

Introduction

We are committed to providing and promoting equal opportunities in employment. We aim to treat you and job applicants equally regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation ("Protected Characteristics").

Address:

MiTek Mezzanine Systems Ltd
11 Tower View
Kings Hill, West Malling
Kent
ME19 4UY

Tel: 01732 849900

e-mail: mezzanine-UK@mii.com

website: www.mitek-mezzanine.com

Office Working Hours:

Monday to Thursday 8:30am – 5.00pm
Friday 8:30am – 4.00pm
Saturday & Sunday - Closed

MiTek Mezzanine Systems Statement of Intent in regard to Health & Safety

It is the policy of MiTek Mezzanine Systems to conduct its business in a way that will not prove to be detrimental to the health, safety and welfare of its employees during the course of their employment. Similarly, the company is cognizant of its responsibility to others who may be affected by the company's work and products.

It will always endeavour to comply with current legislation including that outlined in the Health and Safety at Work Act 1974 (HSWA), the Management of Health and Safety at Work Regulations 1999 (MHSWR), Construction Design Management Regulations 2015 (CDM), The Working at Height Regulations 2005 and other relevant legislation. MiTek Mezzanine Systems accepts and understands all that is required to achieve a safe workplace and environment "so far as is reasonably practicable".

Employees working within the manufacture and installation processes use specific Method Statements, Risk Assessments and Health and Safety procedures which are guided by HSE requirements.

The company realises that Health and Safety should be the concern of all its employees and actively encourages a good 'safety culture' in all its undertakings.

This is achieved through;

- the provision of finances and resources by the Management
- the organisation of, and consultation with, **all** employees on matters of Health and Safety
- the continual review, monitoring and communication with its employees at all levels
- Any changes to the policy brought about by these communications being brought to the immediate attention of all its employees.

The Company would also like to remind employees of their statutory duty under Section 7 of the HSWA 1974 to:

Take reasonable care for their own health and safety.

Take reasonable care for the health and safety of anyone who may be affected by their acts or omissions.

Co-operate with their employer or any other person to enable legal obligations to be met.



M Loveday
Director

Signed for and on behalf of
MiTek Mezzanine Systems
3 November 2020

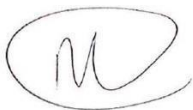
MiTek Mezzanine Systems Statement of Intent in regard to the Environment

The protection of the environment is a concern for everybody, and one MiTek Mezzanine Systems is committed to.

The Company does its utmost to protect the environment through its purchasing and production practices and its waste management controls.

The Company undertakes:

- To comply with all statutory environmental regulations
- To make the most economical use of all materials, water and energy
- To control the amount of waste produced, its disposal and storage
- To monitor continually the impact of its undertakings on its neighbours and the environment



M Loveday
Director
Signed for and on behalf of
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3 November 2020

1. HEALTH AND SAFETY ARRANGEMENTS PRINCIPAL POINTS

1.1 Fitness for Duty

Any employee found under the influence of or bringing any illegal substances or alcohol to the workplace will be deemed 'unfit for duty', suspended from work and reported for misconduct.

1.2 Misconduct

Breach of any of the following items will be considered gross misconduct and can result in the immediate dismissal of the employee, without notice.

- a. Noncompliance of company H&S regulations
- b. Theft from the workplace and/or other personnel
- c. Being in possession of or under the influence of illegal substances or alcohol whilst at work
- d. Malicious and threatening behaviour.
- e. Assault
- f. Wilful damage to property and/or company equipment.
- g. Misuse of any plant, materials or equipment supplied by the company.

1.3 Plant, Machinery and Equipment.

Only personnel with the correct and current certificate of competence are to use the plant, machinery or equipment provided by the company for the purpose of work.

1.4 The Board of Directors shall be responsible for the allocation of finances to each department for the implementation, maintenance and progression of Health and Safety as outlined in the company's Health and Safety documents.

1.5 Safety Audits, Risk Assessments, Method Statements and Accident Books will be used to record and monitor safety performance and levels within the company. These will be maintained by Matthew Loveday, with any breaches or changes brought to the attention of the board.

1.4 1.6 Any changes to any of the company Health and Safety documents must be brought to the attention of the employees using the channels of

communication as detailed in the management organisation chart. This can be done through internal memos, management meetings.

1.7 Identification of the main hazards facing employees will be subject to their workplace and environment. To this end, details of the hazards, risk assessments and safe systems of work will be available within the specific manual for the workplace.

