

HEALTH AND SAFETY POLICY

The Director has set up a management structure at Ludlum Systems Limited to meet the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999. The Director approves Ludlum Systems Limited Health and Safety policies and provides resources to ensure the welfare of staff and others impacted by these activities. The Director is ultimately responsible for health and safety at Ludlum Systems Limited.

The Compliance Manager is responsible for ensuring that the policies meet the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999 and for ensuring that they are implemented on a day-to-day basis throughout the workplace. The Compliance Manager chairs Health and Safety Committees to monitor the effective working of the policies, to communicate on changes to policies and procedures and to gain two-way feedback on any new issues affecting day to day working practices. The Compliance Manager is responsible for keeping up to date with legislation and maintaining the documentation of the Ludlum Systems Limited Health and Safety management system including risk assessments. The Compliance Manager also arranges external training as appropriate.

The Heads of Departments (HoD) are managers or supervisors who are responsible for managing the common health and safety procedures and the specific procedures relevant to their functions. In collaboration with the Compliance Manager, they consider the health and safety implications of the materials and equipment used and activities that are carried out in their departments. They make risk assessments and consider preventative measures to minimise risk in agreement with the Compliance Manager. They also ensure that their staff are trained in appropriate safety measures and ensure that any personal protective equipment provided is used as intended.

Employees and agency workers are required to follow procedures developed for their safety including using personal protective equipment (PPE). Deliberate failure to act at work in a safe manner is subject to our disciplinary procedures.

Methodology applied to common and departmental specific activities:

- Compliance Manager determines relevant legislation
- Compliance Manager and Director agree on policies and document them
- Compliance Manager and HoD make risk assessments
- Compliance Manager and HoD agree procedures to minimise risk
- Compliance Manager documents risk assessments, arrangements and mitigating procedures
- Health and Safety Manual updated as appropriate.
- Compliance Manager arranges external training as appropriate
- HoDs train and manage staff working in their areas of responsibility
- Compliance Manager holds Health and Safety Committee meetings at regular intervals with representatives drawn across functions to communicate any changes or new legislation and addresses any day-to-day issues raised.



Dr Paul Read
Director
1 January 2021