
HEALTH, SAFETY & WELFARE POLICY

Prepared By:

KEELAGHER OKEY ASSOCIATES LIMITED
74A London Road, Stockton Heath, Warrington, WA4 6HR

Date: 31st January 2026
Version (8.0)

Signed:



Document Control Record

Origin Date	Revision Number	Document Title	Reason for Amendment	Amendment by Amendment Date	Approved By
12/12/2020	1.0	Health and Safety Policy	General Update	13/12/2021	JFO
12/12/2021	2.0	Health and Safety Policy	General Update	Diane Barnes 13/12/2022	JFO
12/12/2022	3.0	Health and Safety Policy	12-month review Amended: ✓ Document reformatted to reflect Practice branding, including logo in header. ✓ Document version included in footer. ✓ Document Control Record added (page 2) ✓ Table of Contents updated (page 3) ✓ Introduction added (page 4) ✓ Director signature and date added to H&S Statement (page 5) ✓ Organisation details and organogram added (page 6) ✓ Company Activities added (page 7) ✓ Managing Director responsibilities added (page 8) ✓ Director responsibilities updated (page 8) ✓ Managing responsibilities added (page 9) ✓ Employee and external consultant responsibilities updated (page 9 - 10) ✓ Fire Warden responsibilities added (page 10) ✓ Training added (page 11) ✓ Young Persons added (page 11) ✓ New and Expectant Mothers added (page 12) ✓ Fire and Emergency Arrangements updated (page 12) ✓ Accident and Investigation updated (page 12) ✓ Fire update (page 15) ✓ Personal Protection Equipment added (page 15) ✓ Consultation added (page 15) ✓ CDM updated (page 16) ✓ Practice care and business mileage updated (page 16) ✓ Changes in H&S Regs updated (page 17) ✓ Installation of New Equipment updated (page 17) ✓ Changes in Work Pattern updated (page 18) ✓ Director name, signature and date added (page 18)	Stuart Leak 01/02/2023	JFO

Origin Date	Version Number	Document Title	Reason for Amendment	Amendment by Amendment Date	Approved By
01/02/2023	4.0	Health and Safety Policy	General update Amended: ✓ Title page removal of Statement and Arrangements. ✓ General; 'a Director' replace with 'the Director'. ✓ Introduction; Health and Safety at Work Act 'etc' added and Joint consultation between employees and management on all matters related to the health and safety of all persons at work is considered 'mandatory'. ✓ Section 1.1; remove 'the current CDM Regulations'. ✓ Section 2.4 remove 'Comply with the rules set out in 2.4 when visiting premises controlled by other organisations'. ✓ Section 2.7; remove Where the Practice is required to provide access and/or facilities to any person(s) not being a Director, Associate or employee of the Practice then such person(s). ✓ Section 2.7; remove Comply with the safety rules applicable to their activity and area. ✓ Section 2.7; remove Wear such PPE as the Practice's policy deems necessary. ✓ Section 3.1; remove 'go through the same'. ✓ Section 3.1; remove 'A new employee that refuses to read, sign for or comply with the Policy will be dealt with as laid down in the disciplinary procedures in this Policy'. ✓ Section 3.5; remove 'followed by take action to minimise injury or damage'. ✓ Section 3.5; remove 'or supervisor' and 'His/her'. ✓ Section 3.6; remove 'within the offices or a site occupied by the Practice, whether the person injured is an employee of the Company or from an outside concern'. ✓ Section 3.6; remove 'including, if deemed necessary': ▪ Statements from witnesses ▪ Graphical details, sketches, photos, etc. ▪ What was the person doing? ▪ Was it an authorised procedure'? ✓ Section 3.6; remove 'If the employee requires treatment from hospital but does not require an ambulance this still must be recorded'. ✓ Section 3.6; remove 'and will change all the relevant documents'. ✓ Section 3.7; Contact office details added ✓ Section 3.8 [refer to notes highlighted in yellow]	Stuart Leak 01/02/2023	JFO

