



## **discoverIE Group plc**

### **Group Health and Safety Policy**

**September 2020**

discoverIE Group plc is committed to ensuring the health and safety of employees and anyone affected by our business activities including those attending our premises.

#### **Duties and Responsibilities**

In order to achieve that aim, responsibility for managing health and safety matters resides with those best placed to manage the relevant risks and issues. As such, the Managing Directors and Operating Boards (or equivalent) of each business have overall responsibility for providing safe working environments, procedures and management systems for their respective businesses.

They must:

- ensure, so far as is reasonably practicable, that the operations and business activities of their companies are undertaken in a manner that does not expose to harm employees and persons who may be affected by such operations and business activities; and
- determine the most appropriate and effective way in which to address the health and safety matters relevant to the business and its operations.

#### **Annual Confirmation**

The Operating Board (or equivalent) of each business must complete the “**Minimum Health & Safety Requirements Checklist**” (as set out on the following page) to confirm that the items referred to have been properly and adequately addressed. The Checklist is not intended to be exhaustive and, if other measures are appropriate to ensure the health and safety of those affected by a business, those additional measures must also be implemented.

Once completed, the signed Checklist must be provided to the Company Secretary of discoverIE Group plc.

Approved by the Board of  
discoverIE Group plc on 29 September 2020.

### **Minimum Health & Safety Requirements Checklist**

No.	Item	Confirm
1.	The business has a health and safety policy designed specifically to address the operations of the relevant business (including all manufacturing and related processes) and this has been communicated to all staff.	
2.	Appropriate / sufficient resources (financial, physical & other) are in place and maintained to ensure the safety of those affected by the business. This includes any relevant personal protective equipment (e.g. for those working on physical manufacturing processes).	
3.	Those charged with responsibility for health and safety:	
	(a) are clearly identified (both to them and others within the business);	
	(b) understand and have agreed to be responsible for health and safety;	
	(c) have had, and continue to have, suitable training to ensure that their knowledge of health and safety is appropriate to the context of the business;	
	(d) are protected from any form of detriment or discrimination including (but not limited to) in the performance of their duties; and	
	(e) are afforded such resources and access to management as may be necessary or desirable to ensure that they can carry out their duties effectively.	
4.	All relevant and required health and safety documentation is maintained and stored in an orderly manner including (but not limited to) the documentation referred to in this Checklist.	
5.	A 'speak up' culture is and will be encouraged throughout the organisation, so that employees are positively asked to identify potential risks or hazards and bring them to the attention of those responsible for health and safety.	
6.	All appropriate risk assessments are prepared and kept up-to-date including (as a minimum):	
	(a) a general risk assessment covering all of the operations of the business (which is updated as least annually);	
	(b) a specific risk assessment covering fire hazards (which is updated at least annually); and	
	(c) other specific risk assessments as appropriate (e.g. if construction or installation work is being undertaken at a particular site, or if special circumstances exist (such as a pandemic)).	
7.	All recommendations arising from any such risk assessment(s) will be suitably addressed in an appropriate manner.	
8.	An annual health and safety plan is prepared for the business, describing the improvements in health and safety affairs intended to be carried out during the following year. This may include the items referred to in paragraphs 6 and 7 above.	
9.	Sufficient and regular training in health and safety matters is provided for employees and accurate records of such training are maintained.	
10.	Safe places of work are provided for all, with safe entry and exit, especially in an emergency situation.	
11.	All local laws and regulations relevant to health and safety are complied with.	
12.	Any accident / dangerous occurrence report that may be required to be submitted to any relevant authority(ies) will be prepared and submitted promptly, and copies kept safely for future reference.	

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Signed<sup>1</sup>

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Date

.....  
Signed

.....  
Date

<sup>1</sup>This Checklist must be signed by all members of the Operating Board - add extra signature / date blocks as needed.