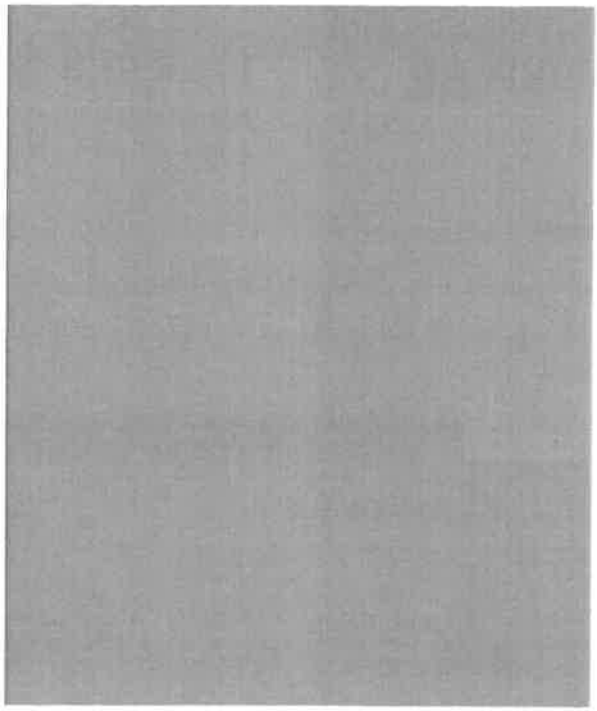
The Monthind Group

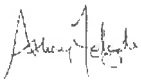


Health & Safety Policy and Manual

QP10

APPROVAL

The signatures below certify that this EQMS procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Andy Flatman		QM	26/01/2026
Reviewed by	Chris Brown		Health & Safety Officer	26/01/2026
Approved by	Anthony Felgate		Director	26/01/2026
Next Review Date	26/01/2027			

AMENDMENT RECORD

This EQMS procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
All	Annual Review by CB/AF	3.5	26/01/2022
Header	After review, Added 'Monthind LLP' to the document.	3.6	26/01/2022
Footer	Remove Ver no. so whole manual doesn't need printing in future, after review. Annual review – No changes to any text	3.7	26/01/2023
Full update	Annual review.	4.0	26/01/2024
10	Annual Review – Clarify committee frequency	4.1	26/01/2025
8	Annual Review – Updated Welfare Section	4.2	26/01/2026

COMPANY PROPRIETARY INFORMATION

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

Document Ref.				Rev	
Uncontrolled Copy	✓	Controlled Copy		Date	

Health and Safety Policy Statement

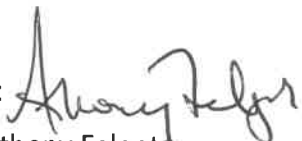
Health and Safety at Work 1974

As an organisation we believe that health and safety should equal importance to quality, cost, production and morale within the organisation and accept our responsibility to provide a working environment that is safe and without risk to health.

Management will take all reasonably practicable steps to meet this responsibility paying particular attention to:

- The provision and maintenance of plant and systems of work that are safe and without risks to health to employees and any other person likely to be affected by work activities.
- Proper arrangements for the use, handling, storage and transport of articles and substances.
- The provision of information, instruction, training, and supervision to assist all employees to avoid injury and contribute positively to their own safety and health at work, with adequate communication of information, instruction and adequate supervision, to avoid injury or ill health to our employees, contractors or to any other person.
- The provision of a safe place of work and environment which has safe access and egress and does not present a risk to health to any person.
- The provision of adequate welfare arrangements.

This policy can only be successful with the active co-operation of all employees. Management therefore believe that it is the responsibility of all employees to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts or conditions.

Signed By:  Position: Director Date: 26/01/2026

Name: Anthony Felgate

Signed By: Position: Director Date: 26/01/2026

Name: Simon Biggs

Health & Safety Manual

Introduction

This policy provides details of the health and safety management systems that have been adopted by the organisation to control health and safety so far as reasonably practicable.

The following sections provide information relevant to the organisation along with the relevant responsibilities placed upon members of staff for ensuring continuing compliance with health and safety legislation.

Roles and Responsibilities

Specific responsibilities have been assigned to designated personnel within the organisation allowing us to ensure that the health and safety management systems operate in an effective manner.

An organisational chart is provided within this policy and outlines the structure in operation for the maintenance and development of the health and safety management systems. It should be noted however that some specific responsibilities may be contained within various procedures outside of the health and safety manual.