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01/02/2023	4.0	Health and Safety Policy	✓ Section 3.12 [refer to notes highlighted in yellow] ✓ Section 3.20; New section added 'Display Screen Equipment'. ✓ Section 3.21; New section added 'Work Related Stress'.	Stuart Leak 01/02/2023	JFO
08/09/2023	5.0	Health and Safety Policy	✓ Section 1.2; Website address updated ✓ Section 1.3; Organogram updated ✓ Section 2.2; Director responsibilities changed to Managing Director	Stuart Leak 08/09/2024	JFO
08/09/2024	6.0	Health and Safety Policy	New Organogram added.	Stuart Leak 09/01/2025	JFO
09/01/2025	7.0	Health and Safety Policy	Annual review ✓ Managing Director Derek Bradshaw added ✓ Company address changed ✓ Organogram updated	Stuart Leak 31/01/2026	DB
31/01/2026	8.0	Health and Safety Policy			

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INTRODUCTION

Under the Health and Safety at Work etc Act 1974, Keelagher Okey Associates Ltd in common with all other employers, has a duty to bring to the notice of all its employees a written statement of policy with respect to Health and Safety at Work.

Keelagher Okey Associates Ltd recognises and accepts, through its management, responsibility for taking all reasonably practicable steps to ensure the health and safety of all employees at work. It is equally the duty of all employees to comply with statutory and Practice safety requirements.

Joint consultation between employees and management on all matters related to the health and safety of all persons at work is considered mandatory. The active support and participation of all employees should be given to the procedures established for the maintenance of a high standard of health and safety throughout the Practice.

In the context of this document, the term 'The Practice' refers to Keelagher Okey Klein, and the term 'employee' refers to all directly employed persons, whether full or part-time, permanent or casual, as a well as any external consultants employed by the Practice to carry out work on its behalf.

'The Act' is the Health and Safety at Work etc Act 1974.

'The Director' is the director of the Practice, namely Keelagher Okey Klein.

This Policy Statement is divided into three sections:

Part 1 | General Policy Statement & Organisation

Part 2 | Individual Responsibilities

Part 3 | Arrangements

PART 1 | HEALTH & SAFETY POLICY

1.1 HEALTH AND SAFETY STATEMENT

Keelagher Okey Associates Ltd regard the promotion of health, safety and welfare measures as an essential objective. It is, therefore, this Practice's policy to do all that is reasonably practical to provide within the framework of law and of good practice safe and healthy working conditions, equipment and systems of work for all employees, contractors, visitors and others affected by our works and to fulfil our corporate and individual duties under the Health and Safety Regulations.

In particular, the Practice recognises it has a responsibility to:

- a) Provide and maintain safe and healthy working conditions by taking account of statutory and advisory standards.
- b) Provide information, instructions and training as necessary to ensure personnel perform their work safely, efficiently and in accordance with statutory legislation affecting the provision of Professional Services.
- c) Make available all necessary safety devices and protective equipment and if necessary, supervise their use.
- d) Maintain a constant and continuing interest in Health and Safety matters applicable to the Practice's activities by consulting and involving employees as necessary.
- e) Take steps to be aware of changing legislation affecting the Practice and its services.
- f) Ensure that employees comply with all reasonable health and safety directives when visiting premises controlled by others.
- g) Comply with our duties under all current legislation and guidance.

The Practice expects all employees and external consultants to be aware that amongst other responsibilities they have a legal duty, under the Health and Safety at Work etc Act 1974, to take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work.

1.2 ORGANISATION

Keelagher Okey Associates Ltd is based at:

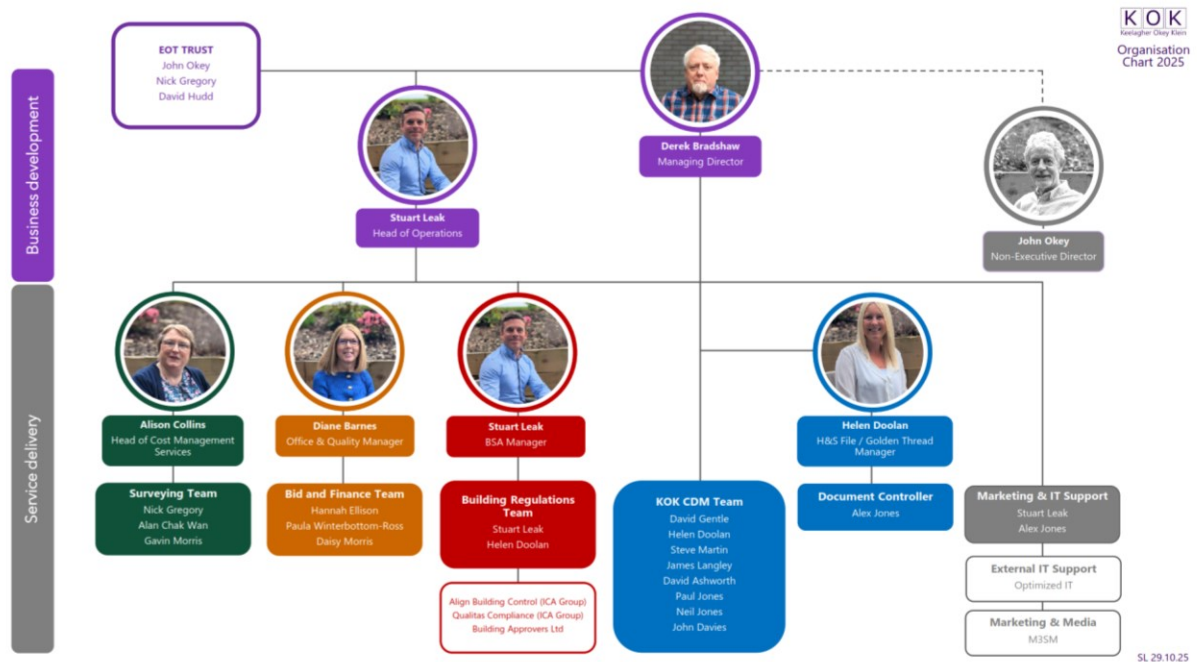
Address:

74A London Road
Stockton Heath
Warrington
WA4 6HR

Contact Details:

Tel: 01925 654 158
E-mail: enquiries@kok-surveyors.com
Website: kok-surveyors.com

1.3 COMPANY ORGANOGRAM



1.4 COMPANY ACTIVITIES

Keelagher Okey Associates Ltd is an independent construction consultancy practice based in the North West of England specialising in the provision, to both public and private sector clients across the UK, of:

- Quantity Surveying
- CDM Advisor services
- Principal Designer services
- Project Management
- Training services

Our mission is to provide a service that exceeds expectations, delivering a robust and effective service whilst constantly striving to bring innovation and added value.

We pride ourselves on competence, visibility, flexibility and professionalism and have been providing high quality, client-focused construction consultancy services since we first formed in 1980.

PART 2 | INDIVIDUAL RESPONSIBILITIES

2.1 THE MANAGING DIRECTOR

Is accountable for the overall Practice's health and safety performance and for the establishment and effective application of health and safety systems and procedures. The Managing Director is responsible for effective implementation of the Practice's standards, and for legal compliance.

The Managing Director will ensure the promotion of health and safety matters throughout the Practice with an emphasis placed on the operation of safe working systems. He will provide suitable budgetary provision for health and safety.

2.2 MANAGING DIRECTOR RESPONSIBILITIES:

- To prepare and keep up to date the Practice's Health and Safety Policy and ensure that any changes to the policy are brought to the notice of all personnel.
- To ensure that when a change in Policy has taken place the areas affected by this are modified in accordance with the new Policy.
- To be aware of all statutory Regulations affecting the Practice's operation and service provision.
- To ensure that all employees are aware of the Practice's Health and Safety Policy and that all reasonable effort is used to comply with the Policy.
- Arrange for adequate resources to be available to all parties within the Practice for them to carry out the Practice's Health and Safety Policy.
- Ensure that the policy is kept up to date and relevant to current legislation.
- Ensure that the Practice's Health and Safety Policy is being complied with by all affected parties.
- By enquiry, determine workforce requirement for PPE or items to prevent Repetitive Strain Injury.
- To provide induction, information, instruction, supervision and training to staff as appropriate to their work.
- To ensure that all materials in use are assessed for safety and comply with the manufacturers' recommendations.

2.3 HEAD OF OPERATIONS & MANAGERS

Managers are accountable for the health and safety performance of their area of the business. They are responsible for:

- Ensuring they read and understand the Practice's Health and Safety Policy and ensure that all employees under their control read and understand the policy.
- Making employees aware of their responsibilities regarding health and safety.
- Ensuring that adequate provisions (including financial provisions) are made for health and safety.
- Ensuring that fire and evacuation procedures are practised and implemented.
- Recording significant risks in risk assessments. Passing on to the persons affected the conclusions of any relevant risk assessment.
- Ensuring that all staff training needs are identified and addressed.
- Ensuring that safety inspections and testing is undertaken in accordance with statutory requirements.
- Ensuring that work equipment is held on a register and that equipment on the register is regularly inspected and maintained and that such inspection and maintenance is recorded.
- Ensuring that all employees always have access to the Company Safety Policy and Arrangements.

