

Health and Safety Policy

KC Controls (UK) LLP, (known herein as the company) recognises its duties and responsibilities under the Health and Safety at Work Act 1974 and will comply with all statutory duties for Health & Safety to ensure as far as reasonably practicable, the health, safety and welfare of all employees and other parties who may be affected by our direct work activities.

The Director of the company, Andrew Carter, is aware of their individual responsibilities and what is required to ensure the health, safety and welfare of the company's workforce and anyone affected by our work activities. All directors, managers and employees share the responsibility for this policy.

As a company involved in the distribution of engineering instrumentation we are particularly aware of the need to provide an ergonomically safe working environment for our staff as well as a safe storeroom. This is achieved by the provision of good quality furniture and regular workstation risk assessments. Regular risk assessments of the storeroom and good quality lifting equipment ensure a safe working area. Our sales reps travel regularly in cars to various customer sites. Safety in this instance is achieved by providing quality vehicles which are regularly maintained. The sales reps are also provided with the correct PPE to be used on site.

Employees will also be made aware of their responsibilities to ensure the health, safety and welfare of their own wellbeing and those effected by their actions through co-operation with the company. Sufficient time and resources will be allowed for health and safety, and the company shall:

- **Training** – Ensure all employees are competent to do their tasks and give them adequate training.
- **Consultation** – Consult in the most appropriate manner with employees & co-workers on matters affecting their health & safety.
- **Cooperation & safety of others** – The company will have pre-site meetings with the client to be made aware of any hazards involved with the task at hand. Suitable signage will be used to ensure other parties are not put at unknown risk.
- **Advice** - ensuring that the company has access to health and safety advice by subscribing to a H&S advice service including professional help line.
- **Monitoring, Audit & Review** – Review and revise its policy and procedures as required at regular intervals.
- **Accident Reporting** – The company will comply with RIDDOR and report all incidents where legally required. All accidents will be reported to management and will be recorded in the accident book.
- **Fire & Emergency Procedures** – The company will assess the risk of all fire hazards and will separate all combustible materials. In the case of an emergency, all staff will congregate at the designated meetings points and emergency services will be contacted.

- **First Aid** – First aid provision will be made available & issued to all staff for their place of work or pre-arranged with the client for external premises.
- **Manual Handling** – The company will assess the risk of manual handling where relevant. Training will be provided to ensure safe working practices.
- **Work Equipment** – Provide and maintain safe plant and equipment.
- **Asbestos** – If during the execution and/or undertaking of our normal work activities there is concern of asbestos being encountered/disturbed, the company will provide asbestos awareness training to ensure that asbestos can be identified. The asbestos register will be checked on client sites or will be made aware of its location before work commences.
- **PPE** – Personal Protective Equipment will be provided free of charge to all employees. This equipment will be suitable for the work undertaken and training will be provided for its use.
- **Welfare** – Maintain safe and healthy working conditions in addition to providing & arranging (client sites – where necessary) access to adequate welfare facilities such as toilets, washing facilities with potable drinking water.
- **COSHH** – Ensure safe handling, storage and use of all substances. An appropriate assessment will be made to ensure the risk of its use is measured.
- **Risk Assessment** – The company will be responsible for undertaking all risk assessments ensuring all associated hazards are identified with suitable control measure implemented. These risk assessments will be made available to all staff and reviewed amended as necessary.
- **Vehicles** - the provision of suitable vehicles and equipment which are properly maintained with suitable safety devices installed, where applicable

Additionally, where the company acts a Principal Contractor for Non-notifiable projects, we will ensure that any sub-contractors used are competent to undertake the work, will be adequately monitored on-site and/or will always work under our direct supervision. Any site managers employed will be competent and have a full understand of their duties, all contractors will receive a suitable site induction prior to the commencement of the works and on an on-going basis via toolbox talks if required. A construction phase plan proportional to the risks involved in the project will be produced, with reasonable steps undertaken to prevent any unauthorised access to the site. Where possible we will make use of the client's facilities if they meet the requirements for that project. If this is not the case, we will ensure that adequate temporary welfare facilities are in place prior to the project starting,

Name: Andrew Carter

Signature:



Date: 1st April 2023