

Health & Safety Policy

(Health & Safety At Work Act 1974)

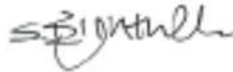
BOGE COMPRESSORS LIMITED

Our policy is to provide and maintain a safe and healthy, environment, working conditions, equipment and systems of work in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure the safe handling and use of substances. We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety of other people who may be affected by our work activities or visit the site.

It is also our policy to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually by the General Manager.

Signed:



Managing Director

BOGE COMPRESSORS LTD

5th May 2026

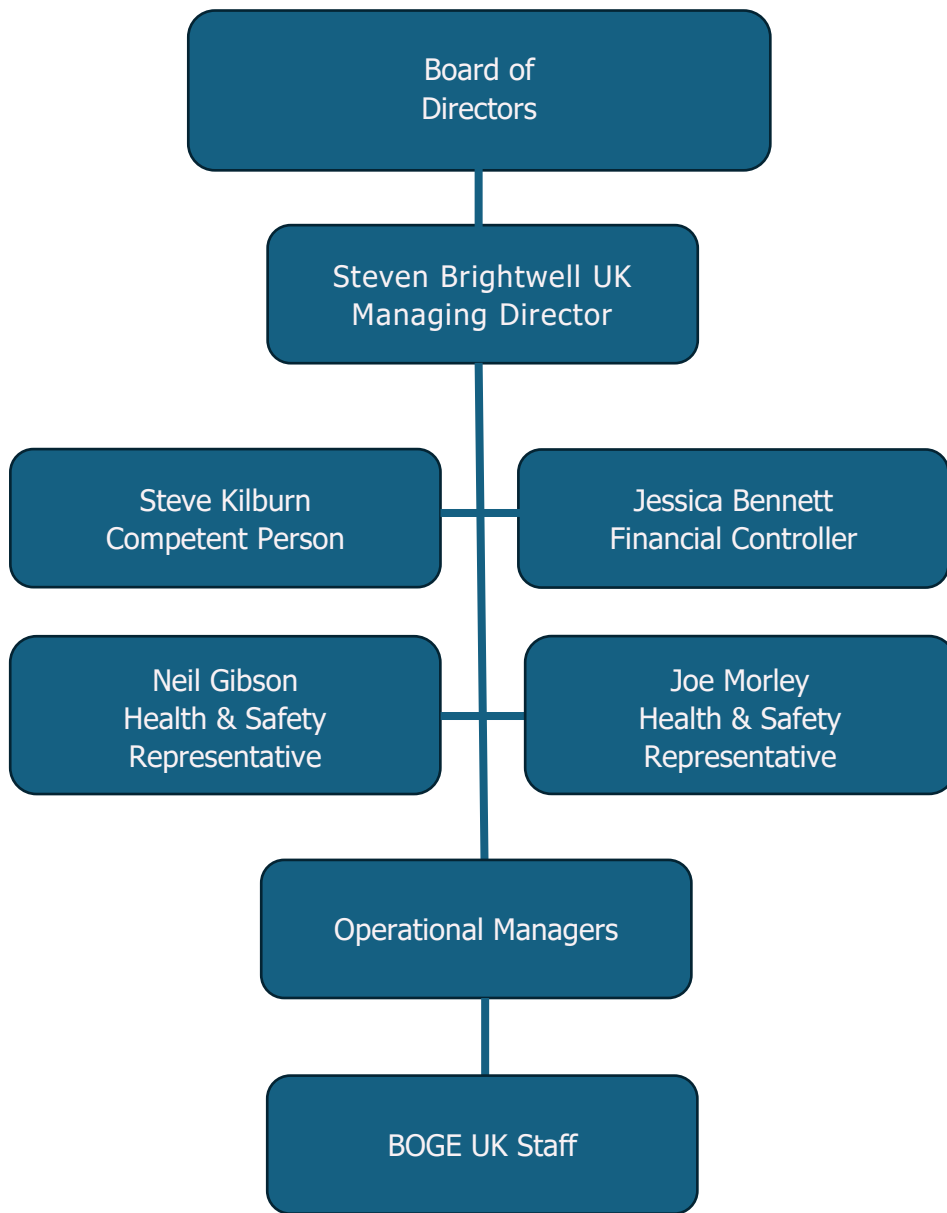
Version 1

FOR AND ON BEHALF OF

BOGE COMPRESSORS LTD



Responsibility Hierarchy



RESPONSIBILITIES

The **DIRECTORS** have overall accountability for health and safety within the Organisation.