The main system responsibilities have been assigned as follows:

The Directors

- Responsible for the overall effectiveness of the Organisations Health and Safety Policy.
- Responsible for the establishment and achievement of the Organisations Health and Safety programme.
- Will regularly appraise the effectiveness of the Health and Safety Policy.
- Will establish clear lines of communications and identify the person to contact if there is imminent risk.
- Will ensure that all employees receive adequate safety training for the job they are doing.
- Will ensure that all work necessary for Health and Safety is carried out as promptly as possible.
- Shall ensure that all contractors who work on-site are aware of the Organisations Health and Safety Policy and ensure that they do not commence work until they have reported to senior management.
- Whilst overall responsibility rests at the highest level, individuals at every other level will need to accept degrees of responsibility to effectively implement the policy.

Managers

- Must familiarise themselves and their employees with the Organisations Health and Safety Policy.
- Must ensure that safety hazards and risks relating to their departments are identified and brought to management's attention.
- Must ensure that each employee knows and understands the fire procedures especially regarding evacuation and muster points.
- Shall ensure that all risks in the workplace are promptly assessed and adequate control measures are put in place.
- Shall be responsible for checking and inspecting housekeeping in their department and ensuring adequate standards are achieved and maintained.
- Shall take the lead in the investigation of accidents and causes of ill health, to discover the causes and eliminate recurrences and must ensure employees complete incident report and investigation forms before forwarding them to the senior management team.
- Shall ensure that personal protective equipment is worn when required and that machine safety devices are fitted where necessary, and guarding is correctly adjusted.
- Shall advise employees or obtain information about safe use and hazards of any substance or process used by the Organisation or its employees.

Employee Responsibilities

- Shall make themselves familiar with and always conform to the Health and Safety Policy and Manual.
- Shall observe all safety rules, wear the personal protective equipment provided and ensure that appropriate vehicle and machinery safety devices are used correctly.
- Will conform to all reasonable instructions given by all managers and other members of staff with a responsibility for Health and Safety.
- Must report all accidents, incidents, and cases of near miss, whether persons receive injury or not.
- Must immediately report to management any defects or damage to vehicles, machinery or personal protective equipment used.
- Are encouraged to take an active part in improving Health and Safety in the Organisation through making suggestions to their managers and involvement in the risk assessment process.

Contractors

- Must report to site management before starting work within the organisation's premises.
- Shall observe the organisations safety rules and instructions given by persons enforcing the Organisations Health and Safety Policy.
- Shall observe the obligation to ensure the Health and Safety of their own employees and have due regard to the safety of others who may be affected by their work activities.
- Must report all accidents, incidents, and cases of near miss, whether persons receive injury or not to our management team without delay.

Visitors

- Non-employees visiting our premises will always be accompanied and will observe site specific safety requirements.

Planning for Hazard Identification, Risk Assessment and Risk Control

The Health and Safety at Work Act requires that we as an employer ensure so far as is reasonably practicable, the health, safety, and welfare of our organisation's employees while at work and places duties on us to safeguard the health and safety of non-employees such as customers, contractors, delivery staff etc.

Risk Assessment

The Management of Health and Safety at Work Regulations must also be complied with a risk assessment of hazards associated with our work activities carried out. By this process relevant hazards will be identified, evaluated, and will allow appropriate control measures to be determined and implemented. The general risk assessment and risk assessment summary forms in the health and safety manual will be used for conducting the assessments.

Managers will be responsible for ensuring risk assessments are undertaken on behalf of the organisation and will be provided with suitable training to enable them to undertake this role to a competent level.

The findings of all risk assessments will be reported to the Directors who will ensure that the appropriate resources are allocated for controlling the risks identified.

Managers shall check that the controls identified in the risk assessments are implemented and are effective in either removing or reducing the risks identified. All risk assessments conducted on behalf of the organisation shall be reviewed by Managers on a yearly basis or when the risk assessment is no longer considered to be valid due to changes in work activities or any other reason.

Manual Handling

These activities will be addressed under the Manual Handling Operations Regulations to include when tasks involving lifting, lowering, carrying, pushing, and pulling are undertaken.

A risk assessment of manual handling activities will be undertaken by managers who will be trained to a level where they can be competent in undertaking a manual handling assessment. The manual handling assessment form in the health and safety manual can be used for this purpose.

The assessment will consider the task to be performed, the load to be transported or handled, the environment in which it is carried out and the individual or individuals carrying out the activity. In practice they require the provision of adequate handling aids such as trolleys or mechanical aids, staff training in kinetic lifting techniques etc.

Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) we are required to undertake an assessment of all hazardous substances handled, used, stored, or generated by the organisation as a result of our work activities. We are also required to conduct COSHH assessments of all new substances prior to their purchase and use.

