Annual Health & Safety Training and Competence Policy

MOG-POL-TRN-001 | Revision 0 | Reviewed: 16 October 2026 | Director approved

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

1. Purpose and scope

Mogas Design Limited requires appropriate health and safety information, instruction, competence verification and refresher awareness for all people working on its behalf. This includes the two directors and independent contractors working as self-employed persons or through their own limited companies. Mogas has no salaried employees. Most engineering work is remote, with the main director workplace a converted garden office; independent contractors work at their own premises. Some assignments require attendance at operational gas sites.

2. Annual company training requirement

As a Mogas company requirement, each active director and contractor undertaking Mogas work shall complete a proportionate health and safety awareness refresher at least once every 12 months. This is an internal management rule, not a claim that UK law prescribes identical annual training for all self-employed contractors. A contractor may submit suitable existing training evidence covering the relevant topics; otherwise Mogas will provide a briefing or suitable learning material with a documented knowledge check or acknowledgement.

3. Core refresher topics

Annual awareness shall cover, as relevant: risk assessment and stop-work authority; remote-working and ergonomic/display-screen risks; electrical, fire and emergency precautions; slips, trips and housekeeping; lone working, travel and fatigue; fitness for work; accident, incident and near-miss reporting; confidentiality and safe information handling; and responsibilities under Mogas and client procedures.

4. Task-specific competence and gas-site access

Annual generic awareness does not itself authorise any technical role or site activity. Prior to appointment or work allocation the Director checks professional competence, current design approver/appraiser registrations where applicable, relevant qualifications, experience and contractual/client conditions. For gas-site visits, confirm any required host induction, site access approval, PPE, safety briefings, permits, emergency arrangements, and mandatory training such as site-specific or client-prescribed courses. Do not attend or carry out work until those requirements are met.

5. New contractor onboarding

Before commencing an assignment, new contractors receive the applicable Mogas H&S policy, incident-reporting instructions, scope and identified work risks; they confirm receipt and understanding. Relevant training certificates, professional registrations and client authorisations are checked and recorded. Where a gap exists, the Director agrees and records corrective training or restricts the work until competence is established.

6. Training and competence register

The Director maintains a controlled training register containing contractor name or trading entity, role, relevant activity, training title/provider, completion date, evidence location, expiry or next review date, outstanding gaps and actions. A signed briefing acknowledgement may evidence internal awareness training. Records shall be retained securely and only as long as necessary under company retention arrangements.

7. Responsibilities and monitoring

The Director is responsible for defining proportionate requirements, reviewing evidence, briefing contractors, monitoring renewal dates and preventing allocation of tasks beyond demonstrated competence. Each contractor is responsible for providing accurate evidence, following site and company rules, identifying training needs, raising concerns and working within their own competence.

8. Missed training, incidents and changes

Where the refresher has become overdue, the Director shall assess the risk and arrange completion promptly; site work or safety-critical duties shall be restricted if competence or required authorisation cannot be demonstrated. Additional training or briefing shall be given after significant process changes, incidents, near misses, new hazards or new client demands without waiting for the annual cycle.

9. Policy review

This policy is reviewed at least annually and sooner after relevant changes to legislation, project activity, contractor arrangements or lessons learned. Records must reflect training actually undertaken; neither this document nor a register entry substitutes for evidence of completion. No ISO 45001 or other third-party certification is claimed by this policy.

Document control and approval

Reviewed and approved by Mohammed Fasiuddin, Director, on 16 October 2026. Next scheduled review: 16 October 2027, or earlier if required.

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