

**ENGINEERED SYSTEMS (ELECTRICAL) LTD**  
**Unit 1 Waterside Industrial Park, Waterside Road,**  
**Leeds, LS10 1RW**

**HEALTH, SAFETY AND WELFARE POLICY - POLICY STATEMENT**

**PURPOSE:**

The Managing Director and management team of ENGINEERED SYSTEMS (ELECTRICAL) LTD are committed to the principles contained in the Health and Safety at Work Act 1974 and The Workplace (Health, Safety and Welfare) Regulations. We recognise the company's responsibilities for ensuring the health, safety and welfare of employees whilst at work, and our duty of care towards others who may be affected by our undertakings.

**SCOPE:**

ENGINEERED SYSTEMS (ELECTRICAL) LTD shall do all that is necessary to prevent personal injury, ill health, damage to property or equipment, and to protect everyone from foreseeable work hazards. Our employees have the right to carry out their work in a safe and healthy environment, and be provided with appropriate information, instruction, and training relevant to the work environment. ENGINEERED SYSTEMS (ELECTRICAL) LTD are fully committed to the fulfilment of all current relevant legal requirements and any other requirement necessary for continued safe operation. All requirements are reviewed on a six-monthly basis to ensure that any amendments are recorded and acted upon in a timely manner. It is the company's policy to provide safe and healthy working conditions for the prevention of work-related injury and ill health. ENGINEERED SYSTEMS (ELECTRICAL) LTD provide, so far as is reasonably practicable, safe, and healthy working conditions, equipment, and systems of work, and will plan and organize our requirements through the effective implementation of the Occupational Health and Safety Management System.

**CONTROL MEASURES:**

In particular we will:

- Provide adequate human and financial provisions for our Health and Safety considerations.
- Provide & maintain plant, equipment and safe systems of work that are without risk to health, safety and welfare.
- Provide arrangements to ensure safety and the absence of risks to health in connection to the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training and supervision necessary to ensure the health and safety at work of our employees and others.
- Provide and maintain a safe place of work, including safe means of access and egress, and a safe and healthy working environment and provide facilities and arrangements for their welfare at work.

All employees of this company are aware of their own duties in respect of Health and Safety and will take all reasonable care of themselves and anyone else who may be affected by what they do, or do not do, whilst at work. They must not intentionally or recklessly misuse anything in the interests of Health, Safety, and Welfare and are required to give their full co-operation and support at all times.

ENGINEERED SYSTEMS (ELECTRICAL) LTD are committed to worker inclusion in occupational health and safety issues, through consultation and participation of the workers or their representatives.

As part of our continuing program of developing and improving our performance in Health and Safety and our commitment to continual improvement of the occupational health and safety management system, management shall ensure that they provide a framework for the setting of occupational health and safety objectives thus demonstrating the company commitment to eliminate hazards and reduce occupational health and safety risks.

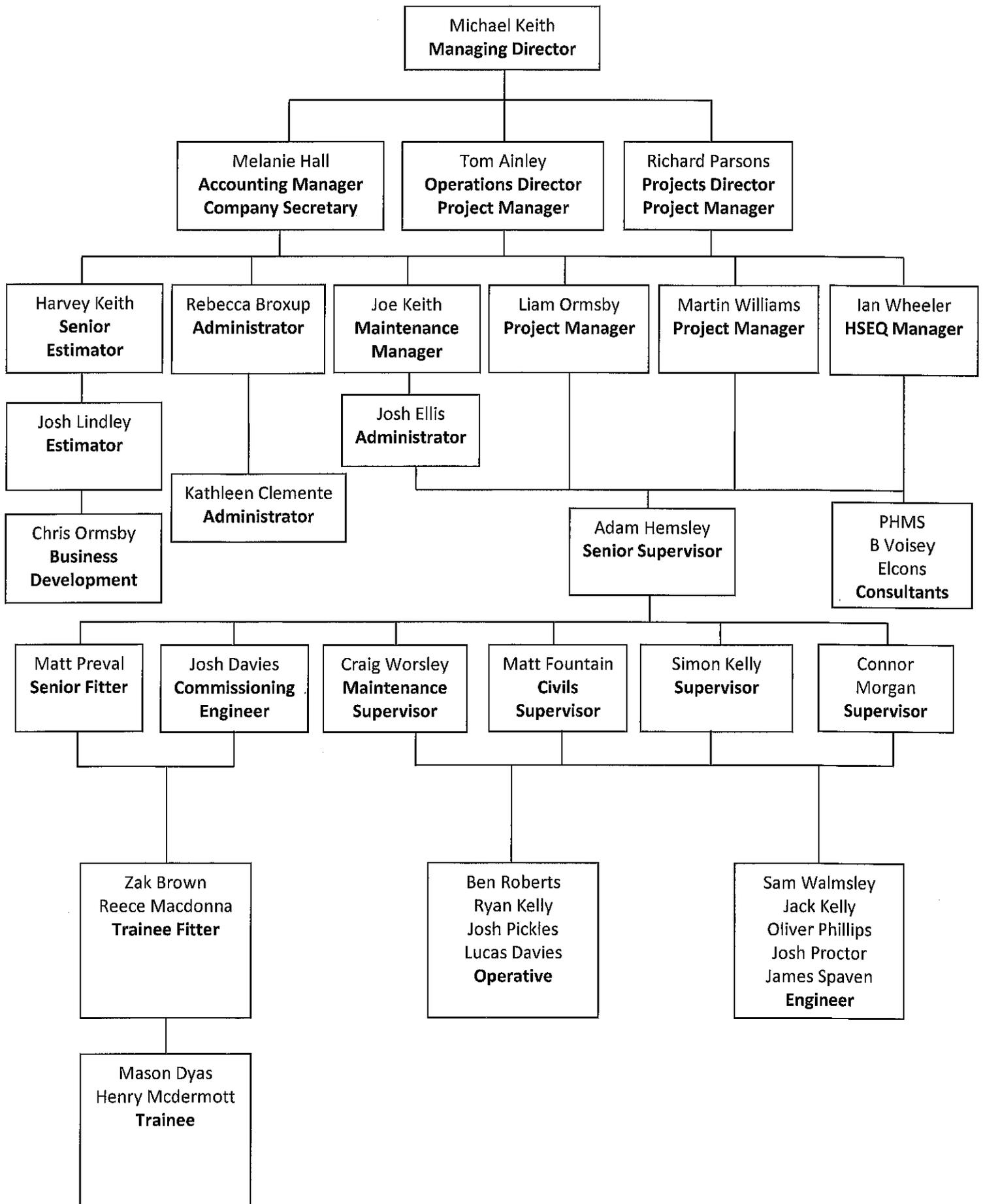
We also appoint Pearson Holland Management Services Limited as our independent advisors. In conjunction with us, they have produced a documented procedure with the allocation of duties, responsibilities organization for safety matters and details of particular arrangements. This document is kept up to date, relevant to changes within the business, and is fully reviewed every twelve months.