1.8 All accidents and dangerous occurrences are to be recorded and where applicable reported to the HSE through RIDDOR 2013 F2508 forms. An accident investigation is to be carried out and the report to be made available to the Board where revision to the safety procedures will be made.

1.9 Taking into account relevant risk assessments and method statements, information, instruction, training and supervision are all to be appropriately applied for each workplace.

1.10 Information regarding the safe undertaking of the Company's activities should be made available to all staff.

1.11 In the event of a fire, employees should follow the emergency action plan as detailed in the relevant workplace Health and Safety Policy

1.12 The Health and Safety Law Poster is located in the Main Reception, along with health and safety information and training.

2. ORGANISATION

2.1 Overall and final responsibility for health and safety in the organisation is that of:
Matthew Loveday – Director
Andy Parsons – Project Manager

2.2 Day to day responsibility for ensuring implementation of this policy is that of:
Matthew Loveday – Director
Andy Parsons – Project Manager

2.3 To ensure health and safety standards are maintained /improved is the responsibility of:

Sales Department:

Geoff Green

Contracts Department:

Matthew Loveday & Andy Parsons

General Office:

Matthew Loveday & Andy Parsons

2.4 All Employees have to:

- Co-operate with supervisors and manager on health and safety matters
- Not interfere with anything provided in the interest of health and safety
- To take care of their own health and safety and that other persons who could be affected by their actions
- Report all health and safety concerns to an appropriate person
- Not to use equipment for which suitable and adequate training has not been received

2.5 The responsibility for consulting with employees on matters of health and safety is with:
Matthew Loveday - Director

3. EMERGENCY PROCEDURES – FIRE & EVALUATION

3.1 Information and training in emergency procedures, fire and evacuation to be provided during induction to the office and by:

Matthew Loveday– Operations Director

3.2 Fire extinguishers are to be maintained and checked by and every:

Fire Protection
Unit 12A Gaza Trading estate
Hildenborough
Kent TN11 8PL
Tel – 01732 450308

Service contract in place for 12 monthly services

Office fire wardens are:

Dean Kelsey
Teresa Daw
Adam Hibberd

3.3 Emergency evacuation procedure:

1. Sound the Alarm
2. Call the fire brigade – 999
3. Warn others in the building
4. Leave the building at the nearest exit and assemble in the main car park
5. Only if there is no immediate danger to own life tackle the fire with nearest suitable appliance
6. On arrival of the fire brigade indicate the fire location
7. When possible carry out a roll call to ensure that everyone has vacated the building. If there is doubt, then inform the fire brigade on their arrival.

4. ACCIDENTS, FIRST-AID AND WORK-RELATED ILL HEALTH

4.1 The appointed First Aid People are:

Andy Parsons
Faye Chilvers
Megan Schenk

4.2 All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by / at:

First Aid cupboard located in the kitchen

4.3 The person responsible for reporting/investigating accidents and dangerous occurrences are –

Matthew Loveday
Andy Parsons

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The board of Directors will ensure that policies and procedures are in operation and up to date to the full requirement of The Control of Substances Hazardous to Health Regulations 2002. Risk assessments will be completed.

6. MANUAL HANDLING

Lifting and moving loads by hand are one of the biggest causes of injury at work. Many manual handling injuries result from repeated operations, but even one bad lift can cause a lifetime of pain and disability. The Manual Handling Operations Regulations 1992 require employers to avoid the need for manual handling if it creates a risk of injury. If avoidance is not reasonably practicable employers have to carry out an assessment, reduce the risk of injury as far as is reasonably possible and provide information about the weight of loads.

In manual handling, endeavour to prevent injury by:

- Consider mechanical means of transporting or moving materials.
- Keep working area clean & tidy to reduce trip hazards when carrying loads.
- Do not lift individually and risk an injury to yourself.
- All personnel should be instructed in correct/good and safe manual handling techniques in order to reduce the risk of personal injury.
- Never exceed your own Physical capability.
- Routes to be taken should be planned and free from obstacles and the safest egress route used even when it is slightly longer.
- When in pairs work as a team and concentrate on the work you are doing and never try to exceed your own physical limits.
- Ensuring the personnel lifting has a clear understanding of the task and the method for each lift.
- Regular breaks and job rotation are required to avoid injury or harm

7. DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 set down safety standards for the use of computers and with any accessories, furniture, and the immediate work environment. All of these have a monitor or a Visual Display Unit (VDU).

The main part of these regulations applies in detail only to those employees who habitually use display screen equipment (DSE) for a significant part of their normal work. The reasons for this definition stem from the likely risks associated with prolonged display screen use, *e.g.* musculoskeletal aches and pains, visual fatigue, and stress.

