



HEALTH & SAFETY AT WORK POLICY

PADELHUB

PURPOSE

It is PADELHUB's intention to provide, so far as is reasonably practicable, a safe and healthy working environment in accordance with the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, and all other associated legislation which remains effective and relevant.

SCOPE

All established and temporary employees, and other directly contracted persons during the application of that contract, and visitors whilst attending any PADELHUB location.

POLICY STATEMENT

Overall responsibility for health, safety, welfare and security within PADELHUB rests with me. However, all personnel working within PADELHUB have some responsibilities. This statement, therefore, makes specific commitments regarding how we operate, personal safety, welfare, damage to property, security (both individual and property), protecting the environment, reducing losses and liabilities and fully meeting any statutory requirements.

This statement will govern each of us in our work for PADELHUB. I undertake to implement these commitments by:

- Personal involvement
- Ensuring that effective arrangements exist for communication, discussion and consultation on Health & Safety matters at all levels
- Instituting and maintaining comprehensive safety assessments
- Implementing a programme working towards the elimination of unsafe acts or omissions, foreseeable hazards which may result in fires, security losses, damage to property, personal injuries/illnesses and occupational ill health
- Setting and monitoring personal safety objectives throughout PADELHUB as appropriate
- Fulfilling PADELHUB's duty of care for contractors and visitors
- The provision of adequate instruction, training and supervision to enable work to be carried out safely
- The provision of safe premises and workplaces including access to and exit from them
- The provision of well-maintained plant and safe systems of work



- The provision of suitable arrangements for safe use, handling, storage and transport of articles and substances
- The appointment of competent people to assist us in meeting our statutory duties including, where appropriate, specialists from outside PADELHUB

I will ensure that priority is given to matters of safety and adequate resources and funds are available to support actions and initiatives that have been developed.

Targets for improving safety standards will be set, with our legal requirements defined as the minimum level of achievement when performance is monitored against them.

This statement, the Health & Safety Policy and all other appropriate detailed arrangements for Health & Safety will be provided for the information and guidance of all who work within PADELHUB. I will ensure that all staff make themselves familiar with this document and consider its relevance to all tasks which they undertake.

This document will be reviewed regularly and updated as necessary. Its content must be owned by all staff, and every employee has a duty to suggest revisions to it, through their manager, to ensure continuous improvements in health, safety and welfare standards.

Finally, I require that all employees take responsibility for their own safety and that of others who could be affected by their acts or omissions. I require that all staff be aware of PADELHUB's Safety Rules contained within this document.

Name (Chief Executive)	Job Title	Date
Elena Pilnikova	Director	02/10/2026

This statement must be printed from Appendix II and displayed in each work location.

Edition: 1.0 Date: 02/10/2026 Review Date: 30/09/2029

MANAGEMENT RESPONSIBILITIES

The Chief Executive will take the lead role in Health & Safety matters with responsibility for the maintenance of safety based on standards set by PADELHUB and by legislation. They will also lead the overall drive for improved safety performance and in so doing set safety objectives and monitor performance.

The broad spectrum of activities makes it necessary for certain safety responsibilities to be delegated as follows:

Responsibilities for all Managers:

Every manager responsible for staff and/or an area of work has the following responsibilities so far as is reasonably practicable to ensure:

- The health, safety and welfare of all established and temporary staff and others concerned with working in the area for which that manager has responsibility
- That all risk assessments are carried out to comply with the appropriate legislation

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- A duty of care for all visitors and contractors whilst within the area for which they have responsibility
 - That effective emergency arrangements are in place to deal with incidents/accidents and emergencies/evacuations
 - That all reasonable and practical steps are taken to protect the health, safety and welfare of staff for whom they are responsible and of contractors and the general public as appropriate. Establish action plans to reduce the level of accidents, comply with the Health & Safety Policy and associated procedures, functional and legislative requirements
 - Fire precaution management for all those for whom they are responsible
 - The training of staff for whom they are responsible, in their safety responsibilities
 - The efficient distribution and understanding of safety instructions and publications
 - The setting of safety objectives and monitoring of performance for all direct reports
 - The security, both personal and physical, relating to the premises for which they are responsible as well as all staff, contractors, customers and members of the public as appropriate
 - That contracts with third parties for which the function is responsible for monitoring have safe systems of work and abide by PADELHUB's Health & Safety Policies
 - That all necessary equipment and systems are provided, maintained and are safe without known risks to health
 - That all materials, new machinery and equipment purchased by PADELHUB comply with legislative requirements and/or manufacturers' recommendations and that information is available to employees to enable their safe use
 - The use, handling and storage of articles and substances is conducted safely without known risks to health
 - Special attention is paid to the training of young or inexperienced employees or those that have special needs
 - Any issues raised by an employee or employee representative, which could reasonably be foreseen as causing a threat or potential hazard, are dealt with and/or reported to those responsible for action and monitoring of Health & Safety
 - That all injuries, dangerous occurrences and 'near miss' situations which arise in the area of responsibility are investigated at the earliest opportunity
 - That the necessary information, instruction and training is provided to visitors and contractors
 - That the place of work is maintained in a condition which is safe and without known risks to health
 - That all practical steps are taken to reduce noise and sound levels to an acceptable degree (as defined by the relevant Local Authority requirements)



