



## Health & Safety Policy

Cordie Ltd is committed to a policy of health and safety management, based on a common understanding of risks and how to manage them effectively. We recognise that health and safety is a management responsibility of equal importance to our revenue generating activities and that effective management of health and safety is achieved through the co-operative effort of everyone within the organisation.

We are committed to a policy of taking all reasonably practicable steps necessary to safeguard the health, safety and welfare of our employees at work and the health and safety of other persons that might be affected by our work, in particular all visitors, customers, clients, students, associates and suppliers.

We will comply with all statutory obligations including the provision of adequate supervision, information, instruction and training so that all staff should recognise that their health and safety responsibilities have equal rank with other work tasks.

In complying with the requirements of the Health and Safety at Work Act we will, amongst other things:

1. Maintain all places of work under our control in a condition that is safe and without risks to health;
2. Provide and maintain a working environment for our employees, visitors, customers, clients, learners, associates and suppliers that is safe and without risks to health;
3. Provide, operate and maintain premises, plant, machinery, equipment, materials and systems of work that are safe and without risk to health;
4. In the event that we are unable to provide a safe working environment (for example, in the event of a national lockdown or a major health-related event such as a pandemic), Cordie has contingency arrangements for remote working and the virtual delivery of services using appropriate web technology;



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5. Provide appropriate information, instruction, supervision and training as is necessary to ensure health and safety at work of our employees, visitors, customers, learners, associates and suppliers. When attending or delivering training and education courses at Cordie's premises during a higher-risk event such as a health-related pandemic, specific instruction and guidance of additional health and safety measures is provided in 'Cordie's Instructions for Learners and Staff'. A copy of which is available on Cordie's learning portal.
6. Operate and monitor an explicit reporting procedure for all accidents, health and safety incidents, and any associated risks to health, safety and well-being;
7. Comply with all national and local government health and safety procedures and guidelines in accordance with the relevant risk levels in place at the time;
8. Make arrangements for ensuring the safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances for use at work;
9. Provide appropriate protective clothing, safety equipment and safety supplies as necessary to enable staff to undertake their duties safely;
10. Ensure that travelling staff at work on other person's premises as part of their normal work duties are appropriately trained in the recognition of likely risks that they may encounter;
11. Promote personal responsibility and effort on the part of everyone who is employed or contracted to work for us to avoid and prevent health hazards and injuries to themselves and to others who may be affected by their actions or omissions. This includes co-operation with us to comply with our duties, requirements and statutory obligations;
12. Provide a means of consultation on health and safety matters for all employees, customers, learners and associates;
13. Monitor, review and update the organisational arrangements for health and safety detailed in this policy.

These duties will be performed by us, or a suitably qualified and competent designate, so far as is reasonably practicable, taking into account published guidance, including that from the Health and



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Safety Commission and the Health and Safety Executive. The assessment of risks is central to this policy. Formal written assessments will be undertaken by our representatives as required by the relevant statutory provision.

### **Reporting & Monitoring**

Cordie has a nominated Health & Safety Officer (Al O'Reilly) who can be contacted directly through any of our published contact details. All accidents or related health and safety incidents should be reported to the Health & Safety Officer (or any one of our Directors) immediately.

### **Scope of this Policy:**

This statement is a formal and unique declaration that we will devote sufficient effort and resource to the organisation of and arrangements for health and safety of our employees and those who may be affected by our work, including visitors, customers, learners, clients, associates, contractors and suppliers.

This policy applies to all the operating divisions of Cordie Ltd. Cordie reserves the right to amend the Health & Safety Policy from time to time. Thank you for your commitment to this policy.

**Andrea Reynolds**  
Managing Director, Cordie Ltd

