

HEALTH AND SAFETY POLICY

Purpose of Policy

At **BLUEMASK SOLUTIONS (UK) LIMITED** (the "Employer"), we are committed to maintaining the highest standards of health and safety for all employees, contractors, clients, and individuals affected by our operations in **property management and information technology (IT) services**. This Policy aims to ensure a safe and healthy working environment by clearly defining responsibilities and processes for managing health and safety risks.

This Policy is a statement of intent and does not form part of any employee's contractual terms. The Employer reserves the right to amend or update this Policy as needed, and it will be reviewed periodically to ensure its effectiveness.

Who is Responsible for Workplace Health and Safety?

Health and safety is a shared responsibility between the Employer and all staff. This Policy applies to all employees, directors, officers, contractors, agency workers, consultants, trainees, and volunteers. Detailed responsibilities for health and safety are outlined under **Responsibilities of All Staff**.

Employer Responsibilities

The Employer is responsible for ensuring a safe and healthy working environment across both property management and IT service operations. Specific responsibilities include:

- a. Taking reasonable steps to safeguard the health, safety, and welfare of employees, contractors, and visitors affected by its business activities.
- b. Identifying and assessing health and safety risks and implementing control measures to manage or eliminate them.
- c. Ensuring all offices, managed properties, and client sites meet safety standards, including safe access, emergency exits, and evacuation procedures.
- d. Maintaining safe working environments, equipment, and systems, and providing appropriate personal protective equipment (PPE) as necessary.
- e. Establishing safe procedures for the handling, storage, and transport of materials related to property management and IT services.
- f. Providing relevant training, supervision, and resources to help staff work safely and in compliance with health and safety regulations.
- g. Ensuring that appointed health and safety representatives are trained to perform their roles effectively.
- h. Offering targeted safety training for roles in property management and IT, which may include:

Manual handling

Control of Substances Hazardous to Health (COSHH)

Working at heights

Electrical and gas safety

Asbestos awareness for property management teams

The **Board of Directors** holds ultimate responsibility for health and safety management, with the **Chief Operations Officer (COO)** appointed as the designated Health and Safety Officer to oversee daily health and safety matters.

All health and safety concerns should be reported directly to the Health and Safety Officer.

Responsibilities of All Staff

General Staff Responsibilities:

All staff are expected to:

- a. Take reasonable care for their own health and safety and for the safety of others.
- b. Comply with the health and safety rules and cooperate with the Health and Safety Officer and other managers.
- c. Follow safe working practices, particularly when using equipment or handling hazardous substances related to property management and IT operations.
- d. Maintain a clean, orderly, and hazard-free work environment.
- e. Report safety concerns, potential risks, or malfunctioning equipment immediately to the Health and Safety Officer.
- f. Cooperate in investigations of any workplace accidents or incidents.

Equipment Responsibilities:

All staff must:

- a. Use all equipment according to provided instructions and training.
- b. Report any damaged or malfunctioning equipment to the Health and Safety Officer.
- c. Avoid attempting repairs on any equipment unless authorized and properly trained.

Accident and First Aid Reporting:

Staff are required to:

- a. Report any accidents, including minor injuries, to the Health and Safety Officer for documentation in the Accident Book.
- b. Familiarize themselves with the location of first aid facilities and contact details for trained first aiders, which are displayed on notice boards.

Emergency and Fire Procedures:

Staff must:

- a. Understand and follow fire evacuation procedures and participate in scheduled fire drills, held at least annually.
- b. Ensure that fire exits and emergency signs are unobstructed at all times.
- c. Inform the Health and Safety Officer if any mobility or health issues may impact their ability to evacuate during emergencies.

Risk Assessments and Hazardous Substances

The Employer will conduct regular risk assessments for both property management and IT services. The Health and Safety Officer will ensure that recommendations from these assessments are implemented to mitigate any identified risks.

Use of hazardous substances will be minimized, and COSHH training will be provided where necessary to manage risks effectively.

Personal Protective Equipment (PPE)

PPE will be provided when other risk control measures are insufficient. Staff are expected to use PPE as required and in accordance with training and instructions.

Display Screen Equipment (DSE)

To mitigate risks associated with DSE use, such as musculoskeletal disorders and visual strain, the Employer will:

- a. Conduct DSE assessments for all workstations, including for remote workers.
- b. Provide training and guidance on safe workstation setups.
- c. Encourage regular breaks from screen work to reduce fatigue.
- d. Offer eye tests and financial contributions towards corrective eyewear for staff who use DSE regularly.

Workstation Assessments

Workstation assessments, including those for DSE, will be carried out under the direction of the Chief Operations Officer. New staff, remote workers, and laptop users will receive assessments as part of their induction, with regular reviews to ensure compliance.

Eye Tests

Staff who regularly use DSE are entitled to periodic eye tests and financial contributions towards the cost of corrective glasses. Full details on eligibility and the reimbursement process are available from the Health and Safety Officer.

Non-Compliance with Health and Safety Rules

Failure to comply with health and safety rules may result in disciplinary action, up to and including dismissal, in line with the Employer's disciplinary policy.

Attribution

This Health and Safety Policy has been developed by **Bluemask Solutions (UK) Limited** and aligns with the company's operational needs in property management and IT services.