

Health & Safety Policy

Huq Industries



Your health and safety at work

1. About this policy

This policy demonstrates our commitment to ensuring the health and safety of all our employees and others who may be affected by our operations (visitors and contractors)

It outlines our collective responsibilities and the arrangements we have in place for effective health and safety management.

2. Statement of intent

2.1. Our commitment to health and safety

We recognise health and safety is a critically important issue. We are committed to ensuring and continually improving the health, safety and wellbeing of our employees and protecting the health and safety of others who may be impacted by our work activities.

We operate in accordance with applicable legal requirements, including the Health and Safety at Work etc. Act 1974.

2.2. The Safety Management System (SMS) we use is based on the 'plan, do, check and act' model. In practice, this means we:

- i. Establish, implement and maintain health and safety arrangements
- ii. Carry out risk assessments to identify foreseeable hazards and take steps to eliminate or reduce them
- iii. Provide suitable welfare and wellbeing arrangements for employees
- iv. Record and investigate work related accidents, incidents and ill health and take steps to prevent reoccurrence
- v. Provide health and safety information, instruction and training
- vi. Consult with employees on health and safety issues
- vii. Seek independent, expert health and safety support and advice as necessary
- viii. Periodically review our health and safety performance and take corrective action as necessary.

2.3. We regularly review this statement and our policy and arrangements to ensure they reflect the nature of our work, our operations, applicable legal requirements and other requirements to which we subscribe.

Conrad Poulson – CEO Huq

3. Roles and responsibilities

3.1. Board of directors

The CEO and directors of Huq have overall responsibility for health, safety and welfare in the UK. They:

- i. Sustain a workplace culture which prioritises health and safety and lead by example
- ii. Ensure resources are made available to achieve the implement health and safety arrangements
- iii. Review and monitor health and safety performance as a regular Board agenda item
- iv. Demonstrate commitment by reviewing and implementing the health and safety policy.

3.2. The management team

- i. Implement a positive health and safety culture by ensuring health and safety is considered in business decisions
- ii. Determine health and safety objectives
- iii. Allocate resources to implement the health and safety policy and arrangements
- iv. Ensure methods to communicate and consult with employees are implemented
- v. Regularly review health and safety performance.

3.3. Line managers

Managers support and cooperate with Directors . They are responsible for ensuring health and safety arrangements are embedded in our day to day operations. They:

- i. Ensure that business operations reflect health and safety requirements
- ii. Support implementation of the health and safety policy and arrangements by leading by example
- iii. Ensure relevant risk assessments are carried out and steps are taken to adequately control risks
- iv. Ensure health and safety information, instruction and training is provided to employees
- v. Take steps to ensure that employees meet the requirements of this health and safety policy
- vi. Regularly communicate with their teams on health and safety

- vii. Encourage employees to participate in health and safety and report concerns without fear of reprisal.

3.4. Employees

We actively encourage all employees to support the implementation of this policy with achieving the implementation of this policy and arrangements and with maintaining our high health and safety standards. All employees have health and safety responsibilities under the law. Employees are required to:

- i. Comply with this health and safety policy and arrangements within it
- ii. Take reasonable care for the health and safety of themselves and others
- iii. Act under the direction of Managers to support us with meeting our health and safety duties
- iv. Act with autonomy and remove themselves from situations they feel puts their health, safety and wellbeing at risk.

3.5. Responsible person

The Responsible Person manages and coordinates day to day health and safety. They:

- i. Coordinate health and safety activities to ensure we operate in accordance our policy and arrangements
- ii. Report on health and safety matters to Huq Directors
- iii. Periodically review health and safety performance
- iv. Seek independent, expert health and safety support and advice as necessary.

3.6. Line Managers are responsible for making sure:

- i. There are processes in place to provide employees with health and safety information, instruction and training, including new joiners
- ii. Risk assessments are carried out for vulnerable employees, including new and expectant mothers and disabled people and, that risks are adequately controlled
- iii. Statutory health related records are recorded and retained, as necessary.

