



## HEALTH AND SAFETY POLICY

The Nuclear Technologies Divisional Board regards health and safety as being of paramount importance because:

- It is our moral and legal duty to ensure staff, clients, the public and the environment are not adversely affected by our work activities
- It increases value to our clients through reducing business costs, such as insurance premiums, and business disruption,
- It enables us better to meet and exceed customer expectations.

To ensure that high standards of health and safety are continually maintained we carry out our activities as follows:

- We comply with all relevant health and safety legislation and regulations.
- Health and safety takes first place on the agendas of our Board and Management meetings, is included within every newsletter and team briefings to staff and is addressed wherever relevant through our operational procedures.
- Health and safety objectives are set, measures established, and regular analyses made to enable us to monitor, and thus continuously improve, our health and safety performance. These are made available to staff via the Company SharePoint system and a list of our Quality KPIs are presented via the quarterly Newsletter.
- We provide adequate control of the health and safety risks arising from our work activities. Risk assessments are carried out for all working activities performed by our employees and sub- contractors to identify the hazards posed by the performance of those activities to staff, sub- contractors, clients, the public and to property and to identify measures to mitigate the hazards and reduce risks. This process takes due regard of any radiological as well as conventional hazards and grades risks in terms of nuclear significance in line with our Nuclear Safety Policy and Procedures. Standing documented risk assessments covering fire in each of our offices and the most common working activities, office work, business travel and the use of portable electrical equipment, have been compiled, are reviewed regularly and improved where possible. Fire risk assessments are made available to employees, together with relevant guidance information, via the Company SharePoint system. Specific risk assessments for projects and/or individuals or are carried out as necessary.
- Appointed persons for First Aid are identified and trained to provide the best cover reasonably achievable in each of our offices commensurate with our working activities. First Aid Risk Assessments have been compiled for each of our offices are reviewed regularly and are available to employees via the Company SharePoint system.
- We aim to prevent accidents and cases of work-related ill-health. Our employees and sub-contractors are responsible for their own health and safety and for that of their colleagues by their actions or inactions. Guidance Note GU005 Accident and Near Miss Reporting advises to report all accidents, incidents and near-misses. These reports are reviewed and analysed to enable us to meet our statutory obligations and are one way in which ongoing improvements can be identified.
- We provide information, instruction and training for employees. Relevant sources of information, professional occupational health services and advice have been identified to support or supplement Company resources and practices where required to ensure the well-being of our employees and to meet client and regulatory requirements.
- We maintain safe and healthy working conditions and provide and maintain safe equipment. Where safety management services are delivered to our clients, they are provided by well qualified and appropriately experienced consultants working within a professional supervisory and peer review framework.

The Board of Directors ensures that resources and arrangements are in place to implement this Policy effectively. Board level responsibility for Health and Safety is held by the Technical Director who is supported in this by the Company Health and Safety Advisor.

We consult our employees on matters affecting their health and safety and a Health and Safety Representative is elected by employees through whom they can communicate with the Board of Directors.

This Health and Safety Policy is reviewed annually, and improved where possible, as part of the Company Management System Review process.



A handwritten signature in black ink, appearing to read 'K. Hildred'.

Karen Hildred  
Technical Director  
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