

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:

Staff Training (including Refresher Training)

IO Controls Ltd is committed to ensuring that all employees receive appropriate training to perform their tasks safely and competently. Training needs will be identified through individual and job-specific risk assessments. The training will include, but not limited to, the following aspects:

- Health and safety induction for all new employees.
- Task-specific training to address the risks associated with particular job roles.
- Regular refresher training to reinforce safety knowledge and update employees on any changes to procedures or regulations.
- Training records will be maintained and regularly reviewed to ensure compliance.

Personal Protective Equipment (PPE) Provision

IO Controls Ltd will provide suitable and adequate Personal Protective Equipment (PPE) to employees free of charge where necessary. The procedure for PPE provision will include the following:

- Identification of PPE requirements through risk assessments.
- Procurement of appropriate PPE meeting relevant safety standards.
- Proper fitting, training, and instruction on the correct use, maintenance, and storage of PPE.
- Regular inspection and replacement of damaged or expired PPE.
- Monitoring and enforcement of PPE usage in relevant work areas.

Duties as a Contractor under the Construction (Design and Management) Regulations 2015

Where IO Controls Ltd is engaged as a contractor under the CDM Regulations 2015, the following procedures will be followed:

- Appointing a competent and suitably qualified CDM Coordinator for projects, where applicable.
- Complying with all relevant CDM Regulations requirements and obligations.
- Participating in site-specific health and safety inductions and ensuring all personnel under IO Controls' supervision are aware of site-specific risks and control measures.
- Regular communication and coordination with the principal contractor and other duty holders to ensure a safe working environment for all involved parties.

Audit / Review

IO Controls Ltd will conduct regular internal health and safety audits and reviews to assess the effectiveness of health and safety management systems. The audit and review process will include:

- Identifying audit areas and conducting systematic assessments based on risk and importance.
- Setting objectives and corrective actions to address identified issues.
- Regularly reviewing performance against health and safety objectives and making necessary adjustments to improve performance.

Accident Reporting / RIDDOR

IO Controls Ltd requires prompt reporting of all accidents, incidents, and near misses to the management. The procedure includes:

- Clear reporting channels and designated responsible persons for receiving accident reports.
- Recording and investigating all incidents to identify root causes and implement preventive measures.
- Reporting any RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) reportable incidents to the Health and Safety Executive (HSE) as required by law.

Accident Investigation

In the event of an accident or incident, IO Controls Ltd will conduct thorough investigations to determine the root causes and prevent recurrence. The investigation procedure will involve:

- Appointing a competent person to lead the investigation.
- Gathering evidence, statements, and relevant documentation.
- Analysing findings and identifying contributory factors.
- Developing and implementing corrective and preventive actions to address identified issues.

Emergency Procedures

IO Controls Ltd will have comprehensive emergency procedures in place to address various types of emergencies, including fire, medical emergencies, and evacuation. The procedures will include:

- Clear emergency escape routes and assembly points.
- Designation of responsible personnel to coordinate emergency response.
- Regular emergency drills and exercises to ensure preparedness and familiarization.

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First Aid Provision

IO Controls Ltd will ensure that appropriate and adequate first aid provision is available at all workplaces. The procedures include:

- Identifying first aid needs through risk assessments.
- Appointing trained first aiders based on the number of employees and the nature of work.
- Providing first aid kits and necessary equipment in accessible locations.
- Regularly inspecting and replenishing first aid supplies.

Hazardous Substance Safety / COSHH

IO Controls Ltd will follow Control of Substances Hazardous to Health (COSHH) regulations for handling hazardous substances. The procedures will include:

- Conducting COSHH assessments to identify risks and implement control measures.
- Providing suitable training to employees working with hazardous substances.
- Ensuring proper storage, handling, and disposal of hazardous substances.
- Regular monitoring and review of COSHH assessments and control measures.

Work Equipment Provision & Safety

IO Controls Ltd will ensure that all work equipment is safe, properly maintained, and suitable for its intended use. The procedures include:

- Conducting risk assessments for work equipment to identify hazards and implement control measures.
- Regular inspection and maintenance of work equipment by competent persons.
- Providing employees with proper training on the safe use of work equipment.
- Keeping records of inspections and maintenance.

