The Inspire Group
Health & Safety Policy
2026/27

Statement of Intent

The Inspire Group recognises the importance of ensuring the health, safety and welfare of our employees and fully accepts our statutory obligations both to employees and others who may be affected by our activities.

To meet these obligations, we will:

• Ensure that health & safety is embedded into all our activities and that our business has effective health & safety management systems in place.

• Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

• Consult with our employees on matters affecting their health & safety.

• Promote a positive health & safety culture where employees and their representatives can raise health & safety issues and are empowered to work safely.

• Provide information, instruction, and supervision for employees to enable them to do their work safely.

• Ensure all employees are competent to do their tasks and are given adequate training.

• Provide and maintain safe plant & equipment and ensure that substances are handled and used safely.

• Regularly review our health & safety performance by monitoring, auditing, and benchmarking. Our health and safety management system will be reviewed on a regular basis and actions implemented as required.

The Inspire Group is committed to continuous improvement in health & safety; it will develop policies, systems and procedures to achieve this aim. The Inspire Group is also committed to providing a safe and healthy environment for employees and all who use our services; this will be achieved by:

• Effective leadership by managers

• Participation of all staff

• Open and responsive communication channels. Overall accountability for health & safety and this policy rests with the Directors -

    • Mark Howard, Steve Clarke, Alexander Howard

Co-operation, consultation, and communication. The successful implementation of this health & safety policy requires total commitment at all levels. All employees are reminded that they have a legal duty to take reasonable care of themselves, those they work with and any other person that could be affected by their work. They also have a duty to co-operate on matters of health & safety to help ensure that we comply with our legal duties.

Declaration
On behalf of The Inspire Group we, the undersigned, will oversee the implementation of the Health & Safety Policy and take all necessary steps to ensure it is adhered to.

Mark Howard
Co Founder & Chief Executive Officer
02/09/26

Steve Clarke
Co Founder & Chief Operating Officer
02/09/26

Alexander Howard
Co Founder & Chief Strategy Officer
02/09/26

POLICY DATE OF REVIEW
02/09/2026

NEXT SCHEDULED REVEIW
01/09/2027

Employees Duties

As employees, we all have duties; these are:

• To take reasonable care of ourselves.

• Not put our colleagues at risk.

• Co-operate with our employer on health & safety matters.

• Follow/adhere to safe working procedures - including using any safety equipment or personal protective equipment provided.

• Not to interfere with or misuse anything provided for health & safety purposes, guards on machines, signs on the wall, etc; and

• Inform our employer about any health & safety issues.

Other additional responsibilities are to have a nominated first aider and fire wardens on site.

Arrangements for Health & Safety

Accidents and incidents

• All staff are made aware of the need to report and record all accidents and incidents as part of their induction at work.

• Any incident subject to RIDDOR (fatality, 'specified' (major) injury, over-seven-day injury, hospitalised public, and specified diseases/dangerous occurrences) will be reported to the Health & Safety Executive (HSE) without delay. Online reporting form completed by the mangers.

• Other, non-RIDDOR, incidents will also be recorded locally.

• All accidents and incidents will receive an appropriate level of investigation by managers in accordance with our accident reporting and investigation procedures.

• Accidents and aggressive incidents will be monitored and reported to identify issues and trends and put in place measures to reduce the number of incidents.

Asbestos management (for premises built before 2000)

• For all our buildings built before 2000, an asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.

• The surveys/registers are reviewed regularly to ensure that they have been kept up to date (e.g., when ACMs have been removed).

• Risk assessments have been carried out and asbestos management plans have been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.

• Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.

• Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison and sharing of information is via supervisors, as appropriate.

• A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

• If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Control of contractors

• We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.

• Where work is commission via other routes we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.

• We will ensure that we notify HSE of any planned construction work that will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days.

• Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. We will carry out our own risk assessment based on the information provided.

Control of substances hazardous to health (COSHH)

• Wherever possible, we will use non-hazardous products.

• All hazardous substances used will have a COSHH assessment undertaken before they are brought into use.

• All hazardous substances will be stored appropriately and securely when not in use. Metal locked bins store all hazardous chemicals and materials across the workplace. Only authorised persons can access.

