



# MONITOR GROUP

## INCORPORATING

### MONITOR SERVICES LTD, MONITOR CLEANING SERVICES LTD, EUROCLEAN CONTRACTORS LTD

# HEALTH, SAFETY AND WELFARE MANAGEMENT SYSTEM POLICY DOCUMENT

Full Name of Policy:	Health, Safety & Welfare Policy and Procedures
Requirement for Policy:	To Comply with Statutory Requirement
Date of Approval:	6 <sup>th</sup> January 2026
Version:	22
Frequency of Review:	Annually
Date of Next Review	January 2027

	Name	Title	Date	Signature
Reviewed by	Tracy Allen	Group Administration Manager / Health & Safety Coordinator	06.01.26	
Approved by	A Henry	Managing Director	06.01.26	

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# MONITOR GROUP

## HEALTH, SAFETY & WELFARE POLICY DOCUMENT

### SUBJECT: 1.0 GENERAL STATEMENT OF INTENT

Our Policy at MONITOR GROUP is to be successful in achieving high standards in the maintenance of a safe and healthy working environment, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept a responsibility for the health, safety and welfare of other people who may be affected by our activities in the course of our work.

In achieving high standards, our policy will contribute to business performance, safeguarding both people and the environment in a way which fulfils both the spirit and letter of the law. This philosophy will be helped by the creation of a positive health and safety culture within the company which secures employee involvement and participation at all levels. The culture will be sustained by effective communications and the promotion of competence which will enable employees to make a responsible and informed contribution to the health, safety and welfare effort. The aim of the company is not simply to avoid accidents, but to motivate and empower people to work safely.

The Safety Management System at MONITOR GROUP is set out in a Policy document and supported by specification and guidance in the form of procedure documents.

This documentation is reviewed and revised as necessary in response to appropriate changing circumstances.

In accordance with good risk assessment principles, priorities and set objectives for hazard and risk reduction will be established and maintained. As a result, work performance standards will be established and actual performance measured against them. Wherever possible, risks will be eliminated by the careful selection and design of facilities, equipment and processes, or minimised by the use of physical control measures. Where this is not reasonably practical, systems of work and personal protective equipment will be used to control risks. We will, so far as is reasonably practicable, provide adequate and appropriate welfare facilities for all employees while they are at work.

In the unfortunate event of any work related incidents, accidents or ill health, the company will investigate and record every such occurrence and will seek to identify all underlying causes and the implications for the design and operation of the health and safety management system as a result.

In essence, it is the company's main objective to look after its employees and to form a successful partnership in the building of excellence in health and safety.



Angus Henry  
Managing Director

# **MONITOR GROUP**

## **HEALTH, SAFETY & WELFARE POLICY**

### **SUBJECT: 2.0 ACKNOWLEDGEMENT OF GENERAL STATUTORY RESPONSIBILITY**

#### **Introduction**

As an employer, MONITOR GROUP is required under Section 2 (3) of the Health and Safety at Work etc Act 1974 to prepare, issue, and as often as may be necessary, revise a written statement of its general policy with respect to the health and safety of its employees, sub-contractors and any other persons liable to be affected by its activities. Such a document must state the organisational arrangements at that time in force for implementing the policy and the measures necessary to bring the statement and any revision of it to the attention of all those affected by the company.

This legal requirement is expanded and restated under the Workplace (Health, Safety and Welfare) Regulations and Management of Health and Safety at Work Regulations 1999 which requires every employer to make a suitable and sufficient assessment of:-

- a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
  - b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.
- and
- c) 'so far as is reasonably practicable', provide adequate and appropriate welfare facilities for employees while they are at work, such as toilets, wash facilities, rest and changing facilities and somewhere clean to eat and drink during breaks.

The following document is produced in response to legal requirements. Under Section 2(3) HSWA, it is a further requirement that the policy is available to all staff and for that purpose it will be communicated to every new and existing employee. The information within it will be updated and communicated as necessary.

The policy indicates the responsibilities of management, supervisors, safety representatives and safety committees and also informs employees of their own duties under Section 7 of the Act to care for their own safety, and that of other employees. It also reminds employees to co-operate with the company so as to enable it to carry out its own responsibilities successfully. Overall responsibility for health and safety rests with the company directors as does the responsibility for drawing up a detailed statement of the organisation, and the arrangements most likely to achieve success of the general policy within it.

