



Health and Safety Policy and Risk Assessment Process

Policy Statement

Pinnacle-AP is committed to providing a safe and healthy working environment for all its employees, contractors, visitors, and anyone else who may be affected by our operations. We believe that all accidents, injuries, and occupational ill-health are preventable. Our aim is to achieve a working environment free from work-related accidents and ill-health.

This policy outlines our commitment to managing health and safety risks effectively, complying with all relevant health and safety legislation, and continuously improving our health and safety performance.

Responsibilities

- **Management:**
 - To provide adequate resources for health and safety.
 - To ensure all employees are aware of their health and safety responsibilities.
 - To implement and monitor health and safety procedures.
 - To ensure regular risk assessments are conducted and reviewed.
 - To investigate all accidents, incidents, and near misses.
- **Employees:**
 - To take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
 - To cooperate with management on all health and safety matters.
 - To report any health and safety concerns, hazards, or incidents.
 - To use equipment and substances in accordance with training and instructions.
- **Sholing FC:**
 - Sholing FC has responsibility for the health and safety of the site.
 - All reports and near misses will be reported to Josh Budny, the General manager.

Risk Assessment Process

Our risk assessment process follows a systematic approach to identify hazards, assess risks, and implement control measures to eliminate or reduce those risks to an acceptable level.

1. **Identify Hazards:** We will systematically identify all potential hazards within our workplace that could cause harm. This includes physical, chemical, biological, ergonomic, and psychological hazards. Methods for identification include:
 - Workplace inspections.
 - Review of accident/incident records.



- Consultation with employees.
 - Review of legislative requirements and industry best practices.
 - Manufacturer's instructions for equipment and substances.
2. **Who Might Be Harmed and How:** For each identified hazard, we will determine who might be harmed (e.g., employees, contractors, visitors, the public) and how they might be harmed (e.g., falls, exposure to chemicals, repetitive strain injury, stress).
 3. **Evaluate the Risks:** We will evaluate the likelihood of harm occurring and the severity of the potential harm. This evaluation will help us prioritize risks and determine the urgency of implementing control measures. We will consider existing control measures and their effectiveness.
 4. **Record Findings:** Significant findings from the risk assessments will be recorded. This record will include:
 - The hazard identified.
 - Who might be harmed and how.
 - The level of risk.
 - Existing control measures.
 - Further actions required to control the risk.
 - The person responsible for implementing the action.
 - The deadline for completion.
 5. **Implement Control Measures:** We will implement appropriate control measures following the hierarchy of controls:
 - **Elimination:** Remove the hazard entirely.
 - **Substitution:** Replace the hazard with a less hazardous alternative.
 - **Engineering Controls:** Design changes to the workplace or equipment to reduce exposure to the hazard.
 - **Administrative Controls:** Procedures, training, and safe systems of work.
 - **Personal Protective Equipment (PPE):** Provide and ensure the use of appropriate PPE as a last resort, after other controls have been considered.
 6. **Review and Update:** Risk assessments will be reviewed:
 - Periodically (at least annually).
 - Whenever there is a significant change in the workplace (e.g., new equipment, processes, substances, or personnel).
 - Following an accident or incident.
 - If there is reason to believe the assessment is no longer valid.

All employees will be informed of the findings of relevant risk assessments and the control measures put in place.

Training and Communication

All employees will receive appropriate health and safety training relevant to their roles and responsibilities. We will foster open communication regarding health and safety matters and encourage employees to report concerns and contribute to improving our health and safety performance.



Monitoring and Continual Improvement

We will regularly monitor our health and safety performance through inspections, audits, and analysis of accident/incident data. We are committed to a process of continual improvement in our health and safety management system, learning from our experiences and adapting our policies and procedures as necessary.

Date of Policy: 5 May 2026

Date of Next Review: 5 May 2027