



HEALTH AND SAFETY POLICY

Health, Safety and Wellbeing Policy

Statement of intent, responsibilities and practical arrangements for workshop, office, field, vehicle, robotics, battery, electrical and trial activities.

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OWNER	Managing Director
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CLASSIFICATION	PUBLIC

APPROVAL Authorised for issue by Anthony Deacon, Managing Director, on 24 July 2026. This controlled copy is reviewed at least annually.

Part 1 - Statement of intent

RCDEN will, so far as is reasonably practicable, prevent work-related injury and ill health and protect employees, workers, contractors, visitors, customers and members of the public affected by its activities. No delivery objective takes priority over a safe system of work.

- Identify hazards and complete suitable and sufficient risk assessments before work.
- Eliminate hazards where practicable and apply the hierarchy of control before relying on personal protective equipment.
- Provide safe equipment, premises, access, storage, handling and systems of work.
- Provide competent supervision, information, instruction and training proportionate to risk.
- Consult people doing the work and stop work where controls are absent, ineffective or conditions change.
- Plan for emergencies, first aid, fire, spill, battery events, loss of control and field recovery.
- Report, investigate and learn from incidents, near misses, defects and unsafe conditions.

Part 2 - Responsibilities

Managing Director

The Managing Director is accountable for policy, resources, competent advice, risk acceptance, statutory notifications and review. Specialist advice is obtained where RCDEN does not hold the necessary competence.

Workers and contractors

Everyone must take reasonable care, follow controls, use equipment correctly, report defects and incidents, cooperate with investigations and stop or challenge work that appears unsafe. No one may bypass guards, interlocks, isolation, authorisation or exclusion controls.

Part 3 - Arrangements

- Risk assessment and change: reassess when people, equipment, materials, software, environment, task or operating limits change.
- Machinery and fabrication: guarding, isolation, extraction, inspection, maintenance and competent use for machining, welding, soldering, cutting, grinding and additive manufacture.
- Electrical and battery safety: correct ratings, protected charging, inspection, isolation, fire response, damaged-battery quarantine and controlled disposal.

- COSHH and substances: inventory, safety information, substitution, ventilation, storage, spill control and suitable protective measures.
- Lifting and handling: plan lifting, use suitable rated equipment and prevent access beneath suspended loads.
- Vehicles, robots and trials: defined test area, geofence or boundary, exclusion zone, communications, emergency stop, spotter where required, weather limits and recovery plan.
- Fire and emergency: suitable detection, extinguishing provision, clear escape, emergency contacts, muster and periodic drills appropriate to the premises.
- First aid and incident reporting: proportionate first-aid arrangements, prompt recording and statutory RIDDOR reporting where applicable.
- Contractors and visitors: induction, competence check, supervision, site rules and coordination of overlapping work.
- Display screen, lone and field work: workstation assessment, fatigue, travel, communications, check-in and escalation controls.
- Wellbeing: reasonable workload planning, respectful conduct, support and early discussion of work-related stress or fatigue.

STOP-WORK AUTHORITY Any person may pause work when there is an immediate or uncontrolled risk. Work resumes only when a competent person confirms that controls are suitable and the change is communicated.

Monitoring and review

Inspections, risk assessments, training records, equipment checks, incidents and corrective actions are retained proportionately. The policy and arrangements are reviewed after incidents, significant change and at least annually.

Reference framework

The following sources inform this policy. Contract-specific legal, regulatory, security and customer requirements always take precedence.

- [HSE - Prepare a health and safety policy](#)
- [HSE - How to write your policy](#)
- [HSE - Managing risks and risk assessment at work](#)
- [Health and Safety at Work etc. Act 1974](#)

Document control

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1.0	24 July 2026	Anthony Deacon, Managing Director	First controlled issue

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