

HEALTH & SAFETY POLICY STATEMENT

| AMENDMENT HISTORY | | | | | | |
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| This document is reviewed periodically, at least annually, and is retained for a period of six years. Amendments and revisions are distributed by the named holder. The history of amendments and the issue of revisions are recorded below. | | | | | | |
| ISS | REV | DESCRIPTION | PREPARED | APPROVED & AUTHORISED | SIGNED | ISSUE DATE |
| 01 | 00 | First Issue | David Wright | Marcel Madden Managing Director |  | 20/09/2021 |
| 02 | 00 | Policy Update | David Wright | Marcel Madden Managing Director |  | 06/09/2022 |
| 03 | 00 | Policy Review | David Wright | Marcel Madden Managing Director |  | 26/01/2024 |
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| | HEALTH & SAFETY POLICY STATEMENT | DML5001 | | 03 |
| | CONFIDENTIALITY LEVEL | ISSUE DATE | SHEET | REV |
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1. Narrative

1.1. Delta Matrix Limited (hereafter referred to as “the company”), located Fusion Hive, North Shore Innovation Centre, North Shore Road, Stockton on Tees, TS18 2NB., are a professional company specialising Electrical Power Systems Engineering and Consultancy delivering Electrical Power System Studies, Modelling, Analysis and Design using industry leading Power Systems Modelling software tools. The scope of work extends from basic studies and designs to advance modelling and analysis of complex Electrical Power networks.

2. Statement of Intent

2.1. It is the policy of the company to ensure, as far as is reasonably practicable, that the health, safety and welfare of all employees, visitors, contractors, and members of the public who may be affected by our activities are safeguarded.

2.2. To achieve the highest possible standards of health and safety the company objective is to ensure that everything practical is undertaken to prevent injury and ill health by ensuring:

- (a) a safe and healthy working environment.
- (b) safe systems and methods of work and a safe means of access and egress.
- (c) suitable and sufficient training, information, instruction, and supervision.
- (d) completion, and regular revision, of risk assessments.
- (e) regular consultation with employees.
- (f) that the company always has access to competent health and safety advisers.
- (g) proper welfare facilities and arrangements.
- (h) continuous improvement in health and safety standards and annual revision of the policy.

2.3. The company are committed to reduce risks during the term of this policy. This will be achieved by the development and monitoring of an action plan which is closely monitored by senior management. We will achieve a safer working environment by:

- (a) eliminating hazardous activities where practicable.
- (b) substituting activities that are hazardous.
- (c) reducing exposure of individuals to risks.
- (d) introducing other control measures where reasonably practicable.
- (e) provision of personal protective equipment where necessary.
- (f) ensuring a fair but enforced discipline of safe working practice.

2.4. Our activities in these areas will be determined by risk assessments which will be completed at regular intervals.

2.5. Health and safety is everyone’s responsibility, and all employees must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

2.6. This policy describes the various responsibilities for health and safety management within the company and applies equally to all persons involved with the business’ activities.

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2.7. Where an employee considers that the arrangements for health and safety are inadequate, they are to report the matter to their manager at the earliest opportunity.

3. Organisation and Responsibility



3.1. Managing Director. The Managing Director is ultimately responsible for all health and safety matters pertaining to Delta Matrix Limited's performance. The Managing Director has direct responsibility for:

- (a) ensuring that the objectives of this Health and Safety Policy are fully understood.
- (b) ensuring that safety is the priority on all working sites.
- (c) appointing 'competent persons' under Regulation 7 of the Management of Health & Safety at Work Regulations 1999.
- (d) the compilation, review, update, and circulation of this Health and Safety Policy Statement in line with current safety legislation and working practices.
- (e) provision of safety advice.
- (f) notification to the Enforcing Authorities in the event of a dangerous occurrence, major or over seven-day injury.
- (g) advice on changes in U.K. and European legislation, and up-to-date recommendations in relation to Codes of Practice and new safety literature and posters.
- (h) liaison with official and professional bodies, e.g., Health & Safety Commission and Executive and Local Authorities.
- (i) accident or dangerous occurrence investigation to determine the root cause and prevent recurrence.

3.2. Part Time Office Administrator. The Part Time Office Administrator report to the Managing Director on the performance of the quality and safety management systems and on any opportunities for improvement.

3.3. Quality & Safety Consultant. The Company retain the services of Dr D Wright (PhD Fellow International Institute of Risk & Safety Management), trading as [The David Wright Team](#). The service includes:

- (a) a monthly information bulletin, based on current safety legislation, affecting safety, health, and welfare.
- (b) provision of health and safety advice.

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- (c) notification to the Enforcing Authorities in the event of a dangerous occurrence, major or over seven-day injury.

3.4. Employees. The Employees include Managers, Supervisors, Engineers, Engineering Technicians and Administration personnel. With regards to health and safety, they respond in the first instance to their immediate supervisor and ultimately to the Managing Director. All employees are responsible for:

- (a) their own safety and safety of others who may be affected by their acts or omissions.
- (b) not interfering with or misusing anything provided for health and safety.
- (c) co-operating wholeheartedly in all matters relating to health and safety with their employer in the discharge of his legal duties under the Health and Safety at Work Act and supporting regulations.
- (d) following documented arrangements and safety rules within this Health and Safety Policy.
- (e) observing all safety requirements as advised in method statements and risk assessments.
- (f) reporting unsafe conditions, defects, health and safety problems and concerns to their immediate supervisor.

4. Arrangements

4.1. The Company have established 'arrangements' for ensuring the health, safety and welfare and are augmented by documented Risk & COSHH Assessments and safe systems of work which detail in this policy.

4.2. First Aid. Available within office facility.

4.3. Fire Safety. Landlord Fire Risk Assessment in force.

4.4. Accident & Injury. In the event of an injury first aid must be administered. In the event of a more serious injury, the public ambulance service must be used. Following an injury or accident the person concerned must notify his immediate Companies supervisor who, in turn will notify the Managing Director, will complete an Accident Report (FORM DML/September 2022/001 see below) and enters detail in the B1 510 Accident Book.

4.5. Major Injury. In the event of a major injury as defined in RIDDOR 1995 (Reporting of Diseases and Dangerous Occurrences Regulations), the HSE are contacted, and notification is made to the enforcing authority.

4.6. Lone Working. To minimise the risk to lone or isolated workers, the following should be adhered by the company:

- (a) assess the risks to lone or isolated workers.
- (b) ensure persons under our control are physically capable of working alone.
- (c) ensure persons under our control are not exposed to significantly more risks than they would if working with others.
- (d) ensure persons under our control only handle substances and goods that can be safely handled by one person.
- (e) provide suitable and adequate arrangements to safeguard staff.
- (f) where radios or other communication devices are provided, they must be always carried by lone working persons under our control.

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This policy has been approved and authorised on behalf of Delta Matrix Limited by:



Marcel Madden BEng (Hons), CEng, DMS, MIET
Managing Director

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|  | | FORM DML/September 2022/001 | |
| Electrical Power Systems ▲ Modelling ▲ Analysis ▲ Design | | | |
| ACCIDENT INJURY REPORT FORM | | | |
| Type of Accident: (delete as necessary) | | Serious Injury / Minor Injury / Near Miss / Dangerous Occurrence | |
| Date of Accident: | | | |
| Time of Accident: | | | |
| Site Address: | | | |
| Person in Charge for DML: | | | |
| Details of Accident: | | | |
| | | | |
| Name of Injured Person: | | | |
| Details of Injury: | | | |
| | | | |
| Signed: (Managing Director) | | Date: | |
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