| Logo, company name  Description automatically generated | **PORTSMOUTH AVIATION LTD** | **PA03-1-3** |
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| **GENERAL HEALTH & SAFETY POLICY** |  |
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Portsmouth Aviation Ltd. recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and any other applicable legislation and common law duties of care.

It is therefore the policy of the company to.

* Comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislations.
* Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises.
* Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
* Promote the occupational health, safety and welfare of its employees and to prevent accidents and work-related ill health arising from work activities, so far as is reasonably practicable.

The company’s health & safety policy calls for continuous improvement in its Health & Safety management activities, and business will be conducted according to the following principals.

* Clearly set individual roles and responsibilities for all positions within the company, including Directors, Managers, Supervisors, Workers, Contractors, Fire Wardens, and First Aiders.
* Assess the health and safety risks to all company employees and apprentices and anyone else who could be affected by the activities of the company. To ensure robust Emergency Procedures are in place for all aspects of the company’s work. The H&S assessments and Safe Systems of work are to be available at the point of use for all employees and visitors.
* The H&S risks for expectant mothers and young person’s joining the company shall be assessed separately and provided with enhanced instruction training and supervision.
* To induct all new staff members and contractors to ensure they understand the potential hazards within the production areas, and to ensure they understand their responsibilities within the health & safety policy.
* Maintain safe arrangements for the use, handling, storage and transport of articles and substances, and the safe access and egress to the workplace.
* Provide comprehensive information, instruction, training, and supervision with the objective of ensuring, so far as is reasonably practicable, the health and safety at work of every employee. All personnel are to be trained to be able to react in an emergency for Fire and or Spillages, to identify and avoid hazards, to contribute to their own safety and health and to understand the causes of fire and means for their prevention.
* Apprentices and any employee under the age of 18 years of age will have an individual risk assessment carried out and be provided with enhanced instruction and supervision.
* Provide and maintain a safe and healthy working environment, by making available all necessary safety devices and personal protective equipment and supervising their use. All hazardous substance in use are to be COSHH assessed before use in any company process. In order to maintain a safe workplace, housekeeping standards are to be adhered to.
* Maintain a constant and continuing interest in health and safety matters applicable to the company’s activities by consulting and involving employees or their representatives.
* Monitor the health and safety performance of the company via regular health and safety meetings, to include representatives from all levels of the workforce, deciding and implementing new procedures where required.
* Not to purposely or irresponsibly interfere with, or misuse, anything that has been provided in the interests of health, safety, or welfare.
* The Company will investigate all accidents and incidents, to identify trends and implement controls where necessary. RIDDOR reportable accidents and incidents are to be fully investigated and RIDDOR Reports submitted within stipulated timescales. The H&S Manager is responsible for the investigation and submission of RIDDOR instances.
* The organisation will collect and use data to ensure the health, safety and welfare of its staff and others. Data collected and retention periods will be in line with current GDPR guidelines.

All employees and contractors have duties under the Health & Safety at Work etc. Act 1974 and are expected to take reasonable care of their own Health and Safety, and that of others who may be affected by their acts or omissions. All employees and contractors are expected to co-operate with the company on all matters relating to Health and Safety and in ensuring the objectives of this Policy are met.

**Simon P Escott**

**Managing Director Date October 2023**