

Condair Limited

Health & Safety Policy 2025

Condair Limited
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CONDAIR LIMITED HEALTH & SAFETY POLICY INTRODUCTION AND STATEMENT OF INTENT

Introduction

Effective Health and Safety management requires a comprehensive Health & Safety Policy that fulfils the letter and spirit of the law as well as how we manage our safety management in practice. The Condair Ltd Health & Safety Policy comprises three main sections, as follows:

1. Statement of Intent: this is a reflection of the Company's intentions, values and attitude with respect to Health & Safety.
2. Organisation: this section confirms responsibilities for Health and Safety within the company.
3. Arrangements: this deals with how the Company defines and carries out its responsibilities for Health and Safety.

Statement of Intent

Condair Ltd is committed to ensuring the Health, Safety and Welfare of its employees, as far as is reasonably practicable. We acknowledge our responsibility for other people and organisations that may be affected by our products and services and will endeavour to ensure that statutory duties are met at all times.

We believe that our legal obligation to provide a safe working environment is complemented by an equally important moral obligation. We will, therefore, not only comply with all relevant legislation, but also promote best safety practice and codes of conduct to create a working environment that is safe, suitable and comfortable. Our commitment to conform to future regulations

will be the same as it is to current regulations, balancing the degree of risk to our people with other risks and pressures on our business to ensure that safety is always a top priority.

We therefore commit to take all reasonable steps to manage risks. Health and Safety risk management aims to provide a safe working environment for our staff, to support good customer care and protection against loss or damage. An important part of our commitment to continuous improvement is a comprehensive scheduled programme of risk management review and auditing. We expect all our people to contribute to and cooperate with these assessments, to implement outcomes and take necessary actions as part of a continuous improvement philosophy.

We regularly employ carefully selected subcontractors to carry out tasks on our behalf. We maintain the same standards of care towards our contractors as we do for our own staff, whether on our own premises or within control of our operations at Client sites. At Client sites, we will ensure, as far as is reasonably practicable, that our clients maintain mutual standards of safety for their own and our own employees through seeking effective communication and coordination with those responsible for safety management in the Client organisation.

Management Responsibility

Managers are committed to ensuring that that all employees will receive such information, instruction, equipment and training as is necessary to enable the safe performance of their work activities. Regular management review of arrangements and facilities will ensure the maintenance of a suitable level of Health and Safety provision for our staff and put in place mechanisms for employees and other stakeholders to raise Health and

Safety issues with Management. Managers will ensure that all processes and systems of work within their remit take account of Health and Safety requirements and will ensure their proper implementation.

We will appoint competent advisors where we may not possess the required level of Health and Safety expertise to effectively advise and manage risks identified. To this end, we will appoint and retain the services of an independent Chartered Health & Safety practitioner to provide expert advice, to train and to audit, on a regular basis. Other competent people will be appointed in areas where particular Health and Safety expertise is required.

Details of our arrangements and procedures to support these commitments are set out in documents attached to this Statement of Intent.

Employee Responsibility

Under the Health and Safety at Work etc. Act 1974, each individual has a legal obligation to take reasonable care for his or her own Health and Safety and for the safety of other people who may be affected by his or her acts or omissions. The successful implementation of this Policy and compliance with statute will require that every employee and subcontractor be aware of this requirement and that they will commit fully to its fulfilment.

Policy Review

The Policy will be reviewed annually and as required to verify its compliance with legislative requirement and to reflect organisational changes and needs.



Tony Tullett

Service Director Condair Ltd

Date: January 2025

HEALTH AND SAFETY ORGANISATION

General responsibility

One of our core values is that everyone is safe every day. This value is an intrinsic part of how our business is run.

The Board Member with nominated responsibility for the management of Health and Safety within the Company is our Managing Director. He has availed himself of sufficient occupational safety awareness and appointed a competent Health and Safety Management Team to plan, implement, oversee and review the Health and Safety Policy, Organisation and Arrangements, as necessary. The Managing Director includes Health and Safety as a recurring agenda item at each Management and Board level meeting.

We retain the services of an independent Chartered Health and Safety Advisor who will advise and support the Company on Health and Safety matters, be present at regular Health and Safety Management Team meetings, provide Health and Safety training and be available for consultation and advice as required.

The Health and Safety Management Team comprises:

- The Directors & The Management Team;
- The Quality, Environmental & H&S Manager;
- The retained independent Chartered Health & Safety Advisor.

The Team co-opts other specialist advisors as required.

The Health and Safety Management Team meets regularly to review arrangements, facilities and performance formally, and undertakes to address shortfalls and implement recommendations in a reasonable and timely fashion.

Each layer of Management is accountable to the one above for the effective implementation and maintenance of good Health and Safety practice in accordance with this Policy and Arrangements. Members of the Health and Safety Management Team and our Department Managers monitor the Company's arrangements, facilities and performance on a continuous basis, supported by input from individual employees.