2.4 EMPLOYEES AND EXTERNAL CONSULTANTS

Employees are responsible **for** ensuring their own safety and that of their colleagues and that of others who may be affected by their undertakings.

- Read and understand the Practice's Health and Safety Policy and ensure that all employees under their control read and understand the policy.
- Report any failure in the safety procedure or any hazard likely to cause harm.
- Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to health for which you have not received full instructions or training.
- Report any defective equipment immediately.
- Are fully aware of the procedure for receiving first aid and are fully aware of the correct action to take in the event of a fire or other emergency at their place of work.

2.4 EMPLOYEES AND EXTERNAL CONSULTANTS [continued]

- Ensure that corridors, office floors, doorways, etc., are kept clear and free from obstructions. In the event of such a hazard being noticed the person should remove the hazard.
- Comply with the Practice's no smoking policy.
- Ensure the Director is notified of any known hazards relating to the workplace and advise of any equipment or training which is perceived as necessary.
- During the course of work suggest ways of eliminating hazards and thus improving the Company's Health and Safety Policy.
- Ensure the Head of Professional Services and Manager is informed of any injuries, however minor, and that the relevant accident report forms are completed.
- Never work alone in premises controlled by others.
- Comply with all relevant Health and Safety legislation and company procedures.

2.5 FIRE WARDEN

Responsible for the holding and recording of fire drills, the testing and recording of fire detection and alarm systems, for ensuring that all persons are out of the building in the event of an alarm, and for meeting the fire and rescue service.

2.6 FIELD WORK AND SITE VISITS

Comply with the rules set out in 2.4 when visiting premises controlled by other organisations.

2.7 VISITORS

Upon visiting the Practice premises, all employees and visitors shall:

- Report to the Practice's reception.
- Sign in / sign out.

PART 3 | ARRANGEMENTS

3.1 INDUCTION OF NEW PERSONNEL

All new personnel will receive induction training which will highlight all aspects of Health and Safety covered in this Policy. Each employee will be given a copy of the Practice's Health and Safety Policy which they will read and sign for. A record will be kept of all employees that have received and read the policy.

The induction training program has been laid out in detail in the training procedure in the Quality System. Particular attention should be paid to the area in which the new person will be working, but an appreciation of all areas must be included in the training to ensure that the new employee has a full understanding of the issues affecting the Health and Safety of all employees of the Company and those affected by the Practice's activities.

3.2 TRAINING

The Practice will follow a continuous policy of occupational, health and safety, and general training and re-training to ensure the necessary skills, knowledge and competence are maintained for the employee to undertake their works. This will be carried out on a regular basis by suitably competent persons. The training will be achieved through an appropriate combination of externally-sourced formal courses and internally-produced informal training. Training will take place in normal working hours.

3.3 YOUNG PERSONS

The practice will ensure that a specific risk assessment is made where young persons (<18 years old) are proposed to be employed, to identify risks to their health and safety that result from their lack of experience, lack of awareness of risk, or lack of maturity.

Significant findings of such risk assessments will be brought to the attention of parents / guardians by the Practice management. In particular, young persons will not be employed to do work beyond their physical or psychological capacity.

3.4 NEW AND EXPECTANT MOTHERS

The Practice will ensure that new and expectant mothers are afforded every consideration and facility. This will include as a minimum:

- Specific risk assessment of the work of new and expectant mothers and the taking of appropriate measures as a result including the variation of working hours or conditions, where it is reasonable to do so and where it is effective against the risks.
- Suitable facilities for any working pregnant women or nursing mothers to rest and to breastfeed as required.
- Consideration regarding potentially stressful work, including making suitable adjustments to the job role or specific tasks within it.
- Relevant advice and information regarding potential or perceived hazards presented by the workplace.

The above considerations will be given upon receipt of a suitable written notification from the employee that she is pregnant, usually form MAT B1, breastfeeding or has given birth within the preceding six months.

Other considerations will be put in place for those mothers who may have experienced a still birth, including appropriate support.

The employee retains the right to alternative work and remuneration under the Trade Union Reform and Employment Rights Act 1993.