**CONSEQUENCES OF NON-COMPLIANCE:**

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

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**HEALTH, SAFETY AND WELFARE POLICY - ORGANIZATION**



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**HEALTH, SAFETY AND WELFARE POLICY - RESPONSIBILITIES**

The responsibilities of individuals are to be fully implemented, and each will be held accountable for what happens in their spheres of control. It is essential the organization within the company fulfils its responsibilities to develop a positive Health and Safety culture amongst all who work for us. We will ensure that where arrangements are made for the Health, Safety and Welfare of our employees, they are made known, maintained and reviewed whenever there is a change of location or operation.

**HEALTH AND SAFETY IS FIRMLY A MANAGEMENT RESPONSIBILITY, AND SUPERVISION AT ALL LEVELS IS A VITAL PART OF THE COMPANY'S ORGANIZATION FOR HEALTH AND SAFETY AT WORK.**

**SENIOR MANAGEMENT**

Overall and final responsibility for Health and Safety is that of The Board of Directors, responsible on behalf of the aforementioned is Michael Keith. Responsible as his Deputy is Ian Wheeler. Our duties in respect of Health, Safety and General Welfare of employees and others affected by our activities as a Company may be summarized as follows: -

- The Board of Directors accepts formally and publicly its collective role in improving Health and Safety Leadership in its organization.
- The Board of Directors accepts its role in providing Health and Safety Leadership.
- The Board of Directors will ensure all decisions reflect its Health and Safety Intentions, as indicated in the Health and Safety Policy Statement.
- The Board of Directors is committed to the concept of Continual Improvement in Health and Safety Performance.
- The Board of Directors will recognize its role in engaging the active participation of employees in improving Health and Safety.
- The Board of Directors will ensure it is kept informed of and alert to relevant Health and Safety Risk Management issues and has appointed the named individual to overall Health and Safety issues.
- The Board of Directors will monitor operations to ensure that Objectives and Policy are implemented and achieved.
- The Board of Directors will receive reports on aspects of Health and Safety and review 'Assessment and Performance Rating Standards' to determine courses of action required.
- Ensure all employees are instructed regarding the provision, location and use of safety equipment, Personal Protective Equipment, fire equipment and first-aid facilities.

**Communication**

- We shall ensure that relevant information regarding Health and Safety is communicated to all employees and that any Health and Safety matter brought up by an employee is investigated and, where necessary, remedial action is taken.

**Risk Assessments and Safe Systems of Work**

- We shall ensure that suitable and sufficient Risk Assessments are carried out and recorded and that suitable safe systems of work are in place.

**Training**

- We shall ensure that all employees understand, accept and fully carry out their responsibilities for Health and Safety matters and also ensure that they have adequate training, instruction, information and supervision to undertake these responsibilities.

**Accidents, Non-Conformity and Health and Safety Concerns**

- We shall ensure that all accidents, non-conformities or safety concerns are thoroughly investigated, recorded and reported where required. Results shall be examined, ensuring that action is taken in any area shown to be a safety hazard or not complying fully with statutory requirements. Periodic monitoring shall also be undertaken at relevant intervals.