We are committed to reducing our use of hazardous substances in the workplace and where reasonably practicable will endeavour to source alternative non- hazardous substances to replace those already in use.

Managers are responsible for identifying all hazardous substances currently in use within the organisation that require COSHH assessment. They will also be provided with sufficient training to provide them with the competence required to undertake COSHH assessments on behalf of the organisation using the COSHH assessment forms in the health and safety manual.

The Directors are tasked with ensuring that once COSHH assessments are completed, any identified control measures not already in place are sufficiently resourced and implemented.

COSHH assessments will be reviewed every 12 months or when they are no longer valid for reasons such as changes in substances, changes to our organisation's activities or other reasons.

Work Equipment

All work equipment supplied for use at work will comply with the Provision and Use of Work Equipment Regulations.

This requires that the equipment is suitable for the intended task, well maintained and staff are given appropriate information, training and instruction in its proper use and associated dangers (PUWER).

Managers are responsible for identifying any equipment or plant within the organisation that requires maintenance and ensuring that effective maintenance programs are established and implemented for both organisation owned and any hired equipment.

Any member of staff identifying problems with, or unsafe plant or equipment should stop using the equipment and report the problem immediately to their manager.

All new plant and equipment under consideration by the organisation shall be checked to ensure it meets and where possible exceeds current health and safety standards before it is purchased. Managers are responsible for ensuring this happens.

Personal protective equipment Provision (PPE)

To stay safe, workers may have to wear PPE such as safety helmets, gloves, eye or hearing protection, high-visibility clothing, safety footwear and harnesses. This are issued based on the work task.

PPE also includes respiratory protective equipment (RPE) to prevent workers breathing in dust, mist, gas, or fume.

When to use PPE

Employers must do a risk assessment. Some hazards may still remain after engineering controls and safe systems of work have been applied. PPE may then be needed to reduce the risk of injury from: breathing in dust, mist, gas or fume, falling materials hitting people, flying particles or splashes of corrosive liquids getting into people's eyes, skin contact with corrosive materials, excessive noise, extremes of heat or cold.

What the law says

The Personal Protective Equipment at Work Regulations 1992 place duties on employers to ensure that PPE is:

- properly assessed before use to make sure it is fit for purpose.
- maintained and stored properly.
- provided with instructions on how to use it safely.
- used correctly by workers.

Employers must ensure workers have sufficient information, instruction, and training on PPE use.

First Aid

Each Group Department has a trained First Aider; this training is updated every three years.

On a few sites first aiders may be present, in these instances you should find out who they are and how to contact them in the event first aid is required. This covered in detail at your induction at the site however in some cases it will be just Group Staff, in higher risk areas a first aider will be trained however in most cases a trained first aider is not required. Where access to the client's equipment is not possible the Monthind Group will provide an appropriate kit.

If you have received first aid or used an item from a first aid kit you must inform your line manager as soon as practically possible, they will ensure you complete the appropriate form, and the first aid box is refilled.

IF YOU DO NOT HAVE ACCESS TO FIRST AID FACILITIES INFORM YOUR LINE MANAGER.

Welfare Facilities

Welfare covers essential facilities and provisions for an employee's well-being at work, Monthind Group acknowledges they have a legal duty to provide welfare facilities at their premises, and they are accessible to everyone. These include toilets, washing areas, clean drinking water, places to rest and eat, and changing rooms where required, ensuring comfort, hygiene, and a suitable environment beyond just accident prevention. Welfare facilities are provided by the client while working in their premises, these are regularly inspected and cleaned as required to maintain high standards of cleanliness.

Key Welfare Elements
Sanitary Facilities: Adequate and clean toilets, with hot and cold water for washing.

Rest & Eating Areas: Somewhere clean for breaks, to sit, eat, and drink.

Drinking Water: A supply of wholesome drinking water.

Changing Facilities: Places to change and store clothes, especially if specialized workwear is needed.

Work Environment: Reasonable temperatures, good ventilation, suitable lighting, clean premises, and adequate space.

Traffic Routes: Safe circulation for people and vehicles.

Accident Reporting

Accidents, Incidents and Corrective and Preventive Action Procedures exist within the organisations health and safety policy to ensure that any variations from its policies and any uncontrolled activities are investigated and where appropriate remedial actions are planned and implemented.

Accidents, Incidents and Non-conformances within the organisation are divided into three main categories: -

Major Accidents / Incidents (These are always investigated and where appropriate reported to the Enforcing Agencies).