The **MANAGING DIRECTOR** is accountable for ensuring that all matters relating to health and safety are addressed within the Organisation and that the Health & Safety Policy is kept up to date and reviewed regularly.

The **MANAGING DIRECTOR & HEALTH & SAFETY REPRESENTATIVES** are accountable for the implementation of the Health and Safety Policy, the coordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.

DEPARTMENTAL MANAGERS have day-to-day responsibility for ensuring that the health and safety policy is put into practice and that controls are put into practice or are carried out.

ALL EMPLOYEES have the responsibility to cooperate with the Organisation to achieve a safe and healthy workplace to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to let **HIS/HER MANAGER OR HEALTH & SAFETY REPRESENTATIVE** know if there is a matter relating to health and safety that should be brought to their attention for action.

HEALTH & SAFETY ADVISOR / WORKPLACE SAFETY ADVISOR

The Organisation will designate one **COMPETENT PERSON** on each Site, to be the Site Health and Safety Representative.

COMPETENT PERSON is responsible for health and safety matters and will be available to advise on particular health and safety matters.

The Site Safety Representative will ensure that all safety procedures are adhered to and will report areas of non-compliance to the **MANAGING DIRECTOR**.

IMPLEMENTATION OF POLICY

The **MANAGING DIRECTOR** will ensure that all employees have access to the Health and Safety Policy which is located on the Shared "S Drive" in the company's computer system. Each employee will be given a copy of the general policy at their Induction.

The **MANAGING DIRECTOR** will ensure that all employees are given a copy of the Health and Safety Policy and will keep and maintain records that all employees have received a copy of the policy.

CONSULTATION WITH EMPLOYEES

It is the policy of the organisation to consult with employees on matters affecting their health and safety in order to reduce the likelihood of Accidents or Ill Health being realised.



CONTROL MEASURES

Consultation with employees will be made through the **DEPARTMENTAL MANAGERS** or **EMPLOYEE HEALTH AND SAFETY REPRESENTATIVES**.

RISK ASSESSMENTS

This Section contains BOGE COMPRESSORS LIMITED risk assessments for the site (and the activities of the company). These risk assessments are specific to this site and fully comply with the requirements of the regulations of the Management of Health and Safety at Work Regulations 1999.

Risk assessments will be undertaken for all members of staff, work activities and systems where a significant risk has been highlighted. The results of the risk assessments will be recorded in writing. Safe Systems of Work will be written, and control measures implemented to ensure adequate levels of health & safety and welfare and any outstanding actions will be considered.

Risk assessments are to be reviewed at regular meetings to ensure that they are still appropriate to the tasks covered. They will also be reviewed annually or when there is a significant change.

COMPETENT PERSON / DEPARTMENTAL MANAGERS/ HEALTH AND SAFETY REPRESENTATIVES shall be responsible for undertaking their Area's risk assessments as required by the Management of Health and Safety at Work Regulations 1999.

The results of any risk assessment shall be recorded and communicated to all relevant staff by the designated **COMPETENT PERSON / DEPARTMENTAL MANAGERS/ HEALTH AND SAFETY REPRESENTATIVES**.

The findings of the risk assessments will be reported to the **MANAGING DIRECTOR**.

Resources will be made available where it is deemed to be necessary to control the risks identified and will be approved by the **MANAGING DIRECTOR**.

DEPARTMENTAL MANAGERS/ HEALTH AND SAFETY REPRESENTATIVES will be responsible for ensuring that any required action is implemented.

The **MANAGING DIRECTOR** will check that the implemented actions have removed or reduced the risks and they will be reviewed at regular meetings with the **HEALTH AND SAFETY REPRESENTATIVES**.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Risk assessments may be determined by completing the following table. Examples are provided in this document.

Below is some simple guidance to help those who are required to carry out risk assessments:

1) IDENTIFY THE HAZARDS

First, identify what the hazards are.

Look for hazards that you could reasonably expect to result in significant harm. The following are some examples:



Slipping/tripping hazards, fire, chemicals, moving parts of machinery, vehicles, dust, lifting and carrying, poor lighting, electricity, fumes, noise and low temperatures.