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The directors charged with such responsibility are:

Mr A Henry                      Managing Director

Mr C Pyzer                      Director

hereinafter referred to as the Directors.

However, final responsibility rests with Mr A Henry as the Managing Director. The Managing Director has a number of responsibilities relating to activities carried out by the company although he may designate other in-line managers/supervisors or other personnel who will be responsible for a) ensuring adherence to the policy, and b) advising him on health and safety related issues.

The company directors have the following specific responsibilities, so far as it is reasonably practical: -

1. To ensure that there is an effective Health and Safety Policy for the company and that this is updated on a regular basis (at least yearly) in consultation with members of the Health and Safety Steering Committee, and ensure the overall co-ordination and implementation of the policy.
2. To ensure that the effectiveness of that policy is regularly appraised and amended as necessary and under the following circumstances:
  - a) at any change in significant risk or hazard associated with any alteration in working practices/processes, plant or personnel;
  - b) as a result of any significant accident, incident or near-miss;
  - c) as a result of any changes in legislation, new projects or contracts;
  - d) wherever deemed appropriate.
3. To ensure that satisfactory financial (and other) resources are in place for health and safety.

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4. In relation to MONITOR GROUP employees, to:
  - a) ensure their health, safety and welfare at work;
  - b) provide and maintain plant and systems of work which are safe and without risks to health;
  - c) ensure safety and absence of risks to health in the use, handling, storage and transport of articles and substances;
  - d) provide necessary information, instruction, training and supervision;
  - e) maintain workplaces under company control in a safe condition without risks to health and provide safe access and egress;
  - f) provide a safe working environment without risks to health together with adequate welfare arrangements and facilities.
5. In relation to persons other than MONITOR GROUP employees: -
  - a) to conduct their undertaking in such a way that persons not employed by the company are not exposed to risks to their health and safety;
  - b) if prescribed by regulations, to give persons not employed by the company information about how their health and safety could be affected by its undertakings.
6. In relation to premises owned/occupied/controlled by MONITOR GROUP to which non-company employees have access: -
  - a) to take measures to ensure that all means of access and egress, plant and substances in the premises are safe and without risks to health;
  - b) to ensure that where carrying out of necessary measures is dependent upon approval or financial provision by the company, that appropriate recommendations are formally considered.

# **MONITOR GROUP**

## **HEALTH, SAFETY & WELFARE POLICY DOCUMENT**

**SUBJECT: 3.0 ORGANISATIONAL STRUCTURE AND OPERATIONAL RESPONSIBILITIES**

### **CONTENTS**

- 3.1 Organisational Structure
- 3.2 Model of formal Health & Safety Communication and review
- 3.3 Individual Responsibilities for Health, Safety & Welfare
- 3.4 Designated Responsibilities for Health, Safety & Welfare
  - 3.4.1 Senior Managers
  - 3.4.2 Site/Contract Managers
  - 3.4.3 Project/Mobile/Site Supervisors
  - 3.4.4 Working Supervisors
  - 3.4.5 Cleaning/Hygiene/Project Operatives
- 3.5 Additional assigned designation responsibilities for Health, Safety & Welfare
- 3.6 Appointment of the health and safety co-ordinator

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### 3.1 Organisational Structure

To enable the company to meet statutory requirements for Health, Safety & Welfare, it is necessary to designate individuals and groups in the line management structure who will be responsible for both advising and reporting on all matters pertaining to the upkeep of standards and for procedure adherence and control.

The designations thus mentioned will carry out such functions as they relate to staff under their control, or who may be affected by their actions, and as indicated on page 3.

