

Health and Safety Policy

Introduction to IO Controls:

Founded in 2004 and operating from offices in Milton Keynes, we specialise in Building Energy Management Systems offering Support Services, Project Delivery and Consultation.

Organisational Purpose:

To make Building Energy Management Systems (BEMS) easy!

Organisational Vision:

To provide all strategic and operational stakeholders with quality solutions through a highly engaged team working effectively and consistently.

Strategic Direction:

We aim to generate profitable growth through organic and non-organic means around a core commitment to Quality, Customer Loyalty and Employee Engagement.

Health & Safety Policy Statements:

IO Controls aim to ensure, so far as is reasonably practicable, the health, safety, and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes.
- Setting and monitoring of health and safety objectives for the Company.
- Effective communication of and consultation on health and safety matters throughout the Company.
- Assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks.
- Preventing work-related injuries, ill health, disease, and incidents.
- Providing and maintaining safe plant and equipment and implementing safe systems of work.
- The safe use, handling, storage and transport of articles and substances.
- Providing and maintaining a safe working environment with safe access, egress, and welfare facilities.

- Providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety.
- Providing suitable and sufficient information, instruction, and supervision for employees.
- Continually improving the performance of our health and safety management.
- Devoting the necessary resources in the form of finance, equipment, personnel, and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company.

General Responsibilities:

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

Dirk McManus, Director

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

Newton Parker, Director

To support deployment of this Policy, Employees shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Co-operate with management to meet the employer's legal duties and work in accordance with the Company's procedures.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others.
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents.
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so.
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Health and Safety Adviser:

In line with current legislation we have appointed NatWest Mentor Health and Safety Services to act as our in-house health and safety advisor under Regulation 7 of the Management of Health and Safety at Work Regulations.

Operational Arrangements:

Key aspects of our Health and Safety arrangements are described within our Quality Management System which is subject to periodic review to ensure it remains effective. Key considerations include:

- **Risk Assessments:** Formal Risk Assessments are used to identify Hazards and, through appropriate Control Measures, manage Risk.
- **Customer Cooperation:** Familiarisation and engagement with Customer arrangements is central to our Risk Management.
- **Welfare:** Generally, we will utilise Customer welfare arrangements unless specifically required by contract conditions.
- **Equipment:** All utilised equipment is subject to required and appropriate inspection and maintenance.
- **Personal Protective Equipment (PPE):** PPE is provided free of charge to Employees as required by work activities and is subject to required and appropriate inspection and maintenance.
- **Hazardous Substances:** The Risk associated with Hazardous Substances is considered for all work activities and mitigated where required through Risk Assessment.
- **First Aid and Incident/Accident Reporting:** Generally, we will utilise Customer First Aid arrangements unless specifically required by contract conditions.
- **Asbestos:** IO Controls are not licensed contractors and do not carry out Non-Licensed Works in connection with asbestos. Through training, QMS Procedures and Risk Assessment all practical measures are taken to avoid accidental exposure.
- **Public Safety:** The safety of members of the public is paramount and explicitly considered through Risk Assessment.

Communicating the Policy:

- This Policy will be maintained as documented information within the Quality Management System.
- This Policy will be communicated effectively within the organisation such that its intended meaning and impact is understood.
- Efforts will be made to ensure the Policy is available to interested parties as appropriate.

This policy has been approved & authorised by:

Name: Newton Parker
Position: Director

Signature:



Date: 1st January 2021

Name: Dirk McManus
Position: Director

Signature:



Date: 1st January 2021

This Policy shall be reviewed annually or when otherwise required due to significant changes in circumstances.