



Health and Safety Policy



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1. Purpose

This policy sets out how Maxiron Ltd protects the health, safety and welfare of people who work for us. It states what we will do, what we expect of our people, and how concerns and incidents are handled.

It is written for the work we actually do: software, consulting and support. It is not a policy for operating plant or construction.

2. Scope

This policy applies to directors and employees of Maxiron Ltd, and to contractors and consultants while they are working for Maxiron Ltd. It applies in the United Kingdom and wherever a person is working for Maxiron Ltd, including at Maxiron premises, while travelling, and on a customer site.

Suppliers who attend a Maxiron Ltd activity, or who work under our direction on a customer engagement, are expected to follow the same standard of care.

3. Policy Statement

Maxiron Ltd will provide safe working arrangements so far as is reasonably practicable. We will identify the hazards in our work, assess the risks, and put sensible controls in place. We will not ask anyone to do work they are not competent and authorised to do, or to continue when they believe it is unsafe.

People may stop work and leave a situation they reasonably believe is dangerous, without detriment. A concern raised in good faith will not be treated as a disciplinary matter.

4. Legal Framework

The primary duty is the Health and Safety at Work etc. Act 1974. We also apply, where they cover our work:

- The Management of Health and Safety at Work Regulations 1999, including risk assessment and arrangements for serious and imminent danger
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Manual Handling Operations Regulations 1992, for the light equipment our people actually carry
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Working Time Regulations 1998, so far as they bear on fatigue and rest

Where a person works outside the United Kingdom, the local health and safety law applies as well. On a customer site, the site owner's rules apply in addition to this policy. They do not replace it.

This policy follows the Health and Safety Executive's plan, do, check, act approach and the principles in ISO 45001. Maxiron Ltd is not certified to ISO 45001.

5. How the Work Is Organised

Work is carried out at Maxiron premises, while travelling, and on customer sites. The registered office is 3rd Floor, 86-90 Paul Street, London, EC2A 4NE.

The ordinary hazards are display screen work, travel, and the conditions on a customer site. We do not operate machinery, work at height, or enter confined spaces as part of our own work. If a customer site requires that kind of activity, our people do not do it unless the customer has authorised it, the person is competent, and the Chief Operating Officer has agreed it in advance.

6. Risk Assessment

The Chief Operating Officer keeps a suitable and sufficient assessment of the risks arising from our work, and the controls that apply. The assessment covers display screen work, working alone, business travel, and attendance at customer sites.

An assessment is reviewed when the work, the location, or a person's health changes in a way that affects the risk, after an incident, and at least once a year. People are told the outcome of an assessment that applies to them and are asked to say if the controls do not fit their circumstances.

7. Display Screen Equipment

Anyone who uses display screen equipment for a significant part of their normal work completes a workstation assessment when they start, when their setup or health changes, and at least annually.

The workstation must allow a comfortable seated position, with space for the keyboard and mouse, a screen at a suitable height and distance, and lighting that does not cause troublesome glare. Breaks or changes of activity are taken so that work is not continuous screen work for long periods.

Where an assessment shows that equipment is needed to meet this standard, Maxiron Ltd provides it or agrees a reasonable contribution. Eye and eyesight tests are provided for display screen users in line with the Display Screen Equipment Regulations, and glasses where the test shows they are needed specifically for the screen work.

The workspace must have a safe route to the desk, no overloaded sockets or damaged cables, and a way to call for help. The person using it tells us if the workspace cannot be made safe.

8. Customer Sites

Before a visit, the person attending confirms the site contact, the induction or permit arrangements, and any personal protective equipment the customer requires. They follow the customer's health and safety rules, sign-in procedure, and emergency arrangements.

They do not enter an area, use equipment, or carry out a task unless the customer has authorised it and they are competent to do it. If the site is not as briefed, or a control is missing, they stop and speak to the site contact and to the Chief Operating Officer before continuing.

Personal protective equipment required by the site is worn. Maxiron Ltd provides equipment that is ours to provide and that the visit requires. Customer-issued equipment is used only for that visit and returned as the site requires.

