



SAFETY, HEALTH AND ENVIRONMENTAL POLICY

January 2023



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INTRODUCTION

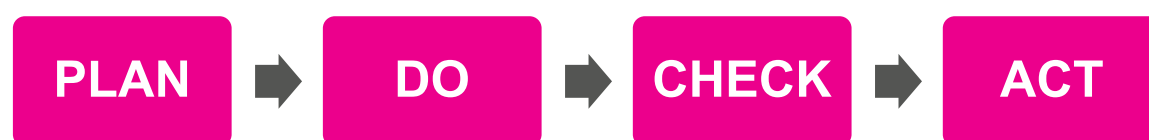
Welcome to the Citrus Group Safety, Health, and Environmental (S.H.E.) Management System. The following document has been created to keep you and everyone we interact with, and the environment healthy and safe, ensuring we collectively meet our moral and legal standards.

Please read the Safety, Health, and Environmental Policy Statement and make yourself familiar with the contents of the S.H.E. Management System.

If you have any questions regarding the S.H.E. Management System, or identify any corrections required (grammatical or procedural), please contact either the Group Head of Safety, your S.H.E. Representative, or any other member of the Citrus Group Safety, Health and Environmental Committee.

MANAGING SAFETY, HEALTH, & THE ENVIRONMENT

The Citrus Group Safety, Health and Environment Management System is based on the HSE model and follows the PLAN ⇒ DO ⇒ CHECK ⇒ ACT repeat cycle.



PLAN ⇒ The Safety, Health and Environmental Policy Statement outlines our commitment and goals towards the Safety and Health of employees, contractors, clients, and anyone affected by our activities, along with our Environmental commitments and goals. This document, along with a range of Key Performance Indicators, are reviewed as often as required and at least periodically.

Competent Safety and Health advice is provided in-house, by employees with Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) accreditation, and the company engages with its employees and contractors via a Group SHE Committee.

Fire Risk Assessments and emergency plans are maintained for all Citrus Group premises.

DO ⇒ Line managers are required to identify all significant hazards created or encountered through the work they carry out and conduct risk assessments to eliminate and control the risks. Managers will be supported in this undertaking by the Health and Safety team, but should remember that while they may delegate duties, the responsibility remains with them.

The Citrus Group is committed to providing all necessary resources including training, equipment, materials, and time, as may reasonably be required to ensure the safety and health of employees and others affected.

CHECK ⇒ A proactive programme of inspections and audits against performance measures identified in the PLAN stage ensures the Safety, Health and Environment Management System is being applied, is working properly, and is delivering the desired outcomes.

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Reactive performance measurement is also captured through customer feedback, near miss reporting cards, and the accident and incident reporting procedures. Where the risk (potential or realised) is high, thorough investigation is carried to ensure that valuable learning opportunities are not lost.

Progress towards meeting our Key Performance Indicators is reviewed by the SHE Committee on a quarterly basis.

ACT ⇒ Performance is reviewed proactively through planned reviews of our policy, procedures, and risk assessments. Reactive performance measurement is carried out through investigation of near misses, incidents, and accidents.

To ensure actions are completed, corrective action registers are part of the risk assessment process to assist managers. A group corrective actions register is also maintained by the Health and Safety team to ensure actions from incident and accident investigations, audits, inspections, and policy reviews are completed. This will be reviewed regularly at Management Team Meetings.

Continually improving our S.H.E. performance will require us all to embrace change. Be proud of our safety, health, and environmental performance but never content. We always need to strive to do better.

SAFETY, HEALTH, & ENVIRONMENT POLICY STATEMENT

As a leading supplier of training and apprenticeships, NVQ assessments and safety equipment, the Citrus Group is committed to providing products and services that meet and exceed the expectations of our customers. The safety, health and welfare of staff, contractors and customers, together with sustainable environmental practices, are essential to the continued success of the Citrus Group.

