HEALTH AND SAFETY AND WELFARE POLICY

Health and Safety and Welfare Policy

Policy Statement / Promoting and Commitment to the Policy

Skills Group, through the Board of Directors and the Managing Director, has responsibility placed upon it by the Health & Safety at Work Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all their employees, Learners and other stakeholders. Skills Group also commits to follow directions in regard to Health Safety & Welfare identified in the Skills and Post-16 Education Act 2022.

Skills Group is committed to promoting Health and Safety and Welfare. We believe it is everyone's responsibility to implement and promote this policy throughout the organisation and expect all staff and learners to share this commitment.

Our policy is set out to show our commitment and to gain/implement commitment from staff and all stakeholders. This extends to taking a pro-active approach to seeking opportunities to support Skills Group's Health and Safety and Welfare ethos. Our policy is promoted to all stakeholders and is published on our website.

Skills Group believes that good Health and Safety and Welfare is of equal importance as productivity and quality and will undertake, as far as reasonably practicable, steps to ensure a safe and healthy working environment for all employees and learners/apprentices in our care. All staff and learners receive training and updates in Health and Safety and Welfare throughout their time with Skills Group, ensuring they have up-to-date skills and knowledge.

Our Statement of Care/Controls

- It is Skills Group's responsibility to provide adequate care and cover for all staff/learners and stakeholders;
- To provide adequate control of the Health and Safety and Welfare risks arising from our work activities;
- To consult with our employees/learners on matters affecting their Health and Safety and Welfare and to provide and maintain a safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees/learners are trained/competent to do their tasks, and provide adequate/additional training where required;
- To prevent accidents and cases of work-related ill health;
- To ensure that there are continuous improvements to Health and Safety and Welfare performance to meet all relevant laws and regulations;
- To maintain safe and healthy working conditions; and

- To review and revise this policy as necessary at regular intervals.

Management and Staff Responsibilities/Managing Health and Safety Concerns

The Management of Health and Safety and Welfare Issues will be managed as follows:

Without detracting from staff responsibilities, the Managing Director has overall responsibility for Health and Safety and Welfare, through delegation and administration. The Health, Safety and Welfare Committee will be responsible and fully committed to identifying, putting into practice, managing Health and Safety and Welfare concerns and the day-to-day implementation of this policy.

This policy also covers activities relating to the Health and Safety and Welfare of learners on the various programmes with Skills Group (the company), whether on company premises or with an employer, placement or a sub-contractor. **All employees/learners/stakeholders have to identify risks.**

- Co-operate with the company, supervisors and managers on Health and Safety and Welfare matters and not interfere with anything provided to safeguard their Health and Safety and Welfare
- Use equipment in the way they have been trained
- Take reasonable care of their own Health and Safety and Welfare
- Ensure that their actions or omissions do not constitute a risk to others
- Report all Health and Safety and Welfare concerns to the appropriate person or Health, Safety & Welfare Committee

Training and Implementation of the Policy

All staff and learners will receive training and updates in Health and Safety and Welfare throughout their time with Skills Group, ensuring they have the knowledge and skills to implement the policy.

Induction training will be provided for all employees and learners on employment or on joining a training programme.

The Managers and Team Leaders responsible for new employee, will provide the induction training to Skills Group. The instructional staff for the specific occupation will provide job specific training and undertake a Health and Safety and Welfare induction for that occupational area to all.

Instructional staff will provide the induction training for the learner.

The HR department keeps all training records for employees; the relevant training coordinator keeps training records for all learners.

Training needs will be identified, arranged, and monitored by the HR Department/Line Manager instructional staff.

Health and Safety and Welfare Key Risks

All work activities will be assessed for risks (risk assessments) under the Management of Health and Safety and Welfare Regulations 1999.

The Health, Safety and Welfare Committee will initially prepare risk assessments for all occupational areas of the company in compliance with current legislation/regulations, which will then be verified by the individual instructors.

Thereafter the individual instructors will review all risk assessments for their work area every twelve months or where the work activity changes, whichever is soonest.

