





HEALTH AND SAFETY POLICY

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INTRODUCTION

This document forms part of the company Health and Safety Management System for Integra Quality Ltd as required under the Health & Safety at Work Etc Act and the Management of Health and Safety at Work Regulations.

Integra Quality's Health and Safety Management System will be reviewed regularly by the Company in consultation with our employees and stakeholders and will be amended as necessary to reflect the best practices and procedures for all IQL operations. A review may be triggered by changes to legislation, operating conditions, personnel, etc., or due to the outcome of accident and incident investigations or enforcement activity.

The Health and Safety Policy is available to all staff via our Electronic Information Management Systems. The policy statement will be on display on the company notice board in the main office. Where appropriate, individual sections may be issued to specific staff members. This Health and Safety Policy should be read and implemented in conjunction with the Risk Assessment Manual which is also available electronically.

Every member of staff within the Company has a duty to ensure that all persons are familiar with the contents of the Health and Safety Policy and that the guidance contained within this and the IQL Risk Assessment Manual are implemented and followed wherever necessary.

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HEALTH AND SAFETY POLICY AND ARRANGEMENTS

OUR SAFETY PROMISE TO OUR GUESTS AND EACH OTHER

Integra Quality Ltd is committed to delivering the best possible consulting and training experience to our customers. A key part of this commitment is to uphold and maintain the highest safety standards across our facilities, and when on clients' sites.

The safety of our teams, guests, contractors, and other stakeholders is paramount, and we will not ask anyone to do anything in which they feel unsafe.

We will:



Continually monitor and improve our Health and Safety and Fire standards.



Always work safely, report, and investigate all hazards & accidents immediately.



Maintain procedures, equipment and fire routes to ensure we can evacuate safely from the building.



Ensure our staff and associates are appropriately trained for the tasks at hand.




Have pride in our spaces and maintain high standards of tidiness and hygiene.

HEALTH & SAFETY POLICY STATEMENT

IQL recognises its duties under the Health & Safety at Work Act 1974, and will ensure, so far as is reasonably practicable, the health, safety, and welfare of customer, employees, and stakeholders.

IQL also recognises its responsibilities under the Management of Health & Safety at Work Regulations 1999, relating to the provision and management of safe systems of work.

Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, and others who may be affected by our activities.

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Employees will be provided with the appropriate information and training to enable them to implement the relevant sections of this policy.

In accepting these responsibilities, the Company would like to remind each employee that he/she has a legal duty to take reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions.


The policy will be reviewed and updated as necessary, to take account of changes within the business and legislation.



Victor Medina

Managing Director


06/06/2022

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INTEGRA QUALITY'S SAFETY OBJECTIVES

IQL have agreed to adopt the following objectives in relation to ensuring the health, safety and welfare of any person working or otherwise involved with the business activities.

- » To design and implement working practices and premises which will ensure that the risk of harm is minimised for every employee, customer, or stakeholder.
- » To maintain workplaces in a condition that is safe and without risk to health.
- » To provide and maintain equipment and systems of work that are safe without risk to health.
- » To ensure the safety and absence of risk to health in connection with the use, handling, storage and transport of articles or substances.
- » To investigate all major injuries and dangerous occurrences (as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to any person or premises without delay and always within 24 hours of notification. All other accidents/incidents to be investigated within ten days where considered appropriate.
- » To provide sufficient information, instruction, training, and supervision as is necessary to promote the health & safety of its employees and always in relation to relevant new legislation as soon as possible after its implementation wherever necessary.
- » To carry out Risk Assessments of all work tasks presenting a significant risk to health and/or safety as required by the Management of Health and Safety at Work Regulations and to ensure that these are implemented in association with the Integra Quality's Health and Safety Policy.
- » To monitor the effectiveness of the Health and Safety Policy throughout its activities in accordance with the procedures set down in the Policy and to review and alter the Policy wherever necessary to maintain exemplary standards of health and safety.
- » To ensure that adequate financial provision is made by IQL to address issues relating to health and safety.

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ORGANISATION & SPECIFIC RESPONSIBILITIES

Organisation Chart




Specific Responsibilities

Managing Director

The Managing Director has ultimate responsibility for the implementation, control, monitoring and review of the Health and Safety Management System and will ensure that health and safety is given equal importance to all other business functions. Wherever appropriate, responsibilities are delegated through the organisation to ensure the operational success of the Company Health and Safety System.