### 3.2 Model of formal Health, Safety & Welfare communication and review

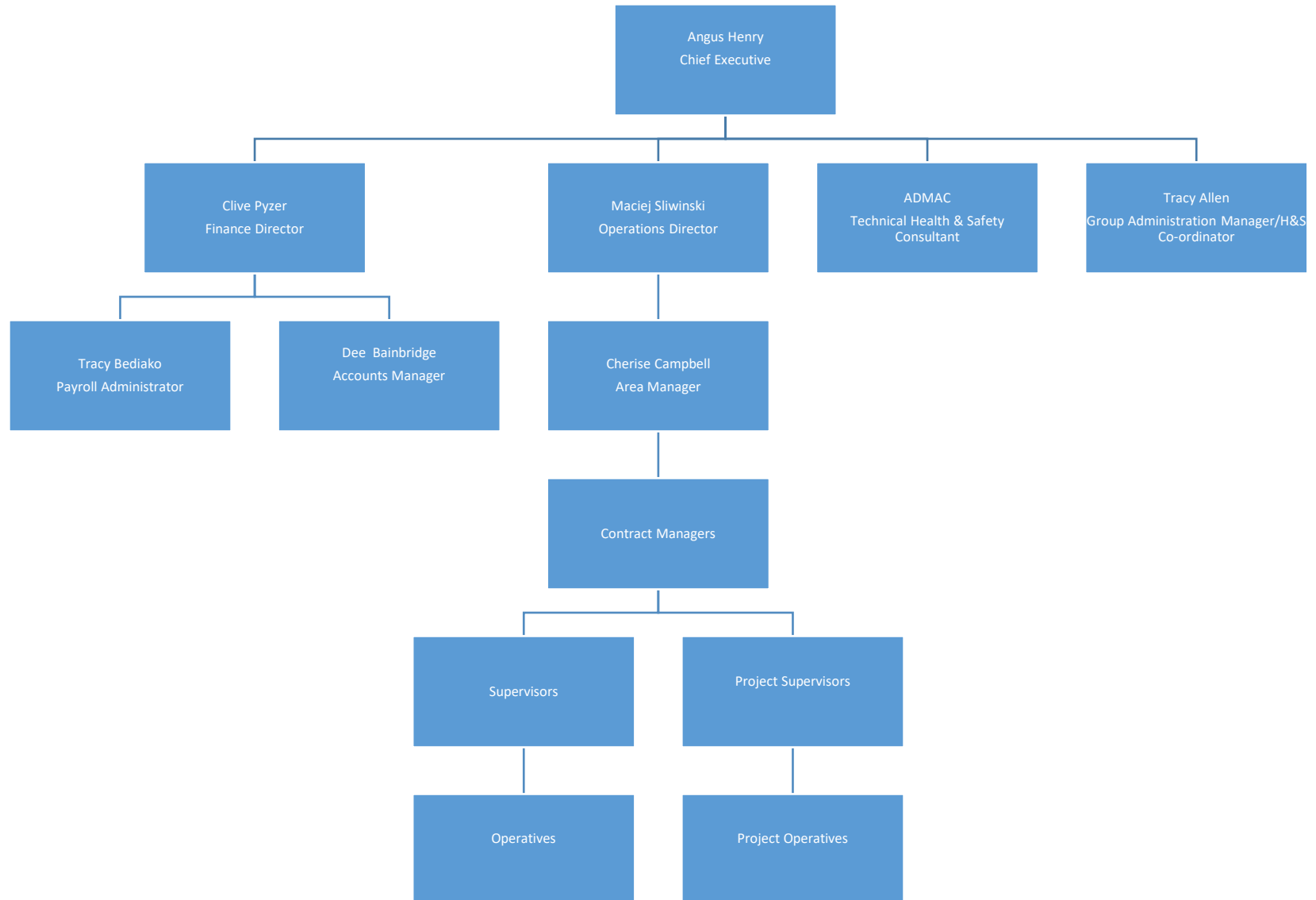
Under Section 2 (3) HSWA 74 and the Management of Health and Safety at Work Regulations 1999, MONITOR GROUP is under an obligation to make adequate arrangements for 'securing effective communication of its policy and procedures' and under the Management of Health and Safety at Work Regulations 1999 to 'monitor and review all preventative and protective measures'.

For this purpose, MONITOR GROUP has established a three-tier Health and Safety Group system which organises every company employee into the health and safety communication system. To this end, every employee will have a 'voice' in the maintenance of the company's health and safety culture.

Refer to 3.2A



## Organisation Structure



# MONITOR GROUP

**SUBJECT: 3.0**

**3.2** Modal of formal Health and Safety communication and review

## 3 TIER GROUP ARRANGEMENTS FOR HEALTH AND SAFETY COMMUNICATION

### **Health & Safety Committee**

Group Administration Manager/H&S  
Co-ordinator  
Operations Division Representative

### **SMT H&S Steering Group**

Managing Director  
Finance Director  
Senior Management Team

### **Admin/Marketing Divisional H&S Group**

Finance Director  
Administration Team  
Sales Team

### **Cleaning Division H&S Group**

Operations Manager  
Area Manager  
Contract Manager  
Area Supervisor

### **Cleaning Site H&S Groups**

Area Manager  
Area Supervisor  
Individual/Group Working Supervisors  
Cleaning Operatives  
Project Supervisor  
Project Operatives