3.7. Fire marshals

Fire marshals support the effective implementation of fire safety arrangements. They:

- i. Attend training and refresher training as required to carry out their role
- ii. Carry out their duties in accordance with training and actively participate in planned and unplanned fire evacuations

- iii. Provide information and instruction to employees on fire safety, including evacuation instructions
- iv. Monitor and report on fire safety standards, such as housekeeping or blocked fire exits
- v. Provide feedback on the effectiveness of planned and unplanned fire evacuations
- vi. Ensure their own safety at all times when carrying out their duties.

3.8. First aiders

First Aiders are responsible for providing help and support to someone who is injured or is ill at work, until further professional help arrives, where required. They:

- i. Attain and maintain required first aid qualifications
- ii. Provide first aid to anyone at work who is injured or becomes ill
- iii. Escalate cases of injury or ill health which require professional medical help e.g. by summoning an ambulance
- iv. Remain with casualties until professional medical help arrives
- v. Report cases of work related injuries or ill health they attend to
- vi. Ensure their own safety at all times when carrying out their duties.

4. Arrangements

Risk assessment and control

We assess all foreseeable and significant risks to employees and others and take action to ensure they are adequately controlled, in line with the hierarchy of control. Risk assessments include, but are not limited to:

- i. General risk assessments, covering our activities and operations
- ii. Fire risk assessments, covering specific fire safety precautions
- iii. Workstation assessments for employees who use computers for a significant part of their day
- iv. Home working risk assessments for employees formally contracted to work from home.

Risk assessments are:

- i. Brought to the attention of all relevant employees through either their line manager or a member of the Huq Management team
- ii. Recorded and reviewed where necessary
- iii. Carried out to ensure all foreseeable hazards are identified and appropriate control measures are applied

Employees should report to their line manager where they believe a risk assessment should be carried out, for example, if significant manual handling is carried out at work (eg office moves)

5. Fire, first aid and Emergencies

We take all reasonable steps to minimise the risk of a fire starting and spreading, and to plan for emergencies. To assist with this, we carry out fire risk assessments of our office location and source safe and reputable locations at which to base our employees.

We carry out an assessment of our first aid needs and take steps to ensure first aid is provided.

All employees contribute to our policy and arrangements by:

- i. Familiarising themselves with office fire and first aid procedures
- ii. Taking part in fire evacuation drills
- iii. Working safely by not blocking access to fire fighting appliances, not obstructing fire exit routes, using electrical equipment as intended and keeping fire doors closed
- iv. Reporting faults and hazards
- v. Adhering to no smoking policies
- vi. Reporting when they are not able to evacuate by the usual means e.g. due to a temporary or permanent disability.

6. Information, instruction, training and consultation

- All employees are provided with health and safety information, instruction and training as part of their induction.
- Additional information, instruction and training shall be provided, where required, to enable employees to carry out a specific role safely.
- We also provide information, instruction and training through other means, including health and safety signage, such as fire action notices and first aider information, through risk assessments and by participating in practice fire evacuation drills.
- We promote the active consultation and participation of employees in health and safety.

7. Workplace safety

We seek workplaces for our employees that are safe, without risk and provided by reputable suppliers. We ensure that our workplaces, as a minimum, have:

- i. Appropriate heating and ventilation to ensure, as far as possible, that temperature and humidity are maintained within reasonable parameters
- ii. Suitable means of cleaning and waste removal
- iii. Adequate welfare facilities including:
 - i. clean, well ventilated toilets and washing facilities
 - ii. facilities for making drinks and with an adequate supply of drinking water
 - iii. rest areas for employees, including new and expectant mothers as requested.
- iv. Employees contribute to supporting our policy and arrangement by:
- v. Ensuring their workspaces are kept clean and tidy and circulation routes are kept clear
- vi. Making use of storage made available to them and reporting faults to the relevant people e.g. the Responsible Person or their Manager
- vii. Utilising equipment and facilities provided for health and safety as instructed.

7.1. Using Computers

We acknowledge that using computers is a frequent activity for our employees. We have systems in place to minimise the risks from working with computers and similar equipment. We:

- i. Provide suitable ergonomic equipment including, but not limited to, desks, task chairs, keyboards and mice
- ii. Allow employees the autonomy to take breaks or implement changes of activity to prevent static postures
- iii. Carry out risk assessments for computer users to identify and assess risks and take action where risks are not eliminated or adequately controlled
- iv. Periodically review assessments when there are changes which affect their validity.