2) IDENTIFY WHO MIGHT BE HARMED AND HOW

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget the cleaners, external maintenance Contractors, and other visitors. It is also necessary to identify groups of employees who may be particularly at risk, such as young or inexperienced employees, new and expectant mothers, out-of-hours activities, home workers, those who work alone and disabled staff.

3) EVALUATING THE RISKS FROM IDENTIFIED HAZARDS

Risks from identified hazards need to be evaluated.

If there are no hazards, there are no risks. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk that remains.

It is also necessary to:

Observe the actual practice. The employees concerned and their Safety Representative or Workplace Safety Advisor should be consulted.

Address what actually happens in the workplace or during the work activity.

Take account of existing preventative measures; if existing measures are not adequate, consider what more should be done to reduce the risk sufficiently.

4) REVIEW AND REVISION

Review the Assessment.

Check that the precaution for each hazard that was identified is still adequately controlled. If it is not adequately controlled, then the action needed to control the risk should be indicated and the outcome noted.

The Assessment must be reviewed at least annually or whenever the process or procedure is changed.

Risk Assessment For:		Assessment Undertaken:		Assessment Review:
Company Name / Area / Activity Assessed:		Signed:	Date:	
		Job Title:		
		Date:		
Work Practice:				
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Work Practice:				
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working



Example Risk Assessments:

Work Practice:	Electrical Appliances			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Electrocution from electrical appliance	All staff	PAT Test carried out by a competent person	Program of annual PAT Testing to be carried out	Nominated person to ensure checks are carried out and to keep records of checks
Trailing cables	All staff	Telephone wires and cables on the floor are in rubber covers/mats.		Monthly/quarterly visual checks by a nominated person around the office to identify the presence of trailing wires. Records to be kept
		All cables have been tied and stored in the space provided in the desks.		Monthly/quarterly visual checks by a nominated person around the office to identify the presence of trailing wires. Records to be kept.
Work Practice:	Display Screen Equipment			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Fatigue to eyes from VDU work.	All staff who are significant users of VDU.	Provide anti-glare screens & monitor stands where required. Ensure staff are trained in taking adequate breaks.	Program of annual checks to ensure control measures are in place.	Nominated and competent person to ensure checks are carried out and that records are kept.
		Ensure all contrast brightness controls are in working order	Replace equipment in controls not working	Nominated person to ensure controls are carried out and that records are kept.
		Ensure staff are provided with regular eye tests if requested		As above
		Staff required to take frequent breaks from VDU	Remind staff of the need for frequent breaks	As above
Unsuitable seating position and space at VDU		Provide adjustable Chairs	Replace chair if not suitable	As above



		Provide foot rests to prevent strain on back		As above
		Ensure adequate desk space provided		As above
Work Practice:	Driving at work			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Car accidents	All staff using their cars to travel to other premises as part of their work	Ensure employees are competent to drive If staff using own vehicle for work, ensure car insurance covers the vehicle for business use.		Check driving licenses to ensure they are appropriate for the task being undertaken Check staff car insurance details.
Use of mobile phones whilst driving		Ensure staff are advised not to use their mobile phone whilst driving.		Records of training & policy notifications are to be kept.
Work Practice:	Manually Lifting Loads			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Lower back damage	Depot staff	None	Training to ensure loads are lifted correctly.	Depot manager by on-the-job surveillance and record keeping of training provided.
			Work rotation to ensure lifting work is spread between staff.	Depot Manager to rotate workers.
Work Practice:	Manually Lifting Loads			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Inadequate fire arrangement, fire prevention and detection systems, and emergency routes and exits	Employees, contractors, public	A fire risk assessment is completed by competent person.		



		Additional controls identified in the fire risk assessment are actioned.		
		A copy of an up-to-date fire certificate is available on-site.		
		Employees are informed of the fire evacuation procedure.		
		Employees are instructed not to obstruct fire exits.		
Work Practice:	Bombs and Other Emergencies			
Hazard	Who is affected?	Controls in place	Further controls needed?	Checks to ensure controls working
Bombs, Explosions, Gas leaks, Floods, Major chemical spillages, fuel spillages or leaks	Employees, contractors, the public and visitors	A written emergency plan or disaster plan is provided and is specific to the site and the activities, which take place there.		
		The emergency plan must detail action in emergencies such as bombs, explosions, gas leaks, floods, chemical leaks, fuel leaks/spillages etc.		
		Employees, contractors and others who may be affected are given and understand the relevant parts of the emergency plan.		
		The relevant actions in the emergency plan are regularly exercised.		



