

HEALTH & SAFETY POLICY

Technical Surfaces Ltd Company Health & Safety Policy

**In Compliance to the
Health and Safety at Work etc Act – 1974**

August 2024

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1.0 Technical Surfaces Ltd Company Health and Safety Policy Statement

1. The Directors of Technical Surfaces Ltd accept the responsibilities to ensure; so far as is reasonable, their health, safety and welfare at work and any other persons who may be affected by the Company's work operations.
2. It is the Director's policy to do all that is reasonably practical, (including allocating adequate resources and finances), to prevent personal injury and illness, by protecting employees and the public from foreseeable hazards in so far as they come into contact with the Company or its work.
3. In particular the Director's will undertake (as far as reasonably practical) to: -
 - 3.1 Identify hazards and assess the risks associated with all operations and substances used in the course of business and implement appropriate control measures (precautions to be taken).
 - 3.2 Provide and maintain safe and healthy working conditions, and provide safe plant and equipment.
 - 3.3 Actively participate in improving occupational Health & Safety standards within the organisation and through involvement with external organisations.
 - 3.4 Ensure employees are competent and provide adequate information, instruction, training, and supervision to enable employees to perform their work safely.
 - 3.5 Ensure safe transport, storage, handling and use of hazardous substances.
 - 3.6 Maintain communication with employees on Health & Safety matters.
 - 3.7 Carry out audits to ensure the Company's Health and Safety Policies and Procedures are being complied with.
 - 3.8 Carry out regular inspections of the workplace and take appropriate action(s) to safeguard against hazards and eliminate/reduce the risk of accidents.
 - 3.9 Review, plan and revise this policy at regular intervals as necessary.
4. **Employees** have a duty to: -
 - 4.1 Take reasonable care for the Health & Safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
 - 4.2 Fully co-operate with and support the requirements of Health and Safety and/or any person in performing any duty or comply with any requirement in the interests of Health, and Safety, in particular by:
 - a) Using personal protective equipment provided.
 - b) Reporting incidents that have led or may lead to injury, or may be a hazard to health and co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
 - c) Carrying out their work in such a way so as not to put the Health & Safety of others at risk.
 - d) Carrying out their work in line with the requirements of the Company Health & Safety Policy, handbooks and safe working procedures.

Director Signature:

Date: 11/08/2025

Director of Technical Surfaces Limited

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2.0 Technical Surfaces Ltd - Health and Safety Organisation and Duties

Every employee has a responsibility for carrying out their work in line with the requirements of The Health and Safety at Work etc Act 1974 and the Company Health & Safety Policy and safe working procedures. A company organisation chart is available under the QMS system.

In particular, specific responsibilities are assigned as follows: -

2.1 Directors

The Director's shall be responsible for the following matters: -

1. The provision and maintenance of safe and healthy working conditions for the work force and any others who may be affected.
2. The preparation of work instructions and administration of this policy.
3. Ensuring that each person is aware of their individual responsibilities and duties.
4. Ensuring that sound and safe working practices are both understood and observed.
5. The provision of instructions to enable employees and sub-contractors to perform their work safely.
6. Ensuring (as far as is reasonably practicable) that resources (including financial resources) are available to facilitate the provision of a safe working environment, adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials, substances, adequate sanitation, waste disposal, adequate access and egress.
7. Ensuring that liaison between the Company's office, work places and representatives of The Health and Safety Executive occurs.
8. The provision of the appropriate safety equipment and protective clothing for the task in hand, ensuring that it is used correctly.
9. To consult with employees or their representatives on matters relating to health, safety and welfare.
10. The setting up and administration of an adequate system of accident reporting and investigation.
11. Ensuring that regular and frequent workplace inspections of both equipment and materials are carried out.
12. Setting a personal example e.g. by wearing protective clothing where appropriate when visiting workplace.
13. Carrying out a regular review and modification of this policy as required and ensuring communication of any change to the company.
14. Obtaining material safety data sheets for all substances (including new substances) ensuring COSHH Assessments are carried out documented and disseminated to the appropriate members of staff.
15. Arrangements for the provision of written risk assessments for all operations, use of substances or methods of work that could introduce hazards to employees or others.
16. The appointment of competent persons to undertake risk assessments and to devise and apply appropriate control measures necessary.
17. Setting up and implementing a system of disciplinary procedures for cases where a breach of this policy occurs or where duties are not properly carried out.

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2.3 Management Roles and Supervisory Roles

The Responsibilities of the those staff who have management or supervisory roles are;

1. To understand and apply The Company Health and Safety Policy as applied to the workplace for which they have responsibility.
2. To organise the workplace in such a way that tasks are carried out with the minimum of risks to employees and other persons who may be affected.
3. In appropriate circumstances to issue written working instructions to all operatives and other persons who may be affected.
4. To maintain and supervise the workplace Accident Record Book and such other registers as shall be required.
5. To ensure that inspections of equipment, machinery and harmful substances are carried out at set intervals and by competent persons.
6. To ensure that those under their control are aware of their duties and obligations and that they do not permit employees and other persons to take unnecessary risks.
7. To make arrangements for the safe off-loading of machinery, equipment and materials from vehicles and its safe storage.
8. To ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.
9. To plan for and maintain a tidy workplace.
10. To communicate with and allocate responsibility to sub-contractors and others having cause to visit the workplace from time to time especially regarding hazards which they might be exposed to in or near the company premises and/or whilst working for or on behalf of the company such as asbestos.
11. To check that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
12. To ensure that supplies of personal protective equipment (PPE) and clothing are adequate, properly used, maintained and issued as required, keeping records of any issued.
13. To ensure that first aid facilities (including first aid trained staff) are provided and kept adequately stocked and that all persons in the workplace are aware of their location.
14. To ensure that adequate liaison and communication is established with local emergency services and that they may gain appropriate access to the workplace in the event of an emergency and that information pertinent to the rescue of persons trapped and/or the extinguishing of a fire can be carried out with the minimum risks to staff and the emergency services personnel.
15. To accompany a HSE Inspector on any visit and arranging for the appropriate measures to comply with any notice issued.
16. To ensure that adequate fire precautions are taken and that adequate fire fighting equipment and access is maintained.
17. Set a personal example with regards to standards of safety.
18. To ensure that any accident resulting in an injury to any person is reported in accordance with the Company Policy and any injured party is properly and adequately treated.
19. To ensure that risk assessments are available or carried out for work activities prior to the commencement of the work.
20. To appoint competent people to devise and apply any control measures included in the risk assessment.

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21. Put into operation effective arrangements for the implementation of adequate control measures included in the risk assessments.

2.4 Health & Safety Advisor(s)

The Company has appointed Academic Solutions as competent persons for Health and Safety advice in compliance with the 'Management of Health and Safety at Work Regulations – 1999 – Regulation 7' – Health and Safety Assistance. Academic's roles and responsibilities include:

1. A regular review of the Health and Safety Policy, with replacements or amendments as required.
2. Carrying out audits of the company safety management systems under the Director's authorisation and authority.
3. Providing telephone support and advice.
4. Informing the Company of any changes to existing or the passing of any new Health & Safety Legislation including the dates when they come in to force.
5. Assist in and advising on the safety training of all employees.
6. Review accident records and statistics regularly for trend analysis.

2.5 External Hirers/Users of Equipment/Machinery

The responsibilities of equipment/machinery Hirers/Users are: -

1. To inspect any machinery/equipment they intend to use prior to its use, report any defects or damage to the Company Representative.
2. To use ear protection devices to prevent hearing damage as appropriate.
3. To use equipment and machinery only for the purposes for which it was designed, seeking guidance and advice from Technical Surfaces as required.
4. To use/wear such appropriate safety equipment/clothing as is necessary in carrying out the operation of the equipment in a safe manner.
5. To ensure that any others within the vicinity of the equipment are not endangered by its use.

2.6 Maintenance Technicians

1. To read and understand the Company Safety Policy.
2. To work in accordance with its provisions.
3. To inspect any machinery / equipment you intend to use prior to its use, report any defects / damage to your Contracts Manager
4. To use ear protection devices to prevent gradual hearing damage as appropriate.
5. To use the equipment / machinery only for the purposes for which it was designed. Seek guidance and advice from your Contracts Manager in this matter.
6. To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out your duties.

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7. Suggest ways in which working practices can be made safer.
8. Ensure that employees and others within the vicinity of the equipment are not endangered by its use.
9. Report all accidents or damage to the workplace Foreman and ensure that details are entered in the accident book.
10. Inform management of any medication that you are taking, or treatment following an accident or illness, which may affect capacity for work.

2.7 All Employees

All Employees have a duty to: -

1. Read and understand the Company Safety Policy and carry out their work according to its requirements at all times.
2. Comply with any other site rules or safe systems of work/safety requirements whilst at any other site (such as clients or contractors site).
3. Wear protective clothing and use safety equipment at all times as appropriate (PPE Regulations) and in accordance with the company policy and rules.
4. Report defects in equipment, machinery or materials immediately to their supervisor, Line Manager or equivalent as soon as practically possible.
5. Maintain workplace machinery and equipment in good condition.
6. Use equipment for the purpose for which it is intended only.
7. Only use equipment which they are competent to.
8. Not to take part in any 'horse play', which could lead to injury or illness.
9. Report to their line manager any injury to themselves, which resulted from an accident at work even if it appears to be only very minor and does not stop them working.
10. Make suggestions to improve the work systems processes or environment could be improved for Health and Safety.
11. Inform management of any medication, which they are taking, which could affect their capacity for working safely.
12. Employees are reminded that they have a duty under section 7 of the Health & Safety at Work Act 1974, to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions, and also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations (regulations) and the Company Health & Safety Policy.