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- That all practical steps are taken to ensure that workplaces are adequately ventilated, and that the temperature is maintained at a reasonable level
 - That immediate and appropriate steps are taken to investigate and rectify any risks to Health & Safety arising from the work activity and in accordance with the Accident Reporting Policy
 - That employees are duly consulted on and provided with information about Health & Safety matters that could affect them

EMPLOYEES' RESPONSIBILITIES

All employees must:

- Take reasonable care for the health & safety of themselves, their fellow employees and all other persons attending the workplace
- Cooperate with management in the performance of their duties and work in accordance with the Health & Safety policies, all associated training and information provided
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare
- Call attention to any potential hazard and/or raise any point relating to Health & Safety standards. If the employee remains dissatisfied that the appropriate action has not been taken, they must seek to notify senior management
- Only undertake duties which are authorised and for which training has been given whenever appropriate
- Follow all general PADELHUB safety rules (see Appendix I) and follow all additional rules which are notified and apply to their area of work

CONTRACTORS' AND VISITORS' RESPONSIBILITIES

Contractors, whether self-employed or employed by another organisation, are required to follow all of PADELHUB's safety rules (see Appendix I). All visitors must also follow these rules. They are also required to:

- Take reasonable care for the Health & Safety of themselves and of employees and contractors
- Co-operate with management in the performance of their duties
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of their health, safety and welfare

Before beginning work, contractors will be required to provide Risk Assessments and Method Statements. No work must be carried out until these documents have been received and approved.

HEALTH SURVEILLANCE



Where, through the risk assessment procedure, pre-employment medical reports and/or other medical information, pregnancy, or other condition, health surveillance is required under statutory provisions or where it may assist with the maintenance of Health, Safety and Welfare, PADELHUB will make all the necessary provisions.

INFORMATION AND COMMUNICATION

PADELHUB will ensure that all appropriate information regarding health, safety and welfare is provided to all appropriate staff, elected representatives and other persons concerned. Statutory notices will be displayed as appropriate.

RESPONSIBILITY

Responsibilities are clearly defined within the Foreword.



FOREWORD

This handbook and our policies contain important information about your employment. Our aim is to introduce a set of up-to-date policies reflecting 'good practice'. These are to be applied effectively and consistently at all levels throughout PADELHUB to maintain their validity. From time to time some of the details may change. It is your responsibility to regularly view the file copy so that you keep up to date. If you need any help, please ask a colleague or a manager. For any additional information or clarity please consult your line manager.

Policies will be systematically reviewed and updated as necessary. The latest version will be available on this site and its terms will replace any previous versions where they differ.

All references to 'the Organisation', 'us' or 'we' refer to your employer.

Although the Handbook and Policies are designed to provide general information, some of the matters they cover are also included, more formally, in your offer letter and/or contract.

There may be some differences between your specific contract and the more general terms shown in this policy. Where this occurs, those detailed in the contract, or amendment to it, will prevail.

The policies apply to all those persons – whether they are employees or not – who are referred to in the Scope section of each policy. It is the responsibility of each manager to ensure that new employees, contractors, temporary staff and visitors are aware of any policies which may affect them.

If there are any issues which arise and are not met by the information provided, or if a clause or section may be open to interpretation, please check with the Chief Executive before acting.

The current file copy version of the Handbook and the Policies entirely replaces any previous versions.



APPENDIX I – SAFETY RULES

The following are general safety rules and must be observed by all employees and others at work on PADELHUB premises.

They must also be followed (as appropriate) by all visitors and contractors whilst they are present on PADELHUB premises.

1. All equipment is to be operated in a safe manner
2. All fire doors must be kept closed
3. Work areas are to be kept tidy, gangways clear and fire exits unobstructed
4. Safety and first aid equipment must not be abused
5. Materials are to be stored in a safe manner. Paper storage and wastepaper must be kept in a manner which prevents a fire hazard being created
6. Smoking is not allowed on the premises
7. All cabling must be protected and positioned in a safe manner
8. Equipment/hand tools etc. are not to be used when known to be unserviceable
9. Equipment is only to be operated by those trained or those under supervision whilst receiving training
10. Protective clothing and equipment are to be used when the work task demands it
11. Where the use of portable electrical appliances is necessary, they must be switched off when unattended
12. Strict safety precautions must be followed when handling flammable or toxic chemicals
13. Movement of furniture or equipment must not be undertaken by any employee without the authority of the relevant manager
14. ALL ACCIDENTS, NEAR MISSES AND HAZARDS MUST BE REPORTED

(The above list is not exhaustive and may be extended from time to time.)



APPENDIX II – HEALTH & SAFETY STATEMENT

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Name	Job Title	Date
Elena Pilnikova	Director	30/09/2026

Date: 30/09/2026 Review Date: 30/09/2029