- 1. Level 1 SMT**
- 2. Level 2 Divisional**
- 3. Level 3 Sites**

# MONITOR GROUP

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### 3.3 Individual Responsibilities for Health, Safety & Welfare

- a) Overall and final responsibility for Health, Safety & Welfare in the company is that of the Managing Director. In the case of absence, this responsibility will pass to the Finance Director.
- b) The person designated as responsible for this policy being carried out in the company is the Managing Director.
- c) The following senior managers are responsible for Health, Safety & Welfare in the following areas: -

<u>Senior Manager</u>	<u>Area</u>
Administration Manager	Administration Office
Operations Manager	Cleaning Division

### 3.4 Designated Responsibilities for Health, Safety & Welfare

#### 3.4.1 Senior Managers

Senior Managers are responsible for the following: -

- a) To form part of the SMT Health and Safety Group along with the Managing Director.
- b) To set up, lead and maintain health and safety groups;
- c) As a communication/consultation link between those they supervise and the SMT Health and Safety Group.
- d) Reporting any accident/incident investigations.
- e) Preliminary accident/incident investigations.
- f) Carrying out health and safety inspections/audits/risk assessments.
- g) To provide necessary training, information and instruction to employees in their charge, seeing that work is carried out safely and that training needs are met.
- h) Monitoring the maintenance of plant, equipment and safe systems of work.
- i) To ensure adherence to the Health, Safety & Welfare policy and to procedure documents relating to it by persons under their control.

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- j) To make note of any relevant deviation from safety procedures to complete non-conformance forms, to initiate any appropriate disciplinary measures and to inform the Managing Director accordingly.
- k) To co-operate with the Managing Director to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- l) To continually operate and develop safe practices (in liaison with the SMT Health & Safety Group as necessary) to ensure the maximum Health, Safety & Welfare of staff within their control.
- m) To maintain good housekeeping.
- n) To recommend corrective action, as necessary, in the event of an accident/incident/near miss to the Managing Director.
- o) To ensure, so far as reasonably practical, that all supplies of equipment purchased for his/her group are designed, constructed and installed so as to ensure they will be safe and without risks to health.
- p) To ensure that every new employee to the company has access to a copy of the Health, Safety & Welfare policy and that any changes made to it are equally distributed to and brought to the attention of employees under his/her control.
- q) To report the loss or defect of any equipment provided for health and safety purposes to the Managing Director via the appropriate procedure.

#### 3.4.2 Site/Contract Managers

Site/Contract Managers are responsible for the following: -

- a) To form part of the Health and Safety Group along with the Area Manager as appropriate.
- b) To set up, lead and maintain Health and Safety Site Group meetings.
- c) As a communication/consultation link between those they manage and the Health and Safety Group.
- d) Reporting any accident/incident involving company employees in their charge to their line manager and to the Managing Director.
- e) Carrying out health and safety inspections/audits.
- f) Monitoring the maintenance of plant, equipment and safe systems of use.

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- g) Health and Safety training.
- h) To ensure adherence to the Health, Safety & Welfare Policy and associated procedure documents by persons under their control.
- i) To make note of any relevant deviations from safety procedures to complete non-conformance forms, to initiate any appropriate disciplinary measures in consultation with their senior manager and to inform the Managing Director; (See Accident/Incident Reporting Procedure)
- j) To establish health and safety meetings with all working/site/mobile supervisors, cleaning and hygiene operatives as often as is appropriate.
- k) To co-operate with the Managing Director and senior managers to achieve a safe workplace and to take reasonable care of themselves and others.
- l) To continually operate safe practices to ensure the maximum health and safety of staff within their control.
- m) To maintain good housekeeping.
- n) To recommend to their senior manager and Managing Director, corrective or other action deemed necessary in the event of an accident/incident.
- o) Ensure, so far as reasonably practical, that all supplies of equipment purchased for his/her group are designed, constructed and installed to ensure they will be safe and without risks to health.
- p) To ensure that every new employee of the company has access to a copy of the health and safety policy and procedure documents and that any changes made to it and notified to them are equally distributed to and brought to the attention of employees under his/her control.
- q) In relation to each client's health and safety policy (wherever one exists) a copy must be obtained and the relevant parts of it which relate to contractors' health and safety, must be properly conveyed to all relevant supervisors and operatives. A copy of each policy in whole must be provided to the Managing Director for every contract.
- r) To report the loss or defect of any equipment provided for health and safety purposes to their senior manager via the appropriate procedure.
- s) 'So far as is reasonably practicable' provide adequate and appropriate welfare facilities for employees while they are at work.