All DSE workstations must be assessed to reduce the risks from using them. This will be done initially by staff self-assessment using a questionnaire available from Matthew Loveday Problems identified should then be discussed with the directors.

Formal risk assessment records are made for DSE USERS under their control, and that any additional items required for staff to use workstations safely are supplied within a reasonable time.

All managers and staff must ensure that DSE work is planned to break up spells of keyboard/screen work with frequent breaks to carry out other tasks thus preventing fatigue. The recommended minimum is at least five minutes in every hour, and the frequency of short breaks (to get up and move about) should be increased during periods of intensive work or whenever discomfort is experienced.

All workstation equipment provided for prolonged use is required to comply with the details in the Schedule to the regulations. However, anyone suffering discomfort from using their workstation must have their problem remedied as soon as is reasonably practicable, if necessary, by purchasing additional items.

Fully adjustable 'typists' chairs should be supplied for all USERS. Anyone with a faulty chair should report it immediately to the directors for repair or replacement.

8. RISK ASSESSMENT

The Health and Safety at Work Act 1974 and Regulation 3 of the Management of Health and Safety at work Regulations 1999 requires MiTek Mezzanine Systems undertakes risk assessments of its operations in order to ascertain the significant risks to health and welfare of its employees and visitors. It is a requirement that the findings from such risk assessments are recorded, for the purpose of providing evidence that an acceptable level of controls are in place to reduce the risk to the lowest level.

Risk Assessment will be carried out by Matthew Loveday on an annual basis or when there are changes to the working environment, equipment or procedures.

9. TRAINING

The Directors will arrange appropriate training for existing and new employees. Records are held with the QMS Manager.

10. CLEANLINESS AND GOOD HOUSEKEEPING

Good housekeeping in all areas is an essential feature of safety and prevention of accidents. All employees must have regard for the following:

- Ensure all entrances, corridors, walkways and exit doors are clear of obstructions at all times
- Minimize the risk of Slips/Trips and Falls by maintaining good housekeeping in and around your working area throughout the day and adopt a clean up after every task policy
- Close cupboards and drawers securely after use.
- Switch off all electrical equipment after use (unless taped off, if in don't ask your Director) Do not overload sockets.
- Never overload shelving or store heavy items above head height.

- Do not allow wires to project into walkways where they present a trip hazard.
- Clear away immediately any dangerous substances using the appropriate cleaning equipment.
- Ensure that equipment is cleared away after use and store areas are kept under control at all times.
- Route leads safely: parallel to (and not across) pedestrian walkways.
- If by the work you are carrying out you create new trip hazards ensure you mark them or make them safe.
- Assess in and around working area for possible trip hazards prior to work starting.

11. MONITORING and AUDITS

All MiTek Mezzanine Systems employees are expected, where reasonably practicable, to monitor their own health and safety arrangements to ensure maximum performance with the minimum risk involved and taken. The main monitoring mechanism is the Health and Safety Review Meetings held sixth monthly. At these meetings, the company's health and safety issues will be raised discussed, reviewed and where necessary acted on.

12. CONTRACTORS AND SITE PRINCIPLE POINTS

- All sub-contractors are to work to MiTek Mezzanine Systems – Sub Contractor Guidance Document (Available upon request)
- Site Specific Method Statement and Risk Assessments are to be completed and followed for each project.
- Random Site Audits to be carried out by MI Contract Managers
- MI Contract Site Documents (CSD 1 - 21) are to be carried at all times by site manager and completed where necessary
- Contract Documents (CD 1-7) are to be completed for each project and returned to MI office.

13. VISITORS

All visitors will sign in and out and will also be escorted by an MI employee at all times.

14. SAFETY ADVISER

New MiTek Mezzanine Systems employees will receive their Health and Safety Induction within the first few weeks of employment. The Induction will cover this document and Mezzanine procedures.

15. ELECTRICAL EQUIPMENT

Electrical equipment in the office is checked on a sixth monthly basis or if the workstations have been moved or altered all inspections are carried out by a competent person. All site equipment is PAT tested and registered.

General Guidance for Electrical Equipment:

- Never overload sockets
- Ensure safe routing of cables
- Ensure that cables are no kinked or twisted
- Replace any damaged cable immediately
- Use RCD's where necessary
- Ensure power sockets are off before plugging in or un-plugging
- Check for overheating of the equipment
- Minimise dust
- Switch off all electrical equipment after use (unless taped off, if in don't ask your Director)
Do not overload sockets.

This Health and Safety Policy will be reviewed – January 2021

Date: November 2020