



## HEALTH & SAFETY POLICY

Glen is a private company, based in Bristol. The Company has become a well-respected name in the marketplace and aims for the highest professional standards by anticipating and fulfilling our customers' needs and producing high quality work.

Glen believes that its market expects a continually improving service. We aim to continually improve our OH&S in accordance with ISO 45001:2018 We continue to improve our finished product and feel justifiably be proud of it. Only by providing an outstanding service and product quality will we be able to achieve our aims of long-term success and sustained improvements Glen is fully committed to ensuring the Health, Safety and Welfare of its employees, contractors, and any other persons who may be always affected by its actions or activities. The organisation endeavors to ensure that suitable processes are always in place to ensure that risks throughout the business are kept to the lowest level practicable. We also believe that Health and Safety is integral to the organisation and as such, is committed to the prevention of injury and ill health and to continual improvement in its OH&S management and performance. We will ensure that appropriate resources are provided for the effective implementation of the Safety Management System and that suitably qualified and competent persons are appointed to support the achievement of this.

We recognize that strong Health & Safety performance through ISO 45001:2018 is good business sense and makes for a positive business investment. The implementation of safety standards, throughout the organisation, will be led from the very top of the Executive Team. In line with this Senior Management ownership of health and safety, all employees are expected to follow the processes and procedures that have been agreed and implemented by Glen.

To this end, Glen has implemented several systems and arrangements to achieve the following aims and objectives:

- Provision and maintenance of systems of work which are safe and without risk to the health and safety of its staff and visitors to the business with this policy available to all interested parties
- Effective lines of communication with relevant enforcement bodies and local authorities
- Compliance with all relevant legislation and associated guidance and codes of practice
- Effective dissemination of information and provision of training, instruction and supervision to employees and contractors to ensure that they can carry

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- out their activities safely and without risks to others.
- Commitment to consultation and participation of workers at all levels with Safety Representatives elected in line with agreed procedures
- Provision of competent health and safety information and advice throughout the organisation
- Ensuring that all organisations contracted to work for Glen are made aware of safety rules and standards that need to be followed whilst working on their behalf
- Minimisation of safety, health and wellbeing risks through a comprehensive risk assessment process which is used to decide on priorities and to set objectives for managing OH&S hazards and reducing risks, these will be monitored on a frequent basis.
- This policy will be kept as documented information, communicated to all employees, and made available to all interested parties as required

Managing Director  
Date Reviewed: June 2024

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Please Note: Any reference to 'Glen' incorporates all organisations within the Glen Group of companies including Merak UK Holdings Ltd., Glen Group Ltd, RCB Business Solutions Ltd. & Glen Group Benefits Ltd.

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See Roles and Responsibilities below

### Roles and Responsibilities

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## Managing Director

The Managing Director for establishing overall direction and developing and maintaining the OH&S Policy and System. This includes but not limited to: COSHH, RA, Manual Handling, Training, Fire Safety, Accidents and Accident Reporting, Staff Welfare, H&S Objectives, Emergency Procedures, Occupational Health of Employees and the Mental Wellbeing & Consultation and Participation

The company will take all reasonable steps to meet its Health and Safety obligations under both the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

## Business Improvement Director

The Business Improvement Director has overall responsibility for the operational performances of the Company, and developing OH&S Objectives Targets and Programs, as well as producing Health and Safety Records as required by law or as part of the ISO Certification 45001-208. They will be responsible for organizing and chairing H&S Meeting (Consultation and Participation of Employees). Other H&S tasks that may be delegated by the MD

Consultation Procedure, The procedure demonstrates that Glen's compliance with the Health and Safety at Work Act 1974 and The Health and Safety, Consultation with employees Regulations 1996 which require employers to consult all their employees not represented by a recognized trade union on all matters that affect their health and safety. Glen provides the required training necessary for all staff to undertake their duties in a safe manner. Glen listens and engages with members of staff, including contractors, who may express concern or put forward suggestions for improvement etc. The performance of the OH&S management system and any opportunities for improvement are reviewed at the Management Review meetings.

## Regional Operations Managers

These managers are responsible for ensuring that sites are managed in accordance with the documented RAMS, SSOW and agreed contract scope. The overall responsibility for Contract Requirements to conform to the standards are set out in the company's OH&SMS, QMS, EMS System. The ROM's will ensure all paperwork required by law and the ISO 45001:2018. They are responsible for the training and Maintenance of Records and for the continual review of customer satisfaction levels, and the promotion of continual improvement of OH&S Levels

## Employees

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Employees are responsible working in a safe manner and those employees in the vicinity

All employees will be responsible for identifying all equipment needing maintenance.

Any problems found with plant or equipment should be reported to their Line Manager

The SMT will be responsible for ensuring effective maintenance procedures are drawn up & will be responsible for ensuring that all identified maintenance is implemented

All employees should follow the instructions for the use of any new equipment. The SMT will ensure that equipment meets health and safety standards before it is purchased.

Employees will use the correct Personal Protective Equipment for the task they are performing. Employees will be responsible for reporting accidents and near misses. All instructions for COSHH, Manual Handling, Fire and emergency procedures should be followed at all times.

Managing Director

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