HEALTH AND SAFETY POLICY

UKSE Group recognises that the health and safety of employees and others who may be affected by the organisations operations, is of primary importance in the successful conduct of its business.

The Health & Safety at Work Act 1974 requires UKSE Group Ltd to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our acts or omissions. The UKSE Group defined performance standard (in so far as is reasonably practicable) is zero accidents; compliance with statutory requirements will be the minimum acceptable standard adopted to achieve this goal.

In order to carry out this policy, responsibilities for health and safety have been clearly defined, allocated and accepted at all levels in the organisation structure. Every employee is involved in creating a continually improving safe working environment for themselves and others and we work on the principle that all accidents, injuries and occupational ill health are preventable. All employees must play their part in implementing this policy within their relevant industry sectors and ensure they establish/retain a clear understanding of the associated safety standards in order to constantly improve.

It is the policy of UKSE Group that the company will, so far as reasonably practicable, ensure:

- The provision of adequate control of the health and safety risks arising from our work activities and in compliance with the provisions of the Health & Safety at Work Act 1974;
- All office equipment is provided and maintained in a safe condition and without risk to health and that systems of work which are safe and without risk to health are established and followed;
- Arrangements are made and complied with for the safe use, handling, storage, and transport of articles for use at work;
- Employees are provided with such information, instruction, training, and supervision as is necessary to secure their safety and health at work and the safety of others that may be affected by their actions;
- Employees' place of work is safe and provided with adequate means of access and egress; and the working environment is safe and without risks to health and that adequate arrangements are made for their welfare whilst at work;
- Regular fire drills are conducted by the premises management and all fire equipment is supplied and maintained at all times; and
- Employees are consulted regarding health, safety and welfare matters and are encouraged to bring any concerns to the attention of the UKSE Group management team.
- This policy is communicated to all employees, contractors and temporary workers at induction, is continually available on the company intranet and is reviewed regularly for effectiveness.
- There is provision for safe methods of handling, transport and storage of items, materials and substances as required by relevant regulations.
- Staff refusing to work on the grounds of health and safety are supported and respected.
- Adequate, competent support and supervision is provided to enable all employees and sub-contractors to comply with their responsibilities.
- Sufficient training and mentoring is provided to ensure the competence of all staff.
- Sufficient resources are made available to ensure health, safety and welfare provision are adequately delivered.
- All relevant legislation and other infrastructure mandatory requirements are fully complied with.
- Staff are encouraged to promote safe behaviours and UKSE Group will endeavour to re-educate any un-safe behaviours.

Employee Responsibilities:

All employees have a duty, whilst at work, to take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions and to co-operate with UKSE Group in fulfilling its statutory duties. Employees must not interfere with, or misuse, anything provided in the interest of Health & Safety.

Accidents at Work – Accident Reporting:

All accidents, injuries and cases of ill–health caused by, or affecting an employee's work must be reported without delay. If an employee is injured, no matter how slight the injury may appear, the Employee must always report it to the office first aider and ensure that they are seen by the appointed person and that the details of the accident or injury are entered in the Accident Book.

- An Employee must not work if they have taken medication or any other substance which could adversely affect their ability to work safely.
- Any Employees who observe a situation in which a potential accident could occur or where an injury could be sustained by anyone in the building must report it immediately to a manager or director.
- All employees must report any damage to UKSE Group's property.
- All employees must read and comply with all notices, instructions, hazard & warning signs provided from time to time for their information.

First Aid Provision:

UKSE Group have a First Aid Box in their offices. Employees will be shown the location of the box at induction. The appointed company first aider is detailed on the office HSE poster.

The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly, and with sufficient resources, to ensure that they are dealt with adequately.

The implementation of this policy will be monitored throughout the company's activities in order to ensure compliance with its objectives. The Managing Director will be the main point of contact for all matters concerning Health & Safety and will involve the HSQE Consultant in case of investigation or improvements are suggested/required.

Martin Wood



Managing Director **Dec 2025**