As part of this, the Directors ensure that Health and Safety is a regular component of formal meetings with Departmental Managers who report to them. Department Managers, in turn, ensure that Health and Safety is a regular component of formal Departmental meetings.

Employees at all levels are responsible for their own Health and Safety and for that of other employees and persons who may be affected by their actions, or failure to act appropriately, in carrying out their work. Specific responsibilities are set out in the Health & Safety Organisation Section of this policy.

All employees receive training during induction and regularly during the course of their employment to:

- inform them of their responsibilities with respect to Health and Safety;
- Enable them to understand the processes in place to ensure that everyone is safe every day and their own contribution to these processes;
- promote safe working practices amongst themselves and others;
- carry out risk assessments on their tasks as appropriate.

Employees are required to report Health and Safety hazards to their line Manager, who will give appropriate advice and support to control any risk arising. Manager's report the matter to the relevant Director as appropriate. Managers of subcontract operations organise

and record similar reports from subcontractors.

No employee or subcontractor will be subject to any form of detriment, disadvantage or discipline as a result of raising a genuine concern about a Health and Safety matter, whether within our organisation or on a Client site, unless they have been directly involved in a breach of criminal law or acted with malicious intent. This applies irrespective of the potential impact of the matter on our Company, the nature of the relationship between Condair Ltd and the Client, or the value of the project concerned.

This Policy, Organisation and Arrangements for Health and Safety is reviewed at least annually by the Health and Safety Management Team, whenever there is operational change, as a result of information from our monitoring systems or in the event of legislative or statutory change. The Policy is communicated to our staff on induction and whenever there is a significant change. It is also readily available on ConSense and on request.

Specific Responsibilities

1. Managing Director's Responsibilities

The Managing Director Condair Ltd has overall accountability for Health and Safety. In particular, the MD will ensure that.

- a. Health and Safety is a standing item at Board level meetings;
- b. The Company has a Safety Policy and Statement of Arrangements that is reviewed in line with commitments in this document to reflect our commitment to good Health and Safety practice;
- c. There are sufficient resources, including financial resources, to enable systems and controls to be implemented to meet legal requirements and our health and safety objectives;

- d. That health, safety and environmental issues are included in any strategic business plans;
- e. The Health and Safety Management Team reviews Health and Safety matters at regular meetings, and that Health and Safety matters are discussed at Management and Department meetings;
- f. Our Management Team have sufficient authority, training and resources for effective implementation of the Policy;
- g. Visible leadership by leading by example is demonstrated to actively promote and support Health and Safety as a positive aspect of our culture to ensure everyone is safe every day;
- h. Ensuring a robust system of risk identification, assessment and monitoring is embedded in all parts of the business so that key risks can be fed to the board our company risk register;
- i. There is a suitable framework and process for identification of training and competence needs, and that this is delivered effectively to our team.

2. Executive Directors

Executive Directors have the following specific responsibilities:

- a. Ensuring effective risk assessments are in place and management of safe systems in their areas of responsibility;
- b. Oversight for ongoing competence and training to ensure safe and effective working practice;
- c. Implementing a process for reactive and proactive monitoring, in liaison with the QEH&S Manager;
- d. Raising significant concerns / new risks with the H&S Management Team and others as appropriate.

3. H&S Management Team

The Health & Safety Management Team comprise of the Directors, H&S Manager and managers and manage oversight of health and safety risk management. In particular they:

- a. Ensure H&S is included as an agenda item on monthly managers meetings;
- b. Meet at least twice yearly to undertake specific management review of H&S.

4. Operations Manager

The Operations Manager has specific responsibility for premises-related and facilities health and safety management and monitoring, in liaison with the QEH&S Manager and Warehouse Manager.

This includes: warehouse activities, legionella compliance, utilities such as gas and electrical safety, fire safety systems and general maintenance, cleaning and upkeep of the building.

The Operations Manager also ensures that contractors completing works on site are competent and have effective risk assessments/ safe methods of work agreed prior to work commencing (liaising where necessary with the QEH&S Manager).

5. Quality, Environmental & H&S (QEH&S) Manager

The QEH&S Manager specifically has responsibility to:

- a. Meet targets and objectives set by the Board, including compliance with Health and Safety legislation.
- b. Monitor and improve the H&S standards in the workplace to meet the standards imposed by the H&S at work act and legislation.
- c. Support the Management team to ensure risk assessments are carried out and that records are audited

and maintained and kept up to date.

- d. Monitor accidents, incidents and near miss situations to ensure they are suitably recorded, investigated and preventive / protective action is agreed (in liaison with the H&S consultant where external accidents occur);
- e. Ensure any reportable incidents are correctly notified to regulators.
- f. Ensure suitability of staff H&S competence and training, in liaison with the HR Manager;
- g. Manage emergency procedures (such as fire alarm drills) and ensure that there are sufficient fire wardens and first aiders.
- h. Propagate and manage the health & Safety Diary System ensuring schedule activities are completed.
- i. Ensure all employees and sub-contractors, together with contractors working on Condair premises, are made aware of the reporting procedures with regard to accidents, incidents and near misses, and how to deal with them;
- j. Monitor off-site activities (working at client sites, travel etc.) to ensure that processes are effective whilst meeting our safe everyday philosophy;
- k. Monitor changes in legislation and how it affects the business;
- l. Maintain compliance with ISO 45001 and other H&S accreditations relevant to the business.