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#### 3.4.3 Project/Mobile/Site Supervisors

Project/mobile/site supervisors are responsible for the following: -

- a) To form part of the Health, Safety & Welfare Group meetings.
- b) Reporting any accident/incident involving company employees in their charge to their line manager and to the Managing Director.
- c) Carrying out health and safety inspections.
- d) Monitoring the maintenance of plant, equipment and safe systems of work.
- e) Health and Safety training.
- f) To ensure adherence to the Health, Safety & Welfare policy and associated procedure documents by persons under their control;
- g) To make note of any relevant deviations from safety procedures, to inform site/contract managers and the Managing Director; accordingly, (see Accident/Incident Reporting Procedure).
- h) To co-operate with the Managing Director and senior managers to achieve a safe workplace and to take reasonable care of themselves and others.
- i) To continually operate safe practices to ensure the maximum Health, Safety & Welfare of staff within their control.
- j) To maintain good housekeeping.
- k) To discuss with their line manager and the Managing Director corrective action in the event of an accident/incident.
- l) Ensure, so far as reasonably practical, that all supplies of equipment purchased for his/her group are designed, constructed and installed so as to ensure they will be safe and without risks to health.
- m) To ensure that every new employee of the company has access to a copy of the Health, Safety & Welfare policy and procedure documents and that any changes made to it and notified to them are equally distributed to and brought to the attention of employees under his/her control.
- n) To report the loss or defect of any equipment provided for health and safety purposes to their site/contract manager via the appropriate procedure.

## **MONITOR GROUP**

### **SUBJECT: 3.0**

#### **3.4.4 Working Supervisors**

Working supervisors are responsible for the following: -

- a) To form part of the Health and Safety Group.
- b) Reporting accidents/incidents involving any company employee in their charge to their line manager and to Managing Director.
- c) Carrying out health and safety inspections.
- d) Maintaining plant, equipment and safe systems of work.
- e) To ensure adherence to the Health, Safety & Welfare policy and associated procedure documents by persons under their control.
- f) To make note of any relevant deviations from safety procedures, to inform project/mobile/site supervisors or site managers and Managing Director (see Accident/Incident Reporting Procedure).
- g) To co-operate with the Managing Director and senior managers to achieve a safe workplace and to take reasonable care of themselves and others.
- h) To continually operate safe practices to ensure the maximum Health, Safety & Welfare of staff within their control.
- i) To maintain good housekeeping.
- j) To discuss with their line manager and Managing Director corrective action in the event of an accident.
- k) To report the loss or defect of any item provided for health and safety purposes to their project/mobile/site supervisor or site/contract manager via the appropriate procedure.

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### SUBJECT: 3.0

#### 3.4.5 Cleaning/Project Operatives

Operatives are responsible for the following: -

- a) To form part of the Health and Safety Group.
- b) Reporting to their line manager and to the Managing Director, any accidents/incidents involving themselves or others.
- c) Carrying out inspections of equipment.
- d) Maintaining plant, equipment and safe systems of work.
- e) To ensure their adherence to the Health, Safety & Welfare policy and associated procedure documents at all times.
- f) To co-operate with the Managing Director and senior managers to achieve a safe workplace and to take reasonable care of themselves and others.
- g) To continually operate safe practices.
- h) To maintain good housekeeping.
- i) To report the loss or defect of any item provided for health and safety purposes to their supervisor/line manager, without delay.

#### 3.5 Additional Assigned Designation Responsibilities for Health and Safety

Where individuals have not been designated into the groups mentioned in (3), for the purposes of assignment of health and safety responsibilities they will be termed thus: -

Sales Co-ordinator	)
Operative	)
Administration Staff	)

#### 3.6 Appointment of Health and Safety Coordinator

Under the Management of Health and Safety at Work Regulations 1999, employers should appoint a health and safety co-ordinator to provide the most effective way of ensuring co-ordination and the efficient exchange of information within their company. The co-ordinator is responsible for bringing together and directing the efforts of employees towards compliance with statute and company policy on health and safety. MONITOR GROUP has appointed an external Health & Safety Advisor with the relevant health and safety qualifications and experience.