**Plant, Work Equipment and Facilities**

- We shall ensure that regular inspections and maintenance of plant and work equipment, as required by statute, are carried out and necessary records are kept.
- Ensure there is a safe means of access and egress to site.
- Ensure all plant, work equipment and welfare facilities are kept in a clean and safe condition.

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**Hazardous Substances**

- Ensure all employees safely handle & store hazardous substances in accordance with established rules and procedures.
- Ensure all hazardous substances are assessed, monitored and controlled and appropriate records kept.

**Forward Planning**

- Ensure Health and Safety matters are a prime consideration in any forward planning as identified in the above general aspects.

**Responsibilities of Managers/Supervisors**

Our Managers and Supervisors are responsible to the person identified as having overall responsibility for Health and Safety with regards to our Safety Policy and Rules. They have the day-to-day responsibility for implementing the Company's Health and Safety Policy, Safe Working Practices and providing information to employees on hazardous activities, substances and general precautions they must take. They will ensure:

- That all employees are adequately informed, instructed, trained and supervised so that they are competent to carry out their work safely. This will involve assisting and advising in the safety training process where appropriate.
  - Where training needs are identified, arrangements are made for that training to be carried out and suitable records are kept.
- That all company procedures, practices and safe systems of work are adhered to at all times and that company employees will not carry out any activities that will create risk or hazard to others.
- That no operations carried out by contractors will place employees or members of the public at risk.
- That there is adequate communication and co-operation between all parties within the workplace regarding health and safety.
- All accidents, ill health or near miss incidents arising from the company's undertaking are recorded, adequately investigated and reported as detailed in our Accident and Incident Reporting Procedure.
- That they promote and support the development of a positive Health and Safety culture and are committed to the continual improvement of health and safety performance.
- That all relevant statutory records are regularly maintained and inspected.
- They are aware of all fire precautions, emergency procedures and welfare arrangements within the company and pass this information on to all employees.
- Workplace inspections are carried out and assist with health and safety monitoring.
- They contribute to any Review on Health and Safety matters. All Managers and Supervisors will know their own responsibilities and those of the people under their control with regards to the Health and Safety Policy.

In addition to these responsibilities, they shall also comply with any general requirements placed on them as an employee of the company.

**Responsibilities of Employees**

All employees are to familiarize themselves with the contents and requirements of our Company Health and Safety Policy, Procedures, Statements and any Safe Working Procedures applicable to their duties. They must co-operate in complying with the requirements of applicable Health and Safety Legislation and Company Policies. In particular this will include:

- Following safe systems of work/safe working procedures.
- Making use of and adhering to control measures identified in Risk Assessments.
- Using any equipment or facilities provided for the purpose they are intended and in a safe and correct manner.

Employees must:

- Report to their Manager / Supervisor immediately any defect in or loss of equipment (including PPE) provided.
- Inform their Manager / Supervisor immediately of any situation that could be hazardous to them, their colleagues or other people.
- Report to their Manager / Supervisor immediately all accidents (including near misses), incidents of disease or dangerous occurrence that arises out of their work activities.
- Ensure the Accident Book is completed in respect of an accident to him/her resulting in injury.
- Take reasonable care for their Health and Safety and of any other persons who may be affected by their work and associated activities.

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It should be understood that all employees have a legal duty:

1. To take reasonable care of themselves and other persons who may be affected by their acts or omissions.
2. To co-operate with the Company to ensure that the Company can fulfil its statutory obligations.
3. To inform on any situations posing serious and imminent danger.
4. To advise on any identified shortcomings in the Company's policies and procedures.
5. Not to intentionally, or recklessly interfere with, or misuse anything provided in the interest of health and safety.

**Individual Roles & Responsibilities**

Each identified individual will assist Michael Keith in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under any relevant statutory provisions. Each identified individual has prime responsibility for the health, safety and welfare of all persons under their control (including contractors and visitors) and within their area. They should ensure that everyone is aware of the likely hazards they may encounter and the agreed safe working methods. All persons will also be made aware of the relevant emergency procedures. Full competency assessment documents are retained on individual files or (where necessary) outside assistance is gained.

Area of Responsibility	M Keith	T Ainley	R Parsons	M Williams	J Keith	L Ormsby	I Wheeler	A Hemsley	S Kelly	C Morgan	C Worsley	J Davies	M Fountain	M Preval	J Ellis
Safety Inspections/audits	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Noise Assessments	✗	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗
Risk Assessments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Assess Manual Handling	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Assess Hot work	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Assess Dust & Fumes	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Assess Access & Egress	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Accident Reporting	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Accident Reporting (HSE)	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Accident Recording	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Accident Investigation	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Appointed Persons	✓	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Permits to Work	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✗	✗	✗	✗	✗
First Aid Kits	✗	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗
Work Equipment	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗
Work Equipment Inspections	✗	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗
Health and Safety Training	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Fire Procedures	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
COSHH Assessments	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Issuing PPE	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Health & Safety Monitoring	✓	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Environmental Matters	✓	✓	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗

Signed by the executive responsible for Health and Safety:



**Michael Keith**  
**Managing Director**  
**Date: 28<sup>th</sup> August 2025**