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Occupational Health & Safety Policy

Purpose

Lunar Refrigeration Ltd is committed to ensuring the health, safety, and welfare of all employees, contractors, and stakeholders. This commitment extends to maintaining a working environment that prevents injury and ill health by adhering to stringent risk management practices. The company ensures full compliance with ISO 45001:2018 standards, alongside all relevant UK legislation, through continual improvement, regular risk reviews, and employee engagement initiatives.

Policy Statement

Lunar Refrigeration Ltd recognises that effective health and safety management is integral to our success. To achieve this, the organisation commits to:


1. **Ensuring Compliance:** Adhering to all applicable health and safety laws, regulations, and standards.
2. **Promoting a Safe Workplace:** Identifying, assessing, and mitigating workplace hazards.
3. **Continual Improvement:** Enhancing occupational health and safety (OH&S) performance through regular reviews and audits.
4. **Engaging Employees:** Encouraging active participation in health and safety initiatives and decision-making processes.
5. **Preventing Incidents:** Implementing robust risk management strategies to eliminate hazards and reduce OH&S risks.
6. **Providing Training:** Ensuring all personnel have the necessary skills and knowledge to perform their roles safely.
7. **Maintaining Communication:** Keeping employees, contractors, and stakeholders informed of OH&S initiatives, responsibilities, and performance.

Objectives

Lunar Refrigeration Ltd is committed to achieving the following objectives:

- Zero Lost Time Incidents (LTIs) through proactive hazard identification and mitigation.
- Full Compliance with ISO 45001:2018 and all relevant statutory requirements.
- Improved Employee Engagement by conducting quarterly safety meetings and feedback sessions.
- Enhanced Training Programs to ensure competency in OH&S practices.
- Annual Risk Assessment Reviews, incorporating findings into the ISC-5043 QMS Risk Register.

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Author:	Ian Sibbert
Updated:	February 2025
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Responsibilities

Management

- Ensure compliance with OH&S regulations and ISO 45001 standards.
- Provide resources to support health and safety initiatives.
- Monitor and review OH&S performance, taking corrective action where necessary.

Employees

- Follow all health and safety policies, procedures, and instructions.
- Report hazards, near misses, and incidents promptly.
- Participate actively in training and toolbox talks.


Contractors

- Comply with Lunar Refrigeration Ltd's health and safety requirements.
- Report any hazards or unsafe conditions immediately.

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Updated:	February 2025
Issued:	February 2025
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Organogram**Lunar Ltd Organogram**Ian Sibbert
DirectorIan Pinington
DirectorAaron Parker
BAE Subs
Reactive LeadMatt Sibbert
BAE Subs
Site LeadDean Slater
BAE Subs
Projects LeadGareth Chapman
Hartlepool
Site LeadDave Pinington
Heysham
Site LeadScott Cragg
BAE Air
Site LeadDave Edwards
Install LeadBen Slinn
Sales/Service
ManagerEmcor
BAE SUBS
ReactiveEmcor
BAE SUBS
PPMEmcor
BAE SUBS
ProjectsOliver
Sibbert
EngineerPaul
Tomkinson
EngineerOliver
Sibbert
EngineerAlfie Slinn
EngineerMartin
Young
FinanceAaron
Parker
EngineerJay Brown
EngineerDean Slater
EngineerScott Cragg
EngineerOliver
Sibbert
EngineerPhil
Eastwood
EngineerOliver
Sibbert
EngineerKaren
Young
FinanceIan
Pinington
EngineerCallum
Beaton
EngineerSean Slater
EngineerAlfie Slinn
EngineerAlan
Hughes
EngineerTom Young
EngineerLewis Walsh
EngineerAlfie Slinn
Engineer

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Implementation

1. Policy Integration:

- Align this policy with the ISC-3002 OH&S Plan and ISC-5043 QMS Risk Register.

2. Risk Management:

- Identify, evaluate, and mitigate risks in line with the ISC-6012 Internal Audit Programme. This includes implementing corrective actions, maintaining risk registers, and ensuring that controls remain effective. Risk assessments will be reviewed quarterly and following any significant incident or operational change.

3. Training:

- Deliver competency-based training as per the ISC-3002 OH&S Plan.


4. Monitoring and Review:

- Conduct regular audits, inspections, and reviews to assess OH&S performance.