Minor Accidents / Incidents (These are only investigated where managers sufficiently believe they are serious to warrant investigation)

Substantial variations to working practices resulting in dangerous occurrences arising (These will always be investigated).

All accidents/Incidents are reported to the line manager immediately and an Accident Report Form is completed within 24 hours and passed to the Health & Safety department. The form is logged and then the above procedure is put into action.

All accident data is discussed at our Health & Safety Committee Meetings, this enables the team to look at improvements plans if required or safer alternative methods.

Accident and Incident Investigation

All Managers have a responsibility for investigating all accidents, incidents of work-related ill health, sickness absence and near misses arising from our work activities. Their findings will be reported to the Directors who will ensure that risk assessments are reviewed and amended as appropriate to prevent reoccurrence in the future. The health and safety manual contain forms for incident reporting, investigation and a flow chart detailing the process to be used.

Legal and Other Requirements

Many of the procedures and operations used by the organisation that are included in our risk assessment process have relevant guidance published by external agencies that will assist the organisation in complying with health and safety legislation.

Objectives

Our health and safety management system allow for two levels of Objectives:

System objectives - Resulting from the management review of the health and safety system.

Re-active objectives - Resulting from risk assessments, accident investigations, audits etc.

In each instance the organisation shall record its objectives to enable their monitoring and review.

Health and Safety Management

To ensure that identified control measures and other tasks are completed against estimated target dates it is the responsibility of the named individual or individuals to carry out a review of their corrective action plans on a monthly basis. Where tasks are or have been identified as behind the estimated time scales, this should be communicated to the Directors who shall make a decision along with the senior management team concerning the most appropriate action.

Training, Awareness and Competence

The organisation recognises training is a keyway of achieving health and safety competence and helps to convert information into safe working practices. Accident statistics show that on many occasions, accidents occur when employees use machinery, equipment or substances without the proper training or instruction.

All employees including senior managers will require some training and information about health and safety. This level of training will vary depending on the findings of risk assessments and on their level of responsibility.

Training provision within the organisation is divided into three main areas: -

- Induction Training - This is an internal program covering the general health and safety issues and activities of specific importance to employees which have been recruited / employed within the organisation.
- Job or Task Specific - This is an internal or external program where specialist skills or knowledge is required to conduct a specific task or activity.
- Refresher - This is an internal or external program where additional training will be provided at specified intervals for updating personnel trained in specific tasks.

As a means of ensuring training needs are identified and that relevant training is delivered either internally or externally, it is the responsibility of individual team managers to ensure the ongoing training needs of their team members are completed in a timely manner.

Competence

The competence of staff should be monitored, especially as a lack of job knowledge and skills, has been proven to adversely affect health and safety performance in addition to job performance.

Any necessary refresher training should also be provided, special attention may need to be given to employees who deputise for other employees in their absence as their skills are likely to be underdeveloped and they may require additional help in understanding how to work in a safe manner.

Training Records

An example training record is supplied in the forms section of the health and safety manual. This form can be used to record training provided to employees.

Consultation and Communication

Due to the overall size of our organisation, consultation and communication of health and safety issues are generally communicated on an informal basis between the management team, staff and the Health & Safety Committee which meets on a regular basis. The organisation recognises the importance of its staff to ensure that we achieve and maintain adequate health and safety management systems.

The setting and reviewing of safety objectives is publicised to all members of staff to ensure that all employees within the organisation are involved in the monitoring and progress of tasks identified to ensure effective safety management systems are maintained at all times. If, however, where more formal means of communication are required (e.g., accident and incident reports, buildings maintenance programs etc.) formal reporting procedures exist, and employees are encouraged to report any item they feel may present a potential hazard.

In the event of any changes in the structure of the organisations safety management systems, this would be discussed at the Management Review.

The HSE Health & Safety Law Poster

It is a legal requirement for our organisation to either display the health or safety law poster or as an alternative, issue each employee with a copy of the equivalent leaflet produced by the Health and Safety Executive. Managers are tasked with ensuring employees are aware of the location of the poster as part of their induction.

Document and Data Control

All documentation held within the organisations health and safety management systems are the responsibility of Managers. They are responsible for retaining the "MASTER COPIES" of all documents and for ensuring that necessary copies are issued to employees or any other relevant persons.

The health and safety manual contain relevant procedures for the issue, review and revision of documents and forms relevant to the health and safety management systems. Procedures also exist for control of any documents used within the organisation including retention periods and appropriate locations of documentation.

