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| **This is the statement of general policy and arrangements for:** | | **Southern Asset Management** | |
| **Steve Southern – Chief Executive Officer** | | **has overall and final responsibility for health, safety and quality** | |
| **David Taylor – Operations Manager**  **Peter Burgess – Technician Manager**  **Management Team** | | **have day-to-day responsibility for ensuring this policy is put into practice** | |
| Statement of general policy | Responsibility of: | | Action/Arrangements |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Near miss incidents records alongside non-conformances. Incidents investigated by Management Team to evaluate root cause. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Employees are given necessary health and safety induction with RAMS and provided with appropriate training (inhouse NDT procedures, tool box talks on first aid, coshh, PPE, slips & trips alongside industry standard HERS accredited training). All Training is recorded within a training matrix. |
| Engage and consult with employees on day-to-day health, safety and environment conditions | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Health and safety matters are recorded and discussed within Management Review Meetings. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Escape routes well signed and kept clear at all times. Employees are aware of evacuation plans. Evacuation plans are tested from time to time and updated as necessary. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |
| Southern Asset Management is committed to achieving competitive excellence and providing our customers with products and services designed, produced and maintained to meet or exceed their expectations by:  1.Complying with all customer, statutory and regulatory requirements;  2.Enabling employees to achieve business and professional goals; | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Achieved ISO 9001:2015 & 45001:2018 and have Quality and Health and Safety Management System in place. |
| Committed to leading the industry in minimising the impact of its activities on the environment. | David Taylor- Operations Manager  Peter Burgess- Technician Manager  Management Team | | Minimise waste by evaluating operations and ensuring they are as efficient as possible. Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.  Actively promote recycling both internally and amongst its customers and suppliers.  Meet or exceed all the environmental legislation that relates to the Company.  Working towards Net Zero Carbon Reduction Plan. |

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| Signed: Steve Southern |  | Date: | November 2024 |

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| Health and safety law poster is displayed at (location) | Reception |
| First-aid box is located: | Office & in Vans |
| Accident book is located:  *Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)* [*http://www.hse.gov.uk/riddor*](http://www.hse.gov.uk/riddor) | Office |