6. HR Manager

The HR monitors and manages the general health, safety and wellbeing of staff via:

- a. Maintenance of the health and safety training matrix / record management
- b. Monitoring absence records and trends that may relate to workplace health, safety & welfare.
- c. Arrangement of specialist occupational health assessments, including new and expectant mother, occupational stress etc.

7. Managers' General Responsibilities

Managers are responsible for the implementation of this Policy within their own Departments. Managers must monitor the workplace and the working environment of their staff to ensure the maintenance of safe and appropriate conditions. Managers' duties include but are not limited to:

- a. Ensuring that risk assessments are completed, monitored, actioned and shared with their teams within the manager's area of responsibility including ongoing monitoring and review (at least annually). This includes assessment for staff planning to travel overseas;
- b. Ensuring that all employees, contractors and visitors are aware of and follow safety procedures;
- c. Ensuring the provision of suitable and sufficient training, information and instruction to employees within their departments, so that work is conducted safely and in an appropriate environment, working with the HR Manager to support and facilitate this provision and maintain a document management system of Health and Safety training;
- d. Providing adequate supervision to ensure the safe conduct of work within their departments;

- e. Ensuring that company procedures, such as safe systems of work and other controlled documents, are issued, reviewed and revised at appropriate intervals;
- f. Ensure correct Personal Protective Equipment (PPE) is issued and managed and record the issue of such equipment.
- g. Establishing that all equipment, plant and substances used by their departments are suitable for the task and kept in good and safe working condition, including the regular maintenance of the equipment;
- h. Selecting competent sub-contracting organisations that have similar attitudes and values with respect to Health and Safety Management to that of the Company;
- i. Ensuring that subcontractors and others assisting the Company in the performance of its business operate safety and health standards and reporting systems that comply with those of the Company;
- j. Taking immediate and appropriate steps to report, investigate and rectify any risks to Health and Safety arising from work activity within their departments;
- k. Alerting other Department Managers or members of the Health and Safety Management Team to Health and Safety matters that require their intervention;
- l. Ensuring that all accidents, incidents and near misses are reported and recorded properly, investigating to determine causal factors and to take steps to reduce or eliminate them as appropriate;
- m. Maintaining safe access to, from and within the workplace at all times;

- n. Demonstrate our culture of safe every day by visible leadership of our standards and processes;
- o. Ensure all staff in the team are kept up to date with changes and are encouraged to participate in information/consultation processes on how we manage our health and safety processes.
- p. To ensure all global personnel are included in all H&S systems whilst working in the UK.

8. Employees' Responsibilities

All employees must:

- a. Take reasonable care for their own Health and Safety and ensure that they use Company safety procedures at all times to comply with the Health and Safety at Work etc. Act 1974 s.7 and Management of Health and Safety at Work Regulations 1999;
- b. Consider the safety of other persons who might be affected by their acts or omissions;
- c. Report all accidents, incidents and near misses in accordance with company procedures;
- d. Work in accordance with Health and Safety information and training provided;
- e. Cooperate with reviews of risk assessments, safe systems of work and safety-related procedures, with investigations into accidents, incidents and near misses, and with training in Health and Safety matters;
- f. Refrain from intentionally misusing or recklessly interfering with anything provided for Health and Safety reasons;
- g. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a

responsible person without delay;

- h. Not undertake any task for which authorisation has not been given;
- i. Report to line managers any other health condition that may affect their safety such as pregnancy, suspected illnesses, physical pain, psychological health conditions, or the use of medicine or drugs with potential effects that may require consideration to their own safety or the safety of others.

9. Subcontractors' responsibilities

All subcontractors must:

- a. Abide by the requirements of the Health and Safety at Work etc. Act 1974 and arising sections and requirements of that Act;
- b. Consider their own safety, that of the Company's and Client's employees and any other person who might be affected by their acts or omissions.
- c. Abide by the instructions, guidance and procedures for subcontractors, including terms and conditions issued to them by the Company.
- d. Report all accidents, incidents and near misses to their Condair management contact immediately and in accordance with Company procedures.
- e. Work in accordance with agreed Health and Safety controls, risk assessments, procedures, and contractual obligations with respect to Health and Safety.
- f. Abide by site safety measures.
- g. Not undertake any task for which explicit authorisation has not been given by the Company. Where safety-critical implications are involved, authorisation must be in documented form.