In accordance with the requirements of current legislation, the Practice will not allow a woman to return to work within 14 days of the birth of her child.

3.5 FIRE AND EMERGENCY ARRANGEMENTS

In the event of a fire or emergency on the Practice premises, the designated manager on duty on that site will be the appointed person to take charge. Their first duty will be to ensure the safe evacuation of personnel.

3.6 ACCIDENT REPORTING AND INVESTIGATION

The Practice will ensure that suitable and sufficient first-aid treatment is available for all employees at all times from an adequate number of qualified First-Aiders or Appointed Persons.

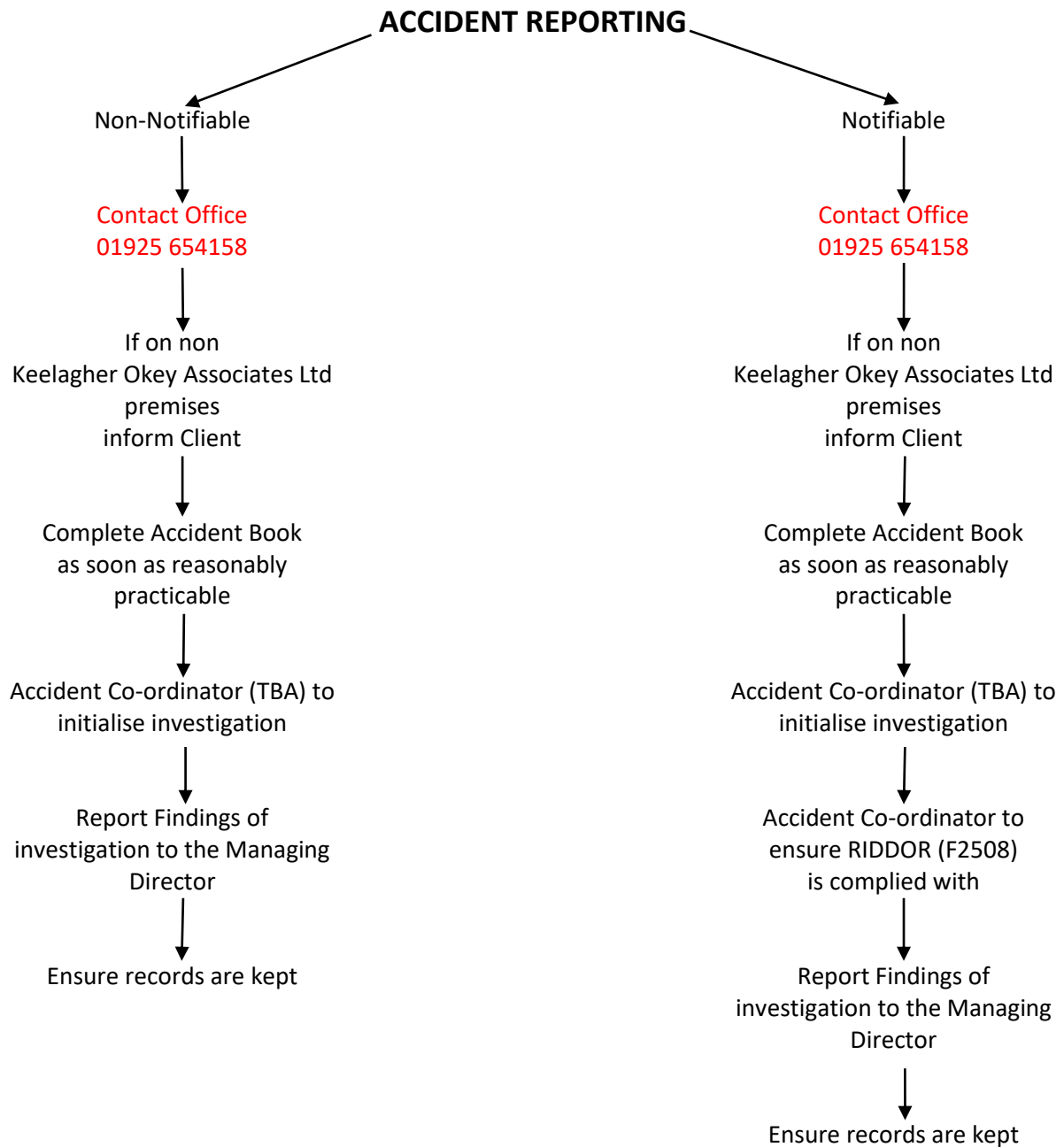
The work force will be notified of the location and identities of these qualified First-Aiders via company notice boards.