Management Control

Procedures and safe working practices will be produced from risk assessments of tasks and activities undertaken by the organisation's employees. These will be retained in the health and safety manual and are produced to outline the operational and management controls of relevant activities within the organisation, these may include: -

- Routine and non-routine activities or operations, that may carry a significant level of risk even after risk assessment.
- Activities and operations that may require the assistance of external organisations such as Contractors.
- Building monitoring and maintenance documentation.
- Equipment monitoring and maintenance documentation.

As stated above, usually the production of any written work instructions or safe working practice notes will normally follow the completion of a suitable and sufficient risk assessment.

On occasions, it may be appropriate to request written risk assessments and method statements from a third party's, such as a contractor along with a contractor prequalification questionnaire.

This documentation will be reviewed by Managers and where appropriate shall be passed on to the organisation's health and safety consultants.

Emergency Preparedness and Response

The nature of the work activities undertaken within the organisation are such that large emergency plans are not necessary and the provisions of C.O.M.A.H. (Control of Major Accident Hazard regulations) do not apply to our operations.

Where appropriate, procedures and safe working practices have been developed to address the potential emergency situations that could arise within the organisation and the fire evacuation procedure can be found within the health and safety manual.

Performance Measurement and Monitoring

The health and safety management systems within the organisation allow for both pro-active and re-active monitoring.

Pro-active monitoring within the organisation is achieved through the following means: -

- Risk Assessment
- Monthly Workplace Inspection
- Weekly / Monthly Fire Inspections
- Periodic Statutory Inspections (e.g., Portable Appliance Testing (PAT), Fixed Electrical Wiring Inspection, Fire Equipment, Lifting Operations and Lifting Equipment (LOLER) thorough examination etc.).
- Compliance with the various Action Plans

Re-active monitoring within the organisation is undertaken following serious accidents or incidents, reports of ill-health or property damage.

It is the responsibility of Managers to review both aspects of monitoring on a quarterly basis. This may also be achieved through the assistance of the organisation's health and safety consultants.

Measurement of performance focuses on an ongoing evaluation of achieving the safety objectives within the timescales agreed and from review of the relevant inspection documentation.

Accidents, Incidents and Corrective and Preventive Action Procedures exist within the organisations health and safety policy to ensure that any variations from its policies and any uncontrolled activities are investigated and where appropriate remedial actions are planned and implemented.

Accidents, Incidents and Non-conformances within the organisation are divided into three main categories: -

- Major Accidents / Incidents (These are always investigated and where appropriate reported to the Enforcing Agencies).
- Minor Accidents / Incidents (These are only investigated where managers sufficiently believe they are serious to warrant investigation)
- Substantial variations to working practices resulting in dangerous occurrences arising (These will always be investigated)
- All investigations will be conducted by Managers with any further assistance provided by the organisation's health and safety consultants. Any remedial actions resulting from the investigation will be recorded and implemented by Managers.

Corrective and Preventive Action

The need for corrective action can be identified from either inspection documentation, accident and incident reports or from other internal audits. Where remedial action is required this action is divided into specific measurable tasks and the need for preventative action is normally identified through risk assessment.

In both instances, ongoing monitoring within the organisation assesses the suitability of any remedial actions taken and the successful implementation of those actions identified. In both instances the activities will be reviewed by the senior management team on an annual basis.

Audit

- It is the responsibility of the organisations health and safety consultants to maintain an ongoing audit schedule of our premises, health and safety policy and facilitating the implementation of the audit recommendations across the organisation.
- It is the responsibility of the Directors to ensure that audits cover every aspect of the policy at least once per year.
- The results of all safety audits are reviewed by the senior management team on at least an annual basis.

Management Review

Purpose of the Review

It is the responsibility of the Directors to ensure that Health and Safety Review Meetings are conducted at least annually and that all key personnel are available and attend. The persons to be present at these meetings are:

- Directors
- All relevant team managers
- Any other persons co-opted to assist in the maintenance and development of the organisations health and safety management systems.

The review meeting ensures the successful implementation of the health and safety management systems and is the main forum for the implementation of any system objectives.

Agenda for Review Meetings

The agenda for the meeting will typically include the following agenda items:

- Apologies for absence
- Agreement of previous minutes
- Review of audit reports
- Review of risk assessment and results
- Changes in health and safety legislation and its impact on the organisation
- Review of health and safety objectives
- Review the health and safety policy, policy statement, manual, procedures, and safe working practices.
- Assess any training needs.
- Any other business
- Date of next review meeting

It is the responsibility of the Directors to arrange the issue and distribution of minutes of the meeting, which shall include copies of any new objectives that have been set. A copy of the minutes will be communicated to each employee and a further copy is retained for Health and Safety records.

■ End