

Part 1 – Health & Safety Policy Statement

We at Microbee Group Ltd (Microbee Ltd, Microbee Bird Control Ltd, Microbee Tree Management Ltd) recognise our duties under Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation and to ensure that we maintain a safe and healthy working environment for the prevention of work-related injury and ill health. Our managers are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

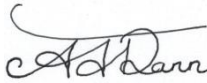


We at Microbee Group Ltd are committed to continual improvement in occupational health & safety (OH&S) management and performance. As part of our ISO 45001 (previously known as OHSAS 18001) accreditation involves setting objectives and progress is monitored through quarterly internal audits. Annual internal audits are undertaken to establish whether set objectives have been met.

Microbee Group Ltd recognises, so far as is reasonably practicable, the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment;
- To minimise the impact on the environment through work undertaken and to implement the necessary precautions through training;
- To ensure that hazards are identified, and regular assessments of risks are undertaken;
- To eliminate hazards and to reduce risks;
- To fulfil legal and other requirements;
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment;
- To promote the awareness of health and safety and encouraging health and safety best practice throughout our organisation;
- To ensure that we are taking the appropriate protective and preventative measures;
- To ensure that we have access to competent advice and can secure compliance with our statutory duties;
- To safeguard and improve the health and wellness of our staff;
- To consult with and ensure participation of workers.

In order that we can achieve our objectives and ensure that our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities.

We ensure our employees are informed of their obligations to ensure they cooperate with management and adhere with the safety rules of Microbee Group Ltd. These are provided within the Employee Safety Handbook, which is given at the start of employment.

Date: 25/02/2021	Review by: Feb 2022
Angela Dann, Director	
Sofia Calderon Draper, Director	
Tom Evans, Director	

Part 2 – Organisation & Responsibilities

The Directors (Sofia Calderon Draper, Tom Evans and Angela Dann) have overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations;
- Provide a safe working environment for employees and other who may be affected by the work activities;
- Ensure that the health and safety policy is effectively implemented throughout the company;
- Provide appropriate training, information, supervision and instruction to employees;
- Ensure work is planned to take into account health & safety issues;
- Provide adequate welfare facilities for their employees in accordance to the Workplace, (Health, Safety and Welfare) regulations 1992.

All employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.

Responsibilities for the Organisation

- Day-to-day responsibility for Health and Safety:
 - Sofia Calderon Draper, Tom Evans and Angela Dann
- Maintenance of plant and equipment
 - Sofia Calderon Draper, Tom Evans and Angela Dann

Part 3 – Arrangements

Health and safety are considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety:

3.1 Communication

The contents of this policy are brought to the attention of all employees. Employees are directly consulted on any matters that may affect their health and safety.

3.2 Monitoring, Audit and Review

Objectives are set annually by the OH&S team. Progress is monitored through monthly meetings, quarterly reports and annual internal audits are undertaken to establish whether set objectives have been met.

3.3 Training

Training needs will be identified, and employees will be given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of personal protective equipment (PPE) and manual handling.

Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. Training achievement of all employees will be recorded.

3.4 Risk Assessments

Risk assessments are a legal duty under the Management of Health and Safety at Work Regulations 1999. Regulation 3 states:

- i. Every employer shall make suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work;
- ii. Every employer shall make suitable and sufficient assessment of the risks to the health and safety of persons not in his employment arising out of, or in connection with the conduct by them of their undertaking.

The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment.

All Managing Directors ensure operators are provided with appropriate instruction and training on risk assessments.

Assessments are reviewed annually or when the work activity changes, whichever comes first.

3.5 Display Screen Equipment (DSE)

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc. Although display screen equipment does produce some radiation, the levels produced are no more than those from the environment in many areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods;
- high rates of repetitive finger movements, with the wrists bent;
- poor circulation to the legs;
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seat.

Visual fatigue may result from the following:

- poor screen display, such as low contrast or flickering;
- high levels of ambient light compared to the screen display;
- reflections or glare;
- the need for a document holder.

These can produce eye strain, headaches or other related symptoms.

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to DSE users or operators (an operator is a self-employed DSE user), we will try to apply the principles to all DSE workstations regardless of the category of user.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of DSE. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

3.6 Emergencies

Employees shall familiarise themselves with client procedures and fire exits when first attending other sites and co-operate and participate in any drills.

3.7 Welfare

Welfare arrangements are provided in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

Microbee Group Ltd ensures that the Workplace Approved Code of Practice is met by ensuring that the minimum number of sanitary conveniences is provided.

Arrangements at remote sites utilise client facilities whenever possible.

3.8 Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing;
- type of equipment;
- amount of use;
- consequences of failure.

3.9 Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 requires employers to supply suitable and sufficient personal protective equipment (PPE) to their employees wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE is provided as appropriate for the work activities. It should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

Every employee has a duty to use the PPE provided and to report any loss of or obvious defect in the equipment. The consequences of staff not using PPE will be disciplinary action.

3.10 Lone Working

Microbee Group Ltd has a duty to assess risks to lone works and take steps to avoid or control risks where necessary. We have a duty to ensure procedures are in place to monitor lone workers. We achieve this by a tracking system that is in place within all company vehicles. All work is pre-scheduled and there is regular contact between the lone worker and supervisor.

3.11 Noise

The Control of Noise at Work Regulations 2005 requires us to eliminate or reduce risks to health and safety from noise at work. The level of risk to employees is low, but personal hearing protection is provided to all staff members that require it. We also undertake regular health surveillance to all Microbee Group Ltd employees.

3.12 Vibration

We are required by law to make sure all risks from vibrations are controlled; information, instruction and training is provided to employees and we provide suitable health surveillance. All activities undertaken under Microbee Group Ltd carry minimal risk in terms of vibrations.

3.13 Hazardous Substances

The law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The risks associated with hazardous substances are considered for all work activities by obtaining information from the relevant Safety Data sheets where possible. Alternative, less harmful substances are used if available. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the Compliance specialist, as appropriate.

Any substances hazardous to health that are encountered by employees e.g. cleaning agents such as bleach are assessed using appropriate COSHH assessment forms.

3.14 First Aid & Accident Reporting

A basic first aid kit containing recommended minimum materials is kept on the premises. All company vehicles contain a first aid kit containing minimum materials. An appointed person is selected from within the office to maintain the contents of the first aid kit and to phone for emergency assistance if required.

All field staff are provided with basic first aid training, and at least one-line manager is provided with the more detailed and extended first aid training.

All accidents are reported to the office and an incident form is completed. All those accidents and incidents defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are reported to the appropriate enforcing authority or to the incident contact centre on telephone number 0845 300 9923.

3.15 Manual Handling

The Manual Handling Operations Regulations 1992 state:

- I. Each employer shall:
 - a. so far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk to their being injured.
- II. Each employer shall:
 - a. where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:

- i. make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.
- ii. take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.
- iii. take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on: (a) the weight of each load; and (b) the heaviest side of any load whose centre of gravity is not positioned centrally.

If employees are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

The main aim of the Manual Handling Operations Regulations is to avoid injury to employees, this can be achieved by avoiding moving loads altogether, but in most circumstances, this will be impracticable. The second stage in the hierarchy of control is to try and automate or mechanise the manual handling operations i.e. by using forklift trucks, conveyor belts etc.

Lastly if this is not possible the employer will be required to carry out a manual handling assessment, this may be a simple assessment, or it may require a more detailed assessment.

A detailed assessment needs to take into account of:

- i. The Task (does it involve twisting, stretching, stooping, etc?)
- ii. The Individuals capability (does it require unusual height, strength, training, etc?)
- iii. The Load (is the load, hot, heavy, sharp, difficult to grasp, etc?)
- iv. The Environment (are there slippery floors, stairs, confined spaces etc?)

Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.16 Fire Safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

For these reasons, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually;
- fire detection equipment to be installed and inspected regularly;
- Any fire alarms will be regularly tested;
- emergency lighting will be provided as appropriate;
- fire extinguishers will be placed at clearly labelled fire points;
- emergency exit routes and signs to be kept clear at all times;
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation;
- records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire log book;
- supervision and monitoring of visitors, including contractors, will be carried out by a director.

These arrangements will be reviewed at least annually and on any significant change in the business or the premises.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection.

3.17 Public Safety

Members of the Public who may visit our site are informed of any specific hazards that may exist on the premises and adequately supervised whilst they are on the premises. Procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.