- h. Refrain from intentionally misusing or recklessly interfering with anything that may adversely influence Health and Safety measures on any site.
- i. Immediately report any hazardous defects in plant and equipment design that is discovered prior to or during installation to their Condair Management contact;
- j. Immediately report any shortcomings in Health and Safety arrangements on site or condition that may affect Health and Safety on site to their Condair Management contact.

10. Health and Safety

Consultant's Responsibilities

The retained Health and Safety Consultant will:

- a. Build an understanding of the Company's business so that relevant and suitable Health and Safety services can be delivered.
- b. Provide the Company and its officers with competent advice and guidance on Health and Safety legislation and good practice whenever requested.
- c. Provide interpretation of Health and Safety legislation and guidance to enable Management to take relevant, suitable and timely steps to meet those requirements.
- d. Recommend suitable certified training to meet Management requirements and as appropriate to need and deliver it (upon request);
- e. Advise the Company on specialist assessments and monitoring, and carry out the same at the request of the Company.
- f. Provide Health and Safety guidance on design responsibilities, project

management and working on site, to meet legislative requirements and improve working conditions.

- g. Investigate accidents, incidents and near misses when requested, and to submit a confidential written report to the Company. The Company undertakes to provide notification of all such events in an appropriate format, supplied by the Health and Safety consultant;
- h. Assist the Company in representation to the Health and Safety Executive, Environmental Health Department, Police or any other investigating authority on Health and Safety issues.

STATEMENT OF HEALTH & SAFETY ARRANGEMENTS

General Principles

These Arrangements provide a guide on how we implement our legal responsibilities, put into practice our values and ethos for everyone being safe every day and implementing our aims and objectives given in our Health & Safety Policy Statement. We will, through the responsibilities of the people identified in the Policy and Organisation sections, fulfil our moral and legal obligations to all our stakeholders.

1. We operate a Health and Safety Management System that is accredited to ISO45001 by a UKAS accredited body and audited on a regular basis in accordance with management system requirements.
2. Health and Safety procedures which are applicable to the departments, individual employees and subcontractors are recorded within a comprehensive set of documentation that is maintained in accordance with

the document control requirements of ISO45001, and available to Condair employees via ConSense.

3. As part of the management of scheduled activities, we manage and propagates a central Health and Safety Diary system which forms a record of routine actions taken, and of those to be performed. The Health and Safety Diary is maintained by the Quality and Environment Manager and reviewed at each meeting of the Health and Safety Management Team.
4. We receive regular updates on from legislative bodies such as the HSE and the environment agency, and also from our Health and Safety Advisor, who also provides interpretation of new legislation in relation to the company's specific needs.
5. In addition to regular updates, the Health and Safety Advisor provides a telephone and email helpline service to support us when required.
6. The Health and Safety Management Team meets regularly to review this Policy and Arrangements, the Health and Safety Diary, progress towards objectives, Accident Records and training, including input from the company's retained Health and Safety Advisor.
7. Departmental Managers' views and requirements are reflected in these meetings, and as required, Managers invited to be involved directly.
8. Health and Safety Management Team Meetings are minuted and held on ConSense for the information of all members of staff.
9. Good Health and Safety practice is introduced to staff on first joining our organisation at induction. Training needs are assessed, and training delivered and recorded at induction. Thereafter, training needs are reviewed regularly, delivered and recorded throughout the employment of each employee, on a reasonably practicable basis.
10. The nature, scale and impact of activities; includes a commitment to continual improvement and to prevent pollution, to comply with legal requirements, sets the framework to review objectives and targets, is communicated to all staff and available to the public.
11. Fire procedures are introduced to all employees during induction and changes notified as required thereafter, in accordance with our Fire Safety policy and specific regulations.
12. First aid and welfare procedures are introduced to employees at induction and displayed throughout the building.
13. Managers assess and review the Health and Safety training needs of their departments and staff, and work with the HR Manager to determine the most appropriate method of fulfilling those training needs.
14. Specialist external advisors and trainers are resourced to bring up to date information and skills into the Company either on a regular basis or as required, according to the needs of the Company.
15. Training procedures and records, including those relating to Health and Safety training, are maintained by the HR Manager. Training requirements and training interventions are recorded using a training matrix. Training completion certificates are retained and, in liaison within the departmental Managers, dates when refresher training will be required are planned.
16. Interpersonal training is augmented by readily accessible computer-based Health and safety learning programmes which are resourced by the Company for basic skills and refresher training.
17. To support their responsibilities, Managers receive training, and work directly with the Health and Safety Advisor, to enable them to assess the risks to their departmental staff. These are regularly reviewed, and the measures specified by company policies, procedures and initiatives communicated to their staff.
18. Staff reviews and appraisals include a section on Health and Safety discussion whereby staff are given an opportunity to offer improvements to the overall company safe working environment. Between such meetings, the management actively encourage input from staff to maintain safe healthy and departmental operations.
19. Similar levels of Health and Safety communication are in place for subcontractors who work externally within a company-controlled environment, such as those subcontractors installing equipment at Client premises. Procedures and selection documentation has been specifically written for this purpose. Communication with subcontractors is maintained at least daily, as far as reasonably practicable, by Managers who are involved in the relative areas of company operations.
20. At Client and construction sites, the Company takes appropriate steps to guard the interests of all stakeholders affected by its activities.
21. On construction and other sites with special legislative requirements (such as the Construction Design

Management Regulations 2015), our staff are made aware of the requirements, and plans put in place to ensure compliance with those requirements through the application and implementation of the approved codes of practice as appropriate to the workplace concerned.

