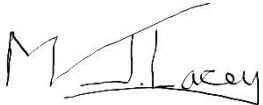


Health and safety policy applicable to IT Consultancy

This is the statement of general policy and arrangements for: MJLC Consulting Ltd		
Matthew Lacey has overall and final responsibility for health and safety		
Matthew Lacey and Jenna Carrick have day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Matthew Lacey – Director Jenna Carrick - Director	Matthew Lacey accepts overall responsibility for all Health and Safety within the Company and is responsible for policy implementation in England
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work. Note: The company does not employ any staff as the company consists of two joint and equal Directors. Matthew Lacey and Jenna Carrick work from home, based in Bristol.	Matthew Lacey – Director Jenna Carrick - Director	Matthew Lacey accepts overall responsibility for his own safety training and ensures he is competent to do the work. Jenna Carrick accepts overall responsibility for his own safety training and ensures he is competent to do the work.
Engage and consult with employees on day-to-day health and safety conditions	Not Applicable as no staff are employed	Matthew and Jenna consider the day-to-day health and safety conditions in their home working environment.
Implement emergency procedures – evacuation in case of fire or another significant incident.	Matthew Lacey – Director Jenna Carrick - Director	Matthew and Jenna both maintain household fire extinguishers and check and maintain smoke and carbon monoxide detectors. In case of fire all rooms will be checked and internal doors closed. Household members will be accounted for before leaving the property.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Matthew Lacey - Director Jenna Carrick - Director	Matthew and Jenna maintain their home office environments ensuring that desks, chairs and computer and electrical equipment comply with the latest standards.
Site visits will be limited to reviewing the surrounding highway network. Visits to 'live' sites are not applicable to our work as we are only involved in studies up to and including the submission of planning applications and acting as expert witness at Planning Appeals.	Matthew Lacey - Director- Director	Matthew and Jenna will use suitable Personal Protection Equipment when needed.

Ensure the safety of our clients at all times.	Matthew Lacey - Director Jenna Carrick - Director	Contact with clients would normally be at their offices or possibly at Local Government offices. At these locations we would be subject to their H&S policies. Meetings at our home office locations will not be possible as suitable meeting facilities are not available. Suitable locations for meetings would be agreed such as local hotel or conference facility.
Review and revise this policy annually	Matthew Lacey - Director Jenna Carrick - Director	1 January 2027

Signed: M J Lacey - Director		Date:	11 October 2025
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