The Directors and Managers within the Citrus Group recognise their moral and legal responsibilities towards the safety, health and wellbeing of staff and others who may be affected by our undertakings, and the potential impact our business operations have on the environment and the communities in which we operate. The Citrus Group are committed to the continual improvement of safety, health, and environmental performance through application of management system standards designed around the Plan, Do, Check, Act model.

In order to deliver these aims the Citrus Group shall:

- Implement, maintain, and regularly review an effective Safety, Health, and Environment Management System.
- Comply with, and wherever possible exceed, regulatory standards, codes of practice, guidance, and industry best practice.
- Ensure the provision of competent safety, health, and environmental advice to Citrus Group companies.
- Provide such information, instruction, training and supervision to employees and contractors as may be required.
- Supply any tools and equipment as may be required and ensure suitable maintenance, testing, and inspection where necessary.
- Control the use of substance hazardous to health (COSHH) to ensure the safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- Assess the impact of our business on the environment, minimising negative effects where possible and maximising positive benefits where possible.
- Maintain an employee led Safety, Health and Environmental Committee to ensure two-way consultation with all personnel, and to review the Safety, Health, and Environment Management System.
- Set and monitor a range of Key Performance Indicators for Safety, Health, and the Environment.
- Maintain and promote a fair and just culture within the organisation, demonstrating a commitment to continual improvement.

Our success in the securing a safe, healthy and sustainable future requires the commitment of all staff and associates, and the co-operation of our clients and delegates. All staff are encouraged to take ownership of safety, health and environmental matters and contribute wherever possible to ensure the success of this policy and ensure everyone goes home safe and healthy every day.

Signed:



Wayne Taylor
(Managing Director)

