MYC Group

Health and Safety Policy

Policy owner	Managing Director / Senior Management Team
Applies to	All staff members (employees, self-employed contractors, consultants, agency workers and volunteers); the policy also protects customers/clients, guests, visitors and delivery personnel
Issue date	6th October 2026
Review date	6th October 2027, or earlier if legislation, client requirements, business needs or lessons learned require it
Version	2.0
Status	Live

1. About this Policy

It is the policy of MYC Group (We, Our, Us) to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:
Customers/Clients, Guests, Visitors, Delivery personnel.
MYC Group means the companies listed in the Group Companies Schedule (MYC003).
This policy applies to all our staff members.
This includes all employees and all staff members, Self-employed contractors, Consultants, Agency workers, Volunteers.

2. Status of this Policy

This policy does not form part of any contract of employment, or any other contract for work or services.
We will inform and consult with all staff members about this policy and health and safety matters.

3. Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to by ensuring:
That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all staff members while at work.
That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out our business operations, is protected so far as is reasonably practicable.
That sufficient measures are implemented by us to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
Provision of clear and adequate information, instructions and training to all staff members to ensure that they are competent to carry out their work in a responsible and safe manner.
Our engagement with and consultation of staff members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of staff members and others.
That we maintain safe and healthy working conditions, provide and maintain all necessary equipment, plant, machinery and any other tools necessary for staff members to carry out the duties of their role with us.
We shall ensure safe storage and handling of any and all substances and products which may cause harm to staff members who are required to use them during the course of their work.

4. Health and Safety Officer

The person who has the overall responsibility for overseeing our health and safety duties is QESH manager Kishor Joshi.

5. Risk Assessments

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of QESH manager Kishor Joshi.

6. Training

Staff members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. Training provided to staff members includes but is not limited to Working at height, Manual Handling, Task related training. We will ensure that suitable arrangements are in place to cover Staff Member engaged in work that is remote from our main site.
This shall be the responsibility of line manager.

7. Fire Safety

All staff members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed at Notice Boards.
We shall ensure that all staff members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire.
Fire drills will take place every 6 months.
All relevant and necessary signage and fire equipment for the protection and safety of staff members and any other persons entering and present on our premises will be displayed clearly and updated/maintained as necessary. Escape routes shall be well-signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly. The person with overall responsibility for fire safety is factory manager Eilan Azulay.

8. Accidents and Reporting

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.
The person with overall responsibility for accident reporting and investigation is factory manager Eilan Azulay & Kishor Joshi.

9. First Aid and Accidents

First aid boxes & accident book is located at:
H&S Office 3rd floor
Main Office Ground floor
Supply chain office Ground floor
various workstations
Main entrance
Our first aid notice contains relevant information about first aid. The first aid notice is located Notice boards.
The person who has been appointed with the responsibility of all first aid arrangements is factory manager Eilan Azulay.
All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable.

10. Public Health Emergencies and Infectious Diseases

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.
Staff members are reminded to regularly wash hands and maintain good standards of hygiene to minimise the spread of infectious diseases.
In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.
All matters relating to the prevention of infectious diseases, or any public health emergency shall be the responsibility of Director.

11. Screens and Computers

All staff members who use computer screens and other forms of screens as a significant part of their role:
Are encouraged to take regular breaks.
Shall receive training and information to reduce the risks posed by regular use of screens.
Are entitled to a workstation assessment to reduce any risks which may be present.
This may be required from the person listed below.
Shall be entitled to eyesight tests at our expense.
All issues relating to the use of screens are the responsibility of factory manager Eilan Azulay.

12. Welfare

All relevant facilities such as Toilets, Safe drinking water, Hand sanitising units, Canteen & Microwave/Fridge for food pre/storage shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of factory manager Eilan Azulay.

13. Equipment and Machinery

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the person listed below as soon as they are discovered. The person responsible for the safe and proper functioning of equipment and machinery is factory manager Eilan Azulay.

14. Additional Actions

Other relevant actions that shall be taken are The Business shall implement a sign in/out system so that it is easy to identify who is on site in an event of fire or any other major safety events. These shall be the responsibility of factory manager Eilan Azulay.

15. Duties of Staff Members

All staff members must cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All staff members have a duty to:
Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
Use any machinery, equipment, plant, machinery and any other tools and safety devices following the relevant product instructions and by any specific training which has been issued.
Handle or use any substance following the relevant product instructions and following any specific training which has been issued about that substance.
Report any accident, injury or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
Assist with any necessary investigations of accidents to introduce new measures to prevent reoccurrence.

Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, signage or wearing of personal protective equipment.
Further duties on staff members are staff members should only carry out a task that they have received training for.
We pledge that we are committed to ensuring that all staff members are able to raise any health and safety concerns with the relevant person and that all concerns raised shall be treated seriously.

16. General Health and Safety Information

The approved health and safety poster is displayed at company information notice boards.

17. Updates to this Policy

This policy shall be reviewed annually and shall be updated where appropriate.

18. Related Documents

Group Companies Schedule (MYC003)

Approval and Senior Officer Endorsement

This policy is endorsed by senior management.

For and on behalf of MYC Group



Mr Yoav Tal
Director Reviewed Date: 6th October 2026

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