

ENGENIUS Limited

HEALTH AND SAFETY POLICY

1 FOREWORD

This Policy recognises that the responsibility for health and safety resides everywhere in the business. Everyone has a contribution to make by taking care for the health and safety of themselves and those who could be affected by their acts or decisions.

2 OUR COMMITMENT

Engenius Limited is committed to improving health and safety standards at work by encouraging everyone to consider health and safety issues whatever their job.

By adopting and encouraging a positive approach to health and safety throughout the organisation we are committed to providing:

- safe and healthy working conditions,
- proper equipment and systems of work to protect all our employees, clients, and visitors,
- information, training and supervision where needed.

We accept our responsibility for the health and safety of anyone who might be affected by actions we take or fail to take.

Although ultimate responsibility rests with the Directors, everyone must take responsibility for providing safe and healthy working conditions in areas under his or her control.

All employees, sub-contractors, partners and associates must take responsibility for the safety of themselves, their colleagues and anyone affected by what they do or fail to do.

This Policy will be reviewed from time to time and to take account of significant changes in legislation or in our business activity.

Laurie Tennant
Director
Engenius Limited

21 August 2007

continued...

3 OUR APPROACH

3.1 Responsibilities

The Directors have overall responsibility for health and safety. It is up to them to:

- show a positive commitment to health and safety in all areas of their work,
- ensure that health and safety topics are considered and addressed,
- make sure that all members of staff are fulfilling their health and safety responsibilities,
- check that appropriate safety standards have been identified and are being met,
- appoint a Health and Safety Officer.

Supervisors have day to day responsibility for safety in areas and projects under their control. It is part of their job to ensure that:

- working conditions are safe,
- appropriate safety training and supervision are provided,
- safe systems of work are identified,
- safety procedures and controls are in place and are followed,
- equipment and materials conform to the required standard and are fit for the purpose for which they are to be used,
- suppliers provide the appropriate information and instructions for the safe use of equipment and materials,
- hazards are identified, risks assessed and steps are taken to tackle any problem,
- regular workplace inspections are carried out and, where necessary, action is taken to improve safety.

Everyone is encouraged to analyse how they do their job and to adopt safe methods of working so that risks are reduced to a minimum. The Health and Safety Officer is available to offer help and advice to achieve this. The company requires all staff to comply with all rules and regulations which exist for their protection. All staff have a statutory duty to report any unsafe conditions or practices which come to their attention.

3.2 Communication and consultation

It is the company's policy to involve everyone in health and safety.

The Health and Safety Officer has responsibility for communicating Health and Safety Policy to everyone, and for taking appropriate action whenever issues are raised.

Everyone is presented with their own copy of the Health and Safety Policy by the Health and Safety Officer when they join the company. The latest issue of the Policy is available from the Health and Safety Officer. Where appropriate, the company will seek specialist health and safety help and advice.

4 OUR METHODS

4.1 Accidents

Accidents are handled as follows:

- All accidents or incidents requiring First Aid must be recorded in the Accident Book, and must also be reported directly to the Health and Safety Officer.
- The Health and Safety Officer will notify the Health and Safety Executive of all reportable accidents.
- Following any serious incident the Health and Safety Officer will carry out an investigation to determine the cause of the incident and what steps can be taken to prevent it happening again.
- It is the responsibility of everyone to report "near hit" events (unexpected events with the potential to cause harm) to the Health and Safety Officer for investigation.

4.2 Inspections, Hazard Spotting and Risk Assessment

Through hazard spotting and risk assessments, we can ensure that equipment is safe to operate and that safe systems of work are in place.

The Health and Safety Officer carries out workplace inspections including spot checks.

4.3 Information, Training and Supervision

The company makes sure there is adequate supervision of jobs. It is also responsible for passing information to its workers as well as providing instruction and training for anyone employed by or carrying out work on behalf of Engenius Limited both at our own premises and elsewhere.

It is important that all workers are trained to a level of competence in the work they do. This training includes:

- Induction training for all new workers.
- On-the-job instruction by supervisors or other colleagues.
- Health and Safety training for all workers to ensure that everyone works in line with both company systems and procedures and within current legislation.

4.4 Safe Place of Work

The company is committed to providing its workers with a safe and healthy place of work and to maintaining good housekeeping practices such as keeping gangways clear and providing suitable lighting.

4.5 Safety Equipment

All items of personal protective equipment (PPE) necessary for safe operation are provided by the company. Workers are responsible for using PPE suitable for the work in hand and risks presented. Supervisors are responsible for ensuring that appropriate PPE is identified, available and used.

4.6 Maintenance

To protect workers from injury and keep equipment in good working order, all plant and equipment is regularly maintained. Checks are carried out on vehicles, ladders, electrical equipment and portable appliances.

4.7 New equipment and materials

Health and Safety issues will be included among the criteria used to select new equipment and materials. New equipment and materials will be examined to see that they do not introduce unacceptable risk.

4.8 Contractors

The company only uses contractors who are competent and who will work in a way that will not endanger the health and safety of themselves, Engenius staff, or others.

All contractors are provided with safe working conditions and are warned about any hazards. The company also advises workers and other relevant persons of any possible hazards caused by the work of contractors.

4.9 Working Off Premises

The company is responsible for providing information and guidance to workers off site, including visiting or travelling to or from the premises of other companies.

Anyone visiting the premises of other companies must comply with those companies' health and safety policies. Supervisors are responsible for health and safety issues at project sites, and for the communication of health and safety information with both clients and contractors.

ENGENIUS Limited

HEALTH AND SAFETY POLICY

4.10 Driving and Vehicles

Driving is one of the highest risk activities which employees undertake on a regular basis. Everyone must comply with relevant legislation whilst driving, and must take appropriate rest breaks. In order to minimise risk whilst driving, drivers must:

- Consider the need for the journey: staff are encouraged to consider the need for the journey, and are encouraged to travel by public transport when appropriate.
- Confirm the fitness of the vehicle for the journey: drivers should undertake a basic check of the vehicle before driving. This includes company vehicles, hired vehicles and private vehicles.
- Properly plan their journey: drivers must allow sufficient time including time for rest breaks, avoid planning to drive when they would otherwise be asleep, avoid undertaking long journeys following a days work, consider stopping overnight when appropriate.
- Consider their own driving behaviour and fitness to drive.

Company vehicles are maintained according to the manufacturer's recommendations.

4.11 Emergencies

All staff should know what to do in the event of an emergency such as a fire. A member of staff will be designated to administer basic first aid and will be trained accordingly.

4.12 Insurance

The company maintains appropriate Employer's Liability Insurance.

4.13 Legal Requirements

In addition to complying with the Health and Safety at Work Act 1974, Engenius Limited undertakes to comply with all other current health and safety legislation. Workers are expected to respect health and safety requirements and to help the company meet its legal obligations.

Laurie Tennant
21 August 2007
on behalf of the Directors