

HEALTH & SAFETY POLICY

Ecosan will comply to responsibilities under the Health and Safety at Work etc Act 1974 and other relevant safety legislation with regards to its employees and others. It is the policy of the company to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities and will act positively where possible, to prevent accidents, injury, ill health, damage and loss to both property and the environment arising from our services.

Therefore the company accepts the responsibility: -

To provide and maintain safe and healthy working conditions on their premises taking account of relevant statutory requirements and ensure that all employees are aware of their responsibilities with regards to environmental matters.

- 1) To foster an interest in Health & Safety throughout the company's activities and consolidate this into a constant awareness and responsibility for these matters at work and for management to set an example in safe behaviour.
- 2) To provide such training as may be relevant to their particular operations to assist employees at all levels to perform their work safely and efficiently.
- 3) To make available such safety devices and protective equipment as may be appropriate and to secure the supervision of their use.
- 4) The company will actively carry out risk assessments of all aspects of the business.
- 5) See that all new Company or legal instruction in respect of Health & Safety is communicated to all employees, keeping them abreast of standards, codes of practice and relevant statutory provisions.
- 6) To establish and regularly review objectives and legal obligations to continually improve safe systems of work.

Employees of the company have a duty to co-operate in this objective: -

By working in a safe and efficient manner with regard to not only their own safety but also that of others who may be affected by their acts or omissions.

- 1) By properly using safety devices and protective equipment provided and by meeting statutory obligations.
- 2) By reporting any incident that has or could have caused injury or damage and follow the correct accident reporting procedure.
- 3) By co-operating in the investigation of accidents with the object of introducing measures to minimise the possibility of recurrence.
- 4) By adhering to company procedures and observing instructions designed to contribute to the protection of health and safety.
- 5) Discussion about Health & Safety, accident prevention and environmental issues will be encouraged at all levels of employee. To this end safety meeting will be held on a regular basis.

The company are committed to complying with BS OHS 45001:2018. This statement of health & safety policy will be communicated to all employees of Ecosan and interested third parties.

Initial Date: 04/07/2022

Last Revised: 24/10/2025

HEALTH & SAFETY POLICY

Organisation and Responsibilities

Directors

The directors of the company have overall responsibility for Health and Safety in the Company, and will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all of the employees and will:

- Ensure suitable financial provision is made for health and safety obligations.
- Provide appropriate information, instruction and training as is necessary to ensure, so far as is reasonable practicable, the health and safety at work of the employees.
- Provision and maintenance of systems of work that are so far as is reasonably practicable, safe and without risk to health and safety.
- Arrangements for ensuring, so far as reasonably practicable, safety and absence of risks too health in connection with the use, handling, storage and transport of articles and substances.
- Monitor and asses risk to health and safety.
- Understand the company policy for health and safety and ensure it is readily available for employees.
- Actively promote at all levels the company's commitment to effective health and safety management.
- The provision and maintenance of a working environment for the employees that is, so far as reasonable practicable, safe, without risks to health.

And in addition:

- Ensure, so far as is reasonably practicable, that persons not in Company employment who may be affected are not thereby exposed to risk to their health and safety.

Health and safety Representative

The health and safety representative will, so far as reasonably practicable:

- Work closely with the Directors with responsibility for health and safety and the Branch Manager in relation to the health and safety arrangements for the company premises and for on-site working.
- Monitor the implementation of the health and safety policy throughout the company and reviewing it's appropriateness, update where applicable and ensure this is communicated to all employees.
- Investigate accidents and incidents and implement corrective action.
- Collate and report any accidents or incidents reportable under the Reporting or Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.
- Review Health and Safety legislation and implement any new requirements pertaining to the company's undertaking.
- Liaise with manager and employees as and when appropriate.

HEALTH & SAFETY POLICY

Employees

Part 1, section 7 of the Health and Safety at Work Act 1974 states the following:

- It shall be the duty of every employee while at work:
 - To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omission at work; and
 - As regards any duty or requirement imposed on their employers or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Health and Safety policy and carry out their work safely and in accordance with its requirements.
- Ensure that all protective equipment provided under a legal requirement is properly used in relation to any instruction/training given and in accordance with this Health and Safety policy.
- Reporting any defect to work equipment immediately to the office and complete relevant inspection documents.
- Reporting to management any incidents, which have led or might lead to injury or damage, and complete relevant accident book documents.
- Reporting any accidents or near miss incidents, however minor, to the office.
- Using the correct tools and equipment for the job in hand and in accordance with any instruction and training.
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of accidents and incidents.

Duties of all People

The act imposes a duty on all people, both people at work and member of the public, including children:

- They must not intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare, whether it has been provided for the protection of employees or other people.
- The purpose of the provision is clearly to protect things intended to ensure people's safety.
- The areas covered by the provisions include areas such as fire escapes, and fire extinguishers, perimeter fencing, warning notices for particular hazards, protective clothing and special containers for dangerous substances.

