SGA Health and Safety Policy

1. Statement of Intent

SGA Technologies and SGA Poole are committed to ensuring the health, safety, and welfare of all our employees, contractors, visitors, and others who may be affected by our operations. We recognize our responsibility to provide a safe and healthy work environment and to comply fully with the Health and Safety at Work etc. Act 1974 and all related legislation.

Our primary objectives are to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions, information, and adequate training to ensure employees are competent to do their work safely.
- Engage and consult with employees on day-to-day health and safety conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incidents.
- Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage and use of substances.

This policy will be reviewed annually or sooner if there are significant changes to our business activities or legal requirements.

Signed:

Christopher Brown
Managing Director, SGA Technologies Limited

Date: 5/1/26

Rob Rhodes
Managing Director, SGA Poole Limited

Date: 12-1-26

2. Responsibilities for Health and Safety

2.1 Management Responsibilities

- **Directors:** Have overall responsibility for health and safety within the company. They will ensure that the Health and Safety Policy is implemented and maintained, and that sufficient resources are provided to meet the policy's objectives.
- **Managing Director:** Has the responsibility to lead health and safety management, ensuring that the policy is effectively communicated and enforced across the organization.
- **Managers and Supervisors:** Are responsible for implementing the Health and Safety Policy in their areas of control, ensuring that risk assessments are conducted, safe systems of work are in place, and employees receive adequate training and information.
- **Competent Person:** Below listed persons have been appointed as the competent for health and safety, responsible for advising on health and safety matters and ensuring compliance with relevant legislation.
    - SGA Technologies: Chris Brown, Managing Director
    - SGA Poole: Rob Rhodes, Managing Director

2.2 Employee Responsibilities All employees are expected to:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Cooperate with the company in adhering to health and safety requirements.
- Report any hazards, unsafe practices, or equipment malfunctions to their manager or supervisor immediately.
- Use equipment and protective clothing provided by the company in accordance with training and instructions.
- Participate in health and safety training and consultations.

Failure to comply with the company's health and safety procedures will be treated as misconduct and may result in disciplinary action.

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3. Arrangements for Health and Safety

3.1 Risk Assessments

- The company will conduct regular risk assessments to identify potential hazards in the workplace and implement appropriate control measures to mitigate risks. These assessments will be reviewed regularly, especially following significant changes in operations or after an incident.

3.2 Training and Information

- All employees will receive comprehensive health and safety training at the start of their employment and ongoing training as necessary. Training will cover safe working practices, emergency procedures, and the correct use of equipment and PPE.

3.3 Consultation and Communication

- The company will engage with employees on health and safety matters through regular safety meetings, consultations, and a health and safety committee. Employees are encouraged to voice any concerns or suggestions for improving workplace safety.

3.4 Accident Reporting and Investigation

- All accidents, incidents, and near-misses must be reported immediately. They will be recorded in the Accident Book and investigated to determine their cause and prevent recurrence. Serious incidents will be reported to the appropriate authorities under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

3.5 Emergency Procedures

- The company has established clear emergency procedures for evacuation in case of fire or other emergencies. Fire drills will be conducted regularly, and employees will be trained in evacuation routes and the use of fire-fighting equipment.

3.6 Safe Equipment and Systems

- The company will ensure that all work equipment is safe, regularly inspected, and maintained according to manufacturers' guidelines. Safe systems of work will be developed, and any required safety devices will be installed and maintained.

3.7 First Aid

- First Aid facilities are available on-site. A list of trained First Aiders is displayed in prominent locations. All injuries, no matter how minor, must be reported and recorded in the Accident Book.

3.8 Health and Safety Monitoring and Review

- Health and safety performance will be monitored continuously through inspections, audits, and reviews of procedures. The Health and Safety Policy will be reviewed annually or when necessary to reflect changes in legislation, company operations, or significant incidents.

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4. Specific Hazards and Controls

4.1 Hazardous Substances

- All hazardous substances used by the company will be properly labelled, stored, and handled according to COSHH (Control of Substances Hazardous to Health) regulations. Employees working with these substances will receive appropriate training and PPE.

4.2 Personal Protective Equipment (PPE)

- Where risks cannot be adequately controlled by other means, PPE will be provided. Employees must use the PPE as instructed and report any defects or issues immediately.

4.3 Fire Safety

- The company has implemented a fire safety management plan, including regular fire risk assessments, clear evacuation procedures, and regular fire drills. Fire-fighting equipment is strategically placed, and employees are trained in its use.

Signed:

Christopher Brown
Managing Director, SGA Technologies Limited

Date: 5/1/26

Rob Rhodes
Managing Director, SGA Poole Limited

Date: 12-1-26