5. Communication:

- Use multiple platforms, including emails, toolbox talks, and WhatsApp, to disseminate OH&S updates and information.

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6. Cross References

This policy is integrated with the company's ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (Health and Safety) management systems.

Cross references include:

- ISC-3002 OH&S Plan
- ISC-5043 QMS Risk Register
- ISC-6012 Internal Audit Programme
- Environmental Aspects & Impacts (ISC-7015): Ensuring work activities do not adversely affect the environment.
- Energy Management Plan (ISC-7021): Promoting energy-efficient practices and equipment.
- QMS Risk Register (ISC-5043): Tracking health, safety, and environmental risks.
- Training Policy (LUNCPOL1008): Ensuring employees maintain the necessary competencies.
- GDPR Policy (LUNCPOL1001): Ensures confidentiality of employee health records.
- Wellbeing Policy (LUNCPOL1004): Supports mental health initiatives.
- Visitors Policy (LUNCPOL1005): Outlines safety procedures for non-employees.
- Training Policy (LUNCPOL1008): Details competency requirements for all roles.
- Personal Protective Equipment (PPE) Policy Statement (LUNCPOL1017): Specifies PPE standards and maintenance schedules.
- Manual Handling Policy Statement (LUNCPOL1023): Provides guidelines for safe lifting practices.
- Health Surveillance & Food Safety Policy Statement (LUNCPOL1026): Ensures regular monitoring of employee health.
- Fire Safety Policy Statement (LUNCPOL1030): Covers fire prevention and emergency response.
- Stress in the Workplace Policy Statement (LUNCPOL1011): Addresses work-related stress and mental health support.
- Accident Reporting & Investigation Policy Statement (LUNCPOL1040): Standardises incident documentation and analysis.
- Drugs and Alcohol Misuse Policy Statement (LUNCPOL1039): Enforces a zero-tolerance approach to substance misuse.

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Appendices

Appendix A: Training Matrix

A comprehensive table outlining required training for each role (e.g., First Aid, COSHH Awareness, Working at Height).

Appendix B: COSHH Procedure

Detailed steps for assessing and managing hazardous substances, including:

- Reviewing safety data sheets (SDS).
- Implementing control measures (e.g., ventilation, PPE).

Cross-referenced document: ISC-2518.

Appendix C: Accident Reporting Guidelines

Forms for documenting accidents and near misses.

Flowchart of reporting responsibilities.

Appendix D: Fire Safety Plan

- Fire extinguisher types and locations.
- Hot work permit requirements.
- Emergency contact details.

Appendix E: Manual Handling

Best practices for lifting and moving heavy objects.

Examples of handling aids (e.g., trolleys, hoists).


Appendix F: Smoking, Drugs, and Alcohol Policy

- Smoking prohibited in all company vehicles and buildings.
- Zero-tolerance policy for drug and alcohol use during work hours.

Appendix G: PPE Guidelines

- Checklist for PPE requirements by task.
- Maintenance and replacement schedule.

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Appendix H: Risk Assessment Template

Sample template including hazard identification, risk evaluation, and control measures e.g. LUNMS-2601

Appendix I: Emergency Contact Information

Name/Service	Role/Description	Contact Number
Ian Sibbert	Key Personnel	07792 459931
Matthew Sibbert	Key Personnel	07861 080059
Ben Slinn	Key Personnel	07818 422205
Emergency Services	Police, Fire, Ambulance	999
Royal Lancaster Infirmary	Local Hospital	01524 65944

Emergency contacts will be prominently displayed in all work locations. This includes contact information for key personnel, emergency services, and local healthcare providers. Employees must be aware of emergency procedures, evacuation points, and first-aid locations during site inductions.


Appendix J: Welfare

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site.

These facilities will include as a minimum: -

- Clean and working toilets.
- Washbasins with hot and cold running water.
- Soap and towels.
- Sinks large enough to wash face, hands and forearms.
- Somewhere to change, dry and store clothing (where applicable).
- Drinking water, and cups if needed.
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

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Appendix K: Safety Signs and Signals

Where risk assessments have identified a risk which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with *The Health & Safety (Safety Signs and Signals) Regulations 1996*.