# **MONITOR GROUP**

## **HEALTH, SAFETY & WELFARE POLICY DOCUMENT**

**SUBJECT: 4.0 BRINGING THE POLICY AND PROCEDURE DOCUMENTS  
TO THE ATTENTION OF EMPLOYEES/TRAINING POLICY**

### Contents

- 4.1 Legal Responsibility
- 4.2 Procedure
- 4.3 Production, updating and distribution of the Policy.
- 4.4 Training
  - 4.4.1 General Statement
  - 4.4.2 Legal Position
  - 4.4.3 Procedures
  - 4.4.4 Responsibility

# MONITOR GROUP

## SUBJECT: 4.0

### 4.1 Legal Responsibility

Under Section 2(3) HSWA 74 and the Management of Health and Safety at Work Regulations 1999, MONITOR GROUP is under an obligation to bring the Company Health, Safety & Welfare Policy (including associated procedures) and any changes to it to the attention of all company employees and to any other person who may be affected by our actions, including subcontractors, visitors and, where necessary, the general public (relevant persons).

### 4.2 Procedure

The Company will ensure via the following laid-down procedure that: -

- 1) A copy of the policy will be communicated to all relevant persons; and
- 2) All relevant persons will sign a receipt to verify that the policy has been brought to their attention and that they have received instruction on it. This receipt will be kept by senior managers and/or site managers as appropriate.

As the policy is a 'living' document it will be subject to change. To ensure that all policy documents are properly updated, all relevant persons will be notified of policy updates, via the on site communication manual and via the company website.

Apart from issuing the policy and associated updates, the policy must be read and understood by all those to whom it is communicated. It cannot be assumed that merely by issuing a policy that this requirement will be met. Wherever possible, therefore, the following means will be provided to communicate policy requirements: -

- 1) Health and Safety group meetings (SMT, Divisional and Site) will be used to verbally instruct employees.
- 2) Training sessions will be arranged to verbally instruct employees. Induction training will be mandatory and will be recorded.
- 3) Information will be produced as displayed reminders of the policy.
- 4) Where employees may be non-English speaking or illiterate, verbal or pictorial presentations will be used to convey the policy.
- 5) In the case of deviations (non-conformances) from the policy, an internal complaints system exists to notify the Managing Director accordingly.
- 6) An in-house auditing system is provided within the procedures in order to assess compliance with it and subsequently to guide the company and its employees towards enhanced standards.

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### SUBJECT: 4.0

#### 4.3 Production, updating and distribution of the Policy

Responsibility for this requirement ultimately lies with the company Directors, the Managing Director having final responsibility, will prepare and distribute any controlled policies/updates via the following personnel:

- 1) Senior Managers.
- 2) Site/Contract Managers.
- 3) Project/Mobile/Site Supervisors.

#### 4.4 TRAINING

##### 4.4.1 **General Statement**

We are committed to ensuring that all our staff have received adequate training to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other workers, such as agency temps who may spend time with us. Sufficient training shall be provided to all individuals to allow them to perform their duties effectively, safely and with due regard to their influence on total Quality. Training is undertaken to improve the performance of the individual and the company and will include on-going training of personnel to reflect changing needs and conditions.

Training needs will be constantly assessed informally and by an annual training needs audit. We have a detailed procedure on the subject of training which outlines our arrangements in more detail. **See section 8.0 of the Quality Procedures Manual ISO 9001:2015.**

##### 4.4.2. **Legal Position**

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure employees can carry out their duties without jeopardising either their health and safety or that of their colleagues and visitors.

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#### **4.4.3. Procedures**

The following procedures describe the steps that we will take to comply with our obligation to provide adequate training:

- all new employees will receive induction training. This is based around our Health and Safety Induction checklist which covers key areas such as Fire Safety, First Aid and any Workplace Hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of the form will be kept on their personnel file.
- this training will also be provided to other groups who will be working on our premises or on our contracts on client premises. This includes agency temps, work experience students, contractors and volunteers.
- some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal process and formulation of the inventory of training needs.
- if new machinery or equipment is purchased by the company or introduced by a client, further training is likely to become necessary. If so, this will be arranged before work on the new machinery, etc. commences.
- if certain training is needed and it cannot be provided in-house, then the individual employee and their manager will need to identify a suitable course.