• Staff will be informed how to use products safely and will receive training if appropriate.

• Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it. Appropriate signage displayed.

Fire & evacuation procedures

• We will ensure that a fire risk assessment is carried out by a competent person on all premises we occupy.

• The fire risk assessment will be formally reviewed by a competent person at regular intervals determined by a risk assessment.

• Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan. Usually called the significant findings.

• Personal emergency evacuation plans (PEEPs) will be carried out for any staff or other person requiring one due to disability or ill health.

• Firefighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.

• All checks identified by fire risk assessments will be recorded in Fire Log Books. There will be weekly tests of fire alarm systems and all firefighting equipment will be checked annually by a competent person.

• Fire Evacuation Plans will be produced, and appropriate staff will be appointed and suitably briefed to act as fire wardens as required.

• Where appropriate, suitable signs will be prominently displayed around our premises giving details of fire wardens. Fire evacuation will take place at least once per year.

• All staff will be made aware of fire safety issues, and new staff will be briefed.

• Contractors, customers, and visitors will be briefed on evacuation procedures as appropriate on arrival onto site.

First aid

• First aiders will be appropriately trained and first aid boxes will be kept appropriately stocked.

• Appropriate signs will be prominently displayed around our premises giving details of first aiders and the location of first aid boxes.

• All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

Legionella - water safety

• Where required, Legionella risk assessments will be carried out by competent, suitably qualified contractors for all premises we occupy. Assessments will be reviewed regularly.

• Any remedial work identified by the risk assessments will be addressed as appropriate.

• Written schemes to manage the risk from Legionella will be produced that include the following controls. Detail of who undertakes the work to be confirmed locally.

• Water is mains fed no stored water or unused outlets.

Manual handling

• Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities. • Where hazardous manual handling tasks cannot be avoided, we will undertake an assessment of the risk of injury.

• Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.

• Handling equipment, such as trolleys, pallet and sack trucks, will be made available.

• All appropriate staff will receive manual handling awareness training.

Premises, plant and equipment – maintenance, servicing and inspection

• All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.

• Other plant and equipment will be inspected and maintained in accordance with our risk assessments.

• Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.

• All inspections/tests are recorded and inspection certificates/evidence of inspections retained.

• Each directorate will establish formal defect reporting procedures for staff to report defects with premises, plant or equipment and must ensure that systems are in place to rectify faults promptly.

Risk assessment

Risk assessments will be carried out to identify significant hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.

• Managers will ensure that building, job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.

• When undertaking risk assessments, line managers will look at any specific risks to young persons under 18s at work or on work experience, and/or new and expectant mothers, and ensure they are adequately controlled.

• Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every twelve months.

Sports Equipment & Resources

- We will ensure that all staff have the relevant sports equipment that they require to deliver the sessions as part of their work.
- Staff will be asked to regularly audit the contents of the equipment we have and update/ remove any equipment that is no longer in working condition.
- We will include basic training on how to assemble/disassemble any equipment as part of the induction process for all staff and revisit this for any new pieces of equipment used.

Vehicle movements on site

• We will carry out risk assessments of vehicle movements on our sites and the vehicle/ pedestrian interface. Assessments will also cover maintenance activities where vehicles may need to access vehicle restricted areas.

• If appropriate, designated pathways will be provided with suitable barriers (e.g. fencing) to protect pedestrians from vehicle movements.

• Designated parking bays are established on site.

Work at height

• A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment. Only designated staff who are competent will use steps and ladders.

Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training/instruction to undertake their role safely and carry out duties assigned to them.

- All staff will receive appropriate health & safety information when they first start work at The Inspire Group.

- Key staff will receive appropriate training to help them manage health & safety and topic specific training e.g. accident investigation, asbestos management, COSHH, risk assessment, etc. Other training will be determined by regular training needs analysis.

Active monitoring – will include regular inspections of the workplace/self-auditing by the supervisors to ensure our premises and systems of work are safe.

Reactive monitoring – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports made to our supervisors and ensure appropriate remedial action is taken to help prevent recurrence.