Sign Type	Colour and Shape	Examples	Purpose
Warning Signs	Yellow triangular signs	Overhead Power Lines, Fragile Roof	To warn of potential hazards or dangers.
Prohibition Signs	Red round signs	No Smoking, No Entry	To indicate actions that are not permitted.
Mandatory Signs	Blue round signs	Eye Protection, Safety Gloves	To highlight actions that must be taken for safety.
Emergency Signs	Green rectangular signs	First Aid, Fire Escape Route	To indicate emergency exits, first aid facilities, and safety equipment.
Fire Signs	Red rectangular signs	Fire Extinguisher	To identify fire-fighting equipment and fire safety points.

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Appendix L: Lifting Operations


Lifting Operations

The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects.

In particular we will ensure:

- All lifting operations will be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations commence.
- Lifting equipment will only be operated by competent and authorised personnel.
- Evidence of thorough examination of all lifting equipment must be provided.

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Appendix M: Vibration Control Measures

Lunar Refrigeration Ltd recognises the potential health risks associated with both Whole-Body Vibration (WBV) and Hand-Arm Vibration (HAV). To protect employees from these risks, the company follows a hierarchy of controls:

1. **Elimination:** Avoiding tasks requiring extended exposure to vibrating tools.
2. **Engineering Controls:** Using vibration-dampened equipment and ergonomic seating.
3. **Administrative Controls:** Implementing job rotation, monitoring exposure times, and ensuring rest breaks.
4. **Health Surveillance:** Conducting regular checks, including HAVS screening, to detect early signs of injury.

All equipment will be assessed for vibration levels, and any tools exceeding the Exposure Action Value (EAV) will be phased out or replaced with safer alternatives.

1. Whole-Body Vibration (WBV)

WBV occurs when vibration is transmitted through the seat or feet of mobile machinery operators, such as forklift trucks, tractors, and earth-moving equipment. Prolonged exposure can contribute to back pain, often exacerbated by poor posture and heavy lifting. While further research is ongoing, WBV remains a known factor in musculoskeletal disorders among drivers.

Control Measures:

- Select vehicles with effective suspension systems to reduce vibration exposure.
- Ensure seating is ergonomically designed and properly maintained.
- Implement job rotation to limit prolonged exposure.
- Conduct regular risk assessments and safety briefings for operators.


2. Hand-Arm Vibration (HAV)

HAV is caused by the use of hand-held power tools, hand-guided equipment, or holding materials being processed by vibrating machinery, such as pedestal grinders. Regular and frequent exposure can lead to *Hand-Arm Vibration Syndrome (HAVS)* and conditions like *Carpal Tunnel Syndrome*.

Control Measures:

- **Avoidance & Reduction:** Where possible, avoid long-term or repetitive use of vibrating machinery. Implement task rotation to limit exposure.
- **Training & Supervision:** Provide operatives with adequate information, instruction, and supervision on safe working practices.
- **Equipment Selection:** Use vibration-dampened equipment that meets modern safety standards.
- **PPE & Welfare:** Provide appropriate PPE (e.g., anti-vibration gloves) and ensure access to welfare facilities, including warm environments during colder months.


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- **Health Monitoring:** Conduct regular health surveillance, including self-assessment questionnaires. Employees must report any symptoms such as tingling, numbness, or blanching of the fingers (white finger).
- **Early Intervention:** Any signs of HAVS should be immediately reported to management, with specialist advice sought from occupational health professionals if required.

Lunar Refrigeration Ltd remains committed to protecting employees from vibration-related health risks through continuous improvement of control measures, training, and health monitoring.

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Appendix N: Visual Display Screens

Risk Assessments will be completed and should cover the following points: -

- Workstation must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All workstations should be tailored to suit individual operators and records of training kept.
- The equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- The work chair is to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eyesight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

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Appendix O: Electrical Work

The *Electricity at Work Regulations 1989* applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:


- Practical experience in working with electricity and an adequate knowledge of hazards.
- Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
- The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

All electrical work will comply with the *Electricity at Work Regulations 1989*. Key safety measures include:

- Ensuring isolation and lock-off procedures are strictly followed.
- Conducting periodic inspection and testing of portable appliances (PAT).
- Ensuring only competent, certified personnel perform electrical work.
- Providing refresher training to maintain competency standards.

Any damaged or faulty equipment will be removed from service immediately, with documented follow-up actions.