7.2. Work equipment

Our employees do not use high risk work equipment. Employees are expected to use low risk office equipment such as computers, photocopiers, stationery items, domestic kitchen appliances and small step ladders/kick stools. We ensure all work equipment provided by us is fit for use and appropriately maintained, inspected and tested, for example repairing or replacing faulty equipment.

Employees are required to report faulty work equipment to the relevant people e.g. the Responsible Person, or their Manager.

7.3. Driving for work

Where using public transport is not practical, we acknowledge that employees may occasionally drive for work purposes. All employees are expected to drive in



accordance with applicable driving standards and regulations, including those applicable to their destination. For example, licencing, having adequate business insurance, ensuring vehicles are roadworthy and there are no medical or other reasons why they may be excluded from driving.

Employees must consider the effects of alcohol, drugs and prescription medication on their ability to drive, where in doubt, we encourage employees not to drive. Medical opinion should be sought before driving and taking prescription medication.

8. Wellbeing

- i. We ensure the wellbeing of employees through various means. These include, but are not limited to:
- ii. Developing job descriptions so employees are aware of their role, what is expected of them and how they contribute to our business, along with policies and arrangements to follow
- iii. Having suitable recruitment processes to ensure people are matched to the work they are expected to undertake and vice versa
- iv. Where appropriate, giving employees the autonomy to manage their work
- v. Allocating Managers to employees for support
- vi. Implementing an employee appraisal and performance process to provide two-way feedback on performance
- vii. Providing access to HR guidance and advice
- viii. Arranging periodic wellbeing campaigns and initiatives

Where necessary, we arrange for individual assessments to be completed for vulnerable employees. This includes, but is not limited to:

- i. Risk assessments for new and expectant mothers
- ii. Stress risk assessments
- iii. Young persons risk assessments
- iv. Disability management assessments.

9. Events

All work-related events should be suitably planned and arranged so they are safe for employees and guests to participate in. Work related events are those organised and for paid for by us. Examples of work related events include:

- i. Team building activities
- ii. Client or corporate entertaining events with external guests
- iii. Christmas parties



- iv. Conferences
- v. Charity events organised by us
- vi. Wellbeing events supported by external parties.

Examples of non-work related events include:

- i. Charity events not organised by us, but which employees choose to participate in
- ii. Team mates organising events such as lunch or after work drinks.

9.1. Employees organising official events should take steps to carry out due diligence checks of external providers to ensure they are reputable. For example they:

- i. Hold suitable levels of public liability insurance
- ii. Have carried out their own risk assessment for their activities which include assessing risks to employees and guests
- iii. Are competent to provide services and hold suitable qualifications e.g. food hygiene qualifications or appropriate instructor certifications
- iv. Will provide equipment for the event that meets necessary British Standards, where applicable
- v. Have fire and first aid arrangements in place
- vi. Arrange event activities for the inclusion of all participants e.g. taking into account disabled employees or guests.

Events solely organised by us should be subject to a full risk assessment.

Accidents, incidents and ill health occurring at events should be reported to the organiser and to us.

10. Audit, monitoring and review

We carry out periodic audits of our health and safety performance and review our risk assessments to identify what we are doing well and to ensure continued compliance with applicable health and safety legislation and other requirements to which we subscribe.

We report on health and safety performance to:

- CEO of Huq Industries Ltd
- Huq Board of Directors and Management Team
- Employees.

We take steps to monitor hazards and employee wellbeing. Steps include health surveillance and monitoring absence records.



11. Work related accidents, incidents and ill health

We shall proportionately investigate work related accidents, incidents, near misses and cases of work related ill health to ensure that, wherever possible, recurrences are prevented.

Reporting accidents, incidents and work-related ill health. Employees are required to promptly report any work related accident, incident or instance of ill health occurring while at work, including while on business travel or when driving for work purposes.

External reporting of injuries, diseases and dangerous occurrences. Where applicable, we shall report relevant injuries, diseases and dangerous occurrences to the enforcing authorities as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We shall cooperate with the relevant authorities to allow them to carry out any subsequent investigations.

12. Continual improvement

We strive to continually improve our health and safety management. Where we identify aspects of health and safety we need to improve on, we take reasonable steps to make such improvements.

We seek feedback from employees for views on how health and safety can be continually improved.