



## Recorra Ltd - HEALTH AND SAFETY POLICY STATEMENT

### AIMS AND OBJECTIVES

This policy outlines Recorra's approach to safeguarding the health, safety and welfare of its employees, contractors and visitors whilst working at company premises, or whilst working elsewhere on behalf of the company.

Recorra is committed to:

- Providing a safe and healthy working environment so that employees and everyone associated with the company's operations, are protected from work related injury, illness or ill health, so far as is reasonably practicable
- Complying with the Health and Safety at Work etc. Act 1974 and all other related and relevant legislation as appropriate
- Providing effective information, instruction, training and supervision for employees so they are competent and have the necessary skills to safely carry out their work
- Maintaining an occupational health and safety management system where health and safety matters are monitored and reviewed by line management in consultation with staff and their representatives
- Constantly improving health and safety performance and setting measurable objectives in order to achieve this aim

### ORGANISATION AND RESPONSIBILITIES

The Managing Director has overall responsibility for the co-ordination of Recorra's Health and Safety Policy. The SHEQ Director is responsible for all day-to-day aspects of health and safety.

Other directors and line managers are responsible for implementing Recorra's Health and Safety Policy and will ensure that suitable risk assessments are made for all activities performed by employees, including road driving and workplace transport, so that hazards are eliminated wherever possible, and that vehicles, plant and equipment under their control are safe and correctly maintained. Line managers are also responsible for keeping current safety measures under review and for the instruction and training of all their respective staff.

All employees have a duty to co-operate with this policy, to identify and report hazards, dangers or unsatisfactory conditions and to take reasonable care to avoid injury to themselves and others.

### DETAILED ARRANGEMENTS

**Workplace Transport and Road Driving:** We recognize that our vehicles pose a risk to members of the public and other road users, as well as to our own drivers. We have risk assessed all vehicle related activities and in order to minimize the effect of these activities, have implemented codes of safe working practice for individual vehicle types and trained drivers accordingly.

**Information, Instruction and Training:** All staff will receive a comprehensive induction specific to their role upon joining the business. Refresher training will be completed on a pre-determined basis dependent on the risk of the activities. Induction and training programmes are under regular review and take into consideration new or updated processes, industry guidance and learnings, staff and



learner feedback, accident trends and improvement opportunities relating to training aids or available technology.

**Fire:** Any person discovering a fire on company premises should raise the alarm. If it is possible to extinguish the fire without danger, this should be done immediately, otherwise the building must be evacuated after all employees and visitors have been warned.

All employees and visitors, being advised of a fire, must immediately vacate the premises by the nearest exit and gather at the designated assembly point.

**Accident:** All injuries and damage, however slight, must be reported to the employee's manager. An account must be entered in the Accident Book. If the accident is reportable under RIDDOR requirements, this will be done by the Health and Safety Manager.

Qualified first-aiders are available for an injury or illness requiring treatment at the company premises. Names are displayed on relevant notice boards.

**Visitors:** Company employees bringing contractors, visitors or others onto company premises are responsible for ensuring that an appropriate risk assessment has been made and that, so far as is reasonably practicable, suitable provision is made with regard to their health and safety on site. All working at height and hot-working on company premises (welding, grinding, bitumen roofing, etc) is subject to a special arrangement and permit system authorised by a director or delegated manager.

The Recorra Health and Safety Policy Manual is available to all employees and outlines in full the company's strategy for health and safety. The Policy will be reviewed and revised at regular intervals.

Signed: 

Date: 01/04/2026

**MANAGING DIRECTOR**