The role of the Managing Director in terms of this responsibility is to ensure: -

- Statutory and Company information on health, safety and welfare has been collated and disseminated to an agreed circulation throughout the business, including displaying the required health and safety information and insurance policy documents.
- All health and safety matters detailed in this Health and Safety Policy are achieved in practice by all employees over whom they have direct control, and that additional precautions or procedures are devised where necessary.
- Any incident which falls within the scope of The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations has been reported to the HSE within the correct timescale.
- Reporting matters of maintenance, equipment/plant failure as soon as possible.
- Carrying out site specific risk assessments, manual handling assessments, COSHH assessments and fire risk assessments and reviews where appropriate.

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- An appropriate system is in place to ensure all accidents and accident prevention measures are reported and investigated in conjunction with the Company Safety Consultants.
- Adequate first aid equipment is available, contents are kept up to date, and employees are aware of the location of the first aid equipment.
- All employees have been advised of any breakdown or change of the Company Health and Safety Policy and changes or additions to legislation as soon as possible following such changes and within 24 hours.
- Periodic inspections of all areas have been undertaken to ensure that standards are being maintained.
- Training relating to health and safety and fire safety has been carried out as detailed in this Health and Safety Policy and relevant training records are maintained.
- Inspectors on site visits have been accompanied and liaison between them and the Premises undertaken.
- All equipment and substances that are provided are maintained in a condition that is safe and without risk to health.
- Any premises undertaking tasks which they consider may give rise to a risk of imminent danger to any person is adequately controlled and reported immediately to the Company Safety Consultants.
- Difficulties in the safe operation of plant or equipment, or company policies and procedures brought to their attention, are communicated to the Company's Safety Consultants for guidance and advice and that such guidance and advice is acted upon appropriately within the agreed timescales.
- Regular fire alarm testing and fire drills are undertaken, as appropriate, and the appropriate fire records are completed.
- Defined fire precautions and fire prevention standards are maintained.

To manage and develop good health and safety standards, the Managing Director may delegate some of these duties to relevant employees, however overall responsibility will remain with the Managing Director.

Employees


All employees have duties under health and safety legislation in assisting and co-operating with the Company and the Premises in carrying out its duties. In summary the key health and safety duties of an employee will have been met when:

- Standards laid down in the Health & Safety Policy Manual are understood, adopted, and maintained at all times.
- Behaviour at work towards other employees, visitors and customers is undertaken in a responsible and safe manner.
- All specific functions relating to health and safety at work have been carried out to the required level.
- Any accident, incident, near miss or personal injury which occurs to them is reported to the Managing Director as soon as possible.

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- Any actual or potential hazard that becomes known to them is reported immediately to the Managing Director or other responsible person, the former by the fastest available means.
- In the absence of a management representative, immediate action as necessary is taken, any such action taken by any other person is assisted, if requested, to remove any hazard that poses an immediate risk to health or the safety of any person, provided that any action taken must be reported to the Managing Director as soon as possible after it has been taken.
- Any properly authorised order, directive or instruction issued by any properly authorised person, concerning health and safety is carried out, provided it is safe to do so.
- Anything done or provided in the interest of health, safety or welfare is not interfered with or misused.
- Any protective clothing or safety equipment provided by the Company for reasons of health and safety is used appropriately and when required.
- Information requested by any properly authorised person concerning health and safety is provided in the form requested.
- Issues which require further attention, including any of those highlighted within this document are reported to the Managing Director.

NB None of the above should be taken as in any way excluding or contradicting any legal requirement or responsibility for any statutory enactment in force at the time.

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Visitors

IQL recognises that it has a responsibility for the safety of customers and visitors. It is essential that all operations and activities which relate to their health and safety are fully enacted. All visitors to site will be required to register their presence with a responsible person, and contractors must make themselves known to the responsible person on site at the start and at completion of any job. The Managing Director may be reached via the company phone number if needed.

The responsibilities of the site in this respect will have been met when:

- As far as is reasonably practicable, customers or visitors are not exposed to risks to their health and safety and such persons have been provided with any information that may be necessary to ensure this.
- In addition, Contractors working in the company's premises will have met their responsibilities when:
 - All areas are restored to safe condition, and any residual hazards are reported and mitigated as far as reasonably practicable.
 - Fire exit routes, fire prevention equipment, fire extinguishers etc. are not obstructed, tampered with, or abused and are used solely for purposes for which they were designed.
 - Any issues relating to fire and evacuation are reported to the Managing Director.