All risk assessments must take into account the immaturity, lack of awareness to risks and inexperience of the learners and extra control measures implemented to ensure a safe working environment.

The Health, Safety and Welfare Committee must be informed of any revisions made to the risk assessments, which will then be checked to ensure that those revisions remove or reduce the risk as far as reasonably practicable.

All trade instructors/line managers are responsible for ensuring that all personnel are made aware of the risk assessments, adhere to them and follow the safeguards (control measures) contained within.

Arrangements for Safe Handling and Use of Substances

All work activities involving the use of substances will be assessed for risks to health under the Control of Substances Hazardous to Health Regulations 2002 and Approved Code of Practice 2013.

The Health, Safety and Welfare Committee will initially prepare COSHH assessments for all occupational areas of the company in compliance with current legislation/regulations, which will then be verified by the individual instructors.

Thereafter the individual instructors will review all COSHH assessments for their work area every six months or where the work activity or substances changes, whichever is soonest.

All COSHH assessments must take into account the age and inexperience of the learner and extra control measures implemented to ensure a healthy working environment.

The Health, Safety and Welfare Committee to be informed of any revisions made to these assessments, which will then be checked that those revisions remove or reduce the hazard as far as reasonably practicable.

All trade instructors/line managers are responsible for ensuring that all personnel are made aware of these assessments, adhere to them and follow the safeguards (control measures) contained within.

Safety Methods Statement

The company safety method statements will follow best practice guidelines and are developed by taking into account any relevant risks associated with our activities.

The format that our safety method statements will take is an explanation of how the work will be carried out to ensure safety, including:

- How we will ensure the work area is safe
- Our safe system of work
- How we will ensure any tools or equipment are used safely
- How staff will ensure safe working is maintained
- Any training or information that will be necessary
- Any PPE that will be used

Safety method statements will be reviewed periodically to check that they are still valid.

All staff/learners are expected to work to the requirements of the safety method statements, unless there is reason to suspect it is not valid or accurate for the job, in which case, it should be brought to the attention of The Health, Safety and Welfare Committee for alteration.

No employees are to make any changes to the method statements without prior consultation with The Health, Safety and Welfare Committee.

Consultation with Employees

Employees/learners will be consulted on Health and Safety and Welfare matters (Health and Safety Consultation with Employees Regulations 1996) in the following ways:

- Direct responsibility by the Managing Director or Line Managers
- Consultation through the Health and Safety and Welfare Sub Group
- Consultation by The Health, Safety and Welfare Committee
- All learners will be consulted on Health and Safety and Welfare matters via their occupational instructors

The Health and Safety and Welfare Management Group convene every month. Its members consist of representatives, i.e. Health and Safety and Welfare Officer, Fire Officer, Safeguarding Team. Part of its function is to discuss all aspects of Health and Safety and Welfare, recommend changes through consultation that will improve the Health and Safety and Welfare and the Welfare of employees and learners.

The committee will also discuss accidents, which have occurred to both employee and learner whether at the company premises or work placement; the inspection report of company premises will be discussed and any recommendations will be implemented

Arrangements for Safe Plant and Equipment

The company will ensure that all plant and equipment meets Health and Safety and Welfare standards (Provision and Use of Work Equipment Regulations 1998, Noise at Work Regulations and Working At Height Regulations 2005) to ensure safe usage for both employee and learner.

The individual instructors will be responsible for identifying all plant and equipment requiring maintenance and for ensuring effective maintenance procedures are drawn up; The Health, Safety and Welfare Committee to ensure that all identified maintenance is implemented.

All new or second-hand equipment purchased by the company will be checked before use and make necessary adjustment, if required, to ensure that it is compliant with Health and Safety and Welfare regulations (PUWER 1998).

Portable appliance testing will be carried out on a regular basis; general safety checks are to be made prior to using portable tools and equipment.

No employee or learners are to use equipment unless adequately trained and thereafter supervised until deemed competent.
All lifting equipment will be checked according to the regulations (Lifting Operations and Lifting Equipment Regulations 1998).

