



HEALTH, SAFETY AND WELFARE POLICY

KC Group Shipping

Health, Safety and Welfare Policy 2022 - Issue 1

(Last Review September 2023 - Next Planned Review September 2024)

HEALTH, SAFETY & WELFARE POLICY.

We are committed to safeguarding the Health, Safety and Welfare of all its employees by providing a safe and healthy environment for all persons affected by the Company's operations. As a responsible employer we believe that effective health and safety practices contribute directly to the better performance of the Company as a whole. Our aims are not simply to comply with Health and Safety legislation but to attain higher standards through the adoption of recognised good practices and to provide industry leadership through our Health and Safety performance. The Company is fully committed to achieving this through a programme of continuous improvement, positively promoting a proactive approach to accident and ill-health prevention.

The Company has the ultimate responsibility for the Health & Safety Policy and has appointed a safety officer with particular responsibility for advising and informing the Company on Health and Safety matters. The Company recognises that the principal means for adequate accident prevention is the development of a safe system of work. The Company has therefore produced systems and procedures for designing safe systems of work for all aspects of its principal activities which have been identified as high risk. All levels of management and operational staff are required to comply with the Company's safety rules and procedures and to contribute to their further development

The Company also recognises that co-operation and consultation at all levels is essential in promoting a positive Health and Safety culture and the Company has developed systems for a HSE communication on matrix on Health and Safety matters. In order to achieve the above principles the Company has put in place the resources and developed in-house systems to achieve the following aims:

- To execute Company operations without harm to personnel, equipment or the environment.
- To monitor new developments and existing compliance with all relevant legislation approved codes of practice and the Safety Policy as a minimum and to continually improve the performance standards specified.
- To make Health and Safety an integral part of the management of the Company
- To provide premises, plant, substances at work and places of work that are safe and without risk to health and safety, and without risks to the welfare of all the Company's employees.
- To carry out our operations with due regard for the health and safety of non-employees, and to provide them with prescribed information regarding those operations which may affect their health and safety.
- To ensure employees take reasonable care for their own and others' safety; are competent; and appropriately trained to meet individual responsibilities and needs
- To involve and consult with employees and where appropriate their representatives to effectively communicate with them on health and safety matters.
- To sustain and develop this Policy by the implementation of an accredited health and safety management system.
- To review the Safety Policy on an annual basis and implement appropriate improvements.
- To bring changes to the Safety Policy to the attention of all employees and interested parties.
- We are committed to comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards.

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This policy statement is supported by documents and procedures detailing the Company's organisation of responsibility and the arrangements for implementing the strategy for health and safety management. The system complies with ISO 45001:2018 requirements. From this system, improvement objectives are generated. This information is made known to all employees and made available to all employees on demand through their line managers.

HEALTH AND SAFETY DOCUMENTED GUIDANCE.

We are committed to ensuring the health and safety of our staff and clients and anyone affected by our business activities and to providing a safe environment for all those attending our premises.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities and taking steps to prevent accidents and cases of work-related ill health.

What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained and that appropriate protective clothing is provided.
- Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The Company has overall responsibility for health and safety and the operation of this policy.

All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

Any health and safety concerns should be reported to your line manager.

Standards of workplace behaviour

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You must co-operate with the Directors on health and safety matters, including the investigation of any incident, and comply with any health and safety instructions.

Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your line manager.

Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Information and consultation

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

Equipment

All staff must use equipment in accordance with operating instructions. Any fault with, damage to or concern about any equipment or its use must immediately be reported to a Director.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

When an accident or illness occurs contact a first aider and give your name, location and brief details of the problem.

All accidents and injuries at work, however minor, should be reported to a Director or the Managing Director so that details can be recorded in the Accident Book. All staff must cooperate with any resulting investigation.

The head of your department is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

Emergency evacuation and fire precautions

You should familiarise yourself with the instructions about what to do in the event of fire which are displayed on our notice boards and on the intranet. You should also know where the fire extinguishers are located, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately by the nearest fire exit and go to the fire assembly point. Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions. Do not stop to collect personal possessions, and do not re-enter the building until you are told that it is safe to do so.

If you discover a fire you should not attempt to tackle it unless you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

You should notify your manager as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.

Risk assessments, DSE and manual handling

General workplace risk assessments are carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

If you use a computer for prolonged periods of time you can request a workstation assessment by speaking to a Director.

Name: David Milne
Position: Managing Director
Date: September 2023

Signature:

