Health & Safety Policy

Legislation	Health & Safety at Work Act 1974
Updated	March 2026
Owner	Head of Operations
Review	Annually

1. Purpose

This policy is used to establish Hartland Group's commitment to providing and maintaining a safe and healthy workplace for all employees, contractors, clients, and visitors, and to prevent work-related injury and ill health through proactive risk management.

2. Scope

This policy applies to all employees, directors, senior management, agency workers, and contractors, as well as any person performing work activities on behalf of the Company. It covers all workplace operations, equipment use, and site-specific activities conducted by the Company. This includes the protection of our staff, clients, visitors, and any other individuals who may be affected by our acts or omissions during the course of our business.

3. Policy Statement

Hartland Group recognises that high standards of health and safety are fundamental to our operational success and the well-being of our people. We are fully committed to:

- **Legal Compliance:** Meeting or exceeding the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions.
- **Injury Prevention:** Providing and maintaining safe and healthy working conditions, equipment, and systems of work to prevent injury and ill health.

- **Risk Management:** Systematically identifying hazards and reducing risks through robust risk assessments, COSHH evaluations, and the implementation of safe systems of work.
- **Resources & Training:** Providing the necessary information, instruction, training, and supervision to ensure all employees are competent to perform their tasks safely.
- **Engagement:** Consulting with and encouraging the active participation of employees on all matters affecting their health, safety, and wellbeing.
- **Continual Improvement:** Regularly monitoring our performance and reviewing this policy annually to ensure it remains relevant and effective.

4. Implementation

Health and Safety management is integrated into all areas of the business via the IMS and supporting procedures:

KEY PROCESS / AREA	REFERENCE
RISK ASSESSMENT & CONTROL	Risk Assessment Procedure
COSSH ASSESSMENT	COSSH Procedure
PPE PROVISION & USE	PPE Procedure
TRAINING & COMPETENCE	Training & Competence Procedure
INCIDENT & ACCIDENT REPORTING	Incident Reporting Procedure
EMERGENCY PREPAREDNESS	Emergency Procedure & Response Procedure
CONTRACTOR MANAGEMENT	Supplier Sub Contractor

5. Responsibilities

ROLE	KEY RESPONSIBILITIES
OPERATIONS DIRECTOR	Provides leadership, resources, and oversight of the IMS; sets objectives and reviews performance.
IMS & HS MANAGER	Maintains the Health & Safety Management System, conducts audits, and reports performance.
FACILITIES MANAGERS	Implement safe systems of work, complete risk assessments, and communicate procedures.
EMPLOYERS & SUBCONTRACTORS	Follow all safety instructions, use PPE correctly and report hazards or incidents immediately.