22. We ensure that, as far as reasonably practicable, our clients and other responsible people are made aware of the requirements of relevant regulations. This includes the acceptance of the requirements for actions based on designers' risk assessments and pre-construction stage health and safety information.
23. Where appropriate, we accept the role of subcontractor to the client-producing competent and project-specific health and safety construction documents including generic and site-specific risk assessments, where practicable, and advantageous to safe working practices.
24. We issue Personal Protective Equipment (PPE) and manage and record the issue of such equipment.

Specific Regulation Compliance

An outline of our approach to compliance health and safety legislation is given below. This is supported by our policies and procedures which can be found on ConSense.

1. Accidents, Incidents, Near Misses and Dangerous Circumstances

- a. We take an active interest in the occurrence of accidents, events and situations that might potentially cause injury to its staff, subcontractors and others.
- b. All accidents are recorded and investigated to identify potential root causes and measures to prevent or reduce recurrence.
- c. Our Accident and Incident Reporting Procedure governs the reporting and investigation of accidents and incidents. It is a requirement that all subcontractors communicate accidents on Condair premises and on Client sites in accordance with this procedure.
- d. All significant incidents are reported to the Company's Health and Safety Advisor and, in the event of a significant accident, the Company resources an independent investigation and audit, to gain an impartial expert view with which to identify and eradicate any potential management and working practice causal factors in the future.
- e. The reports or details of such incidents and accidents are recorded and documented.
- f. Incidents which require reporting to the enforcing authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported by the H&S Advisor.

2. Subcontractor Vetting, Selection and Management

- a. the Health and Safety practices of people who we use but do not employ, ie contractors, will be controlled, as far as reasonably practicable, to ensure uniformity of safe-working practices across our organisation.
- b. Selection of subcontractors includes an evaluation of their competence in their specialist field, including their Health and Safety practices, their capacity to undertake risk assessments and to produce method statements.
- c. It is a requirement that subcontractors have read and be familiar with the content of our Health and Safety Policy and adhere to our sub-contract management procedures.
- b. Our sub-contract management procedures are outlined in individual sets of guidance, rules and instructions for subcontractors, which include binding terms and conditions.
- c. Each subcontractor is managed by and responsible to the Company throughout the project. This applies both to work carried out within Condair premises and when working on Condair client sites.

3. Control of Substances Hazardous to Health (COSHH)

- a. The nature of our business requires diligence in the monitoring and control of all activities and in relation to our products and services. In particular we apply current best practice and technology to the prevention of harmful levels of dust, vapours, and other harmful substance release, through risk assessment, actively seeking guidance on good practice and the supply of relevant information to employees and clients.
- b. We purchase and control the use of harmful chemicals from reputable manufacturers and suppliers and maintain records of purchased chemicals that we may use.

- c. The nature of our business requires particular diligence in the monitoring and control risks associated with potentially harmful waterborne bacteria and other microbes. In consideration of COSHH and through compliance with L8 and HSG274, we apply current best practice and technology to the prevention of harmful levels of bacteria including Legionella pneumophila through risk assessment, actively seeking guidance on good practice, and the supply of relevant information to employees and clients.
- d. Staff training includes biological and chemical hazard training, and electrical assessment training, amongst other disciplines, for those involved in the servicing of equipment and equipment design.
- e. We ensure that, on its sites and vehicles, a full site manual is kept, complete with a COSHH register which will determine the controls required for chemicals which may be hazardous in use on site.

4. Construction Design and Management (CDM)

- a. We will apply the CDM regulations for installation, service or repair on construction and client sites, and for work carried out in our own buildings.
- b. We ensure that all clients are aware of their duties under the CDM regulations. Subcontractors will be thoroughly selected as part of our compliance with CDM requirements.
- c. We recognise we have duties to comply with the various sections of CDM within:
 - i. Principal Designer & Designer tasks
 - ii. Principal Contractor and Contractor related install & sales tasks
 - iii. Installation projects and tasks
 - iv. Ongoing service and maintenance tasks.

- d. A review of our compliance with CDM takes place on a regular basis to ensure that construction design and management is fully integrated with the requirements of these regulations.
- e. Where we are the client, such as when working in or own buildings, we control all subcontractors who visit the site or their employees who carry out construction work on site.
- f. We recognise that, when working on Client sites through its service or subcontract engineers, we will be working within the compliance requirements of CDM 2015. We also recognise that the Client /Principal Designer /Principal Contractor on those sites will be responsible to a large extent for managing Condair workers; we will work with them to protect and provide safe systems of work for the environment within their control.
- g. An annual review and audit are carried out of on-site service and installation operations by the retained Health and Safety Advisor and other auditing bodies. The results of audits are presented to the department managers concerned for review and planning, and the Health and Safety Management Team.