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General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

- A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
- Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
- Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
- On no account must a three-phase socket outlet be used to supply single-phase apparatus.
- Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
- If it is possible to do so, we shall always use low voltage equipment.
- The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

Underground power cables

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, '*Avoidance of danger from overhead electrical lines - GS6*'.

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Appendix P: Working at Height

Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees, and any other persons involved in the work activity to co-operate in the implementation of this policy. When we are required to work at height, we will ensure that the *Work at Height Regulations 2005* are conformed with and ensure that:

- All work activities that involve work at height are identified;
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- All the necessary equipment to allow safe access to and egress from the place of work is provided;
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- Regular inspections of all equipment required for working at height are undertaken;
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities; and
- Planning for emergencies and rescue are made.

Scaffolding and Towers

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff.

Where we are required to use scaffolding or towers, we shall ensure that:

- They are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- A competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- The results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- Ladders will be removed or secured to prevent unauthorised access after working hours;
- Special scaffolds are subject of design or calculations;
- Design drawings and calculations for special scaffolds shall be available on site for the information of the person carrying out inspections etc.;
- Scaffolding will be secured against bad weather conditions and short boards secured down;
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds, they are pushed via the narrowest side at the bottom of the tower brakes will be set when used;

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- The safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- Materials will not be stored on working platforms so as to exceed the edge protection;
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

Ladders: including stepladders, podium steps and hop ups:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the *Working at Height Regulations 2005* has demonstrated alternative methods are unsuitable.

When ladders are used, we shall ensure that they are: -

- Used by trained and competent operatives only;
- Subject of an inspection regime with records of inspections maintained;
- Visually inspected by operatives before use;
- Marked with a means of identifying them;
- Class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- In good condition and free from defects;
- Secured against movement;
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- Rise at least 1 metre above a landing place;
- Free from obstruction at their base area;
- Used by only one person at a time;
- Overhead cables will be identified and made safe when working at height.

Operatives will: -

- Maintain three points of contact at all times;
- Not use the top 3 rungs when used as a work platform;
- Not 'overreach';
- Not carry materials or tools when ascending or descending ladders.

When step ladders, podium steps and hop ups are used they will be: -

- Suitable and sufficient for purpose;
- Used on safe, level ground;
- Used for short duration and light work;
- Properly 'set up' and not inclined against walls etc.;
- Operative not to use top 2 steps on step ladders or to overreach on any equipment.

Roofing


The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventative and protective measures to prevent falls of persons or materials through or from roofs.

Operatives engaged in roof work shall be trained and competent and be aware of the HSE document *HSG 33 'Health and Safety in Roof Work'*. Method statements will be prepared for the work and adhered to.


We shall ensure: -

- That all work at height is properly assessed and planned by a competent person;
- Work at height will only be carried out by trained and competent operatives;
- That a safe system of access and egress will be provided with materials and equipment hoisted to height by mechanical means;
- A safe place of work will be provided with edge protection that conforms to the Regulations;
- The risks associated with fragile surfaces and falling objects are controlled;
- Areas where fragile roofs are present will be cordoned off or securely covered and warning notices fixed;
- Work at height will be only carried out if weather conditions permit it; and











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- Precautions will be taken during inclement weather and high winds, to prevent equipment or materials falling from roofs.

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Ian Sibbert	Managing Director		17/02/2025

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	Attendee's Name	Date	Signature
1	Callum Beaton	21/02/2025	
2	Gareth Chapman	21/02/2025	
3	Scott Cragg	21/02/2025	
4	Phil Eastwood	21/02/2025	
5	Dave Edwards	21/02/2025	
6	Alan Hughes	21/02/2025	
9	Aaron Parker	21/02/2025	
10	Dave Pinington	21/02/2025	
11	Ian Pinington	21/02/2025	
12	Ian Sibbert	21/02/2025	

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13	Matthew Sibbert	21/02/2025	
14	Oliver Sibbert	21/02/2025	O. Sibbert
15	Dean Slater	21/02/2025	
16	Ben Slinn	21/02/2025	
17	Thomas Young	21/02/2025	
18	Sean Slater	21/02/2025	
19	Lewis Walsh	21/02/2025	
20	Paul Tomkinson	21/02/2025	
21	Alfie Slinn	21/02/2025	
22	Jay Brown	21/02/2025	

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