

# Health and Safety Policy



## Policy Statement

Prodeo Ltd ("the Company") is committed to ensuring the health, safety, and welfare of all its employees, contractors, visitors, and anyone affected by our business activities. We recognise that effective health and safety management is fundamental to our success and is an integral part of our operations.

## Purpose

This policy outlines our commitment to providing a safe and healthy working environment. It applies to all employees, contractors, suppliers, and visitors to any Prodeo Ltd premises or worksites.

## Scope

This policy covers all aspects of Prodeo Ltd's operations, including:

- **Workplace Safety:** Ensuring safe working conditions for all employees and contractors.
- **Employee Health:** Promoting the health and wellbeing of all staff.
- **Visitor Safety:** Ensuring that visitors to our premises are protected from harm.
- **Compliance:** Adherence to all relevant health and safety legislation and best practices.

## Our Commitments

### 1. Legal Compliance:

- Prodeo Ltd will comply with all relevant UK health and safety laws, regulations, and codes of practice.
- We will keep up to date with changes in legislation and ensure our policies and practices reflect these changes.

### 2. Risk Management:

- We will identify, assess, and manage risks associated with our business activities.
- Regular risk assessments will be conducted to identify potential hazards and implement appropriate control measures to prevent accidents and incidents.
- Employees will be involved in the risk assessment process, and their input will be valued and considered.

### 3. Training and Awareness:

- All employees will receive appropriate health and safety training relevant to their role and responsibilities.

- Training will be regularly updated to reflect changes in legislation, procedures, or identified risks.
  - We will promote a culture of safety awareness and encourage employees to take personal responsibility for their own health and safety, as well as that of others.
- 4. Safe Working Environment:**
- Prodeo Ltd will provide and maintain safe and healthy working conditions, including adequate welfare facilities, appropriate tools and equipment, and safe systems of work.
  - We will ensure that all equipment is properly maintained, and that employees are trained in its safe use.
- 5. Incident Reporting and Investigation:**
- All accidents, incidents, and near misses must be reported promptly in accordance with our reporting procedures.
  - We will investigate all incidents to determine their cause and take appropriate action to prevent a recurrence.
  - Lessons learned from incidents will be communicated to all employees to prevent future occurrences.
- 6. Monitoring and Review:**
- Prodeo Ltd will regularly monitor its health and safety performance and review this policy annually to ensure it remains effective and relevant.
  - We will seek continuous improvement in our health and safety practices and encourage feedback from employees and other stakeholders.
- 7. Emergency Preparedness:**
- We will establish and maintain emergency procedures to ensure a quick and effective response to incidents such as fire, accidents, or other emergencies.
  - Regular drills will be conducted to ensure all employees are familiar with emergency procedures.
- 8. Non-Compliance:**
- Non-compliance with health and safety policies and procedures will be treated seriously. Disciplinary action may be taken against any employee who fails to adhere to this policy.

#### **Responsibility for the Policy**

**The board of directors of Prodeo Ltd has overall responsibility for ensuring this policy complies with our legal obligations, and that health and safety standards are maintained.**

**All levels of management are responsible for implementing this policy and ensuring that their teams are aware of and comply with its requirements.**

Every employee has a responsibility to take care of their own health and safety and that of others who may be affected by their actions.

#### **Policy Implementation**

This policy will be communicated to all employees, contractors, and visitors. It will be displayed in a prominent location at all Prodeo Ltd premises and made available on the Company's intranet and website.

#### **Review**

This Health and Safety Policy is effective from 1 January 2024 and will be reviewed annually or as required by changes in legislation or company operations.

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#### **Approved by:**

**Mike Brennan**  
**Director**  
**Prodeo Ltd**  
**2024**

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This policy reflects Prodeo Ltd's commitment to maintaining a safe and healthy working environment for all.