9. Travel and Driving

Journeys for work are planned so that the person is not driving or travelling while too tired to do so safely. Public transport is used where it is the sensible option. Where a private vehicle is used, the driver holds a valid licence, the vehicle is roadworthy and insured for that use, and road traffic law is followed.

Maxiron Ltd does not operate a vehicle fleet. Phones are not handled while driving. A journey is broken or postponed when weather, fatigue, or illness makes it unsafe.

10. Lone Working

Where a person is working alone, they keep a working means of contact during the working day. If a person will be out of contact for a customer visit or travel, they agree a check-in with a colleague or with the Chief Operating Officer.

A person who becomes ill or is injured while working alone gets help first, then reports the event as soon as they can.

11. Working Hours, Fatigue and Work-Related Stress

Work is planned so that people can take the rest and leave they are entitled to. We do not treat sustained long hours as the normal way to deliver.

Workload, unclear priorities, isolation and poor support are treated as health and safety matters, not only as management matters. A person who is struggling says so to their manager or to the Chief Operating Officer. We will look at the work, not only at the individual.

12. Alcohol, Drugs and Fitness for Work

No person works, drives, or attends a customer site while unfit through alcohol, drugs, or medication that impairs judgement or coordination. A person who is unfit tells their manager before starting, so the work can be reassigned. Seeking help for a dependency problem is not, by itself, a disciplinary matter.

13. Incidents and Reporting

Work-related injuries, ill health, near misses and dangerous situations are reported to the Chief Operating Officer as soon as practicable at ivan.milic@maxiron.co.uk. Where the concern involves the Chief Operating Officer, it is reported to the CEO.

The report covers what happened, who was involved, where, and what immediate action was taken. The Chief Operating Officer records it, decides what must change, and tells the people affected.

Where RIDDOR applies, Maxiron Ltd makes the report to the Health and Safety Executive within the required time. A death, a specified injury, or a dangerous occurrence is reported without delay. An injury that prevents a worker from doing their normal work for more than seven days is reported within fifteen days. An occupational disease listed in RIDDOR is reported when we receive a diagnosis.

Nothing in this policy stops a person from contacting the Health and Safety Executive, the police, or another competent authority directly.

14. Consultation, Instruction and Competence

People are consulted on the arrangements that affect their work, and on changes to those arrangements. Consultation is direct with the people concerned. We do not operate a separate safety committee.

Everyone covered by this policy reads it before they start work for Maxiron Ltd, and again when it changes. Instruction is given for display screen setup, for reporting incidents, and before a type of customer visit the person has not done before.

Where a risk needs competence we do not already have, we obtain competent advice before the work proceeds. The Chief Operating Officer is responsible for day-to-day health and safety and for deciding when that advice is required.

15. Responsibilities

- **Board / CEO:** approve this policy, provide the resources it requires, and review performance at least annually.
- **Chief Operating Officer:** own the policy, keep the risk assessment, arrange display screen assessments and any equipment they require, receive incident reports, make RIDDOR reports, and take competent advice when a risk is outside ordinary office, travel and site-visit work.
- **Managers and engagement leads:** plan visits and workload so this policy can be followed, and stop work that is not safe.
- **All personnel:** follow this policy and the site rules that apply, use equipment correctly, report hazards and incidents, and say when an assessment or a visit plan does not match the conditions.

16. Review

The Chief Operating Officer reviews this policy at least annually, and sooner after a serious incident, a material change in how we work, or a change in the law. The review looks at incidents, assessment findings, concerns raised, and whether the controls are being used.

17. Related Documents

- MXR-POL-014 Physical and Environmental Security Policy
- MXR-POL-023 Working Time and Attendance Policy
- MXR-POL-030 Anti-Bribery and Corruption Policy
- MXR-POL-031 Social Value Policy
- MXR-REG-002 Legal and Regulatory Requirements Register

18. Contact

Questions about this policy: office@maxiron.com

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