



Health and Safety Policy

1. Introduction

- 1.1 Risk Consultancy Global recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain a safe and healthy place of work
 - 1.1.2 provide adequate information, instruction, training, and supervision
 - 1.1.3 provide and maintain safe systems of work
 - 1.1.4 ensure safe access to and from the places of work
 - 1.1.5 work to prevent accidents and work-related ill health

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the has day to day responsibility for managing health and safety.
- 2.2 The Management are committed to achieving the highest standards of health and safety throughout the Company.
- 2.3 The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company's work activities.
- 2.4 The Management team will ensure that assessments of all areas of work activities are carried out regularly, to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- 2.5 The Management are also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.
- 2.6 The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- 2.7 The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will always consult with the employees on these matters.
- 2.8 The Senior Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.
- 2.9 Copies of this policy are to be available to all Company employees and other interested parties.

3. Directors Duties:

- 3.1 The Directors will have at least basic knowledge and understanding of the Health Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.

- 3.2 It will be the responsibility of all the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 In order to protect the safety and health of employees and others affected by the Company's operations, the Directors will:
 - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.
 - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 3.3.7 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
 - 3.3.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - 3.3.9 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

4. Designated Health & Safety Person's Duties:

Designated Health and Safety Persons – Craig Poynton

- 4.1 To ensure that all the Company Directors/Partners, Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments, and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

5. H&S Training

- 5.1 Provision will be made to ensure all employees receive adequate information, instruction, and training with respect to health and safety.
- 5.2 New starters will receive health and safety training during their initial induction; and
- 5.3 On the job training will take a number of different forms depending on the job role (e.g. Security or Office based roles etc).
- 5.4 Weekly toolbox talks are given to staff to inform and make aware staff of hazards and risks in certain environments these will be signed off.

6. Accident Reporting / Investigation

- 6.1 Risk Consultancy Global policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a "near miss" is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence. Relevant reports will be developed, and it will be inserted into the NCCA log.

7. Fire Precautions

- 7.1 In the event Risk Consultancy Global move into a static office. It is Risk Consultancy Global policy that its premises will be subject to a fire risk assessment to determine the level of fire precautions and that staff will be trained to enable them to act correctly in the event of a fire.
- 7.2 All staff are fully informed and trained in local evacuation procedures at induction and will receive suitable refresher training as appropriate.
- 7.3 Risk assessments will be carried out annually to ensure that, as far as is reasonably practicable, all fire hazards and/or risks are minimised.
- 7.4 All escape routes will be easily always identified and kept clear of obstructions.
- 7.5 Emergency lighting, fire alarms and firefighting equipment will be suitably maintained and tested at regular intervals.
- 7.6 Fire drills will be carried out at least every 6 to ensure everyone is familiar with the fire procedures.
- 7.7 Fire alarms will be tested on a weekly basis.
- 7.8 Suitable numbers of Fire Wardens will be trained to assist with an evacuation procedure. A list of current Fire Wardens will be displayed in the company notice board.

8. Other Emergency Evacuations

- 8.1 Emergency evacuations prompted by other events (e.g. bomb threat) will have the same essential principles as for fire evacuation. Other emergency evacuations may not be signalled by an audible alarm, but via Fire Wardens as one or more escape routes could be impacted. Specific instructions will be issued to staff as the need arises. Employees should read the appropriate evacuation procedure for secondary assembly points which can be found on the intranet.

9. Manual Handling

Risk Consultancy Global policy in respect of manual handling is to identify and minimise risks in compliance with the Manual Handling Operations Regulations 1992.

- 9.1 Employees should never attempt to lift heavy, awkward, or dangerous loads.

- 9.2 All employees who regularly perform manual handling as part of their normal duties will attend manual handling training.
- 9.3 Risk assessments will be carried out for any special task where there is a significant risk to personnel who are required to move an object through pushing, pulling, carrying or lifting.
- 9.4 The assessment will consider the load, the working environment, and the physical capability of the individual.
- 9.5 Should any employee require to conduct lifting activities they are to consult with their line manager prior to commencement.

10. Personal Protective Equipment

PPE is a mandatory requirement for all staff within certain environments such as site security or where there are hazards identified. PPE is regarded as the last resort to protect against risks to health and safety. Engineering controls and safe systems of work are considered first. Controls that are under consideration in the following order, with elimination being the most effective and PPE being the least effective:

1. **Elimination** – physically remove the hazard
2. **Substitution** – replace the hazard
3. **Engineering controls** – isolate people from the hazard
4. **Administrative controls** – change the way people work
5. **PPE** – protect the worker with personal protective equipment

However, where hazardous elimination controls are not viable PPE is supplied to all staff on sites when the risk assessment for such site dictates. To stay safe, workers may have to wear PPE such as safety helmets, gloves, eye or hearing protection, high-visibility clothing, and safety footwear. All PPE will be supplied free of charge by Risk Consultancy Global Solutions.

Welfare

Risk Consultancy Global welfare policy is to ensure that staff have sufficient welfare on all sites and at a minimum, toilets and wash basins, water, and a rest area for staff to eat meals on their break. Where these are not readily available, Risk Consultancy Global will endeavour to implement such facilities at each location as and when required. This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.



Signed:

Date 10/01/2026
Craig Poynton MSc
Managing Director