

# Excelerate Ltd – Health & Safety Policy

## General background

Excelerate Ltd takes the safety and welfare of our staff and anyone engaged by, or working with our company, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Tina Kitchener or Andy Chinnery.

This policy is not part of any employment or any other contract. We, Excelerate Ltd, may amend this policy from time to time, in line with the needs and practices of our business.

## Part 1: Policy details

- 1.1 What does this policy cover and who is covered?
- 1.2 All staff, contractors and workers and other persons affected by the work we undertake are covered by Excelerate Ltd's health and safety policy.
- 1.3 Our policy is to:
  - a) Understand the health and safety risks arising from our work activities
  - b) ensure adequate control of those health and safety risks
  - c) consult with our employees on matters affecting their health and safety
  - d) ensure safe handling and use of product
  - e) provide the necessary information, instruction and supervision for employees
  - f) ensure all employees are competent to do their tasks, and to give them adequate training
  - g) prevent accidents and cases of work-related ill-health
  - h) maintain safe and healthy working conditions
  - i) review and revise this policy as necessary at regular intervals

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## Part 2: Key responsibilities

- 2.1 The ultimate responsibility for health and safety within Excelerate Ltd is Tina Kitchener, Managing Director.
- 2.2 The persons delegated the responsibility for insuring that our policy is implemented are Tina Kitchener and Andy Chinnery (Technical Director).

Name & Job Title	Responsible For
Tina Kitchener (Managing Director)	<b>First aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting]</b>
Tina Kitchener (Managing Director) Guy Kitchener (Sales/Marketing)	<b>Fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc.</b>
Tina Kitchener (Managing Director) Andy Chinnery (Technical Director)	<b>Health and safety training.</b>

2.3 All those covered by our policy must:

- Co-operate with our relevant supervisors and managers on health and safety matters
- Not interfere with or misuse anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of others, and
- Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs [2.1] and [2.2] above.)

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## Part 3: Arrangements

### 3.1 Consultation with employees.

Our employee representative for H&S	<b>Adam Peck</b>
Consultation with employees is provided by	<b>Tina Kitchener</b>

### 3.2 Risk Assessments

Risk Assessments will be conducted by	<b>Adam Peck</b>
Action identified will be completed by	<b>Guy Kitchener</b>
Risk Assessments will be reviewed by	<b>Tina Kitchener</b>

### 3.3 Plant Equipment

Plant and equipment maintenance will be arranged by	<b>Guy Kitchener</b>
Problems with plant and equipment will be reported to	<b>Guy Kitchener</b>
New plant and equipment is purchased by	<b>Tina Kitchener</b>

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### 3.6 Safe handling and use of substances.

COSHH Assessments will be undertaken by	<b>Guy Kitchener</b>
Actions identified will be implemented by	<b>Guy Kitchener</b>
The findings of COSHH will be communicated by	<b>Guy Kitchener</b>
COSHH assessments will be reviewed by	<b>Guy Kitchener</b>

### 3.5 Information, instruction and supervision.

The Health & Safety Law Poster is displayed in	<b>Main administration office.</b>
The Employer's Compulsory Liability Insurance certificate is located in	<b>Main administration office.</b>
The Competent Person for Health & Safety Advice is	<b>Tina Kitchener</b>
Supervision of employers is undertaken by	<b>Tina Kitchener</b>

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### 3.6 Training..

Induction training for new employees will be provided by	<b>Tina Kitchener / Andy Chinnery</b>
Job specific training will be provided by	<b>Tina Kitchener / Andy Chinnery</b>
Training records will be kept and retained in	<b>Main administration office by Tina Kitchener</b>
Training will be identified, arranged and monitored by	<b>Tina Kitchener / Andy Chinnery</b>

### 3.7 Accidents, First Aid and Work Related Ill Health.

Health surveillance is required for the following activities	<b>Lifting, operation and demonstration of product and machinery</b>
Health surveillance will be arranged by	<b>Andy Chinnery</b>
Health surveillance records will be retained by	<b>Tina Kitchener</b>
First Aid equipment/boxes are located at	<b>Main office kitchen area</b>
The designated first aiders are	<b>Tina Kitchener / Guy Kitchener</b>
The accident recording book is located at	<b>Main administration office</b>

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## 3.8 Monitoring & Review..

Accidents, incidents and near misses should be reported to	<b>Tina Kitchener / Guy Kitchener</b>
Accident investigations will be undertaken by	<b>Tina Kitchener</b>
Where required, RIDDOR reports will be completed by	<b>Tina Kitchener</b>
Routine inspections of the workplace will be undertaken by	<b>Adam Peck</b>

## 3.7 Emergency Procedures, Fire and Evacuation.

The fire risk assessment will be undertaken by	<b>Tina Kitchener</b>
Fire extinguishers will be checked routinely by	<b>Adam Peck</b>
Fire exits and doors will be checked by	<b>Adam Peck</b>
The fire alarm will be tested every	<b>N/A for current office location</b>
The emergency evacuation assembly point is	<b>Rear yard car park</b>

Signed

*Tina Kitchener*

Date: 3<sup>rd</sup> January 2023

Review Date: 1<sup>st</sup> June 2023