5) ACCIDENTS, FIRST AID, ILL HEALTH AND NEAR MISSES

BOGE COMPRESSORS LTD complies with The First Aid at Work Regulations 1981 for Accidents, First Aid, ill Health and Near Misses by doing the following:

It is company policy to appoint two first-aiders.

A First Aid Box is kept in the Canteen in the office.

The **HEALTH AND SAFETY REPRESENTATIVES** are responsible for ensuring that the First Aid Box is kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded using the form in the Accident Book. The completed form is to be handed to the General Manager, who will be responsible for recording the details of the accident in the accident statistical report held in S Drive and storing the completed form in the individual's HR records.

The Accident Book is kept in the Canteen at the offices.

Major accidents or incidents must be reported to the Enforcing Authority (RIDDOR – Regulations 2013) quickly by phone at 08453009923 (Monday to Friday 8.30 am to 5.00 pm) or online <https://extranet.hse.gov.uk/lfservlet/external/F2508IE>. These and other specified injuries or incidents must also be reported in compliance with RIDDOR or HSE GUIDELINES.

The **HEALTH AND SAFETY REPRESENTATIVES** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. The enforcing authority for this organisation is:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

The **HEALTH AND SAFETY REPRESENTATIVES** are responsible for investigating any incidents, injuries or dangerous occurrences and also responsible for advising the **MANAGING DIRECTOR** of any measures that need to be put in place to minimise the risk of any incidents reoccurring.

The **MANAGING DIRECTOR** makes the final decision concerning implementation after taking into account the Cost/reduction in Risk.

6) EMERGENCY PROCEDURES – FIRE AND EVACUATION

BOGE COMPRESSORS LTD will comply with “The Regulatory Reform (Fire Safety) Order 2005” and implement appropriate measures to minimise the risk to life and property from fire by carrying out and keeping an up-to-date Fire Risk Assessment.

The **HEALTH AND SAFETY REPRESENTATIVES** are responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. (The Health & Safety Representatives must possess the required knowledge and experience to be Competent to undertake the Fire Risk Assessment).



Escape routes are checked by **FIRE MARSHALLS** weekly.

Fire extinguishers are maintained and checked by FIRE SOLVE annually.

Call Points are tested weekly in rotation and a written record is kept of the test by the **FIRE MARSHALLS**.

FIRE MARSHALLS are appointed and have clear designated duties in the case of an emergency.

7) SAFE PLANT AND EQUIPMENT

BOGE COMPRESSORS LTD complies with The Provision and Use of Work 1998 Regulations by doing the following:

- Identifying all equipment/plant needing maintenance by regular weekly audits.
- Ensuring effective maintenance procedures are drawn up.
- Compliance with legislation through Servicing and any statutory requirements applicable to the business.
- Checking that new plant and equipment meets health and safety standards before it is purchased.
- Ensuring that employees are given adequate information, instructions and training in relation to the use of plant/equipment. He/she is also responsible for ensuring that records of any information, instructions and training are kept and maintained where necessary.

Defective plant/equipment shall be reported to the **DEPARTMENTAL MANAGER** and records maintained and documented.

8) MANUAL HANDLING

All **BOGE COMPRESSORS LTD** employees undergo virtual college Manual handling training.

9) SLINGING AND LIFTING

BOGE COMPRESSORS LTD complies with the Lifting Operations and Lifting Regulations 1998 by adopting the following:

- Ensuring that all employees are given adequate training.
- Responsible for ensuring that records of any information, instructions and training are maintained where necessary.



10) SAFE HANDLING AND USE OF SUBSTANCES

BOGE COMPRESSORS LTD complies with the Control of Substances Hazardous to Health Regulations 2002 for the safe handling and use of substances by doing the following:

- Identifying all substances that need a COSHH assessment.
- Undertaking COSHH assessments and ensuring that records are kept.
- Providing adequate PPE to prevent contact with any hazards, that cannot be controlled by any other preventative means (Elimination, Substitution, Prevention, Engineering Controls, Safe Systems of Work)
- Ensuring that all actions identified in the assessments are implemented.
- Ensuring that all relevant employees are informed about the COSHH assessments.
- All substances are Transported / Stored in a safe place.
- COSHH assessments are reviewed ANNUALLY or when the work activity changes, whichever occurs soonest.