5. Control of Asbestos Regulations (CAR)

- a. We maintain an asbestos register for our premises.
- b. At all Client sites we ensure that an appropriate survey and register of information is obtained to ensure that the workforce and other stakeholders are protected from asbestos-containing materials (ACM) on construction and client sites.
- c. During installation and service work, it is possible that our teams may work near asbestos-containing materials. We will take steps to control this risk by providing training in compliance with CAR to ensure

that we do not accidentally disturb fibres. Refresher training is also given at appropriate intervals. We require our subcontractors to maintain similar standards of awareness and risk management with respect to ACM, and to provide evidence of this.

6. Display Screen Equipment (DSE)

- a. We will meet the HSE's recommendations for ergonomic and environmental comfort by providing appropriate training, furniture, workstation equipment and environmental conditions for office-based workers. Workstation assessments will be carried out at appropriate intervals in accordance with statutory requirements, or every 3 years.
- b. In cases where the trained DSE assessor encounters assessment results that indicate longer-term potential health issues during assessments we refer the matter to our Health and Safety Advisor for further assessment and guidance.

7. Provision and Use of Work Equipment Regulations (PUWER)

- a. In compliance with PUWER, risk assessments on high work hazard work equipment will be conducted to identify suitable controls to eliminate/mitigate against risk.
- b. Training is provided for all of those who operate machinery to ensure that only proficient and trained staff are allowed to operate such machinery. Subcontractors are required to provide evidence of similar training to ensure uniformity of safe-working practices throughout the organisation.
- c. We use safe working procedures to achieve compliant management of tools, electrical and other equipment used in production and other departments. All

equipment is recorded in a site register and held ConSense and inspected in accordance with the management inspection procedure.

8. Vehicle Operation and Transportation

- a. We operate a transportation safety regime, which includes a training programme for the regular operators of Company vehicles and those used regularly by staff for business, including Safe and Economical (SAFED) Driver training courses.
- b. Mobile telephone operation procedures whilst driving is part of a collection of guidance provided for the safety of staff and others.
- c. To supplement and update the management of transportation and occupational driving, Managers within the organisation have assessed their departmental driving activities using external consultants to provide full occupational driving risk assessments and control procedures.
- d. We use a vehicle tracking system which monitors all Company-owned vans and allows us to monitor the wellbeing and safety of service engineers. In addition, cameras have been fitted to Service Department vehicles for security and accident monitoring.
- e. Company vehicles are maintained on a condition-based or planned preventative maintenance strategy, and staff who regularly use their own vehicles for company business are obliged to record their mileage and carry out monthly checks for roadworthiness and legality.
- f. The use of Forklift Trucks (FLT) on the Company's premises is strictly controlled and only those suitably trained and qualified are permitted to operate them. FLT's are subject to routine inspection and externally by suitably qualified inspectors.

9. Travel

- a. The Company has a diverse range of customers and business associates in the UK and around the world, and some employees, such as managers, sales staff and service engineers travel extensively.
- b. We recognise that we must have robust process to manage the health and safety risks associated with travel, for all staff wherever they may operate. Our Health & Safety Management system ensures this is the case.
- c. Each department which requires staff to travel overseas on behalf of the Company has carried out a comprehensive assessment of the travel activities of their workforce, including their engineering and working environment requirements when abroad, the safety of travel arrangements and Health and Safety aspects of hospitality, subsistence and accommodation.
- d. For those who work in the UK, a similar exercise has taken place to ensure that wherever travel occurs the same diligence is applied by the management team of the respective departments.
- e. The risk assessment is for all people who travel during management, engineering or sales activities and has been thorough and far-reaching, and has identified significant levels of hazards and risks. In pursuit of the control measures for such hazard analysis, departmental input with the Company's Health and Safety Advisor has arrived at safe working methods and the application of documented safe systems of work.

10. Workplace (Health, Safety and Welfare Arrangements)

- a. We provide reasonable facilities that surpass the minimum requirements of UK legislation. Regular inspections of the facilities in respect to

- hygiene and cleaning, structural condition and operational efficiency are undertaken by the Facilities Manager and individual departmental Managers.
- b. On client and construction sites, arrangements will be made with the Client and/or Contractor for the use of welfare facilities at sites under their management. As a minimum, the following requirements will be made available:
 - i. eating/rest facilities accessible on site or provisions for heating food.
 - ii. toilet/washing
 - iii. changing facilities accessible on site where required.