When a reportable accident occurs to an employee or representative of the Practice, the following procedure must be followed.

3.6 ACCIDENT REPORTING AND INVESTIGATION (continued)

- a) Inform a qualified First Aider of the injury and allow ~~him~~ them to assess the situation. If the First Aider requests an ambulance the senior person present shall call the ambulance service.
- b) First Aid must only be administered by a competent person who has received the appropriate training.
- c) The Practice accident report form should be completed with all the relevant details.
- d) The RIDDOR form must be completed including information on any First Aid treatment that was required.
- e) Once the form has been completed by the First Aider it will be passed to a the Managing Director, who will decide if further action is required. In the event of a fatal or major injury to any person a the Managing Director will inform the local office of the Health and Safety Executive. In the case of an employee of another Company being killed or injured, this duty is placed on their employer. A major incident includes any accident where the employee is off sick from work due to the accident for more than three days.
- f) Particular attention should be paid to the proposed action to prevent the recurrence of the accident. If this action requires a change in the retraining of personnel then the Managing Director must be informed to action this.
- g) Inform the First Aid Officer of any consumables used, to ensure that the First Aid boxes are kept replenished and up to date. It is the duty of the First Aid Officer to ensure that the First Aid boxes are kept fully stocked and the equipment within has not exceeded its 'use by date'.

3.7 ACCIDENT REPORTING FLOWCHART



3.8 FIRE

The Practice will appoint a Fire Warden. The appointed persons' details will be displayed in the Practice main office.

Training shall be repeated every twelve months for all Fire Wardens. Once annually a practice fire drill will be held, which will simulate conditions where one or more escape routes from the building are blocked.

The Fire Warden will be trained in the procedures so they will be competent to train all other personnel.

All personnel will sign in and out using the in / out board in reception and all visitors will sign in and out using the visitors book. The in / out board and the visitors book will be taken to the assembly point by the Fire Warden in the event of a fire and will be used as a register.

All personnel will attend the fire training course run by the Fire Warden. The training shall cover:

- a) The action to be taken upon discovering a fire.
- b) The action to be taken upon hearing the fire alarm.
- c) Raising the alarm, including the location of alarm call points, internal telephones.
- d) Knowledge of all escape routes and assembly points.
- e) The location and use of fire-fighting equipment.
- f) Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire.
- g) Stopping machines and processes and isolating power supplies where appropriate.
- h) Evacuation of the building.

3.9 PERSONAL PROTECTIVE EQUIPMENT

Appropriate PPE will be supplied and replaced as necessary by the Practice. Precise requirements will be determined by risk assessments undertaken for the work.

3.10 CONSULTATION

In accordance with The Health and Safety (Consultation with Employees) Regulations 1996 the Practice will establish a health and safety committee comprising of representatives of management and employees. The meetings will be minuted and their proceedings and records will be subject to annual audit.

3.11 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS: 2015

Upon receipt of an Instruction the Head of Professional Services will determine whether the Practice is a Client, Designer, Principal Designer, Principal Designer Advisor, Principal Contractor or CDM Advisor.

The Project Lead will identify and/or assess risks, ensuring that the information is passed to the appropriate parties in order to avoid or reduce the risk, or to inform other duty holders of the residual risk, in order to fulfil the Practice's duties under the Regulations in accordance with the procedures set out in the Quality System.

3.12 PRACTICE CARS AND BUSINESS MILEAGE

Any personnel using a vehicle owned by the Practice or on company business must follow the procedures below:

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Ensure before reversing that there are no obstructions, excavations or people behind the vehicle.
- Report all accidents or damage, however minor, to the Managing Director.
- Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to the Managing Director.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
- Do not drink alcohol or take medication which could affect driving ability before driving.
- Employees must keep their vehicles in a clean and tidy condition.

3.13 ALCOHOL & DRUGS

Failure to comply with the rules will result in the person being referred for disciplinary action.

No personnel or contractor shall report for duty in an unfit state due to the use of alcohol or drugs, or under the influence of "drugs of abuse".

No person should be in possession of "drugs of abuse" or alcohol in the workplace.

