Health and Safety General Policy Statement, Roles, and Responsibilities

PH_CW_HS_002 Rev 8

HEALTH AND SAFETY AT WORK ETC. ACT 1974

Penny Engineering is a privately owned manufacturer located in the Derbyshire town of Clowne in the United Kingdom. Operations include the design, manufacture, installation, and service of lifting equipment. Its main product ranges are lorry loading cranes, goods lifts, chandelier winches, bespoke forklift trucks and bespoke materials handling equipment for the nuclear industry. Whilst providing these services we are committed to the following policy:

It is our Company policy to ensure all possible steps are taken to ensure the health and safety of all persons who may be affected by our activities. In order to achieve this the Company will:

- Operate as a minimum to the requirements of the ISO 45001 standard.
- Provide a healthy and safe working environment for its employees, contractors & visitors to prevent injury & ill health.
- Commit to consultation and participation of workers, and their representatives.
- Seek to communicate effectively on all issues concerning health and safety.
- Provide equipment that is suitable and without risks for use at work.
- Provide training, instruction, information, and supervision to our employees to enable them to carry out their job competently.
- Monitor the implementation and effectiveness of the policy, the methods, and systems, and commit to the process of continual improvement, and will seek to maintain high standards of health and safety, by eliminating hazards to reduce risk.
- Commitment to fulfil all legal obligations and other requirements as applicable.
- Review the policy as necessary and at the very least, on an annual basis.
- Liaise with and obtain health and safety advice from our external health and safety advisors.

The Company recognises that the effective implementation of this policy depends on the co-operative efforts of all employees.

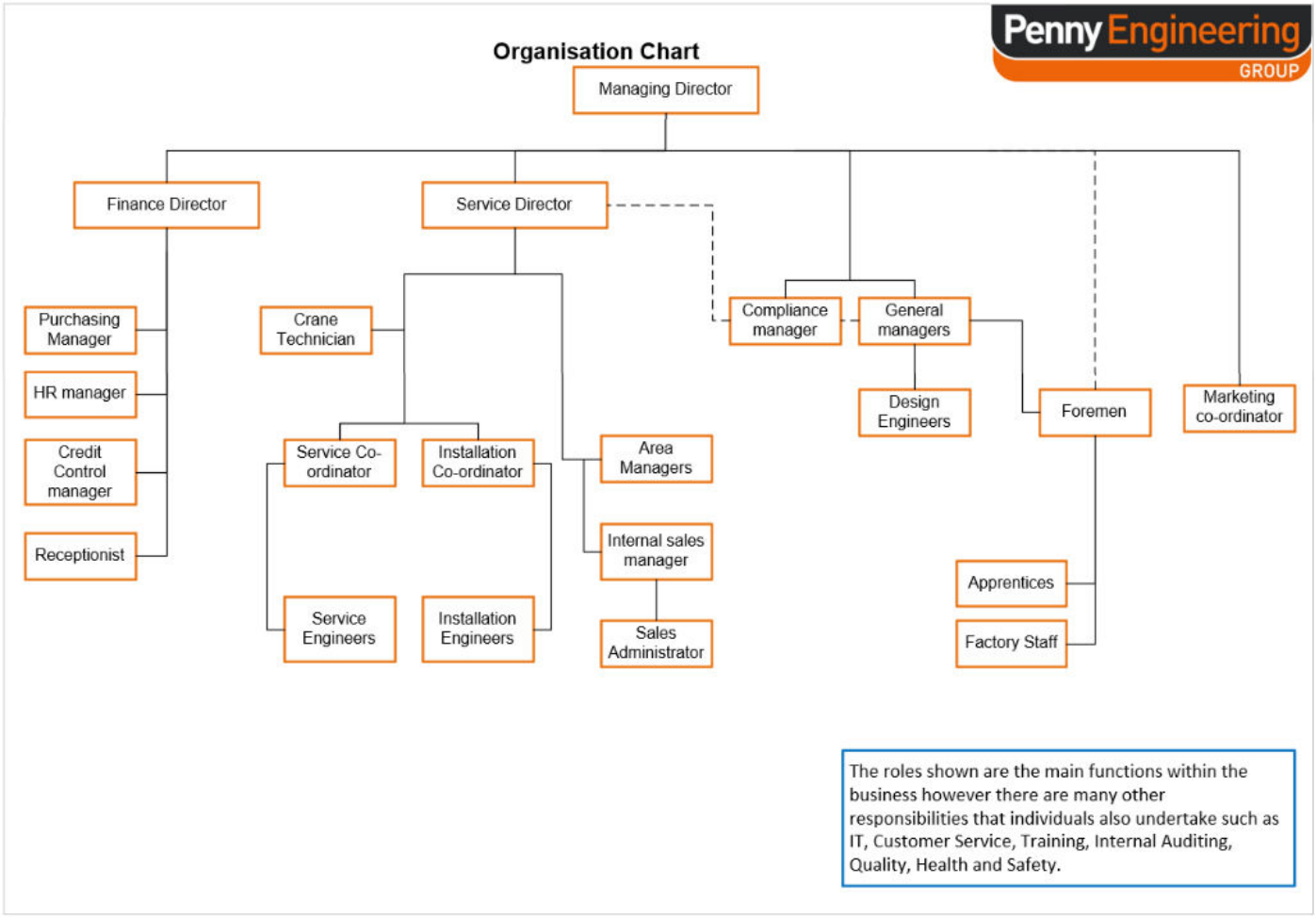
Signed:

Name: Tim Penny

Position: Managing Director

Date: 04/02/2026

Annex 1 – Organisation Structure



Annex 2 – H&S Responsibility

The overall and final responsibility for ensuring that the health and safety policy is properly implemented and that the health and safety standards are achieved and maintained is that of the Managing Director.