11. Manual Handling Operations (MHO)

- a. Manual handling activities are a recognised potential area of injury and accident, and we take appropriate measures to include this area of risk within risk assessments and control measures in compliance with legal requirements.
- b. On a reasonably practicable basis, we complete the assessments of common tasks that we undertakes frequently and assesses the impact of manual handling in detail.
- c. We train all of our staff in recognising manual handling as a major source of potential injury and ill health and implement site-specific training methods which are followed up with toolbox talks on a regular basis, together with supervision and management.

12. First Aid)

- a. First aid arrangements are in place in compliance with first aid legislation.
- b. We use the voluntary services of our staff as appointed First Aiders at our premises, and arrange / provide training and equipment, including first aid facilities, for our staff.
- c. First aid boxes are located at the bottom of both staircases.

- d. At each site attended by service engineers and subcontractors, verification of first aid facilities takes place. Service Engineers have received first aid training and carry an up-to-date kit.
- e. Where appropriate, on Client and construction sites, we ensure that there is a prearranged plan of emergency action including a route to a major accident and emergency hospital nearby, and a number of emergency telephone numbers to gain immediate help.

13. Fire Safety

- a. Fire Assessments are carried out annually to comply with fire legislation and other services such as firefighting equipment servicing is performed on a scheduled basis appropriate to regulation and/or findings from our risk assessment. Fire detection and alarm equipment is tested on a weekly basis; emergency lighting monthly and fire drills are held annually.
- b. Fire procedures are introduced to all employees in accordance with our Company policy and specific regulations.
- c. Smoking is not allowed by staff and/or subcontractors on any site except in designated areas outside the building.
- d. On Client sites, we will produce documented assessment and fire precaution/control systems in relation to its work where required, to manage the potential of fire. Plans will be drawn up for evacuation and will be reviewed at all sites prior to commencing work.
- e. Employees and subcontractors observe fire safety procedures on client sites by arrangement with the controllers of those sites.

14. Personal Protective Equipment

In line with legislation, we will ensure that independent subcontractors (LOSC, LIMB, Bonafide) appointed by the Company shall have available

and wear appropriate PPE. If necessary, and by arrangement, we will supply the appropriate PPE.

- a. Personal protective equipment (PPE) such as protective toe-area footwear, headgear and clothing is issued to all employees as appropriate to the requirements of PPER, as well as clothing protection where required, in accordance with the results of risk assessment and site requirements.

- b. Where risk assessment demands, respiratory protective equipment (RPE) is provided. Risk assessments will ordinarily identify all PPE and RPE requirements and the use of PPE will be controlled by the site management and site rules. Face fit testing of respirators will be a standard measure for all those exposed to significant respiratory hazards.

Safety Harnesses

All persons who are expected to use Safety Harnesses will be trained in the use of the equipment. The Service Director will ensure that safety harnesses are inspected annually by a competent person.

Site Managers / Trades

Foremen will ensure that any lanyards/harnesses are suitable for the type of work being undertaken.

Operatives will be required to inspect harnesses before use. The harness will be connected to a designated anchor point. Fall arrest safety harnesses must only be used when at least two persons are present on site. Only one operative may use a harness, the other must remain on the ground as banks man / observer.

Operatives will be instructed to ask a manager if in doubt about using harnesses.

The Site Managers / Trades Foremen will ensure that a rescue plan is prepared where there is a risk that a person could fall while using the equipment.

15. Noise and Vibration

We maintain a Tool Register in which any plant and equipment that might potentially produce harmful frequencies at a level which could cause hearing damage and/or harmful physical effects are recorded. It includes an assessment of risk supported by the Company's Health and Safety Advisor, using a vibration calculator and estimate of the requirements of use, as appropriate.

- a. In our own premises and on Client sites, we insist that all equipment with the potential to create noise is accompanied by suitable protective measures. We issue hearing protection to all staff and expect subcontractors to apply the same rule.

- b. The assessment of noise and vibration risk is supported by the Company's Health and Safety Advisor, using information regarding construction site noise and vibration assessments in compliance with the Control of Noise and Vibration at Work Regulations to implement this rule.

- c. On Client sites, noise levels are managed within site management rules and all work is assessed to ascertain whether noise will arise, together with potential impacts on staff. According to risk, we may require employees and subcontractors to wear hearing protection when using electrical or hand tools or equipment which is generating even a low level of noise, which will include all people working in the noise exposure area. Where appropriate, cutting rooms will be created if practicable, and signage and zoning put in place to ensure that such rooms are under control, and access is restricted.

16. Electricity at Work (EAW)

- a. In compliance with legislation, we ensure electrical protection through the safe design of our services, appropriate training and strict procedures to ensure the protection of staff and clients at all times.
- b. Our protective measures include electrical safety and controlled live working to appropriate industry standards, supported by suitable training for relevant staff working at our premises and on Client sites. Procedures include a Permit to Work system.
- c. The Company ensures that regular inspection of all portable and fixed electrical equipment is carried out on our premises and during work at client sites, and that such inspection is by a suitably qualified person.
- d. We regularly review our safe working performance in relation to working with high voltage electricity supply. External training is augmented by regular refresher training and toolbox talks.

