



## HEALTH AND SAFETY POLICY

### 1. Purpose

The purpose of this Health and Safety Policy is to ensure the health, safety, and well-being of all employees, contractors, and visitors at MALYK LTD. This policy outlines our commitment to creating a safe working environment and complying with the Health and Safety at Work etc. Act 1974 and other relevant UK legislation.

### 2. Scope

This policy applies to all employees, contractors, and visitors at all MALYK LTD locations.

### 3. Health and Safety Principles

MALYK LTD is committed to the following health and safety principles:

1. **Legal Compliance:**
  - Complying with all applicable health and safety legislation and regulations.
2. **Risk Management:**
  - Identifying, assessing, and mitigating health and safety risks associated with our operations.
3. **Prevention:**
  - Preventing workplace injuries and illnesses through proactive measures and continuous improvement.
4. **Training and Competence:**
  - Providing appropriate health and safety training to all employees.
  - Ensuring employees are competent to perform their tasks safely.
5. **Employee Involvement:**
  - Encouraging employee participation in health and safety matters.
  - Consulting employees on health and safety issues that affect them.
6. **Continuous Improvement:**
  - Regularly reviewing and improving health and safety practices.
  - Setting and reviewing health and safety objectives and targets.

### 4. Health and Safety Responsibilities

- **Management:**
  - Ensure the implementation and maintenance of this policy.
  - Provide the necessary resources for effective health and safety management.
  - Monitor health and safety performance and compliance.
- **Supervisors and Managers:**
  - Implement health and safety procedures within their areas of responsibility.
  - Conduct regular health and safety inspections.
  - Address any health and safety concerns promptly.

- **Employees:**
  - Follow health and safety procedures and instructions.
  - Report any hazards, incidents, or near-misses to their supervisor or manager.
  - Participate in health and safety training and initiatives.
- **Health and Safety Officer:**
  - Oversee health and safety compliance and initiatives.
  - Conduct risk assessments and implement control measures.
  - Provide guidance and support on health and safety matters.

## **5. Risk Assessment**

MALYK LTD conducts regular risk assessments to identify and control health and safety hazards. Risk assessments are reviewed periodically and whenever there are significant changes to the workplace or work practices.

## **6. Health and Safety Training**

All employees receive health and safety training appropriate to their roles. Training includes:

- Induction training for new employees.
- Job-specific training for tasks with particular health and safety risks.
- Refresher training as necessary.

## **7. Incident Reporting and Investigation**

All incidents, accidents, and near-misses must be reported promptly. MALYK LTD investigates all incidents to determine root causes and implement corrective actions to prevent recurrence.

## **8. Emergency Preparedness**

MALYK LTD maintains emergency procedures and conducts regular drills to ensure preparedness for potential emergencies. Emergency procedures are communicated to all employees and include evacuation plans, first aid arrangements, and contact details for emergency services.

## **9. Policy Review**

This policy will be reviewed annually and updated as necessary to ensure its continued effectiveness and compliance with legislation.

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Imran, Founder  
MALYK LTD

**Date:** 1st July 2024