



IG DESIGN GROUP UK LTD

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of IG Design UK Ltd to establish and maintain, as far as is reasonable practicable, non-hazardous working conditions for all its employees, visitors and contractors by attention to all aspects of Health and Safety. This responsibility is considered equal to any other responsibility exercised by Management. IG Design UK Ltd also undertakes to commit sufficient resources to Health and Safety to ensure that the objectives of this policy are met.

The Management is committed in its duty to do everything reasonably practicable to prevent personal injury or the impairment of the health in the design, construction, operation and maintenance of all plant, equipment, facilities and premises. The company is committed to ensure that it meets all legal and other requirements and will strive to continually improve the Occupational Health and Safety management system.

Nevertheless, it is also the duty of every employee to comply with Company Policy on all matters relating to Health and Safety and to exercise responsibility to ensure their own personal health and safety and that of others whilst on the IG Design UK Ltd premises.

As a matter of policy, the Company will:

- Maintain necessary and up to date knowledge and keep contact with relevant outside bodies and developments on legislations, Codes of Practice and other technical guidance material relating to the Company's activities by monitoring governmental and specialist websites/ journals and maintaining legal registers.
- Circulate this information within the Company by ensuring that all levels of the business are kept informed of policies, procedures and accident statistics by means of internal communication such as e-mail, intranet systems and departmental notice boards.
- Train all employees in accident prevention so that safe work methods are used and systematically review training needs. Employees are trained in the relevant processes they carry out against Risk Assessments/ Training Records/ Standard Working Procedures on a regular basis with reviews when working habits or conditions change, including safe handling and use of chemicals and substances. All PPE (Personal protective equipment) is provided free of charge where deemed necessary through risk assessment. Additional requirements will be made for all employees who work remotely.
- Give new employees and those re-deployed to new jobs, basic training in safety and the availability of medical facilities and authorized first aid personnel. Employees who are re-deployed to new jobs are trained in the relevant processes they carry out against Risk Assessment/ Training Records/ Standard Working Procedures on a regular basis.
- Commit to consult on health and safety topics via the Health and Safety representatives Committee. The company has a team of Health and Safety representatives for each area as well as a management team who work together in order to continually review practices with the aim to prevent accidents and make improvements to policy and procedures.



- Maintain adequate provision's for fire prevention and fire fighting in consultation with the local fire service and maintain an emergency evacuation system. The Health and Safety Manager/ Fire Safety Officer ensures that all areas of the business have a documented emergency contingency plan for fire/ spillage displayed on employee notice boards. All areas have qualified fire teams with refresher training every two years.
- The company also ensures that adequate provisions are in place in all areas of the business for basic first aid, chemical spillage and mental health support by means of trained personnel.
- The company ensures that high standards of housekeeping hygiene are maintained by employing a 3rd party cleaning contractor to ensure all areas of the business are kept to a high standard of housekeeping including an emergency COVID-19 deep clean policy and with regular internal audits by the Health and Safety Manager.
- Maintain adequate safety reporting procedures and statistics by ensuring that all Health and Safety metrics, statistics and data is retained on a central electronic drive and shared to the workforce via departmental notice boards. Regular reporting is also provided to the senior Management Team and Group Members by the Health and Safety Manager.
- In addition to the above policies, all employees should;
 - Co-operate with supervisors and managers on health and safety matters
 - Take reasonable care of their own health and safety
 - Report all health and safety concerns, accidents, incidents and near misses to an appropriate person.

This Policy Statement will be brought to the notice of all concerned and displayed within the location. This Policy Statement will be reviewed as and when required, but in any event, at least once a year. Any revisions will be brought to the attention of employee's.