Personnel who are aware of others who contravene any of these rules should bring this to the attention of the Managing Director, in the interest of their own safety, and that of others in the workplace.

3.14 DISCIPLINARY PROCEDURES

Breach of policy by any employee will result in disciplinary action as laid down in the contract of employment.

3.15 CHANGES IN HEALTH AND SAFETY REGULATIONS

It will be the responsibility of the Managing Director to ensure that any changes in Health and Safety Regulations affecting the Practice are complied with and the Practice's Health and Safety Policy is changed accordingly. This will involve consulting all staff to ensure that they are aware that there have been changes in the Health and Safety Regulations, that any required changes are complied with and all appropriate documents are updated.

3.16 INSTALLATION OF NEW EQUIPMENT

When equipment is brought into the Practice, whether new or second hand, the following procedure must be followed:

- All risk assessments for the equipment / machine and process must be completed by a competent person.
- All necessary method statements to be written and included in the relevant manuals by a competent person.
- All existing personnel that will come in contact with new equipment / machines must be trained in its use which will make them aware of any hazards and risk in the use of the machinery. All manuals to include the training for the new equipment to be retained.

- All portable electrical appliances located within the Practice premises will undergo regular portable appliance testing (PAT). Practice management will ensure that all electrical testing and repairs are undertaken by a suitably qualified person. Records will be kept of all inspections and testing.

3.17 ORGANISATIONAL CHANGES

When the organisation structure of the Practice changes in any area of the Company the new layout relating to Health and Safety must be forwarded to the Managing Director for approval. The layout will include all lines of responsibility and communication and lines of purely communication. Once this new structure has been approved by the Directors it will be shown on the Structure Chart and become part of the Company's Policy. Where job changes have occurred, the new organisational responsibilities must be drawn up and forwarded to the Directors. On approval by the Managing Director the new organisational responsibilities will be included in the Policy.

3.18 CHANGES OF WORK PATTERN

When any changes in the work pattern occur due to change in Health and Safety Regulations or improved work practices, the following procedure must be followed:

- All risk assessments relating to the altered process to be reviewed and updated where necessary by a competent person.
- All method statements relating to the altered process to be reviewed and updated where necessary by a competent person.
- All existing personnel are trained in the new working practices.
- All manuals to be updated to include the new working practices.
- Appropriate equipment is issued.

3.19 CHANGES IN COMPANY'S HEALTH AND SAFETY POLICY

When any changes in the Practice's Health and Safety Policy are made the relevant sections of the Policy are to be re-issued to all personnel.

3.20 DISPLAY SCREEN EQUIPMENT

A 'user' can be regarded as a member of staff who is required to operate Display Screen Equipment (DSE) as part of their work.

Work Routine

The Company will arrange work so that periods of activity on the DSE are interrupted by periods doing some other task. The purpose is to prevent the onset of fatigue not for recuperation, and the change period is not required to be a rest break.

No single session of DSE should exceed about 90 minutes without a change of activity for some 15 minutes. Shorter sessions are preferable, such as 30 minutes followed by 5 minutes of change, or 60 minute sessions followed by 10 minutes of change. For some users the DSE session is frequently interrupted for brief periods by callers, the telephone, etc. These will help relieve fatigue, and may be sufficient.

Eyes and Eyesight Tests

Users may request eye or eyesight tests. These can be undertaken by many high street opticians or by arrangement via the company safety advisor. Where glasses etc. are required specifically for Display Screen use then the Company will pay for them, but only for the basic version. If the glasses etc. are needed to correct for general vision defects then the individual is responsible for the cost.

3.21 WORK RELATED STRESS

The Company recognises that its staff are its most valuable asset, and that only through their personal and professional development - in a healthy and safe working environment - can they be encouraged to contribute fully to the life of the Company in the achievement of its strategic aims.

Whilst the Company has no control over external factors, as a good employer it wishes to promote the physical, psychological and social well-being of all its employees. It is committed to ensuring, so far as is reasonably practicable, that no member of staff is subjected to an excessive and sustained level of reasonably foreseeable work-related stress that is detrimental to their health. Employees suffering from excessive and sustained levels of work related stress will be treated in accordance with the Policy, Code of Practice and Guidelines on Equal Opportunities in Employment and appropriate related present and future policies. The needs of people with disabilities will be given particular consideration.



Name: Derek Bradshaw
Position: Managing Director
Date: 31st January 2026