

HEALTH AND SAFETY POLICY STATEMENT



IPM Facilities Ltd
15 Highview Business Centre
Bordon, Hampshire, GU35 0AX

0800 078 6279
hello@ipmf.co.uk

No 04135159 VAT GB755195017

At IPM Facilities, we are dedicated to providing a safe and healthy working environment for all employees, visitors, contractors, and any other individuals affected by our business activities. We acknowledge our legal and moral obligations to prioritize health and safety and commit to taking all reasonably practicable steps to achieve this goal.

It is the policy of IPM Facilities Ltd that all possible steps will be taken to ensure the health and safe working conditions, equipment, and systems of work for all our employees, and to provide such information, training, and supervision as they require for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

IPM Facilities Limited will:

- Promote a positive health and safety culture within the organisation, in particular, by consulting and involving employees and their representatives in health and safety decisions.
- Provide a framework for continuous improvement based on Objectives and Targets, that are set and monitored as part of the Management Review process
- Consult with employees and encourage participation in the development, improvement, and implementation of the Safety Management System

To achieve the high standard, of Health and Safety demanded, a Safety Management System, which covers all activities, has been developed and documented in consultation with Employees and Managers, taking into account expert advice as well as current Health and Safety standards and the requirements of ISO 45001:2018.

This Policy Statement sits as the guiding document to the Safety Management System. It is communicated to all staff and displayed on staff noticeboards. Employees and Managers also receive training, on their Health and Safety responsibilities, as part of their induction. In addition, this Health and Safety Policy Statement is made available to all interested parties on request.

To enable us to fulfil our responsibility for health and safety, it is the duty of every employee in the company to co-operate with us and our clients in every respect pertaining to the Health and Safety at Work Act 1974 and any regulations made under this or any other health and safety statute. It is the duty of all employees to comply with company policy and safety codes of practice, and to accept and carry out their responsibilities.

In this policy the term 'Safety' is defined to mean; -

- The prevention of all injuries.
- The promotion of occupational health and hygiene.
- The control of all situations likely to cause damage to property and equipment.
- The investigation of 'near miss' situations.
- Fire prevention and fire control.

All employees with specific responsibilities for Health and Safety must ensure that these responsibilities are adequately delegated in their absence.

Whilst statutory regulations are always to be complied with, this is not enough. All employees should contribute towards making the work areas as safe as possible. All work methods are to be periodically appraised to ensure that the safest possible methods are adapted. The Managing Director will give full backing to this policy and support all those responsible for its implementation.



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This policy will be updated to comply with new legislation and the requirements of the company.

Part 1, Section 7 of the Health & Safety at Work Act states:

It shall be the duty of every employee whilst at work

- To take reasonable care for the health and safety of himself / herself and any other persons who may be affected by his / her actions or omission at work.
- In regard to any duty or requirement imposed on his / her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him / her in so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare in pursuance of any relevant statutory provisions.

FAILURE TO COMPLY

- It is the COMPANY'S RESPONSIBILITY to provide safe working systems, suitable equipment, and protective clothing.
- It is the EMPLOYEE'S RESPONSIBILITY to work to the Company's safe systems of work, use the protective clothing and equipment provided. Failure to do so, misuse of any protective clothing or equipment, or failure to comply with the safe systems of work are offences under the Health and Safety at Work Act 1974 and carry penalties and fines and / or up to two years imprisonment.
- All failures to comply will be seen as gross misconduct by the Company.
- Failure to report or to comply with the foregoing procedures can jeopardise any claim for industrial injury or other benefits that may arise.
- An approved person is a person trained to a standard recognised by the British Safety Council

It is your duty to read this policy carefully and make sure that you fully understand it, especially the section which deals with the specific responsibilities of staff. It is your duty to comply with the contents of this policy and any breach of this policy or the Health and Safety at Work Act 1974 will lead to disciplinary action being taken. Remember that this is in your own interest as well as that of your fellow employees. Should you have any doubts or feel you need further guidance, do not hesitate to seek the advice of your Line Manager or the company health & safety manager, Shanique Joseph.

Signed:

A handwritten signature in black ink, appearing to read 'Mark Noakes', written in a cursive style.

Mark Noakes – Managing Director