



OUR HEALTH & SAFETY STATEMENT OF INTENT

Ignite Mechanical Contracting Ltd recognise that it has a responsibility as an employer to ensure the "Health, Safety and Welfare" of all employees whilst at work. Additionally, it is the responsibility of all persons who work for Ignite Mechanical Contracting Ltd (Directors, Managers, and Employees etc.) to ensure this policy extends to all other persons not adversely affected by our current work activities. In this way, each and every individual within Ignite Mechanical Contracting Ltd has a vital and specific role in maintaining health and safety standards.

Responsibility for the overall implementation, maintenance and development of our safety management system however rests with the senior management of Ignite Mechanical Contracting Ltd, including the regular setting and reviewing of objectives, and the provision of adequate resource to allow those objectives to be achieved.

It is also the responsibility of senior management within Ignite Mechanical Contracting Ltd to ensure that our health and safety policy is relevant to all applicable legislation and any other requirements that Ignite Mechanical Contracting Ltd may subscribe.

Management recognise the importance of its staff and encourage the reporting of any hazard or risk that may adversely affect our health and safety standard, we also recognise the importance of ensuring that staff are adequately trained, informed and supervised to fulfil their activities in a safe manner.

Ignite Mechanical Contracting Ltd is committed to a management system that demonstrates a pro-active approach through the continual improvement of our health and safety performance. This is further achieved by the regular setting and reviewing of objectives to achieve compliance to current safety legislation applicable to Ignite Mechanical Contracting Ltd and through matching our industries best practices.

We as an organisation also recognise the need for the identification of hazards and the recording and reviewing of risk assessments, to further achieve a pro-active safety management system.

The effectiveness of our health and safety policy and its implementation are subject to regular management review and all related processes and procedures are subject to an on-going audit schedule.

A handwritten signature in black ink, appearing to read "J Mills".

(Jonathan Mills – Ignite Mechanical Contracting Ltd)

Date: 6/8/21



A. POLICY MANUAL INTRODUCTION

Ignite Mechanical Contracting Ltd is situated at 152 Vale Terrace, Tredegar, NP22 4HZ and provide building and engineering services.

This manual provides details of the system that has been adopted by Ignite Mechanical Contracting Ltd to control occupational health and safety as far as reasonably practicable.

To allow Ignite Mechanical Contracting Ltd to maintain a recognised Occupational Health and Safety System, it has adopted the principles of ISO 45001 Occupational Health and Safety Management System Specification as its minimum internal standard.

This specification provides the overview of the management systems relevant to Ignite Mechanical Contracting Ltd along with the responsibilities incumbent upon members of staff for ensuring continuing system compliance.



B. OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Ignite Mechanical Contracting Ltd recognises that it has a responsibility as an employer to ensure the "Health, Safety and Welfare" of all employees whilst at work. Additionally, it is the responsibility of all persons who work for Ignite Mechanical Contracting Ltd (Directors, Managers, Employees etc) to ensure this policy extends to all other persons who may be affected by our work activities. In this way, each and every individual within Ignite Mechanical Contracting Ltd has a vital and specific role in maintaining Ignite Mechanical Contracting Ltd's occupational health and safety standard.

Responsibility for the overall implementation, maintenance and development of our safety management system, however, rests with the senior management of this Organisation, including the regular setting and reviewing of objectives, and the provision of adequate resources to allow those objectives to be achieved.

It is also the responsibility of senior management within Ignite Mechanical Contracting Ltd to ensure that our occupational health and safety policy conforms with all applicable legislation.

Management recognises the importance of its staff and encourages the reporting of any hazard or risk that may adversely affect our occupational health and safety standard. We also recognise the importance of ensuring that staff are adequately trained, informed and supervised to fulfil their activities in a safe manner.

This Organisation is committed to a management system that demonstrates a pro-active approach through the continual improvement of our occupational health and safety performance. This is further achieved by the regular setting and reviewing of objectives to achieve compliance to current safety legislation applicable to our Organisation, and through matching our industry's best practices.

We as an Organisation also recognise the need for the identification of hazards and the recording and reviewing of risk assessments.

The effectiveness of our occupational health and safety policy and its implementation are subject to regular management reviews and all related processes and procedures are subject to an on-going audit schedule.

Original Signed



C. PLANNING

C1. PLANNING FOR HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

In ensuring that sufficient resources are made available for the safety system to be fully effective, it is the aim of this Organisation to first identify the extent of the risks that are posed by routine and non-routine activities undertaken as part of our own work processes.

The basis for identifying these risks within Ignite Mechanical Contracting Ltd is the process of hazard identification, risk assessment and risk control.

