

## Health and Safety Policy – MechaTech Systems Ltd

MechaTech Systems Ltd is committed to ensuring the health and safety of its staff, the general public and contractors visiting site. To fulfil this commitment, the company has established the following Health and Safety Policy.

1. The General Manager (Safety Officer) is responsible for the safety of all work carried out at MechaTech Systems Ltd. The General Manager is responsible for taking actions necessary to protect the Health and Safety of all employees and the safety of the general public, the environment and MechaTech Systems Ltd plant and equipment.
2. Each employee, visitor and contractor working at MechaTech Systems Ltd is responsible for observing all safety rules and procedures.
3. Line management is responsible for ensuring that operations are undertaken in accordance with authorized procedures, and that staff are appropriately trained in these operations and are made aware of Health and Safety aspects.
4. The Health and Safety aspects of all operations, plant and apparatus capable of affecting the Health and Safety of staff and public shall be subject to safety (risk) assessment whilst being planned and shall be monitored and reviewed as appropriate throughout the duration of their operation. Safety assessments should include all staff involved with the operation and any conclusions / procedures arising from such assessments should be clearly communicated to all relevant staff.
5. All staff employed at MechaTech Systems Ltd are encouraged to participate in Health and Safety issues and any Health and Safety concerns should be communicated to the Safety Officer, their advisor or the nominated worker representative. A Workplace Safety Committee has been established to review Health and Safety issues. The Safety Officer, their advisor and the nominated worker representative form the basis of this committee.
6. MechaTech Systems Ltd agrees to comply with current UK health and safety legislation.

The company is committed to continued improvement and will commit the necessary financial and physical resources to fulfil this commitment.

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This policy will be reviewed annually.



John Hutchinson  
Managing Director

Date: 06.01.26  
Review Date: 06.01.27  
Revised 06.01.26

## Arrangements

### Responsibilities

1. Overall and final responsibility for Health and Safety lies with Katie Yarwood (Safety Officer)
2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to line management, as summarised below.

| Name          | Responsibility  |
|---------------|---|
| Katie Yarwood | Office safety, Induction safety training for office staff   |
| Katie Yarwood | Manufacturing / Plant and Service Safety, Induction safety training for engineers                                 |
| Katie Yarwood | Transport and Stores safety<br><br>Company first aid<br><br>Induction training for stores staff / manual handling |

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|               |   |
|---------------|---|
| Katie Yarwood | Safe handling and use of substances (COSHH)       |
| Katie Yarwood | Recording / reporting and investigating accidents |
| Katie Yarwood | Annual safety checks                              |
| Katie Yarwood | Emergency Procedures – Fire and evacuation        |

### Risk Assessments

Risk assessments will be undertaken by the Safety Officer in cooperation with the personnel that are subjected to the risk and the relevant line manager. The relevant line manager will then be responsible for ensuring that any actions arising from the risk assessment are implemented. Assessments will be reviewed every 1 year or when the work activity changes, whichever is the soonest.

### Consultation with employees

The Employee Representative is Katie Yarwood.

The Employee Representative can take up any concerns about Health and Safety with the Safety Officer at any time and is also a member of the workplace safety committee, which meets to discuss safety issues.

Full details of the safety committee are given below:

| Name          | Role                    |
|---------------|-------------------------|
| Katie Yarwood | Safety Officer          |
| Katie Yarwood | Employee Representative |

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