

POLICY STATEMENT

It is the Company's policy to provide and maintain a safe, healthy work environment that is an integral part of our professional organisation in the supply, installation and service of a quality product that meets both legislative and customer requirements on time every time in a safe manner.

Rita Smith, as Company Secretary will ensure systems of work are effective, are audited and shortcomings brought to the attention of the Board of Directors. Supporting this policy statement are written procedures for the management of health & safety, quality and personnel. These written systems of work are the foundation of a cohesive workforce that contribute equally to the Company's success. The Board of Directors will continue to regularly review its management systems, human resources, technological advancement and physical resources. This review is an essential aspect of ensuring that policies and procedures remain adequate in meeting projected business plans, customer requirements, employee needs and current legislation appertaining to product and installation.

The Company operates an equal opportunities policy that does not discriminate against ethnicity, gender, beliefs or abilities, as long as there is no restrictive ability that would place the individual or others at risk of becoming injured or his/her health being worsened if engaged in the work expected as part of daily routines. Employees are selected on qualification, experience and/or demonstration of the ability to carry out the intended job, or demonstrating during a pre-determined trial period that he/she has the ability to be trained to the standard required to ensure the Company's aims and objectives are continually met.

The Company is committed to the investment of training employees and personal development to assure customers of a professional service provided by suitably qualified personnel. Quality procedures are used alongside health & safety procedures as training tools for new recruits and existing employees to maintain a team approach to everything we do.

Providing the right level of product quality, to specified installation requirements, minimising the effect on the environment as a result of our activities and protecting one's own health and safety and that of others is taken so seriously that disciplinary procedure will be invoked where an employee does not work in accordance with this policy statement and its supporting procedures.

Each employee is reminded of his/her duties to take care of their own health and safety and that of others who may become affected by our activities and to co-operate with management and directors of the Company in the management of health & safety under the Health And Safety At Work Act 1974 etc.

Howard Smith as the Managing Director of Combi-Vent Engineering Limited is responsible for ensuring documented procedures are adhered to in securing product and service quality, working safely and making sure work equipment is suitable and safe for its intended use. He will also ensure that any quality problems are effectively and appropriately dealt with, legislative obligations are met.

When working on contract sites the person identified within written risk assessments is responsible for day-to-day quality of product and workmanship, safe disposal of waste, recording of injury accidents, health & safety (including making sure our employees evacuate their workplace whenever there is a requirement to do so in accordance with site procedures), and making sure everyone works in accordance with the Company's code of conduct.

Howard Smith will ensure effective co-ordination of evacuation procedures and liaising with the emergency services, where applicable. In the event that the fire services is summoned, only the attending Fire Officer will have the authority to give the all clear to re-enter the building.

Though specific roles and responsibilities in the areas to which we are committed on a day-to-day basis have been delegated to named personnel, Howard Smith will remain overall responsible for the effective implementation of this policy statement, meeting legislative obligations and reviewing management systems at timely intervals and at least annually.

Combi-Vent Engineering Ltd is a member of the Heating and Ventilating Contractors Association (HVCA) and designs, manufactures and installs Ventilation Systems.

Experienced in all types of requirements and environments e.g. School Kitchens, Factories, Offices, Restaurants, Clubs, Pubs and other public places. Combi-Vent also specialises in Kitchen Canopy and Hood Extraction Systems (large or small), grease filtration via filters within the canopy, work-tops, shelves and tables etc., to any dimensions as required by the customer and as appropriate to providing effective extraction and filtration systems.

Providing superior products, adaptable programmes and responsive services we are proud of our high standards of work completed for a wide range of Local Authorities, Trusts and national and European organisations, which include; Manchester City Works (Education Department), Greater Manchester Police, Breweries, Hospitals, Nursing Homes, Museums, Town Halls and British Rail.

Linked with Allied Trades who offer services to our high standards for Builders Work, Air Conditioning and Electrical Installation enables Combi-Vent to complete installations on time every time to the customer's desired specification at the most competitive price.



Howard Smith
Managing Director