



HEALTH AND SAFETY POLICY

GENERAL BACKGROUND

GEOKITS LIMITED takes the safety and welfare of our staff and anyone engaged by, or working with, GEOKITS LIMITED, very seriously.

Our Health and Safety Policy plays an important role in setting and making clear the standards of health and safety that we apply in our business.

It is important that you read and ensure you understand the content of this policy. If you have any questions about it, please direct them in the first instance to Muhammad Omer Tarar OR Uzair Kashif.

This policy is not part of any employment or any other contract. We, GEOKITS LIMITED may amend this policy from time to time. in line with the needs and practices of our business.

Part 1: Policy details

What does this policy cover and who is covered?

All staff, contractors and workers and other persons affected by the work we undertake are covered by GEOKITS LIMITED's health and safety policy.

Our policy is to:

- a) Understand the health and safety risks arising from our work activities
- b) ensure adequate control of those health and safety risks
- c) consult with our employees on matters affecting their health and safety
- d) provide the necessary information, instruction and supervision for employees
- e) ensure all employees are competent to do their tasks, and to give them adequate training
- f) prevent accidents and cases of work-related ill-health
- g) maintain safe and healthy working conditions
- h) review and revise this policy as necessary at regular intervals

Part 2: Key responsibilities

2.1 The ultimate responsibility for health and safety within GEOKITS LIMITED is: Projects Coordinator, Muhammad Omer Tarar

2.2 The person who has been delegated the responsibility for insuring that our policy is implemented is: Muhammad Omer Tarar, Projects Coordinator

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Name and job title	Responsible for:
Muhammad Omer Tarar – Projects Coordinator	First aid equipment and first aid help, including accident/injuries logbook entries and RIDDOR reporting
Muhammad Omer Tarar – Projects Coordinator	Fire safety, in the form of fire marshal duties, fire exit assistance to less able colleagues, responsibility for checking fire equipment condition and fitness for operation, etc
Muhammad Omer Tarar – Projects Coordinator	Health and safety training
Muhammad Omer Tarar – Projects Coordinator	General premises maintenance, including carpets, condition of buildings, exits, utilities and services supplied

2.3 All those covered by our policy must:

- i) Co-operate with our relevant supervisors and managers on health and safety matters
- j) Not interfere with or misuse anything provided to safeguard their health and safety
- k) Take reasonable care of their own health and safety and that of others, and
- l) Report all health and safety concerns to an appropriate person (as detailed in the table above, or to one of the individuals named in paragraphs [2.1] and [2.2] above.)

3 Part 3: Arrangements

3.1 Consultation with Employees

Our Employee Representative(s) for H&S:	Muhammad Omer Tarar – Projects Coordinator
Consultation with Employees is provided by	Muhammad Omer Tarar – Projects Coordinator

3.2 Risk Assessments

Risk assessments will be done by	Muhammad Omer Tarar – Projects Coordinator
Action identified will be done by	Muhammad Omer Tarar – Projects Coordinator
Risk assessments will be reviewed by	Uzair Kashif – CEO



3.3 Plant & Equipment

Plant and Equipment maintenance will be arranged by	Muhammad Omer Tarar – Projects Coordinator
Any problems with plant and equipment should be reported to	Muhammad Omer Tarar – Projects Coordinator
New plant and equipment is purchased by	Uzair Kashif – CEO

3.4 Safe Handling and Use of Substances

COSHH Assessments will be undertaken by	Muhammad Omer Tarar – Projects Coordinator
Actions identified will be implemented by	Muhammad Omer Tarar – Projects Coordinator
The findings of COSHH will be communicated by	Muhammad Omer Tarar – Projects Coordinator
COSHH assessments will be reviewed by	Uzair Kashif – CEO

3.5 Information, Instruction and Supervision

The Health and Safety Law Poster is Displayed in	Main Office, Entrance
The Competent Person for Health and Safety Advice is	Muhammad Omer Tarar – Projects Coordinator
Supervision of employees is undertaken by	Muhammad Omer Tarar – Projects Coordinator

3.6 Training

Induction training for new employees will be provided by	Muhammad Omer Tarar – Projects Coordinator
Job specific training will be provided by	Muhammad Omer Tarar – Projects Coordinator
Training records will be kept in the H&S file and retained by	Muhammad Omer Tarar – Projects Coordinator
Training will be identified, arranged and monitored by	Muhammad Omer Tarar – Projects Coordinator

3.7 Accidents, First Aid and Work-Related Ill-Health

Health Surveillance is required for the following activities	Display Screen Equipment hazards, employee's posture and length of continuous time spent at desk
Health Surveillance will be arranged by	Muhammad Omer Tarar – Projects Coordinator

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Health Surveillance records will be retained by	Muhammad Omer Tarar – Projects Coordinator
First Aid equipment/boxes are located at	Bathroom cupboard
The designated first aiders are	Muhammad Omer Tarar – Projects Coordinator
The accident recording book is located at	Main Office, Reception Desk

3.8 Monitoring and Review

Accidents, incidents and near misses should be reported to	Muhammad Omer Tarar – Projects Coordinator
Accident Investigations will be undertaken by	Muhammad Omer Tarar – Projects Coordinator
Where required, RIDDOR reports will be completed by	Muhammad Omer Tarar – Projects Coordinator
Routing inspections of our workplace(s) will be undertaken by	Muhammad Omer Tarar – Projects Coordinator

3.9 Emergency Procedures, Fire and Evacuation

The Fire risk assessment will be undertaken by	Muhammad Omer Tarar – Projects Coordinator
Fire extinguishers will be checked routinely by	Muhammad Omer Tarar – Projects Coordinator
Fire exit routes and doors will be checked by	Muhammad Omer Tarar – Projects Coordinator
The fire alarm will be tested every	Year
The emergency evacuation assembly point is	Office Parking Area

Signed:



Title: Mr Uzair Kashif – CEO

Date: 11/03/25