In addition to the person(s) named in the arrangements manual and so as to ensure that health and safety standards are achieved, maintained, and improved, the following persons within the company have responsibilities as detailed.

JOB TITLE: Managing Director

The **Managing Director** is responsible for

The Managing Director has overall responsibility for health and safety of the Company and has delegated the functional accountability and responsibility to the Departmental Managers.

- Assuring that adequate funds and resources are available to meet those requirements of the Company Health and Safety Policy.
- Ensuring that Health and Safety is considered when planning and organising work.
- Undertaking disciplinary measures against employees who fail to comply with the Company Health and Safety Policy, procedures, and standards.
- Monitoring the health and safety performance of the Company.
- Setting and reviewing the Health and Safety procedures and standards in light of the Company's Health and Safety Policy.
- Ensuring that arrangements are in place to identify training needs of employees and providing relevant training.
- Providing equipment and substances that are safe and without risks to health.
- Ensuring employees are competent for the task they are asked to perform.
- Ensuring systems of work put into place are in accordance with the requirements of all relevant health and safety legislation.
- Leading by good example on all matters of health and safety.

Name of Managing Director: Tim Penny

Signature:

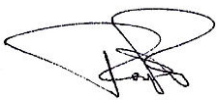
Date: 04/02/2026

JOB TITLE: Directors

It shall be the duty of the Directors to ensure that the Company Health and Safety Policy is adhered to and in particular:

- To carry out their duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- Ensuring that Health and Safety is considered when planning and organising the work in their undertaking.
- Implementing disciplinary measures against employees who fail to comply with the Company Health and Safety Policy, procedures, and standards.
- Reporting on the Health and Safety performance of areas under their control to the Managing Director.
- Setting and reviewing the Health and Safety procedures and standards in light of the Company's Health and Safety Policy.
- Ensuring that all staff reporting to them perform their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- Ensuring employees are competent for the task they are asked to perform by identifying training needs of employees and arranging relevant training.
- Ensuring systems of work put into place are in accordance with the requirements of all relevant health and safety legislation.
- To ensure that all necessary routine inspections are carried out by their staff in their spheres of influence as required by this policy.
- Ensuring that accidents, dangerous occurrences, and complaints in or about the workplace are investigated promptly and thoroughly by the management, and that steps are taken to correct any failings identified.
- To monitor the health and safety performance of the areas under their control and to lead by good example on all matter relating to health and safety.

Name of Directors: Ashley Holmes, Tim Penny.

Signature: Signature: 

Date: 04/02/2026

JOB TITLE: General Manager - Compliance (Health and Safety Co-ordinator)

It shall be the duty of the Health and Safety Co-ordinator to ensure that the Company Health and Safety Policy is adhered to and in particular:

- To carry out their duties in a safe manner, in accordance with Company policy, procedures and safe working practice.
- To ensure that all staff reporting to them perform their tasks in a safe manner, in accordance with Company policy, procedures and safe working practice.
- To ensure that all necessary routine inspections are carried out by employees in their spheres of influence as required by this scheme.
- To be alerted to hazards in the work environment and undertake workplace assessments.
- To notify all defects to the relevant Contracts Manager and ensure defects are corrected.
- To make suggestions for safer work procedures as appropriate.
- To ensure accidents, dangerous occurrences and complaints are investigated promptly and thoroughly, and that steps are taken to correct any failings identified.
- To ensure that all employees reporting to them have received adequate and suitable information, instruction, supervision, and training to enable them to function safely.
- To complete all checks and check lists as directed.
- To lead by good example on all matter relating to health and safety.

Name of Health and Safety Co-ordinator: Ed Penny

Signature:

Date: 04/02/2026

Revision	Date	Author	Approver	Amendment
1	01/01/2020	A Holmes	R. Penny	Original Document
2	10/02/2020	P. Hill	R. Penny	Reviewed and changed H&S co-ordinator from AH to PH. Added revision box
3	17/11/2020	P. Hill	R. Penny	Add reference in policy statement to ISO 45001 as minimum working standard
4	08/02/2021	P. Hill	R. Penny	Add business introduction, commitment to consultation & participation of workers & commitment to fulfil legal obligations. Amended wording around improvement.
5	04/01/2023	P. Hill	R. Penny	Moved onto the new document template, added annex sections for easier amendments & employment changes.
6	09/07/2024	P. Hill	R. Penny	Management review completed
7	22/12/2024	M. Gregory	R. Penny	M. Gregory has replaced P. Hill in the Compliance Manager role due to retirement.
8	01/07/2025	M. Gregory	R. Penny	Latest review
9	04/02/2026	E. Penny	T. Penny	T. Penny has replaced R. Penny as Managing Director. E. Penny has replaced M. Gregory as Compliance Manager.