



# HEALTH & SAFETY POLICY

for

## Panda Engineering (Bfd) Ltd

### 1. Policy Statement of Intent

Panda Engineering (Bfd) Ltd is committed to achieving and maintaining the highest reasonably practicable standards of health, safety, and environmental protection across all its operations.

We recognise our legal duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable health, safety and environmental legislation, regulations, Approved Codes of Practice and guidance.

We will take all reasonably practicable steps to:

- Prevent injury and ill health to employees, contractors, visitors, and members of the public.
- Provide and maintain safe plant, equipment, and working environments.
- Protect the environment by minimising pollution, reducing waste, and using resources efficiently.
- Continuously improve our HSE performance through regular monitoring, consultation and review.

### 2. Responsibilities for Health, Safety & Environment

Directors (Kieran Doyle – Managing Director & Kirstie Allenby – Finance Director):

- Have overall responsibility and accountability for HSE performance.
- Provide adequate resources to implement this policy effectively.
- Ensure HSE is a standing agenda item at management meetings.

Supervisors and Managers:

- Ensure safe systems of work are developed and followed.
- Carry out risk assessments, inspections, and toolbox talks.
- Report, investigate and record incidents and near misses.

All Employees and Contractors:

- Take reasonable care of their own health and safety and that of others.
- Follow all safe working procedures, training, and instructions.
- Report hazards, unsafe acts/conditions, and environmental concerns promptly.

### **3. Arrangements for Health, Safety & Environment**

#### **Staff Training (including refresher training)**

All new employees receive HSE induction training on joining. Job-specific training is provided before work begins. Refresher training is scheduled annually, or sooner where risk assessments show it is required.

#### **Personal Protective Equipment (PPE) Provision**

Appropriate PPE (safety glasses, gloves, hearing protection, safety footwear, etc.) is issued free of charge. Managers ensure PPE is suitable, maintained, replaced when necessary, and worn correctly. Employees are trained in correct use and care of PPE.

#### **Provision of Welfare Facilities**

Adequate toilets, washing facilities, drinking water, and rest areas are provided and maintained in a clean condition. Facilities are regularly inspected by supervisors.

#### **Duties under CDM Regulations 2015 (as Contractor)**

Panda Engineering ensures compliance with CDM duties. Risk assessments, method statements (RAMS) and relevant documentation are provided. Cooperation is maintained with the Principal Contractor and other duty holders.

#### **Communication and Consultation with Employees**

Safety briefings are held regularly. Memos provide information and updates. Employees are encouraged to raise HSE concerns through supervisors or directly to management.

#### **Audit and Review**

Formal audits of HSE arrangements are carried out annually. Supervisors conduct monthly workplace inspections. Policies and procedures are reviewed annually or after incidents.

#### **Accident Reporting under RIDDOR**

All accidents, incidents and dangerous occurrences are reported immediately to supervisors. RIDDOR-reportable events are notified to the HSE by the Managing Director or delegated competent person.

#### **Accident Investigation**

All accidents and near misses are investigated by supervisors with management oversight. Findings are recorded, root causes identified, and corrective actions implemented.

#### **Emergency Procedures**

Emergency plans cover fire, evacuation, chemical spills and other foreseeable events. Evacuation drills are conducted at least annually.

#### **First Aid Provision**

Trained first aiders are available during all working hours. Adequate first aid kits are provided and maintained in accessible locations. All treatments and incidents are recorded in the accident book.

#### **Hazardous Substance Safety (COSHH)**

COSHH assessments are completed for all hazardous substances. Substances are labelled, stored safely, and used with appropriate controls. Employees receive training on safe use and handling.

#### **Work Equipment Provision & Safety**

Equipment is selected, inspected, and maintained in safe condition and records kept. Only trained and authorised personnel may operate work equipment.

### **Manual Handling**

Manual handling risks are assessed. Mechanical aids are provided where possible. Employees are trained in safe lifting and handling techniques.

### **Occupational Health (Health Surveillance, Noise, HAVS, etc.)**

Health surveillance programmes are provided where risks require it. Noise and vibration levels are monitored; controls and PPE are provided where exposure is significant. Occupational health records are confidentially maintained.

## **4. Monitoring, Audit and Review**

We will:

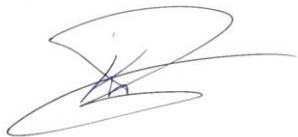
- Monitor HSE performance through inspections, audits, and incident investigations.
- Record, analyse, and act upon findings to prevent recurrence.
- Review this policy annually or sooner if there are significant changes to operations, legislation, or organisation.

## **5. Communication**

This HSE Policy will be:

- Displayed on company notice boards and available to all interested parties.
- Communicated to all employees during induction and refresher training.
- Made available to clients, contractors, and regulatory bodies on request.

Signed:

A handwritten signature in blue ink, appearing to read 'Kieran Doyle', with a stylized flourish extending to the right.

Kieran Doyle – Managing Director  
23<sup>rd</sup> September 2025