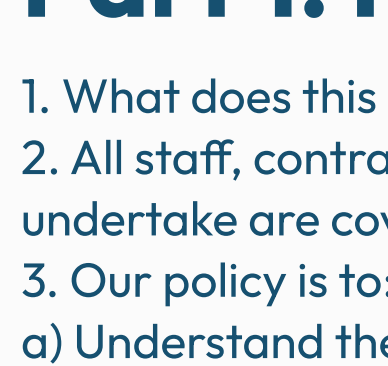


HEALTH AND SAFETY POLICY



General background

Recognise Design Limited takes the safety and welfare of our staff and anyone engaged by, or working with, Recognise Design Limited, very seriously. Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business. It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Jordan Ffolkes. This policy is not part of any employment or any other contract. We Recognise Design Limited may amend this policy from time to time, in line with the needs and practices of our business.

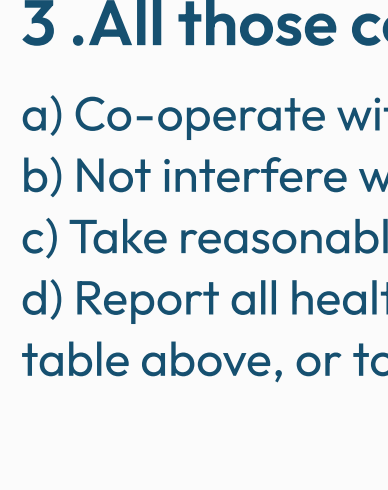


Part 1: Policy details

1. What does this policy cover and who is covered?
2. All staff, contractors and workers and other persons affected by the work we undertake are covered by Recognise Design Limited's health and safety policy.
3. Our policy is to:
 - a) Understand the health and safety risks arising from our work activities
 - b) ensure adequate control of those health and safety risks
 - c) consult with our employees on matters affecting their health and safety
 - d) provide the necessary information, instruction, and supervision for employees
 - e) ensure all employees are competent to do their tasks, and to give them adequate training
 - f) prevent accidents and cases of work-related ill-health
 - g) maintain safe and healthy working conditions
 - h) review and revise this policy as necessary at regular intervals
 - i) [enter here any other healthy and safety objectives you may have specifically to your business]

Part 2: Key responsibilities

1. The ultimate responsibility for health and safety within Recognise Design Limited is Jordan Ffolkes, Director.
2. The person who has been delegated the responsibility for insuring that our policy is implemented is Jordan Ffolkes, Director.



3. All those covered by our policy must:

- a) Co-operate with our relevant supervisors and managers on health and safety matters
- b) Not interfere with or misuse anything provided to safeguard their health and safety
- c) Take reasonable care of their own health and safety and that of others, and
- d) Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs 2.1 and 2.2 above.)



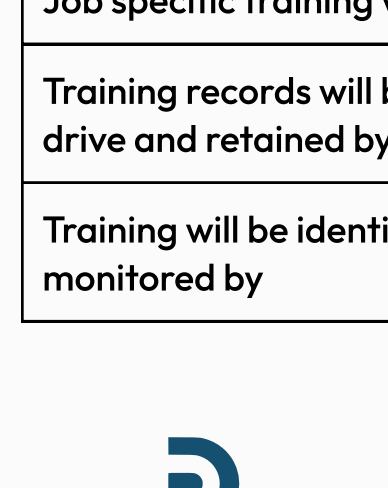
Part 3: Arrangements

1. Consultation with Employees

Our Employee Representative(s) for H&S:	Jordan Ffolkes
Consultation with Employees is provided by	Jordan Ffolkes

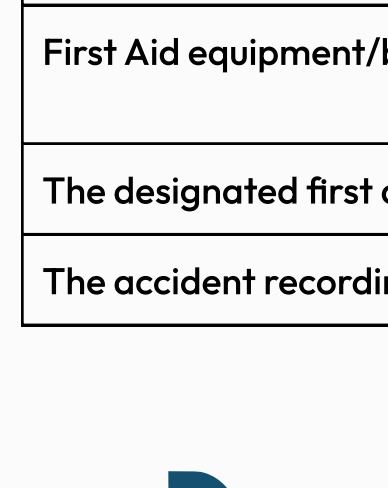
2. Risk Assessments

Risk assessments will be done by	Jordan Ffolkes
Action identified will be done by	Jordan Ffolkes
Risk assessments will be reviewed by	Jordan Ffolkes



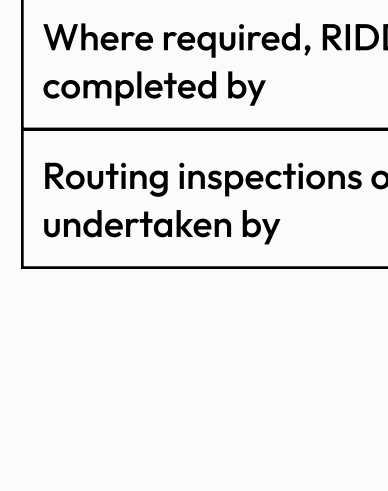
3. Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	The room behind the first door after you enter the building.
The Employers Compulsory Liability Insurance certificate is displayed at	The room behind the first door after you enter the building.
The Competent Person for Health and Safety Advice is	Jordan Ffolkes
Supervision of employees is undertaken by	Jordan Ffolkes



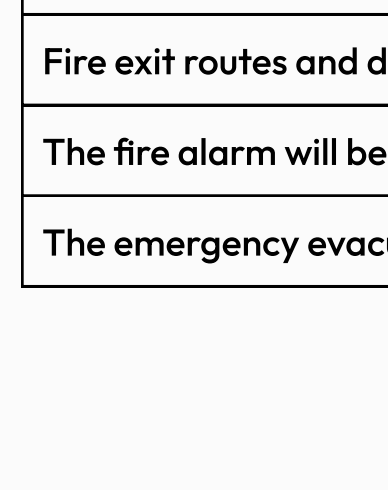
4. Training

Induction training for new employees will be provided by	Jordan Ffolkes
Job specific training will be provided by	Jordan Ffolkes
Training records will be kept on the nas shared drive and retained by	Jordan Ffolkes
Training will be identified, arranged and monitored by	Jordan Ffolkes



5. Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Desk assessment
Health Surveillance will be arranged by	Jordan Ffolkes
Health Surveillance records will be retained by	Jordan Ffolkes
First Aid equipment/boxes are located at	At the top of the stairs on the first floor and as you enter the building on the ground floor.
The designated first aiders are	Karen Wren
The accident recording book is located at	On the ground floor as you enter the office.



6. Monitoring and Review

Accidents, incidents and near misses should be reported to	Jordan Ffolkes
Accident Investigations will be undertaken by	Jordan Ffolkes
Where required, RIDDOR reports will be completed by	Jordan Ffolkes
Routing inspections of our workplace(s) will be undertaken by	Jordan Ffolkes



7. Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	Jordan Ffolkes
Fire extinguishers will be checked routinely by	Jordan Ffolkes
Fire exit routes and doors will be checked by	Jordan Ffolkes
The fire alarm will be tested every	01/07/2023
The emergency evacuation assembly point is	Outside car park

Signed
Date 23/09/2025
Review date 23/09/2025