#### **4.4.4. Responsibility**

The Senior Management Team are responsible for ensuring that their personnel:

- a) Receive day to day training as necessary.
- b) Have their training needs identified.
- c) Are aware of the total requirements of the task and its operational procedure as defined by the Quality Management System.

Employees are expected to cooperate with us fully with regard to attending health and safety training courses.

# MONITOR GROUP

## HEALTH, SAFETY & WELFARE POLICY DOCUMENT

### SUBJECT: 5.0 SUMMARY OF PROCEDURE SUBJECTS

The health and safety commitment of this company is set down in its risk assessment principles and consequent derivation of its health and safety policy which is intended to be a 'living' system.

The subjects covered by the procedures cover every facet of work carried out by this company wherever people may be at risk. The subjects are diverse, sharing many hazards and risks, all of which have been properly assessed as part of procedure documentation. Being 'living', however, it is constantly under appraisal and the performance, auditing and non-conformance checks built in will ensure its continuing development.

In relation to specific areas, there are Procedure Documents to cover the following subject areas or work, risks and hazards: -

- 5.1 Guide to Hazard/Risk Assessment Matrix Completion: This identifies the risk assessment system to be used by MONITOR GROUP for each health and safety procedure subject.
- 5.2 Health Surveillance: This identifies the procedures in place to monitor the health of employees where an identifiable disease or health effect may occur in relation to their work activity.
- 5.3 Manual Handling: Manual handling assessments are carried out by the company relative to every employee who may be exposed to the risk of injury when carrying out lifting/carrying/handling exercises.
- 5.4 Protection against noise: Company employees from time-to-time work in noisy environments which can have long term auditory effects. In protecting its employees, MONITOR GROUP works closely with the client in identifying employee exposure levels and in the provision of personal protective equipment where necessary.
- 5.5 Portable Electrical Equipment: In recognition of its duty to maintain work equipment, the company fully documents every item intended for use, be it either in the ownership of MONITOR GROUP or the client. Equipment is inspected by operatives and management alike in accordance with specific regimes and where electrical equipment is concerned, this is tested routinely by portable electrical equipment test apparatus. This procedure is commensurate with adopted ISO9001:2015 policies.
- 5.6 Work on Flat Roofs: This procedure documents the safety measures to be taken by employees when venturing on to flat roofs, many of which have open ledges which could lead to a fall.
- 5.7 Work on Fragile Roofs: Such workplaces must be regarded as very hazardous as it is easy for a person to fall through, with very little force involved. This procedure documents safe systems of work and other precautions.

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- 5.8 Office and General Cleaning: Besides aspects of office cleaning, such as working with chemicals and portable electrical equipment, safe systems of work are documented in this procedure to cover operatives working routinely in environments which present everyday tripping, slipping and mechanical damage hazards.
- 5.9 Working Alone in Safety: A significant proportion of company employees work alone and under situations which could prove harmful. Apart from other systems in place, the Company Health and Safety Policy extends to procedures for the protection of lone and peripatetic workers and the precautions they need to adopt to ensure their own personal safety, on various sites.
- 5.10 Visual Display Screens: Where company employees work with visual display screen equipment, their workplace is fully assessed via this procedure for hazards in accordance with relevant regulations. Eye and eyesight tests are provided to those employees at their request.
- 5.11 Slips, Trips, Falls and their Avoidance: This procedure documents the general precautions necessary to be taken by all employees in limiting/eliminating slips, trips and falls in the workplace.
- 5.12 Moving under/Working beneath Equipment: During the course of their work many employees will need to move/pass under items of equipment. This procedure documents the precautions necessary to limit danger and reduce the likelihood of injury.
- 5.13 Working in Confined Spaces: Such environments are extremely hazardous and could lead to employee asphyxiation without adequate training, control and permit procedures in place. This procedure dictates the precise systems of work that are necessary.
- 5.14 Work inside Machinery: This procedure documents the precautions and safe system of work necessary to enable company employees to enter machines safely.
- 5.15 Cleaning Conveyors: This work is carried on in many sites attended by MONITOR GROUP. Whether moving or not conveyors are hazards and strict precautions must be taken to avoid entrapment and other injuries.
- 5.16 Working with Mobile Elevating Work Platforms: These are commonly used by the company to gain access to high areas where ladders etc are unsuitable. Their use and operation, however, must be rigidly controlled and employees must be properly trained. This procedure documents safe practices and training requirements.
- 5.17 Mobile Towers: Such work items enable employees to reach high places for access during cleaning, for example, and other inspection work. They must, however, be assembled correctly, used and moved about under the correct conditions. This procedure documents safe systems of work in that respect. Training Essential Before Use.
- 5.18 Mobile Ladders/Step ladders: This access equipment is in common use throughout MONITOR GROUP. Besides being maintained, it is essential that it is used for the correct purposes and under the correct conditions. Training Essential Before Use.

