e.g. references/testimonials.
- Sight of certificates of technical qualification and possibly checking with the issuing body.
- Checking Membership of relevant professional organisations and associations.
- Personal knowledge of the person's ability.

Remember, it is important to verify any information given, e.g. see written evidence of qualifications, membership of organisations, etc. Always make sure it is current, up to date and relevant.

In Health and Safety terms 'Competence' means the ability to work safely within personal levels of experience, follow safe systems of work, have knowledge of their personal responsibilities and follow any other instructions. It is vital that an individual is aware of his/her limitations.

Levels of competence required will vary dependent upon the task to be undertaken. A person may be judged competent for simple tasks in a particular area, but not competent for more complicated tasks in the same area without adequate supervision. A Manager must protect him/herself (legally and commercially) by employing only competent persons. In the event of an accident investigation, the Enforcing Authority is likely to ask to see how the competence of a person was determined.

COMPETENT HEALTH AND SAFETY ASSISTANCE

Under Regulation 7 of the Management of Health and Safety at Work Regulations companies are obliged to have access to competent Health and Safety assistance. Such a professional person or organisation should for this industry be a member of the Institution of Occupational Safety and Health (IOSH).

Managers are duty bound to determine the level of competence and industry experience held by any specialist they employ.

- In the case of Health and Safety advisors, membership of the Institution of Occupational Safety and Health (IOSH) or alternatively the British Safety Council is a good guide to minimum competency.
- The Institution of Occupational Safety & Health (IOSH Tel 0116 257 3119) will advise on the qualifications held by such a competent person.

SECTION 4 – ADDITIONAL INFORMATION

USEFUL WEBSITES

Health and Safety Executive: www.hse.co.uk

FORMS AVAILABLE

- Accident or Near Miss Report Form.
- H&S Defect Report Form.
- DSE Workstation Assessment Form.
- H&S Site Inspection Form.
- Manual Handling Risk Assessment Form.
- PPE Issue and Inspection Form.
- First Aid Kit Check Form.
- COSHH Assessment Form.
- Training Needs Analysis and Training Matrix
- Contractors' pre-vetting questionnaire, accompanying letter
- Construction Phase Plan Template.