

ITPenergised Health and Safety Policy

Statement of Intent

ITPenergised takes its health and safety responsibilities and obligations seriously and we recognise that we have the ability to make a difference. We in ITPenergised are committed to achieving high standards of quality, safety, health and environment (QSHE) performance throughout our business.

We recognise that effective management of QSHE is an integral part of good business practice and that we have a duty of care to safeguard the health and safety of all our employees whilst at work and others affected by our activities or visiting our premises.

We have established a Health and Safety Management System to assist us in managing relevant concerns. To assist us in delivering the commitments made in this policy and in the environmental aspects of our Quality and Environmental Management Plan (QEMS), ITPenergised has established a cross-company Safety, Health and Environment (SHE) Team.

In managing our health and safety concerns, we seek to:

- Manage the risk to our employees, and those working on our behalf, through the provision of appropriate working conditions, work equipment and systems of work.
- Identify opportunities to promote the health & wellbeing of our employees.
- Assess and manage health, safety and environmental risks relating to our operations.
- Use effective communication, involvement and consultation activities on health, safety and environmental matters both within the business and with relevant stakeholders.
- Ensure the competence of our employees through the provision of adequate information, and effective instruction, training and supervision.
- Cooperate with other organisations in respect of health, safety and environmental management.
- Continuously improve our health and safety systems and performance, adding value in our activities.
- Enlist the active support of all personnel employed in achieving these ends.

We recognise that compliance with the requirements of health and safety legislation sets out only the minimum standards to be achieved and we will endeavour to adopt relevant best practice wherever practicable.

We are committed to providing adequate organisation, arrangements, and financial and physical resources to facilitate the successful delivery of this Health and Safety Policy. We will ensure that competent personnel are available to provide authoritative advice, training and support, to assist in promoting a strong and positive Health and Safety culture.

Responsibilities for Health and Safety

Overall responsibility for health and safety within the company is the responsibility of the ITPenergised Board of Directors. The Board of Directors has delegated responsibility for health and safety to Andrew Bright, Operations Director.

Day to day responsibility for the implementation health and safety policy resides with Stuart McGowan, Head of Advisory, and Health and Safety Manager.

The company has formed a Health and Safety Committee to ensure health and safety standards are maintained/improved. The committee has representatives of the four service teams, Operations Director and Health and Safety Manager. The Health and Safety Committee meets on a monthly basis.

We have appointed a CDM champion, who provides an internal resource for identifying our requirements under the Construction Design and Management Regulations 2015.

Arrangements for Health and Safety

Risk Assessment

ITPenergised activities are typically office based and low-risk. We consider office based risks and manage our facilities accordingly. We assess risk associated with every activity we undertake:

- Activities within the office or home workplace that could present a risk to person or property;
- Activities outside the office that could present a risk, primarily travel; or
- Site based activities that will incur risks to persons or property.

We assess risk using our Risk Assessment and Method Statement (RAMS) toolkit, which guides the user through the key aspects to be considered and recorded:

- Site details and arrangement, including check-in buddy;
- Risk assessment, with additional risks and/or mitigation as necessary; and
- Emergency arrangement and contacts.

Construction Design and Management (CDM)

We review our project activities to identify our responsibilities under the CDM Regulations. We have implemented a procedure for management of CDM responsibilities.

Training

We provide training and support to our staff on health and safety:

- Induction training on health and safety and guidance on completing our RAMS. We provide additional role specific training, as required;
- We provide Personal Protective Equipment (PPE); and
- We will make sure suitable arrangements are in place for our remote working staff.

Consultation

We consult with our staff on health and safety matters, through our Health and Safety Committee. The Committee has representatives of each of our service teams and provides a two-way conduit between the teams and operational management of health and safety.

Evacuation

We have a fire risk assessment for our offices, aligned with our providers for our serviced offices.

We ensure our escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time (aligned with our landlords) and updated if necessary.

Signed:



Jonny Clark
Managing Director

Date: February 2024