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# Health & Safety Manual

Sir Frederick Snow & Partners Ltd  
Snow Consulting Ltd

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## Health, Safety and Welfare Policy

*The Management of Health and Safety at Work Regulations 1999 [1]*

Each of the Companies complies fully with all requirements of the above regulations on Health and Safety at Work for the benefit of all employees and others who may be affected by our work activities. It is the policy of both Companies to:

- Comply with all applicable statutory and regulatory requirements relating to health and safety;
- provide adequate control of the health and safety risks arising from our work activities;
- prevent accidents and cases of work related ill health;
- provide and maintain safe and healthy working conditions and safe equipment;
- consult with our employees on matters affecting their health and safety;
- ensure that all employees are competent to undertake their tasks safely and give them adequate training, information, instruction and supervision;
- ensure safe handling and use of articles and substances

The Companies have taken measures to prevent avoidable risks. Where risks exist that cannot be avoided, they have been the subject of a risk analysis exercise, with a view to minimising dangers. Measures have been instigated to promote the protection of employees where dangers have been highlighted throughout the evaluation process. The process of evaluation is carried out on a continuous basis with regard to changing working practices and policies. These evaluations and safety measures are discussed at management meetings to ensure that they fully reflect the current operations of the Companies.

A competent person (Mr Simon Smith MA BA CEng MICE MIStructE FConsE MCIArb) has been appointed to carry out activities and provide, and facilitate the provision of, Health and Safety advice. All employees have been informed of Mr Smith's role although the ultimate responsibility for Health and Safety remains vested with the Managing Director Eur Eng Paul Drobig BEng CEng MICE MIStructE FConsE.

Details of the Companies' organisation and arrangements for managing health and safety, including allocation of responsibilities and description of procedures, are contained in our Health and Safety Manual, of which this policy statement forms a part, and which is available to all of our staff via our IT system. Each employee has been instructed in their responsibility to take care of their own safety and that of all other persons potentially affected by our work activities. All visitors to our premises are advised of the emergency procedures to be followed.

The evaluation of risks carried out to date by the Companies has highlighted no potential health hazards to our employees that would require health surveillance. Should any such hazard be identified in the future a health surveillance system will be implemented for those employees who may be affected.

An ongoing, in-house, programme of risk assessments, health and safety training and health and safety reviews has been established with regard to potential hazards and emergency procedures. All employees receive training on recruitment or on transfer or on the introduction of new equipment or procedures, as well as appropriate refresher training. The Companies maintain records to show compliance with health and safety legislation and regulatory requirements.

This policy and all other parts of our Health and Safety Manual are all regularly reviewed and updated as necessary and an annual report on the Health and Safety performance of each of the Companies is made to the relevant Board of Directors.

Paul Drobig  
Managing Director  
January 2022