Manual Handling

IO Controls Ltd will assess and control the risks associated with manual handling activities. The procedures include:

- Conducting manual handling risk assessments for tasks involving manual lifting, pushing, pulling, or carrying.
- Providing appropriate training and guidance to employees on safe manual handling techniques.
- Implementing control measures to reduce the risk of manual handling injuries.
- Regular review of manual handling assessments and improvement of procedures as needed.

Risk Assessments

Formal Risk Assessments are used to identify Hazards and, through appropriate Control Measures, manage Risk:

- Conduct formal risk assessments for all work activities and tasks.
- Identify hazards associated with each activity.
- Implement appropriate control measures to manage and minimize risks.
- Regularly review and update risk assessments as necessary.
- Ensure risk assessments cover all aspects of health and safety related to the tasks.

Customer Cooperation

Familiarisation and engagement with Customer arrangements is central to our Risk Management:

- Prioritize familiarization and engagement with customer health and safety arrangements.
- Collaborate with customers to identify site-specific risks and control measures.
- Communicate IO Controls' health and safety requirements and policies to customers.
- Coordinate with customers to ensure a safe working environment for both IO Controls' personnel and the customer's employees.

Welfare

Generally, we will utilise Customer welfare arrangements unless specifically required by contract conditions:

- Utilize customer welfare arrangements whenever possible and suitable.
- If specific contract conditions require IO Controls to provide welfare facilities, ensure they meet legal and industry standards.
- Regularly inspect and maintain welfare facilities for cleanliness, functionality, and safety.
- Communicate welfare arrangements to all employees and provide clear information about their location and usage.

Equipment

All utilised equipment is subject to required and appropriate inspection and maintenance:

- Ensure that all equipment used by IO Controls is fit for purpose and appropriate for the task.
- Conduct regular inspections of equipment to identify any defects or signs of wear.
- Perform maintenance and servicing of equipment as per manufacturer's guidelines.
- Keep detailed records of equipment inspections, maintenance, and repairs.
- Train employees on the proper use, handling, and safety precautions related to specific equipment.

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:

- Comprehensive Training: All relevant employees will receive training on asbestos awareness, recognition, and handling procedures to identify and deal with potential asbestos-containing materials.
- QMS Procedures: IO Controls will develop and implement Quality Management System (QMS) procedures to address asbestos-related risks effectively. These procedures will align with legal requirements and industry best practices.
- Risk Assessment: For projects or tasks where asbestos-containing materials may be present, IO Controls will conduct thorough risk assessments. The assessments will identify the presence of asbestos, assess the potential risks, and establish control measures to minimize exposure risks.
- Asbestos Register: IO Controls will maintain an up-to-date register of any known or suspected asbestos-containing materials within its premises or work areas. This register will be accessible to all relevant employees and external parties, as needed.

Public Safety

The safety of members of the public is paramount and explicitly considered through Risk Assessment.

- Risk Assessment: IO Controls will conduct comprehensive risk assessments to identify potential hazards and risks that could impact the safety of the public. These assessments will be tailored to specific projects and locations, considering factors such as the proximity of the public to work areas.
- Control Measures: Based on the risk assessment findings, IO Controls will implement appropriate control measures to mitigate identified risks. These measures may include physical barriers, warning signs, designated pedestrian routes, or work scheduling adjustments.
- Communication and Information: IO Controls will communicate relevant safety information to the public when necessary, especially in situations where there may be temporary disruptions or potential hazards near public areas. This communication will be clear, accessible, and considerate of the needs of the affected individuals.
- Continuous Monitoring: IO Controls will continuously monitor its activities and the surrounding environment to ensure that public safety measures remain effective and are adapted as required.
- Emergency Preparedness: IO Controls will develop emergency response procedures to address potential incidents that could impact public safety. These procedures will outline protocols for notifying the public, initiating emergency evacuations, and coordinating with emergency services if necessary.

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:** 21st July 2023**Name:** Dirk McManus**Position:** Director**Signature:****Date:** 21st July 2023

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