



P O L I C Y   0 8   O F   1 6

# Health & Safety Policy

*Real partnership. Real expertise.*

<b>Document reference</b>	SOMA-POL-08
<b>Version</b>	2.0
<b>Issue date</b>	March 2026
<b>Next review</b>	March 2027
<b>Policy owner</b>	Adam O'Neill, Director
<b>Approved by</b>	Stevie MacGregor
<b>Classification</b>	Public — available on request

**SOMA Project Controls Ltd**[www.somaprojectcontrols.com](http://www.somaprojectcontrols.com)

## 1. Purpose

---

This policy sets out SOMA Project Controls Ltd's commitment to protecting the health, safety and wellbeing of everyone affected by our work — employees, associates, clients, the public and ourselves — in compliance with the Health and Safety at Work etc. Act 1974 and all relevant subordinate legislation.

## 2. Scope

---

Applies to all SOMA activities, including home-based working, client-site visits, travel on SOMA business and events run by SOMA. Although the Act does not require SOMA to publish a written policy at our current size, we choose to do so as a matter of good practice.

## 3. Statement of Intent

---

We will provide and maintain safe and healthy working conditions, equipment and systems of work; provide the information, training and supervision needed to work safely; and consult with our people on matters affecting their health and safety. Nothing we do is so important that it cannot be done safely.

## 4. Organisation & Responsibilities

---

- The Director has overall responsibility for health and safety and signs this policy annually.
- Line managers are responsible for the day-to-day application of this policy within their area of work.
- Every individual is responsible for their own safety and for not endangering others.
- When SOMA personnel work on client sites, they follow the site rules set by the principal contractor or client.

## 5. Arrangements

---

SOMA is a professional-services consultancy with low inherent operational risk. Our arrangements are therefore focused on the specific risks our people actually face:

- Display Screen Equipment — DSE assessments on induction and annually; equipment provided as required.
- Home working — home-working risk assessments completed at induction, with guidance on workstation set-up, electrical safety and lone-working.
- Travel and site visits — pre-visit site inductions respected; journey-planning and fatigue management for long drives; overseas travel covered by a separate travel policy.

- Stress and mental wellbeing — proactive workload management, regular one-to-ones, and access to external mental-health support.
- First aid, fire and emergency arrangements in place at any premises SOMA occupies, including co-working spaces.
- Accidents and incidents — all reported, investigated and, where required, notified under RIDDOR.

## 6. Consultation & Training

---

We consult with our people on health and safety matters and provide the training, information and supervision needed for them to work safely. Health and safety is a standing item in team meetings.

## 7. Review

---

This policy is reviewed at least annually and whenever there is a material change to our operations or to legislation.

## 8. Review & Governance

---

This policy is reviewed at least annually, and sooner if legislation, SOMA Project Controls Ltd's operating context or client requirements change materially. The Director is the accountable owner. Minor amendments are logged in the version-control table; material changes trigger a re-issue and fresh sign-off by the policy owner and approver named on the sign-off page.

**S I G N E D   &   A P P R O V E D**

# Policy Adoption & Approval

---

*This policy is formally adopted by SOMA Project Controls Ltd. It is communicated to all employees, associates and, where relevant, supply-chain partners, and is available on request to clients, prospective clients and other interested parties. The signatures below record its adoption and the date from which it takes effect.*

**P O L I C Y   O W N E R***Adam O'Neill***Adam O'Neill**

Director

SOMA Project Controls Ltd

**Date: March 2026****A P P R O V E D   B Y***Stevie MacGregor***Stevie MacGregor**

Director

SOMA Project Controls Ltd

**Date: March 2026****N e x t   s c h e d u l e d   r e v i e w****March 2027**