The appropriate class instructor will be responsible for checking all lifting equipment and appliances, ensuring appropriate records and inspections are maintained.

A qualified engineer who represents the insurance company will undertake inspections every 12 months.

All trade instructors are responsible for checking ladders, stepladders, tower platforms and step-ups to ensure they are safe for use.

All work equipment must be used solely for which it was designed. Deliberate misuse and tampering with any work equipment is prohibited and will result in disciplinary action being taken.

The company will not be held liable for any injury arising from such misuse.

Information, Instruction and Supervision

All information relevant to Health and Safety and Welfare law, i.e. The Health and Safety and Welfare Law poster, is situated in the main corridor between the office suites and the reception area, and is in compliance with the Health and Safety and Welfare Information for Employees Regulations 1989.

Informational signs relating to first aid and electric shock are situated in the main corridor, whereas informational warning signs relating to risks/hazards are situated in the workshop areas, these signs are strictly to be followed by all employees and learners.

Advice on Health and Safety and Welfare issues are available from the company Health and Safety and Welfare Officer, the Health and Safety and Welfare Executive and The Health, Safety and Welfare Committee of the ESFA.

All learners are to be instructed to carry out their training/work in a safe manner, ensuring that their actions or omissions do not constitute a risk to themselves or their work colleagues.

Supervision will be undertaken by the instructional staff to ensure that daily work/training activities by the learner are carried out safely and in the way they have been instructed.

It is the responsibility of the training coordinators, Health and Safety and Welfare Officer and instructional staff to ensure that learners working at locations under the control of other employers are given relevant Health and Safety and Welfare information and ensure that the immaturity, lack of awareness to risks and inexperience of the learner is taken in account.

Accidents, First Aid and Related Ill Health Procedure

Health surveillance checks will be carried out regularly to monitor the effects of noise, (The Control of Noise Regulations 2005), dust and vibratory injuries (Control of Vibration at Work Regulations 2005) and where appropriate extra control measures will be introduced.

The Health, Safety and Welfare Committee, who will keep all records related to any of the above, will carry out the health surveillance checks.

All accidents, near misses and cases of work related illness at Skills Group premises would be recorded in the accident book, which is kept in the reception area. All accident records are to be removed from the accident record book and given to The Health, Safety and Welfare Committee under the compliance of the Data Protection Act.

All learner accidents, near misses and cases of work related illnesses at their employer/work placement need to be reported to Skills Group by the learner and/or employer. The Health, Safety and Welfare Committee will record and take the remedial action necessary.

Any accident, diseases or dangerous occurrences that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be made by the accident reporting officer, who will inform the Health and Safety and Welfare Executive by either form F2508, online or by telephone, the ESFA and/or Employment Services.

The Health, Safety and Welfare Committee will carry out an accident investigation using form AF1 and will advise the ESFA of the investigation using the Learner Incident Report.

On completion of the investigation The Health, Safety and Welfare Committee will recommend any changes in working practices or immediately withdraw learner(s) from a work placement where Health and Safety and Welfare standards have deteriorated below the accepted quality criteria.

First aid facilities must be made available within the company and qualified first aiders will provide any treatment required.

First aid kits must be kept up to date, it is the responsibility of the first aiders to ensure that the kits are kept in good order and fully stocked. All treatment given will be recorded.

In the event an injury that cannot be suitably treated, if permissible the injured person will be taken to the nearest accident emergency department for further treatment. In the event of a serious/life threatening injury the emergency services will be called to attend.

In all cases where there is an employer/placement they will be informed and for any learner under 18, parents will also be notified. For all other learners, next of kin indicated on enrolment records will be informed.

Monitoring/Vetting

The Health, Safety and Welfare Committee will make an inspection of the company premises both inside and outside locations to ensure safe working conditions for all employees, learners, visitors and sub-contractors, and also monitor employees/learners for compliance of Health and Safety and Welfare i.e., wearing of PPE, safe working practices etc.

These inspections will consists of spot checks carried out at random, with a full inspection carried out every twelve months, for which a report will be presented to the Managing Director and Board of Directors with any recommendations.