Reviews of the risk assessment / risk control process will be completed on an annual basis unless there is a change in the activities, equipment or fabric of the building, which demand that an interim or new assessment is to be completed.

The results of all risk assessments will be entered onto the relevant risk assessment forms, and any remedial actions highlighted as part of the assessment are entered onto an objectives plan; this plan then forms part of Ignite Mechanical Contracting Ltd's on-going commitment to the setting and reviewing of occupational health and safety objectives.

All Objective Plans identify the task to be completed, the person responsible for ensuring the task is completed and a deadline date for its completion.

C2. LEGAL AND OTHER REQUIREMENTS

Many of the procedures and operations used within Ignite Mechanical Contracting Ltd that are included in our risk assessment process have relevant guidance published by external agencies (H.S.E. / B.S.I. etc) that will assist Ignite Mechanical Contracting Ltd in complying with occupational health and safety legislation.

We have produced a legal register of relevant legislation and associated guidance notes that are applicable to the activities currently conducted within Ignite Mechanical Contracting Ltd.

C3. OBJECTIVES

Ignite Mechanical Contracting Ltd's occupational health and safety management system allows for two levels of Objectives:

- | | | | |
|-----|-----------------------------|---|---|
| i. | System objectives | - | Resulting from the management review of the occupational health and safety system |
| ii. | Re-active objectives | - | Resulting from Risk Assessments, Accident Investigations, Audits etc |



C4. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PROGRAMME

To ensure that nominated tasks are completed against designated target dates it is the responsibility of the Designated Appointed Person to carry out a review of the actions plans on a quarterly basis. More frequent reviews may be delegated to Ignite Mechanical Contracting Ltd's external Safety Advisors - Key Group Services Limited.

Where tasks have been identified as behind the designated time scales, a joint decision between the senior management and its health and safety consultants will be made concerning the best corrective action to be taken.

D. IMPLEMENTATION AND OPERATION

D1. STRUCTURE AND RESPONSIBILITIES

Notwithstanding the fact that all members of staff within Ignite Mechanical Contracting Ltd have a responsibility for their own safety and the safety of others, specific responsibilities have been assigned to designated personnel within Ignite Mechanical Contracting Ltd. This allows us to ensure that the Occupational Health and Safety Management System operates in an effective manner.

An Organisational chart is provided within this policy which outlines the structure within Ignite Mechanical Contracting Ltd for the maintenance and development of its safety management system. Although specific responsibilities and authorities may be contained within various procedures in our Occupational Health and Safety Manual, the main system responsibilities have been assigned as follows:

D1.1. Jonathan Mills (Director)

- Has overall responsibility for ensuring that the occupational Health and Safety Plan is formulated, reviewed annually, and provided with sufficient resources in terms of financial, human, time and material to ensure that it can succeed
- Approves Ignite Mechanical Contracting Ltd's Occupational Health and Safety Policy and appoints a Management Representative to implement the management system in line with the Policy

D1.2. Jonathan Mills (Designated Appointed Person)

- Has overall responsibility for ensuring the success of the Development Implementation Objectives through regular review of the Action Plan activities and reporting to the Managing Director any variations from the original target dates
- Takes overall responsibility for ensuring that the Re-active Objectives are identified, documented and monitored through the use of Action Plans
- Ensures that statutory, mandatory and other occupational health and safety related training is identified, organised and delivered in a timely manner so as to ensure the maintenance of any necessary licensing / certification of individuals
- Ensures that the risk assessment process is completed on an annual basis, or more frequently where changes in the normal activities occur
- Ensures that any non-routine work is effectively controlled through the inspection of method statements and risk assessments, where appropriate, or by other measures that are from time to time implemented



D1.3. Key Group Services – Safety Advisors

- Have overall responsibility for ensuring that the Occupational Health and Safety Management System is regularly audited and that any non-conformances are reviewed by senior management and corrective action taken
- Ensure that the annual risk assessment process is completed in a timely fashion and any issues arising are entered onto the Re-active Objectives Action Plan
- Develop and Maintain the Legal Register and advise the Management on any changes that affect the information contained therein
- Advise on all other relevant aspects of occupational health and safety

D1.4. Employees' Responsibilities

In accordance with Ignite Mechanical Contracting Ltd's occupational Health and Safety Policy, all employees have an individual responsibility and duty for:

