



RISK MANAGEMENT POLICY AND PROCEDURE.

1. Policy Statement.

1.1 This policy should be read together with your individual contract of employment and relevant Staff Agreement and applies to everyone working directly for and on behalf of South Coast Port Services Ltd.

1.2 This Policy and Procedure represents the mandatory compliance aligning South Coast Port Services system processes and people behaviours to the commitments of Risk Management (including both threats and opportunity), effectively and in a consistent framework in all aspects of its business including planning, delivering, operating and overseeing programmes and performance.

1.3 All management levels will develop and encourage a collaborative culture of well-informed risk-based decision making.

2. General Principles.

2.1 Risk management is a part of strategic tactical and operational decision making such that whenever there are risks that could significantly affect company operations, programmes and projects, resources are deployed proportional to these risks.

3. Procedures.

3.1 (Internal Company Risk Management) The Managing Directors ensures risks are managed in an integrated way across all levels of the company covering the key interdependencies i.e. strategic, programme, project and operational / risks to business.

3.2 (External Risk Management) The company business is to supply labour to customers across the Ports of Southampton and London Gateway, and work with those customers to ensure effective risk-based enterprise assurance arrangements are in place to monitor the effectiveness of the risk management processes on a routine basis to ensure measures are in place for the protection of workers whilst working on company sites.

3.3 Risk Management is measured and monitored by Each Divisional Operational Manager, supported by a qualified IOSH / NEBOSH representative who will be responsible for: Identifying Risks to the business and workers.

- Create and deliver strategies to prevent risk from happening.
- Communicate to all concerned / Deliver training / toolbox talks etc when necessary.
- Monitor risks and record findings.
- Reports compiled for Managing Directors on periodic basis.
- Work in collaboration with our customers to adhere to their risk management strategies, procedures, and working practices to ensure compliance with applicable standards and provisions in place.

3.4 Job Descriptions and Safe Systems of Work Provide clearly defined and documented accountabilities for risk management, requiring involvement from all members of each division which ensures risks are being managed at the lowest level at which the owner has the authority.

3.5 Divisional Operations Manager's has responsibility for ensuring the required resources are available to take effective action to maintain monitor and rectify risks within the working environment.

3.6 Divisional Operations Manager's has responsibility for communicating any identified risks pertaining to our customers entity / operations in which workers of South Coast Port Services Ltd may be affected.

3.7 Employees and Workers of the company are required to adhere to the following agreements:

- Understand, and comply with all implemented risk management processes from both the company and those of our customers when working on their sites.
- Report any inefficient, unnecessary or unworkable controls
- Report loss events and near-miss incidents
- Cooperate with management on incident investigations.
- Engage with any changes / toolbox talks and training provided by the company and customers alike.

4. Summary.

4.1 Risk Management and compliance in the workplace is vital, and everyone has their part to play in the company risk management policy and procedures.

4.2 The company reserves the right to change, through consultation any provisions set out in this document from time to time as may be required.

4.3 This policy will be reviewed annually (January) by the Divisional Operations Managers in conjunction with members of their Health and Safety Representatives and may be altered as an outcome of any recommendations made from those meetings.