2025

Heat Networks Demand ade

Health And Safety Policy

The ADE ('the company') recognises its responsibilities under the Health and Safety at Work Act 1974 and other relevant safety legislation with regards to its employees and others who may be affected.

The company will provide such information, training and supervision, as necessary, to identify, eliminate or control hazards and risks at the workplace.

The overall objective is to prevent accidents and cases of work-related ill health.

All employees are expected to co-operate with the company in creating a safe working environment and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The company will engage and consult with employees on day-to-day health and safety conditionsand provide advice and supervision on occupational health.

The company will maintain and implement emergency procedures – in case of fire or other significant incident.

The CEO has appointed the Finance and Office Manager as having particular responsibility for health, safety and welfare. Any issues or concerns relating to health and safety should be directed to the Finance and Office Manager.

The CEO and Finance and Office Manager will monitor the operation of this policy to encourage and strive for continual improvements in health and safety performance as an ongoing action.

This policy will be reviewed on an annual basis to reflect any changes in legislation.

Fire evacuation procedure

If you discover a fire, please operate the nearest fire alarm and, if you have sufficient time and it is safe to do so, inform the fire marshal or a senior member of staff immediately.

Only try to extinguish the fire if it is safe to do so and you have been trained or feel competent to do so. If using the extinguishers, make sure you use the correct one for the type of fire. Each extinguisher is labelled clearly to help decide which is appropriate for different types of fire. Try to contain the fire in one room by closing

the doors where possible. If in any doubt, evacuate immediately and leave it to the fire brigade.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point. Do not stop to collect personal belongings. Do not re-enter the building unless told by officials it is safe to do so.

If you have sufficient time and it is safe to do so please assist disabled or infirm people to evacuate the building. If a visitor or colleague refuses to leave the premises do not put yourself in danger by staying, and evacuate as soon as possible. In such case make sure the fire brigade and comp.any management are aware of a person in the building.

Please ask your Office Manager for details of who your fire warden, first aid and mental health first aider staff members are