

## 1. Introduction

Rhopoint Metrology Ltd is committed to ensuring the health, safety, and welfare of all employees, visitors, and contractors. This policy outlines our approach to maintaining a safe working environment in compliance with the Health and Safety at Work Act 1974.

## 2. Objectives

- Prevent accidents and work-related ill health.
- Comply with all relevant health and safety legislation.
- Maintain safe equipment and working conditions.
- Provide necessary training and information to employees.
- Regularly review and improve health and safety practices.

## 3. Responsibilities

### Management:

- Ensure compliance with health and safety legislation.
- Provide resources for effective implementation of this policy.
- Conduct regular risk assessments and safety audits.
- Ensure employees receive adequate training and supervision.
- Consult with employees on health and safety matters.

### Employees:

- Take reasonable care of their own health and safety.
- Report hazards, accidents, or near-misses promptly.
- Use equipment and materials appropriately.
- Participate in health and safety improvements.

## 4. Risk Assessment

Regular risk assessments will be conducted to identify potential hazards. Control measures will be implemented to mitigate identified risks. All assessments will be documented and reviewed annually or when significant changes occur.

To enhance our commitment to workplace safety, we ensure that a sufficient number of employees are trained as fire marshals and first aiders, in accordance with our risk assessments and regulatory requirements.

### 5. Training

All employees will receive training on health and safety practices relevant to their roles. Training will be provided at induction and refreshed periodically. Records of all training sessions will be maintained.

### 6. Equipment and Maintenance

All equipment will be maintained in safe working order. Regular inspections and calibrations will be conducted in accordance with the relevant calibration procedure or the manufacturer's specification

### 7. Emergency Procedures

Emergency procedures, including fire evacuation plans, are established and communicated to all staff. Regular drills will be conducted to ensure preparedness.

### 8. Monitoring and Review

This policy will be reviewed annually or when significant changes occur to ensure its effectiveness and compliance with current legislation.

### 9. Communication

This policy will be communicated to all employees and made available to interested parties. Feedback is encouraged to promote continuous improvement.

### 10. Sign-Off

Managing Director: Alan Smith

Signature: 

Date: 17<sup>th</sup> March 2025