



# HEALTH AND SAFETY POLICY

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## 1. PURPOSE OF THE POLICY

This Health and Safety Policy outlines our dedication to providing a safe and healthy workplace for all Refiniti Limited employees, contractors, visitors, and stakeholders. We place a premium on the health and safety of our employees and strive to prevent accidents, injuries, and occupational diseases through proactive measures and continuous improvement.

This is merely a policy statement and does not form part of your employment contract. The Employer may modify this policy at any time at its sole discretion. The Employer will periodically evaluate this Policy to ensure that it is achieving its objectives.

## 2. COMPLIANCE WITH LAWS AND REGULATIONS

Refiniti Limited will adhere to all applicable local, regional, and national health and safety laws, regulations, and industry standards. Our operations will meet or exceed the minimum standards established by relevant authorities to ensure a secure workplace.

## 3. RESPONSIBILITY AND ACCOUNTABILITY

- **Management Commitment:** Management is responsible for providing the necessary leadership, resources, and support to maintain a robust health and safety programme. Through regular communication, participation, and continuous improvement, they will manifest a visible commitment to health and safety.
- **Employee Responsibility:**
  - It is the responsibility of every employee to adhere to health and safety policies, procedures, and guidelines.
  - They are urged to promptly disclose hazards, incidents, and unsafe conditions to their supervisors or safety representatives.
  - Keep the workplace tidy and hazard-free. Use equipment as directed, following any instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
  - Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for maintenance and safety of equipment.
  - Ensure that health and safety equipment is not interfered with. Not attempt to repair equipment unless suitably trained and authorised.
  - Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
  - The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences where required.
  - If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.
  - Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency.
  - Comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).



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- Co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same). Fire drills will be held at least once every 12 months.
- Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
- Notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.
- On discovering a fire, all staff must:
  - Immediately trigger the nearest fire alarm and, if time permits, call **999** and notify the location of the fire.
  - Attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
  - On hearing the fire alarm, all staff must:
    - Remain calm and immediately evacuate the building, walking quickly without running, and following any instructions of the fire wardens.
    - Leave without stopping to collect personal belongings.
    - Stay out of any lifts.
    - Remain out of the building until notified by a fire warden that it is safe to re-enter.
  - The Health and Safety Officer is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.
- Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow the guidelines set out in this Policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up to date with Government guidance.
  - If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer.
  - Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow the guidelines set out in this Policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with Government guidance.
  - Although Government restrictions introduced in response to the Coronavirus (COVID-19) pandemic have been lifted, the pandemic is ongoing and appropriate safety measures must be adhered to. Employees must adhere to the Coronavirus (COVID-19) mitigation provisions which are still relevant to our workplace. These include:
    - *Hygiene Practices at Work*
      - Staff must follow all hygiene measures which we implement. When appropriate, these may include increased frequency of hand washing, wearing protective clothing, and sanitising workstations and desks.
      - We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and when appropriate we expect all staff to use these facilities frequently whenever entering and exiting the workplace.



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- We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
- We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and disposing of any waste, such as used tissues or hand wipes, responsibly.
- Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.
- *Mental Health Whilst Working During Coronavirus (COVID-19)*
  - We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
  - If you are working remotely from home or returning to the workplace, we encourage staff to:
    - Connect with their fellow colleagues for informal chats or video calls.
    - Get regular exercise and sunlight outdoors.
    - Take regular breaks away from their workstation.
    - Ensure they are drinking sufficient water and eating properly.

#### 4. RISK ASSESSMENT AND HAZARD CONTROL

- Risk Assessment: We will conduct routine risk assessments to identify potential workplace hazards and evaluate the associated risks. There will be documentation of these assessments, and control measures will be implemented to mitigate or eliminate identified hazards.
- Hazard Control: We will implement and maintain effective procedures and controls to reduce workplace hazards. This includes providing personal protective equipment (PPE), instituting engineering controls, and assuring the safe use, storage, and handling of equipment, substances, and materials.

#### 5. TRAINING AND COMMUNICATION

- Training: We will provide all employees, contractors, and relevant stakeholders with comprehensive health and safety training. Training programmes will be devised to improve the awareness, knowledge, and abilities required to identify hazards, prevent incidents, and respond effectively to emergencies.
- Communication: We will establish effective communication channels for health and safety matters, ensuring that all employees have access to pertinent information. This includes safety meetings, newsletters, bulletin boards, and other suitable forms of communication.



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### 6. EMERGENCY PREPAREDNESS AND RESPONSE

We will develop and implement an Emergency Response Plan to effectively manage potential emergencies such as fires, natural disasters, medical emergencies, and incidents involving hazardous materials. Regular actions and exercises will be conducted to evaluate the efficacy of emergency procedures and improve preparedness.

### 7. INCIDENT REPORTING AND INVESTIGATION

- Incident Reporting: All incidents, accidents, near-misses, and occupational maladies must be promptly reported through the designated channels. This permits prompt investigation, analysis, and implementation of corrective measures to prevent future incidents.
- Incident Investigation: We will investigate all incidents to ascertain their underlying causes and identify improvement opportunities. Objective investigations will be conducted, and the results will be communicated to the appropriate parties. To address the identified deficiencies, corrective and preventive measures will be taken.

### 8. CONTINUAL IMPROVEMENT

We are committed to enhancing our health and safety performance continuously. We will conduct routine monitoring, evaluation, and review of our policies, procedures, and practices to ensure their efficacy. We will improve our overall health and safety management system by incorporating lessons learned and best practices.

This Health and Safety Policy will be reviewed periodically and revised as necessary. All employees are responsible for familiarising themselves with this Policy and adhering to its provisions. Infractions are subject to disciplinary action, including termination of employment.

### 9. Non-Compliance With Health and Safety Rules

Any breach of health and safety rules or failure to comply with this Policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's Disciplinary Policy up to and including immediate dismissal.

### 10. APPROVED BY:

**REFINITI LIMITED**

A handwritten signature in black ink, appearing to be "Ben Williams", written over a light grey rectangular background.

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Authorized Signature

Ben Williams  
Managing Director  
05-09-2023