

## Health, Safety, and Wellbeing Policy

HELM Great Britain Limited (HGB) is committed at all levels to providing an environment that supports our people's health, safety and well-being, including customers, visitors, suppliers, and member of the public.

We are committed to ensuring that our statutory obligations are met, but these are regarded as minimum standards to be exceeded wherever possible. We will continually strive to improve our management of workplace risks through monitoring, internal auditing and improving company practices.

We aim to build and maintain a workplace environment and culture that supports mental health and well-being and prevents discrimination, including bullying and harassment.

We actively promote and maintain the mental health and well-being of all employees through policies and procedures and encourage staff to take responsibility for their own Health, Safety and Well-being.

### **Responsibilities**

#### **Managing Director**

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely

#### **Managers**

- Day-to-day responsibility for ensuring this policy is put into practice.
- Provide information, instruction and training to enable all workers to work safely
- Consult with and involve workers on matters relating to health, safety and well-being
- Provide appropriate safety equipment and personal protective equipment

#### **All Employees**

*All our employees* are required to:

- Take reasonable care to ensure the health and safety of themselves and others who may be affected by what they do or fail to do at work.
- Report any accident, Incident to your manager.

- Complying with any reasonable directives (e.g. wearing personal protective equipment and follow safe systems of work.)
- Report any Health and Safety concerns to the Managers or an appropriate person.

## **Contractors and other Working Partners**

All persons working with or involved in the provision of services on behalf of HELM GB must co-operate with the requirements of this Health, Safety and well-being Policy and accept their personal responsibilities for the health and safety of themselves and others.

## **Arrangements**

HELM GB has produced a series of health safety and well-being arrangements and procedures to ensure a safe and healthy workplace environment. These arrangements will be entirely reflective of how the company intends to manage health, safety, and well-being issues.

- Risk Assessments
- Audit and Inspection
- Control of Substances Hazardous to Health
- Fire Safety, Precautions and Emergency Arrangements
- First Aid Arrangements
- Display Screen Equipment assessments
- Working at Height
- Manual Handling assessments
- Safety in Offices
- Personal Protective Equipment
- Health and Safety, Wellbeing Training
- Accident investigation and reporting
- Raise employee knowledge and awareness of mental health and well-being issues.

HGB will review and update this policy to incorporate any changes created by new or revised business activities and/or legislation changes.

This policy is also communicated to all employees to promote both their involvement and commitment to our business's improvement.

*Lyndon Watkins*

Lyndon Watkins  
Managing Director

Date 22 January 2021