The Health, Safety and Welfare Committee and/or competent staff will vet all potential training/work placements to ensure the sub-contractor/employer complies with the Health and Safety and Welfare at Work Act 1974 and all relevant regulations contained within that act.

Competent staff will thereafter be responsible for the monitoring of the sub-contractor/employer to ascertain compliance is still upheld.

Timescales for monitoring will be determined by the risk band set on the Sub-Contractor/employer Health and Safety and Welfare Checklist.

Emergency Procedures – Fire and Evacuation

Fire/Emergency procedures are implemented under the Regulatory Reform (Fire Safety) Order 2005.

The Health and Safety and Welfare Committee will appoint an independent Fire Officer to conduct appropriate fire safety inspections throughout the company premises and reports made to the company and management via the Health and Safety and Welfare Committee on any details that have been highlighted from the inspections that require necessary action or rectification.

All employees and learners will be informed of fire/emergency procedures on induction, and the whereabouts of the company assembly points.

Signage informing employees and learners of fire/emergency procedures are placed at strategic points throughout the company premises.

Alternate fire call points will be tested once a week with a record being kept of their testing.

Fire/Emergency drills will be held 6 monthly for checking of effective evacuation of employees, learners, visitors and sub-contractors.

All visitors/sub-contractors are to sign the visitors' book on arrival, stating company name, time in etc. Visitors will be given visitor lanyard to be worn at all times whilst on Skills Group premises On departure visitors and sub-contractors must sign out stating time of exit and pass back any lanyard issued

Adequate and appropriate fire extinguishers are placed at strategic points throughout the company premises; an outside Fire Officer contractor will give a written report to the Health, Safety & Welfare Committee with any recommendations.

All employees/learners will be informed of procedures in the event of discovering a fire, and written procedures are placed in strategic positions throughout the company premises.

Personal Protective Clothing and Equipment

Under the Personal Protection Equipment at Work Regulations the company shall ensure that suitable PPE (Reg. 4) is provided to each employee/learner who may be exposed to a risk to their Health and Safety and Welfare while at work except where, and to the extent that, any risk has been adequately controlled by other means which are equally or more effective.

The company shall ensure that where the presence of more than one risk to Health and Safety and Welfare makes it necessary for employees/learners to wear or use simultaneously more than one item of personal protective equipment, such equipment is compatible (Reg. 5) and continues to be effective against the risk or risks in question.

The company shall ensure that any PPE provided by them is maintained (Reg. 7) in an efficient state, in efficient working order and in good repair.

The company will ensure where PPE is provided to an employee/learner, the company will ensure that the employee/learner is provided with such information, instruction and training (Reg. 9) as is adequate and appropriate to enable the employee/learner to know:

- The risk or risks which the PPE will avoid or limit
- The purpose of which and the manner in which the PPE is to be used
- Any action to be taken by the employee/learner to ensure that PPE remains in an efficient state, in efficient working order, in good repair as required by Regulation 7
- The company shall take all reasonable steps to ensure that any PPE provided to employees/learners by virtue of Regulation 4 is properly used
- Every employee/learner shall use any PPE provided to them in accordance with any training in the use of PPE concerned, which have been received by them (Reg. 9).

All instructional staff are to ensure that protective clothing and equipment are worn in the correct manner.

Drivers and Vehicle Safety

The company will ensure that its vehicles are kept in a legal and roadworthy state, it is the legal responsibility that all drivers of company vehicles to ensure that the vehicle is safe to drive before use, however short the journey.

All drivers must have an up to date and current license suitable for the class of vehicle that they drive.

Drivers of company vehicles must ensure that:

- If carrying passengers, that all seat belts are used
- If taking medication or are suffering from any illness or injury that may affect their driving ability, it is reported to their Line Manager immediately
- The use of mobile phones unless with an approved hands free device, is strictly prohibited whilst driving
- The highway regulations are strictly followed

- The vehicle is driven in a sensible, courteous and respectful manner

When using private vehicles for company business, it is the owner's responsibility to ensure that their vehicle is legally roadworthy and adequately insured for business purposes.