Date: 03/01/2023

Review Date: January 2024

CITRUS GROUP SAFETY, HEALTH & ENVIRONMENTAL ORGANISATION CHART

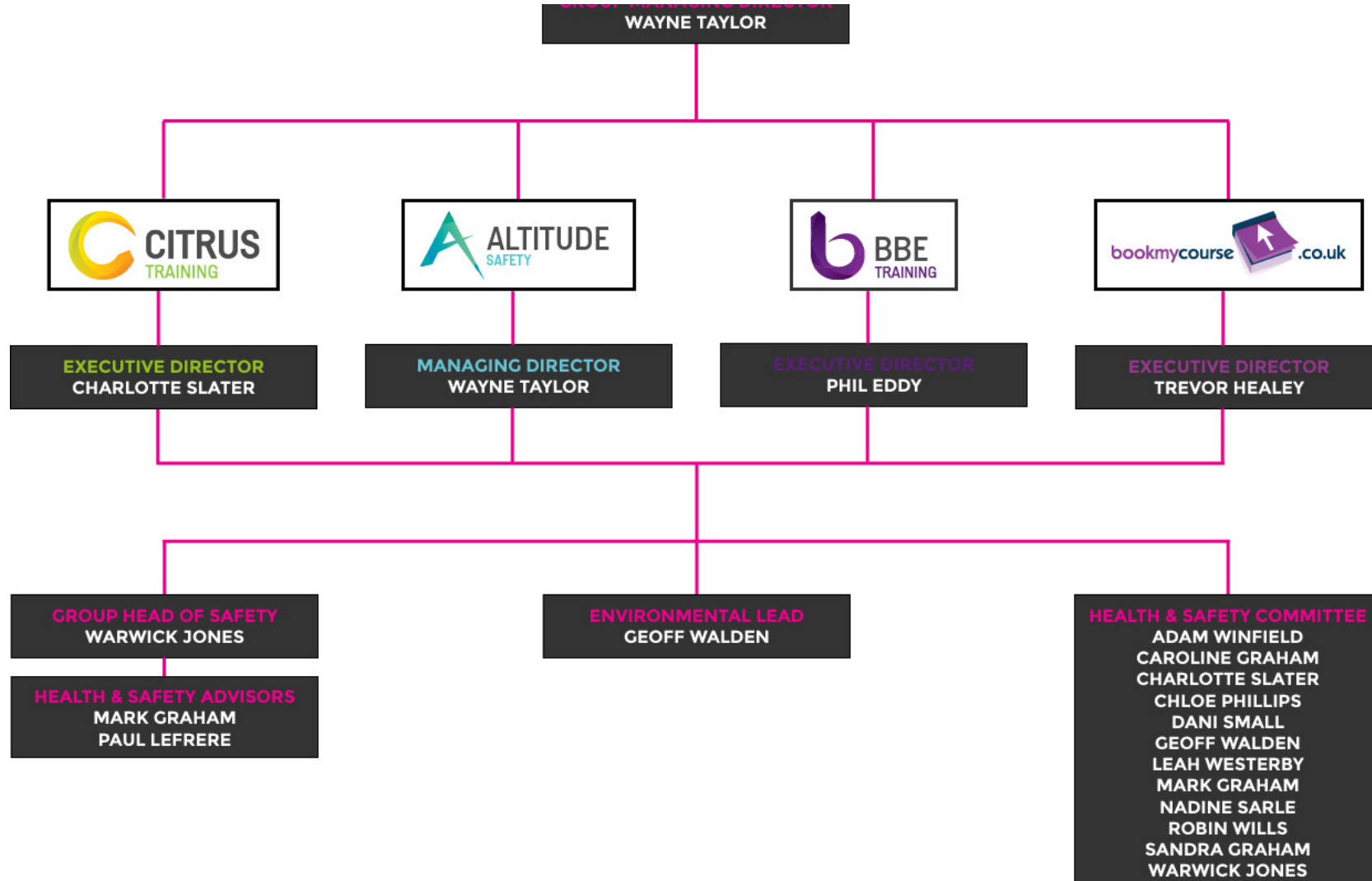


TABLE OF PROCEDURES

Please Note: The procedures listed below are available to all Citrus Group employees via the Citrus Group Internet system. External parties wishing to access to Citrus Group procedures should contact the Citrus Group Health and Safety Team.

SAFETY AND HEALTH PROCEDURE NAME	Version and LINK
1.0 Risk Assessment Procedure	Version 2.1 – Click Here
2.0 Method Statement Procedure	Version 2.0 – Click Here
3.0 Site Safety Inspection Procedure	Version 3.0 – Click Here
4.0 Consultation and Communication Procedure	Version 2.0 – Click Here
5.0 Personal Protective Equipment Procedure	Version 2.0 – Click Here
6.0 Working Environment Procedure	Version 2.0 – Click Here
7.0 First Aid Procedure	Version 1.0 – Click Here
8.0 Manual Handling Procedure	Version 2.0 – Click Here
9.0 Fire Risk Management Procedure	Version 1.0 – Click Here
10.0 Safe Handling and Use of Chemicals Procedure	Version 1.0 – Click Here
If the procedure you are looking for is not listed above, please refer to the old management system procedures listed below or contact the Health and Safety team	Old Management System – Click Here

Old Management System Procedures – currently being updated and migrated across

- Plant, equipment and maintenance
- The safe handling and use of substances
- Waste products
- Information, instruction and supervision
- Training and competence for tasks
- Use of contractors
- Accidents, first aid and work related ill health
- Emergency procedures, fire evacuation
- Key areas of risk
- Office staff and mobile phones
- Safe training, learning and assessing
- Procedure for visitors and learners

ENVIRONMENTAL PROCEDURE NAME	LINK
Currently using the old management system procedures – Click Here	

Document Control

Key individuals involved in developing the process and policy.

Name	Job Title
Warwick Jones	Head of Group Safety

Circulated to the following individuals for comments and approval.

Name	Job Title
Wayne Taylor	Managing Director

Draft and issue information

Subject/Topic	Comments
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Date sent for review	19 th December 2022
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Approved by	Wayne Taylor
Date of issue	03/01/2023
Date for review	January 2024
Where documents available and stored	G:\Health, Safety & Environment\Group Management System - Safety, Health and Environment\1. PLAN - Policies & Procedures
Scope of policy	Group
Feedback on implementation and content to	

Version control and summary of changes.

Version Number	Date	Comments (description of change and/or amendments)
1.0	31/01/2022	Original document

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