11) ASBESTOS

- The purpose of this procedure is to ensure that **BOGE COMPRESSORS LTD** employees, contractors and members of the public are protected from the potential health issues associated with asbestos and to protect **BOGE COMPRESSORS LTD** employees working on third-party sites where asbestos may be present.
- Three known types of asbestos may be encountered at work either on the **BOGE COMPRESSORS LTD** site or at the client's premises. All asbestos should be regarded as a hazard and no **BOGE COMPRESSOR LTD** employee should work with or on asbestos unless they have undergone appropriate training and are authorized to do so by **BOGE COMPRESSORS LTD** senior management.
- Asbestos is not a danger if it is in good condition with no breaks or unprotected holes and you are not required to work on it.
- All **BOGE COMPRESSORS LTD** employees who may be at risk of exposure to environments where asbestos could be present will undertake Asbestos Awareness Training.

12) GRINDERS AND ABRASIVE WHEELS

- **BOGE COMPRESSORS LTD** will not use its Abrasive Wheels or Grinders.
- Equipment will be hired in or subcontracted out.
- All the training and recording will be done by the subcontractor or hirer.

13) WORKING AT HEIGHT

BOGE COMPRESSORS LTD complies with the Work at Height Regulations 2005 by doing the following:

- The **HEALTH AND SAFETY REPRESENTATIVES** are responsible for the risk assessment and to ensure that:
 - All work at height is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is done is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled;
 - The risks from falling objects are properly controlled.



14) PERSONAL PROTECTIVE EQUIPMENT (PPE)

BOGE COMPRESSORS LTD complies with the Personal Protective Equipment at Work Regulations 1992 by doing the following:

- Responsible for ensuring that, where the need for PPE is identified, that it is suitable and sufficient for the activity it is required for and that it is suitable for the individual using it.
- Responsible for the provision of training, information and instruction to employees on the use and storage of PPE.
- Maintaining records of the training, information and instructions given to employees.

15) DISPLAY SCREEN EQUIPMENT

BOGE COMPRESSORS LTD complies with Display Screen Equipment Regulations 1992 by doing the following:

- Responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained.
- A **COMPETENT PERSON** will be responsible for ensuring that any required action is implemented.
- Assessments will be reviewed **ANNUALLY**, when the work activity changes, whenever the location changes, or whichever is soonest.
- Responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.
- It is the Organisation's policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor.
- **MANAGING DIRECTOR** will be responsible for reimbursing staff for eyesight tests if requested by staff; and for keeping and maintaining records of any requests.

16) ELECTRICAL EQUIPMENT

BOGE COMPRESSORS LTD complies with the Electricity at Work Regulations 1989 by doing the following:

- Ensuring that any electrical system at work is safe to use and properly maintained.
- Ensuring that all electrical installations and electrical equipment are regularly examined by a **COMPETENT PERSON**.
- Electrical installations will be examined every **FIVE YEARS** and records of any examinations or works carried out on the electrical installations will be kept and maintained.
- The electrical appliances and cables will be checked every **YEAR** by a **COMPETENT PERSON**. (Competent person who has attended a course and holds a certificate of competency).
- Faulty equipment should be reported immediately to **HEALTH AND SAFETY REPRESENTATIVES** who will then label them faulty and should not be used until it has been repaired. **HEALTH AND SAFETY REPRESENTATIVES** will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. They will also ensure that records of any advice or information given to staff are kept and maintained.
- Ensuring that faulty equipment or faults with any electrical system are repaired or removed.
- Keeping and maintaining records to show that any faults have been rectified.



17) WELFARE

BOGE COMPRESSORS LTD complies with Health and Safety regulations by doing the following:

- It is the policy of the Organisation to provide clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.
- The Organisation will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain are provided and that taps and containers are clearly and correctly labelled as drinking water.
- The Organisation shall ensure that there is a suitable seating area for workers to use during breaks and that it is kept clean and stored where food will not get contaminated.
- The Organisation has a No Smoking policy.
- Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported immediately.
- The policy of the Organisation is to maintain efficient working order, in the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to the **HEALTH AND SAFETY REPRESENTATIVES**.
- The **HEALTH AND SAFETY REPRESENTATIVES** will be responsible for ensuring that any defect or fault is rectified and that records are kept and maintained of any action required or work that is undertaken.
- It is the policy of the Organisation to ensure that traffic routes are clearly marked and segregated, they are kept in good repair and free from obstruction. It is also the policy of the Organisation to take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be removed immediately.
- The Organisation will ensure that lighting is suitable and sufficient to allow staff to work and move around safely.
- The Organisation and employees are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed. All personnel are made aware of the risk and use only the designated route in case of emergency.