HEALTH & SAFETY POLICY

Roles & Responsibilities

Directors

- Allocating adequate resources to Health and Safety issues so that all employees know what is required of them under this policy.
- Ensuring they are aware of the current standards with regards to Health and Safety issues which may affect the company.
- Continually reaffirming the Company's commitment to Health and Safety issues through their everyday role within the company and the interaction with the employees.
- Providing a Company statement on any issue of Health and Safety, which requires a formal statement.
- Having regular meetings with the Health and Safety Representative, Deputy (Branch Manager) and Service Manager, with a view to reviewing performance in the last quarter and receiving feedback in general on Health and Safety issues.
- Set a good personal example at all times.

Health and Safety Representatives

- Ensure that the necessary risk assessments have been carried out and recorded and that detailed safe systems of working, adopting the 'best working practice' approach, is used for high-risk activities.
- Ensure that the health and safety policy is regularly monitored and reviewed. Also ensuring that it is communicated to all employees.
- Investigate accidents and incidents and implement corrective action.
- Collate and report any accidents or incidents reportable under the Reporting or Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.
- Review Health and Safety legislation and implement any new requirements pertaining to the company's undertaking.
- Having regular meetings with the Directors and Service Manager, with a view to reviewing performance in the last quarter and receiving feedback in general on Health and Safety issues.
- Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, appointed persons, and that the procedures, to be followed in an emergency are all in place.
- Ensure that all Employees are informed of any major Health and Safety issues affecting or likely to affect the Company and promote a pro-active approach to positive Health and Safety and risk management.
- Ensure there is adequate Health and Safety advice and awareness at all levels of the Company.
- Set a good personal example at all times.

HEALTH & SAFETY POLICY

Service Manager

- Ensure that any works which require site specific risk assessments and/or safe systems of working is communicated to the Director/Health and Safety Representatives and Operatives, and that these are in place prior to any works being carried out.
- Ensure that any Health and Safety concerns are communicated to the Director and Health and Safety Representatives.
- Ensure that all equipment used by operatives is in good working order and is regularly inspected.
- Understand the Company's Health and Safety policy and ensure that it is brought to the attention of all employees, particularly new employees through induction training.
- Have adequate knowledge of the Health and Safety at work Act 1974 and that operatives are adequately trained to enable them to carry out their duties.
- Maintain all health and Safety record keeping and maintenance records. Ensuring that any changes are communicated to the relevant members of staff.
- Ensure that any accident/incident is reported and investigated in accordance with Company Policy and any necessary follow up action is taken.
- Promote a pro-active approach to positive Health and Safety and risk management.
- Ensure all employees are made aware of the Company's Health and Safety Policy and that they received adequate training and consultation to enable them to satisfy their roles and this Health and Safety Policy.
- Set a good personal example at all times

Service Operatives

- The Health and Safety at Work Act 1974 requires that all employees should take reasonable care of themselves and others who may be affected by their acts, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties. Service Operatives can assist by:
 - Taking a pro-active role in assessing the Company's Health and Safety performance and suggesting ways (via service manager) in which improvement can be made.
 - Using the appropriate Protective equipment when required for the job, in relation to relevant COSHH assessments.
 - Report all defects in equipment together with any unsafe acts to the Service Manager.
 - Keep all equipment and vehicles in good condition.
 - Not carrying out any task for which they have not been trained or are unfamiliar.
 - It is important that all operatives feel capable of doing the task in which they are involved. If there is any doubt they should inform the Service Manager.
 - Set a good personal example at all times.

HEALTH & SAFETY POLICY

RIDDOR - Reporting Protocols and Injury Definitions

Health and safety representatives are required to Collate and report any accidents or incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.

Firstly, they need to Determine whether the incident that has occurred is reportable. A report needs to be carried out if:

- There is a death to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- There is a 'specified injury' such as:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
- An Employee has a reportable disease which is linked with occupational exposure to specific hazard. Reportable diseases are Carpal Tunnel Syndrome, Cramp of the hand or forearm, Occupational dermatitis, Hand Arm Vibration Syndrome, Occupational asthma, Tendonitis or tenosynovitis.
- There are any cases of occupational cancer, and any disease or acute illness caused by an occupational exposure to a biological agent.
- There is a dangerous including incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works.

HEALTH & SAFETY POLICY

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. However, they must fill in the accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

The next step would be to fill out the company's own accident log and keep a copy of the information, as it is the same information that we submit to RIDDOR.

Then, obtain a letter from the employees' doctor if someone is diagnosed with a work-related medical condition that must be reported.

Ensure that they have all the facts in front of them when they report the case to RIDDOR. Report all incidents online at <http://www.hse.gov.uk/riddor/report.htm> or call the number on the page if the incident is major.