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### SUBJECT: 5.0

- 5.19 Vertical Ladders: These are often found on client sites and may need to be used for inspection or cleaning work. In the absence of suitable design which would limit or prohibit a fall from height, suitable fall arrest equipment will be provided.
- 5.20 Working in Hot/Cold Environments: Working diversity necessitates employees working in both hot and cold environments. Under these conditions safe systems of work have been established to control work in such areas and any personal protective equipment to be used.
- 5.21 First Aid at Work: Designated first aiders are required by law, together with adequate first aid provision. This procedure dictates such arrangements.
- 5.22 Driving Company Vehicles: Many miles are covered each year by company vehicle drivers. Precautions can be taken to limit fatigue and to enhance driver safety.
- 5.23 Accident/Incident Reporting: The company records every accident/ incident which occurs both to its employees and any sub-contractors, however slight. All accident/incident reports are fully considered and, where necessary, investigated by the Health & Safety Co-ordinator and all information reviewed in depth by the health and safety committee which has the authority to amend the policy wherever deemed appropriate.
- 5.24 Working with Hazardous Substances: Employees of MONITOR GROUP handle a wide range of chemicals and are exposed to others within the environments in which they work. All such hazardous substances must be fully assessed together with the risks to health they present. As a result, rigid control measures must be set into place to limit/prevent exposure as well as maintaining health surveillance where necessary.
- 5.25 Disposal of Clinical Waste: Work is frequently carried out in environments where there are waste materials and a consequent risk of infection/disease or harmful agents. Safe systems of work must therefore protect employees from the risk of contamination at all times, e.g. during handling, transport and disposal.
- 5.26 Use of Pressure Water Jetting Equipment: This equipment is frequently used by MONITOR GROUP personnel and in a variety of areas. Hazards include direct bodily injury via contact with the jet itself or indirect injury caused by flying debris from the workplace. Safe systems of work are therefore employed to offset the hazards involved.
- 5.27 Safe Use of Ropes & Knots: All ropes used by the company must be of the correct type and knots tied safely. This procedure indicates 'permissible knots' and instructs employees on how to tie them.
- 5.28 Conformance with the Health & Safety System: This procedure outlines the methods used by the company to ensure adherence to company safety rules and also makes reference to disciplinary measures which may act as a final deterrent.

## MONITOR GROUP

### SUBJECT: 5.0

- 5.29 Personal Protective Equipment: Given the importance of careful selection of P.P.E., this procedure lays down the standards which any purchased P.P.E. must meet. Attached to this procedure is a list of specific makes of equipment to be purchased.
- 5.30 Asbestos at Work Due to the nature of the product and the extreme risk to health, this procedure lays down the procedures for risk assessment, training and precautions to be taken in all buildings in which MONITOR GROUP employees work.
- 5.31 Fire/Emergency Safety This procedure outlines the actions to be taken to identify those at risk from fire and steps to reduce the risk, plan for emergency and provide information and training to staff.
- 5.32 Smoke-Free Policy This procedure outlines the regulations which must be followed for Smoke-Free Workplaces, including Company Vehicles and Company Accommodation.
- 5.33 Audits, Monitoring and Review This procedure outlines the company's active monitoring - inspection and audits to ensure standards are being implemented and management controls are working, reactive monitoring - learning from accidents, property damage or near misses; and reporting of the findings and conclusions to Senior Management for review and action.
- 5.34 Welfare Facilities This procedure outlines the company's duty to, so far as is reasonably practicable, provide adequate and appropriate Welfare Facilities for the well-being of our employees while at work.

These are MONITOR GROUP Health and Safety and Welfare Procedures which are totally reflective of this company's intention to provide quality services supported by a firm commitment to health and safety.