# Health and Safety Management Procedure

MOG-PRO-HS-001 | Revision 1 | Reviewed: 16 October 2026 | Status: Approved

**OPERATING STRUCTURE**

Company operating structure: Mogas Design Limited is a director-led, husband-and-wife engineering consultancy owned 60%/40% by its two directors. It has no salaried employees. Engineering services are performed by the directors and independent self-employed or limited-company contractors, normally working remotely from their own premises. The principal day-to-day working location is a converted garden office at a director's home. The central London address is a postal/correspondence address only, not a staffed operational office. Directors may undertake client-authorised gas-site visits.

Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London, W1W 5PF, UK (correspondence address)

## 1. Planning and responsibilities

The Director maintains a proportionate register of activities, hazards and controls; ensures contractors know their responsibilities and confirms current client obligations before each commission.

## 2. Before assigning work

Agree scope, personnel, competence and independence requirements. Review risks of the activity, necessary training, supervision, emergency contacts and any special access or permit requirements.

## 3. Office and remote activity

Maintain suitable workstation setup and breaks, electrical equipment checks, unobstructed exits, fire safety and appropriate communication for lone working. Contractor controls shall be proportionate to their activities and location.

## 4. Gas site visit checklist

Before visiting: identify site host, confirm authority and induction, understand operational gas hazards, check any PPE or permit requirements, review travel and lone-working plans and emergency arrangements. On site: obey site controller instructions, remain within authorised areas, never operate gas plant without authority and stop/withdraw if unsafe.

## 5. Incident and change management

Immediately report any incident, near miss or unsafe condition to the site controller where appropriate and to Mogas Director. Record date, facts, action owner and completion evidence. Reassess risks after material change or incident.

## 6. Monitoring and records

Keep risk assessments, briefings, competence checks, site visit notes and incident/corrective-action logs in the appropriate controlled folders. Review the procedure annually and after material changes.

## Document control and approval

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| **Document owner** | **Mohammed Fasiuddin, Director** |
| **Reviewed on** | 16 October 2026 |
| **Next scheduled review** | 16 October 2027 (or sooner if circumstances change) |
| **Director signature / approval** | Signed copy held on file – available on request. |

| Signed: 16 October 2026 |
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Director approval recorded on 16 October 2026. Review earlier if legislation, work activities or contractual requirements materially change.