17. Design and Supply of Equipment

- a. We recognise our responsibilities as manufacturers and suppliers of goods and risks to the purchasers and users of such equipment. Condair carries out necessary research at product development and supply stages to ensure that this is achieved, as far as reasonably practicable.
- b. Where equipment is purchased from or supplied on behalf of third-party companies, an assessment of the suitability of that equipment and the supplier's operations, including safety management, takes place.
- c. Our staff who design work and plan installations ensure that the Health and Safety of parties who might be affected by that work are properly considered. This includes those who undertake the work and those who maintain and/or

repair the installation in the future.

- d. As far as reasonably practicable, we design to avoid risks to Health and Safety and ensure that designs include adequate information on Health and Safety.

18. Work at Height (WAH)

- a. To comply with work at height legislation, all work at height is risk assessed for safety and governed by appropriate training and procedures. We have developed a programme of stepladder and ladder training, harness training and general working at height training which is reinforced at site induction and toolbox talks on projects.
- b. WE adopt the hierarchy of controls in respect to all working at height tasks: i.e., prevent employees from risk, then reduce the risk and, if the risk is unavoidable, control the risk involved.
- c. Employees may not work at height without specific training in the correct use and selection of suitable equipment. All work at height takes place from the ground and, if necessary, from MEWP or similar work platform. If this is not reasonably practicable, other measures such as ladder and step ladder access will be considered.

19. Occupational Health and mental wellbeing

- a. We take an active interest in the health and wellbeing of our staff, and actively monitor the working conditions and environments of our staff.
- b. We recognise that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing its sources, which are

the subject of risk assessment and management systems.

- c. For those involved in work involving conditions arising from the use of hazardous chemicals, we abide by the risk assessments associated with COSHH data and require staff to report any skin or other condition that may be associated with those materials, for referral to occupational health specialists if required.
- d. Absence monitoring occurs by our HR Manager of any issues and specific trends.
- e. We provide an Employment Assistance Programme (EAP) to enable our staff to access counselling and support.
- f. We undertake onsite Health MOTs and overview report findings to monitor any issues and trends.
- g. Internal Mental Health First Aiders are trained to support staff and to help recognise early signs of distress by an individual.

20. Gas Safety

- a. In compliance with Gas Safety legislation, we ensure safe work in relation to gas fittings through the design of our products and installation methods, appropriate training and strict procedures.
- b. All subcontractors are selected according to appropriate competence and compliance with gas safety requirements. No one shall be permitted to carry out gas work unless they are competent to do so and is Gas Safe registered or is a member of another body approved by the HSE.

21. Lifting Equipment & Lifting Operations

It is our policy to comply with all legal requirements and good practice standards for provision and use of lifting equipment and lifting operations.

- a. We will ensure that any lifting equipment selected for use on site is suitable for the task while having adequate strength and stability and that adequate information on the safe and proper use of the equipment is obtained from the supplier.
- b. Risk assessments will be carried out on the use of the lifting equipment and all lifting operations will be planned, undertaken and supervised by competent persons. Lifting equipment and lifting accessories will be subject to statutory examinations with records of examinations available for scrutiny by the authorities or other interested parties

24. Risk Assessment

Risk assessments are completed by our own teams with the support where needed from our Health & Safety Consultant or Occupation Health External Provider. These include health and wellbeing assessments as well as general task/workplace assessments.

25. GDPR General Data Protection Regulation (2016/679)

Demonstrate an understanding of the types of personal data (name, address, email, bank account details, photos, IP addresses) and sensitive data (health details or religious views). Securely filling completed accident reports

26. Policy Review

This Statement of Arrangements will be reviewed regularly by the Health and Safety Managing Team in accordance with best practice, changes in legislative requirements and Company development. Specific policies and risk assessments are kept on ConSense

APPENDIX 1: HEALTH AND SAFETY POLICY AMENDMENT RECORD

Revision Number	Date Amended
Revision 1	January 2000
Revision 2	January 2001
Revision 3	January 2002
Revision 4	January 2003
Revision 5	June 2003
Revision 6	January 2004
Revision 7	April 2004
Revision 8	January 2005
Revision 9	November 2005
Revision 10	December 2006
Revision 11	January 2008
Revision 12	September 2008
Revision 13	January 2009
Revision 14	February 2010
Revision 15	May 2011
Revision 16	February 2012
Revision 17	February 2013
Revision 18	December 2013
Revision 19	June 2014
Revision 20	October 2014
Revision 21	April 2015
Revision 22	January 2016
Revision 23	January 2017
Revision 24	December 2018
Revision 25	December 2019
Revision 26	January 2020
Revision 27	January 2021
Revision 28	January 2022
Revision 29	January 2023
Revision 30	May 2023
Revision 31	October 2023
Revision 32	January 2024
Revision 33	January 2025

Condair Limited H&S Team – January 2025