Workplace

The company will ensure as reasonably practicable, a safe working environment and adequate facilities for the welfare of employees/learners at work, and will comply with the Workplace Health, Safety and Welfare Regulations 1992 in the following areas:

- Working Environment Safety
- Facilities
- Housekeeping Welfare

Skills Group can accommodate those who require wheelchair access or who have difficultly using the stairs for the purposes of training and testing.

It is the responsibility of every employee/learner to ensure the workplace is kept in a safe and healthy condition; disciplinary action will be taken if any employee/learner is found to have deliberately misused or damaged these facilities. All waste materials to be disposed of in the appropriate containers at the end of day.

Drugs, Medication and Stress

Prescribed Drugs/Medication: Many drugs have side effects i.e. drowsiness which could result in a safety risk for all staff/learners. It is important that any staff/learner who is taking medication that produces side effects report this to their supervisor.

Non-Prescribed Drugs: The use of non-prescribed drugs could have Health and Safety and Welfare implications for the company. The company is aware that whilst not developing an addiction, some employees/learners may choose to take them recreationally.

As a result, this company's position on the taking of any non-prescribed drugs whose possession is illegal under criminal law is that no non-prescribed drugs are allowed onto company premises or are to be consumed on them at any time. This includes all areas, both internally and externally.

The prohibition on illegal drugs extends to all activities that are connected with staff/learners whilst "at work".

These include, but are not confined to the following:

- Driving whilst on company business - This covers drivers of their own vehicles as well as company vehicles.
- Overnight conferences/training courses and parties - You are still deemed to be at work, so any form of illegal drug taking is unacceptable.

Drugs use and Health and Safety and Welfare: The potential safety risks for all staff/learners at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. These include those who operate heavy equipment, dangerous machinery and drive vehicles.

Stress: As stated the potential safety risks for all staff/learners at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. It is therefore important that staff/learners who feel they are suffering with the symptoms of stress, report this to their Line Manager.

If it is shown that the working environment is contributing to a drug dependency/stress problem, the company will take all reasonable steps to reduce such problems.

Menopause

Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during the time of change before, during and after the menopause.

Skills to Group has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse. We are committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment, and are able to ask for support and adjustments in order to continue to work safely in the organisation. For this reason, the menopause at work is an issue for men as well as women.

Skills to Group undertakes to comply with its legal obligations as set out below:

- The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety and welfare of all workers.
  Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake
  general risk assessments which should include specific risks to menopausal women, see section 5.3.

- The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected
  characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

This policy sets out procedures for members of staff and managers to follow in providing the right support to manage menopausal symptoms at work.

Aim

To create an environment where women staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.

To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.

To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

Skills to Group will educate and inform managers and staff to be aware of how the menopause can affect working women, taking account of the particular circumstances in schools, and about the

potential symptoms of menopause, and how they can support women experiencing them.

Where women members of staff feel uncomfortable going to their line manager, because he is a man, or someone much younger, or both, we will ensure that an alternative contact is available i.e., Wellbeing Champions. Confidentiality will always be respected.

The risk assessments which we undertake will consider the specific needs of menopausal women, and, in doing so, we will consult staff members and share with all managers and new managers, requesting signatures to confirm that measures are understood and will be acted upon. Risk assessments will include consideration of temperature and ventilation issues and will also address welfare issues, such as access to toilet facilities and cold water, during and outside break and lunch times.

We will make adjustments where necessary to support individuals experiencing the menopause, and to ensure the workplace does not make their symptoms worse. These could include simple measures such as:

- leaving doors open
- ensuring that windows can be safely opened
- ensuring that it is possible to regulate the temperature in a classroom or other room by turning down radiators (as long as
  the temperature does not drop below 18 degrees Celsius, this will be comfortable for all occupants)
- provision of fans
- fitting blinds to windows
- establishing a system that allows cover for women who need to access toilet/ washing facilities while they are teaching (to deal with heavy and recurring bleeding)
- considering requests for changes to working arrangements, e.g. temporary part-time working
- swift permission for absence to attend menopause-related medical appointments
- adjusting workplace procedures and processes to support and avoid any detriment to menopausal women.