- Making themselves familiar with, and conforming with, Ignite Mechanical Contracting Ltd's Occupational Health and Safety Policy at all times
- Conforming to the Safety Rules and Safe Systems of Work Procedures at all times, including permit to work systems, inspection and testing etc
- Wearing appropriate safety or protective equipment, personal footwear or clothing and using appropriate safety devices, as specified, at all times
- Making suggestions to improve occupational health and safety in the Company to the Management
- Reporting without delay all risks or hazards, including defects to machinery, unsafe practices, and "near miss" situations directly to his/her Manager
- Reporting without delay any injury suffered as the result of any accident during the course of their work to their immediate supervisor or First Aider as appropriate
- Ensuring that good housekeeping is maintained at all times at their work station and surrounding area
- Taking reasonable care of themselves and other persons who may be affected by their actions whilst at work



D2. TRAINING, AWARENESS AND COMPETENCE

Ignite Mechanical Contracting Ltd recognises training as a key feature in its on-going program to ensure an effective occupational health and safety management system.

Training provisions within Ignite Mechanical Contracting Ltd are divided into three main areas:

- | | | | |
|------|----------------------------|---|---|
| i. | Induction Training | - | This is an internal programme covering the occupational health and safety issues and activities of specific importance to employees who have been recruited / employed within Ignite Mechanical Contracting Ltd |
| ii. | Job / Task Specific | - | This is an internal or external program where specialist skills or knowledge are required to conduct a specific task or activity |
| iii. | Refresher | - | This is an internal or external programme where additional training will be provided at specified intervals for updating personnel trained in specific tasks |

As a means of ensuring training needs are identified and that relevant training is sourced either internally or externally, it is the responsibility of the Designated Appointed Person to ensure the on-going training needs of Ignite Mechanical Contracting Ltd are completed in a timely manner.

D3. CONSULTATION AND COMMUNICATION

Due to the overall size of Ignite Mechanical Contracting Ltd, consultation and communication of occupational health and safety issues is generally undertaken on an informal basis between the management and the staff. The management recognises the importance of its staff in ensuring that we maintain an adequate safety management system.

The setting / reviewing of safety objectives is publicised to all members of staff to make sure that all employees within Ignite Mechanical Contracting Ltd are involved in the development of the safety management system.

However, if where more formal means of communication are required (e.g. accident / incident reports, buildings maintenance etc.), formal reporting procedures exist and employees are encouraged to report any item they feel may present a potential hazard.

In the event of any changes in the structure of Ignite Mechanical Contracting Ltd's safety management system, the need to convene a formal occupational Health and Safety Committee would be discussed at Management Review.



D4. DOCUMENTATION / DOCUMENT AND DATA CONTROL / RECORD AND RECORD MANAGEMENT

All documentation held within Ignite Mechanical Contracting Ltd's occupational health and safety management system is the responsibility of the Designated Appointed Person.

Additional reviews of these documents along with any other related guidance / legislation / standards may also be delegated to Ignite Mechanical Contracting Ltd's Safety Advisors – Key Group Services Limited.

Procedures exist within the occupational health and safety manual for the issue, review and revision of all documents and forms relevant to the occupational health and safety management system.

Procedures also exist for controlling documents used within Ignite Mechanical Contracting Ltd including the retention period and location of documentation.

D5. OPERATIONAL CONTROL

Procedures and safe working practices retained in the occupational health and safety manual have been produced to outline the operational and management controls of relevant activities within Ignite Mechanical Contracting Ltd. These may include:

- Routine and Non – Routine activities or operations that may carry a significant risk
- Activities / Operations that may require the assistance of external agencies (e.g. contractors)
- Building monitoring and maintenance
- Equipment monitoring and maintenance

In the majority of instances, the production of any procedures or safe working practice will normally follow the completion of a suitable and sufficient risk assessment.

On occasions, it may be necessary to acquire risk assessments and method statements from a third party. This documentation will be reviewed by Ignite Mechanical Contracting Ltd's external Safety Advisors – Key Group Services Limited

D6. EMERGENCY PREPAREDNESS AND RESPONSE

The nature of the work activities undertaken within Ignite Mechanical Contracting Ltd are such that protracted emergency plans are not necessary and the provisions of C.O.M.A.H. (Control of Major Accident Hazard regulations) do not apply. However, where appropriate, procedures and safe working practices have been developed to address the potential emergency situations that could arise within Ignite Mechanical Contracting Ltd.



E. CHECKING AND CORRECTIVE ACTION

E1. PERFORMANCE MEASUREMENT AND MONITORING

The occupational health and safety management system within Ignite Mechanical Contracting Ltd allows for both pro-active and re-active monitoring.