18) DRIVING AT WORK

BOGE COMPRESSORS LTD complies with Health and Safety regulations by doing the following:

- It is the policy of this Organisation to ensure employees who are required to drive as part of their work activities are competent to drive.
- The **FINANCE CONTROLLER** will be responsible for ensuring that employees who are required to drive are competent to drive and will keep and maintain records and ensure that periodic checks of Driving Licenses are carried out.
- All employees are responsible for ensuring that their company vehicles are maintained, and any defects should be reported immediately to the **FINANCE CONTROLLER**.
- Any car accident must be reported immediately to the **FINANCE CONTROLLER**.
- It is the Organisation's policy to ensure that any employee using their own vehicle for the purpose of work must also have insurance that covers them for business use.
- The **FINANCE CONTROLLER** will be responsible for ensuring that employees who are required to have insurance that covers them for business use and is also responsible for keeping and maintaining records of any such checks.



19) LONE WORKERS

BOGE COMPRESSORS LTD complies with the Health and Safety regulations by doing the following:

- The Health and Safety Law Poster is displayed in the Canteen with the names of designated personnel.
- Undertaking a Suitable & Sufficient Risk Assessment.
- It is the policy of the Organisation that staff who work by themselves without close or direct supervision or those who have to visit other premises, should make sure their colleagues or manager know where they are going and when they will be back and should record their visit in the companies group calendars.
- It is the Organisation's Policy to advise staff who work by themselves without close or direct supervision or those who have to visit other premises, to ensure that they activate their lone worker alarm and/or take a mobile phone with them where practical.

20) INFORMATION, INSTRUCTIONS AND SUPERVISION

- A Copy of the Organisation's Certificate of Employers Liability Insurance is displayed on the main Reception room's wall and an electronic copy is also saved on the system.
- A Copy of the Organisation's Certificate of Public Liability Insurance is displayed on the main Reception room's wall and an electronic copy is also saved on the system.
- Health and Safety advice is available from: Synergos Consultancy Ltd.
- Induction training will be provided to all employees by **DEPARTMENTAL MANAGERS** and a record of any training will be kept and maintained by **DEPARTMENTAL MANAGERS**.
- Job specific will be given by **DEPARTMENTAL MANAGER**.
- Training will be identified, arranged and monitored by the **DEPARTMENTAL MANAGER**.
- Training records will be kept in the Shared "S Drive" on the company's computer system.
- **DEPARTMENTAL MANAGERS** & are responsible for ensuring that employees working at other locations under the control of other employers are given relevant health and safety information.
- **DEPARTMENTAL MANAGERS** and **HEALTH AND SAFETY REPRESENTATIVES** are responsible for ensuring that employees of other Organisations, Contractors or Visitors are given relevant health and safety information.

21) DUTIES OF CONTRACTORS UNDER CDM REGULATIONS 2015

- BOGE COMPRESSORS LTD is committed to complying with CDM 2015 The Construction (Design and Management) Regulations 2015 where applicable.
- When involved in any construction-related activity as defined under the Construction (Design and Management) Regulations, to manage and control health and safety risks the company will:
 - address the client's requirements, any pre-construction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning the work, for example, information about underground services.
 - ensure those carrying out the work have the right skills, knowledge, training, experience and supervision
 - ensure those carrying out the work have the right plant, tools, equipment, materials and personal protective equipment



- pass on relevant information and instructions to workers. This may be done by briefing workers and, for higher-risk tasks, using a safety method statement which outlines the planned method, sequence and control measures
- ensure that our workers comply with the site rules
- if required, co-ordinate our work with those of other contractors and the principal contractor
- agree with the principal contractor on how information will be exchanged to allow both of us and other contractors, to manage health and safety
- ensure our workers receive a site induction
- allow workers sufficient time to prepare and carry out the work
- inform the principal contractor of any intention to sub-contract elements of our work.

22) HEALTH SURVEILLANCE

All employees are encouraged to carry out personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should the company have any concerns regarding the well-being of any employee they may suggest a referral to a professional occupational health provider; or on the request of an employee in matters relating to work-related ill health issues, the company will pay for conducting relevant medical surveillance where appropriate.