This is not a definitive list of measures.

.

Roles and responsibilities

It is recognised that everyone who works at Skills to Group has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause.

All staff are responsible for:

- taking responsibility for looking after their health
- being open and honest in conversations with HR and occupational health
- contributing to a respectful and healthy working environment
  being willing to help and support their colleagues
- accepting and supporting any necessary adjustments their colleague's request or are receiving as a result of their menopausal symptoms.

Line managers

The most important and valuable thing a manager can do is listen and, wherever possible, respond sympathetically to any requests for adjustments at work.

All line managers will:

- familiarise themselves with this menopause policy
- be aware of the potential impact of menopause on performance; if someone's performance suddenly dips, consideration will be given as to whether the menopause may be playing a part in this.
- provide a safe place to allow the member of staff to speak openly and honestly
- be ready and willing to listen and have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion
- record adjustments agreed, and actions to be implemented, via an action plan
- ensure ongoing dialogue via a follow-up meeting
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

Where adjustments are unsuccessful, or if symptoms are proving particularly severe, the line manager may:

- discuss with the employee a referral to occupational health for further advice
- review occupational health advice, and implement any additional recommendations

update the action plan and continue the review process.

Manual Handling

Under The Manual Handling Operations Regulations, the company will ensure that all tasks, which involve the movement and lifting of materials, are done in a safe way to avoid the risk of injury; this will be implemented by the following:

- Manual Handling Training
- The use of manual handling equipment

It will be the responsibility of the individual trade instructor to ensure that:

- All equipment is used where necessary
- All equipment is in a good, safe working condition
- No learner(s) lift or attempt to lift any equipment or materials, which are beyond their physical capabilities
- Heavy loads to be moved are split into more manageable loads

Contractors and Sub-Contractors

Contractors/Sub-Contractors competence should always be assured before work commences and should always be briefed on our company fire emergency procedures and any other relevant safety rules/procedures.

Contractors/Sub-Contractors should produce risk assessments/method statements and appropriate signage before work commences, they should also use their own tools and equipment, which must be of a suitable standard.

All contractors/sub-contractors must be issued with the Health and Safety and Welfare procedures for visitors.

Workshop Safety

It is important that all employees/learners act in a manner that does not constitute a hazard to them; therefore the following will be required:

- Workshop staff to wear the appropriate footwear
- Non-workshop staff to wear footwear that completely covers the foot, and be of a material that prevents injury to the sole and upper part of the feet
- Overalls if issued to be worn in the correct manner at all times. Comply with all safety regulations.

Compliance and Regulations

Skills to Group Ltd, reserve the right to:

- Dismiss employees or remove learners from their training programme in the event of wilfully ignoring any of the regulations detailed within this Health and Safety and Welfare Policy which they should reasonably understand
- Immediately withdraw Learners from placements where Health and Safety and Welfare standards have deteriorated below the accepted quality criteria.

Statement Review

This policy will be issued to all employees/learners. This policy will be reviewed, revised or modified when considered necessary or for any changes in Health and Safety and Welfare legislation which is relevant to company concern.

Any such changes will be brought to the attention of all employees/learners.

Other related polices that may be used in conjunction with this policy when considering Health, Safety &Welfare of employees/learners

Staff Mental Health and Wellbeing Policy
Learners Mental Health and Wellbeing Policy
Child Protection & Safeguarding Policy
Fitness to study Policy & Procedure
Learner Bullying & Harassment Policy and Procedure
Lone working policy & procedure
Prevent Policy & Procedure
Staff Bullying and Harassment Policy & Procedure
Staff Illness and sickness policy.

Document Control

This policy will be reviewed annually or earlier if deemed necessary

Date Last Reviewed: Feb 2025

Date to be Reviewed: Feb 2026

Authorised By

Signed 

Mark Boulting
Managing Director