Pro-active monitoring within Ignite Mechanical Contracting Ltd can be achieved by any of the following means:

- Risk Assessments
- Monthly Workplace Inspections
- Daily / Weekly / Monthly Fire Inspections
- Periodic Statutory Inspections (i.e. Portable Appliance Testing, Fixed Electrical, Fire Equipment, etc.).
- Compliance with the various Action Plans

Re-active monitoring is undertaken following serious accidents or incidents, reports of ill-health or property damage.

It is the responsibility of the Designated Appointed Person to review both aspects of monitoring on a quarterly basis. This may also be achieved through the assistance of Ignite Mechanical Contracting Ltd's external Safety Advisors – Key Group Services Limited

There is no measurement equipment used within Ignite Mechanical Contracting Ltd that affects the performance of the occupational health and safety management system.

Measurement of performance therefore focuses on an on-going evaluation of achieving the safety objectives within the time-scales agreed and from review of the relevant inspection documentation.

E2. ACCIDENTS, INCIDENTS, NON-CONFORMANCES AND CORRECTIVE AND PREVENTIVE ACTION

Procedures exist within Ignite Mechanical Contracting Ltd's occupational health and safety policy to ensure that any variations from its policies and any uncontrolled activities are investigated and where appropriate remedial actions are planned and implemented.

E2.1. Accidents, Incidents and Non-conformances within Ignite Mechanical Contracting Ltd are divided into three main categories:

- i. **Major Accidents / Incidents**
(These are always investigated and where appropriate reported to the enforcing Authorities)
- ii. **Minor Accidents / Incidents**
(These are only investigated when sufficiently serious to warrant investigation)
- iii. **Substantial variations to working practices resulting in dangerous occurrences arising**
(These are always investigated)

All investigations will be conducted by the Designated Appointed Person with any further assistance provided by Ignite Mechanical Contracting Ltd's external Safety Advisors – Key Group



Services Limited. Any remedial actions resulting from the investigation will be recorded on an objective plan form HS17 for implementation by the Designated Appointed Person.

E2.2. Corrective and Preventive Action

The need for corrective action is identified from the Inspection Documentation, Accident / Incident Reports or internal system audits. Where remedial action is required this action is divided into specific measurable tasks and entered onto the objective plan form HS17. Any corrective actions resulting from management review will be entered onto objective plan form HS17.

The need for preventative action is normally identified through the Risk Assessment Process; it may also be determined via the Remedial Action Plan process.

In both instances, on-going monitoring within Ignite Mechanical Contracting Ltd assesses the suitability of the remedial actions taken and the successful implementation of these actions. In both instances the activities are reviewed at management review on an annual basis.

F. MANAGEMENT REVIEW

F1. PURPOSE OF THE REVIEW

It is the responsibility of the Designated Appointed Person to ensure that annual Occupational Health and Safety Review Meetings are conducted at least annually and that all key personnel attend. The persons to be present at these meetings are:-

- The Managing Director / Chairman
- The Designated Appointed Person
- The Relevant Departmental Heads
- Key Group Services Limited
- Any Other Person Co-opted to assist in the maintenance and development of Ignite Mechanical Contracting Ltd's occupational health and safety management system

The review meeting determines the successful implementation of the occupational health and safety management system and is considered to be the main forum for the discussion of any system objectives.



F2. AGENDA FOR THE REVIEW MEETING

The Agenda for the meeting will typically include the following items:

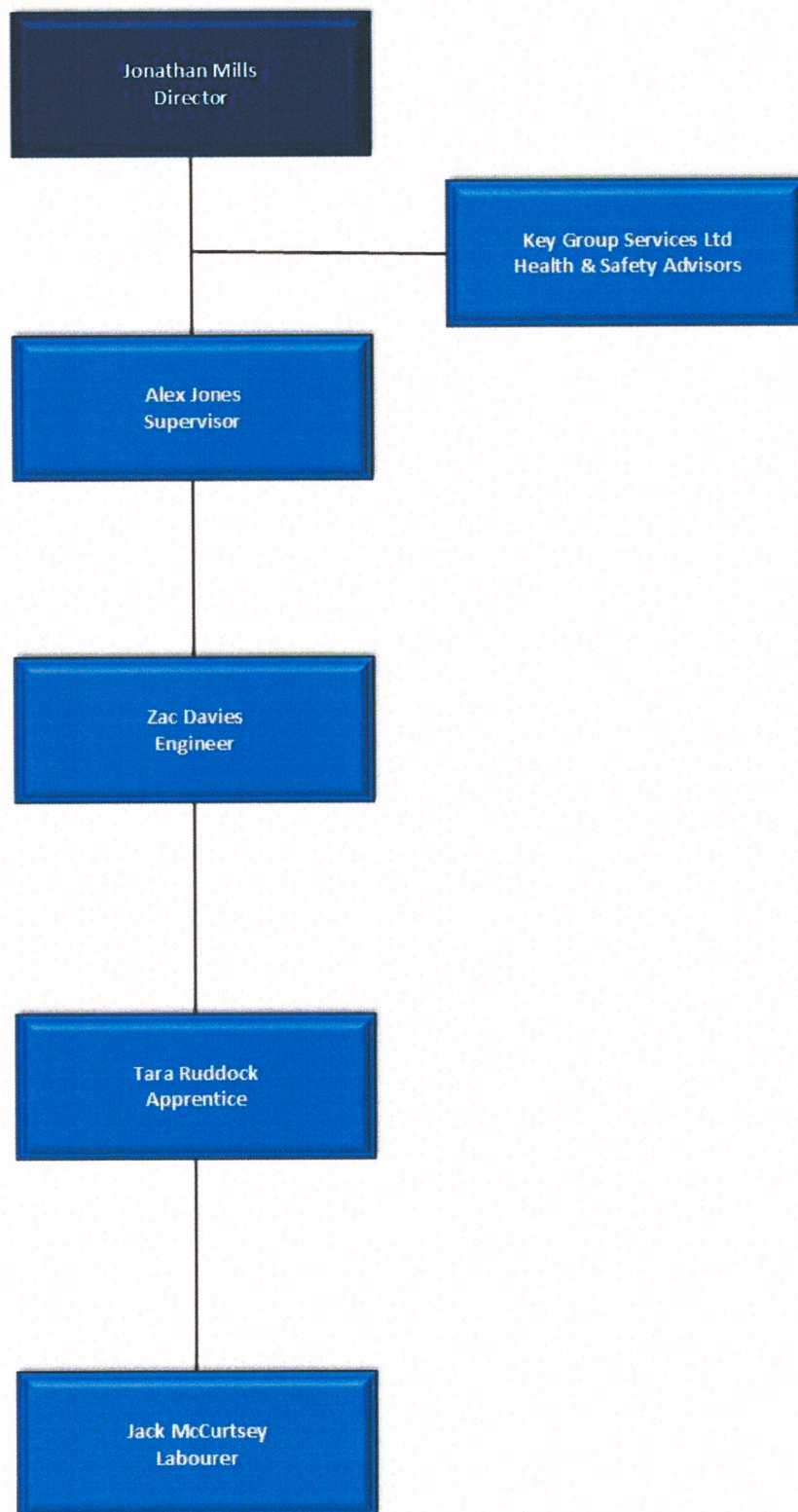
1. Agree previous minutes.
2. Review Non-Conformances / Corrective Actions and Audit results
3. Review of Risk Assessment and Results
4. Changes in Occupational Health and Safety Legislation and its impact on Ignite Mechanical Contracting Ltd
5. Review Objectives
6. Set new Objectives
7. Review the Occupational Health and Safety Policy, Policy Statement, Manual, Procedures and Safe Working Practices
8. Assess any training needs
9. Any other business

It is the responsibility of the Designated Appointed Person to issue and distribute minutes of the meeting, which includes copies of any new objectives that have been set. Copies of the minutes are communicated to each employee and a further copy is retained for Occupational Health and Safety records.



HEALTH & SAFETY COMMUNICATION STRUCTURE

This structure is for Safety purposes only.



SPECIFIC HEALTH & SAFETY RESPONSIBILITY MATRIX

Person Responsible	Responsibility For																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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Director	✓		General Health & Safety	✓		Accident reporting	✓		Near miss/incident reporting	✓		Accident/Near miss Reporting and Investigation (RIDOR)	✓		Asbestos	✓		Consultation	✓		Contractors	✓		Dangerous Substances and Explosive Atmospheres	✓		Display Screen Equipment	✓		Electricity	✓		Emergency Procedures	✓		Fire	✓		First Aid	✓		Gas Safety	✓		Hazardous Substances	✓		Housekeeping	✓		Information for Employees	✓		Introduction of New Plant, Equipment and Substances	✓		Manual Handling	✓		New and Expectant Mothers	✓		Personal Protective Equipment	✓		Pressure Systems	✓		Risk Assessments / Safe Working Procedures	✓		Safety Signs and Signals	✓		Training	✓		Vibration	✓		Visitors	✓		Welfare Facilities	✓		Work at Height	✓		Work Equipment	✓		Work Environment	✓		Workplace Structure and Layout	✓		Young Persons	✓																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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