



HEALTH, SAFETY & WELFARE POLICY STATEMENT

At Adept Corporate Services Ltd, we are fully committed to providing and maintaining a safe and healthy working environment for all employees, contractors, visitors, and members of the public affected by our operations. As a company offering security and cleaning services, we understand the specific risks associated with these industries and are dedicated to minimising those risks through effective management, training, and engagement.

This policy statement outlines our approach to health and safety, ensuring compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation and industry standards. We will regularly review this policy to reflect changes in our business and the legal landscape.

Adept will, as far as is reasonably practicable, ensure:

- The provision and maintenance of plant and systems of work that are safe and without risks to health.
- The safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all our employees.
- The commitment towards fulfilling our legal requirements and other requirements
- The maintenance of any place of work under the Company's control in a condition that is safe and without risks to health, and the provision and maintenance of means of access and egress that are safe and without such risks.
- The commitment towards the provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees.
- Those persons not in our employment, who may be affected by our activities, are not exposed to risks to their health and safety.
- Provide an environment in which everyone can carry out their tasks without fear of intimidation, harassment, violence or undue stress.
- An organisation structure that ensures that this Health & Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational changes.
- That our management team affords health and safety matters equal priority to other management functions.
- All matters concerning health and safety will be implemented only after full consultation with employees. The Company recognises there is a requirement to consult with employees and will therefore encourage full employee participation in all matters relating to health and safety.



- To regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement of the OH&S management system.
- Ensure the co-operation of all employees in the operation of this Policy.
- Provide clear and accessible incident reporting procedures for accidents, near misses, or health concerns. All incidents will be thoroughly investigated, and corrective actions will be taken to prevent reoccurrence
- Ensure all work sites are equipped with up-to-date emergency procedures, including fire safety plans and first aid resources.

Every employee has a personal responsibility to take reasonable care of their own health and safety and that of their colleagues, clients, and the public. This includes following training, adhering to safety protocols, and reporting any hazards or incidents immediately. All employees must comply with the specific duties outlined in the policies, procedures and processes.

It is the company's policy to consult with all staff and employees on matters of health and safety and employees are encouraged to comply with the duties under the Act to notify the management of accidents; unsafe working practices and other defects; identified hazards etc. in the workplace.

The defining principle of cooperation is achieved through active consultation, participation and communication, this policy will be regularly monitored.

The Company's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

As Managing Director, I take full responsibility to ensure that this policy is communicated and implemented throughout the organisation and any other interested parties. This will be achieved during induction, on-going training and its understanding verified during periodic internal audits of our management system.

A handwritten signature in black ink, appearing to read "Nick Cooper".

Managing Director
Nick Cooper

14th September 2024