2.8 Sub-Contractors

All Sub-Contractors Are: -

1. Required to provide information as to their provisions for Health & Safety including (but not limited to);
 - a. Their liability insurance
 - b. Their safety policy
 - c. Their environmental policy (where requested)
 - d. Their risk (& where applicable COSHH) assessments including any hazards, which their work might

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impose upon the company and/or its employees

- e. Their method statements
- f. Their arrangements and provisions for Health and Safety including competent safety advice
- g. The qualifications and experience of the person responsible for H&S in their organisation
- h. The qualifications and experience of their workforce (adequate to establish competence).
- i. Records of any accidents injuries and/or illnesses and any enforcement notices or prosecutions within the last 5 years.
- j. References from at least two independent sources and any other supporting information.

Where the Sub contractor is to carry out works which are defined as Construction Works under the Construction (Design and Management) Regulations 2015, the competency checks will be carried out against the requirements of PAS 91 or similar established competency standards such as SSIP assessments.

2. Expected to comply with and read the provisions of this policy.
3. To ensure that any operatives under their control or employed by them have knowledge of and will comply with the Company Safety Policy.
4. Expected not to interfere with or recklessly misuse anything provided in the interests of Health and Safety.
5. To ensure that any injury sustained or damage caused by the sub-contractor is reported to their line manager as soon as practically possible.
6. To keep all work places, for which they are responsible, clean and tidy and clear them periodically as work progresses.
7. To wear protective clothing and use safety equipment appropriate to the operation (PPE Regulations).

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3.0 Technical Surfaces Ltd– Health and Safety Arrangements and Procedures

3.1 Allocation Of Resources

The company will endeavour to allocate adequate resources for health and safety, with regard to time, finances, competent staff and any other reasonably practicable resources as is necessary to ensure the health and safety of all employees whilst at work.

3.2 Accountability & Responsibility

All employees will report to their immediate line manager, who in turn will be responsible for the effective management of them for health and safety. All employees will be accountable to the person above and responsible for those below them. All employees are responsible for their own health and safety and for the health and safety of any others affected by their actions

Responsibility can be delegated to those below but Supervisors, Managers and Director roles cannot delegate accountability.

3.3 Communication & Consultation

Communication for health and safety will be primarily through the chain of management under the general meetings. Health and Safety advice will be sought from relevant safety professionals and a health and safety consultant will be retained on contract to give general safety advice on law, regulations, approved codes of practice and guidance.

Specialist advice will be sought regarding best industry practice etc. Use will be made of the company notice boards, tool box talks (safety briefings), verbal instructions as well as written procedures and risk assessments and method statements etc.

The Company will encourage the active participation of all employees in promoting good health and safety practice within the company in line with The Health & Safety (Consultation with Employees) Regulations 1996 and The Health and Safety (Information for Employees) Regulations 1989 and will:

1. Arrange for communication of appropriate measures for the health and safety of employees.
2. Arrange the appointment of competent persons to provide advice and to implement emergency procedures.
3. Provide information on risks to health and safety and on preventive and control measures.
4. Provide adequate health and safety information, instruction, training and supervision before starting work and when exposure to new hazards is identified.

To assist in the above the company will support an 'open door policy' to support open communication within the company and encourage open communication through all levels.

Consideration will also be made under the Director in respect of communication to potential employees, workers, or Sub Contractors where English is not their first language or levels of literacy may create communication issues.

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Where this is foreseeable translations and pictograms will be used where reasonably practicable.

3.4 Health & Safety Monitoring & Health Surveillance

The company will ensure that regular audits and inspections are carried out and that any issues raised are dealt with as appropriate and within reasonable time scales. Standard practice will be defined in risk assessments, method statements, safe systems of work and safe working procedures.

Audits will be carried out internally under the Director or Line manager of the specific area audited.

External Audits will be conducted by the appointed health and safety advisors on a routine basis dependent upon the results of internal audits and accidents/incidents and near misses.

These audits will be supported safety tours and inspections under the daily routine of works by all staff.

Site Audits and Inspections will be carried out by the Director (or employees authorised by the Director) with our appointed health and safety advisors support where required. These audits will include any Client, Sub contractor and Principal Contractor works.

Performance will be monitored by the management against best practice and company standards and non-conformity will be dealt with accordingly, if necessary through formal disciplinary procedures.

In line with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended), employees will be provided with appropriate health surveillance, based on the outcomes of risk assessments associated with work activities.

Where any diagnosis or medical treatment/monitoring is required a competent occupational health specialist will be used and any records will be retained for a period of 40 years.

3.5 Hazard Identification And Risk Assessment

The Company has a duty to identify hazards at work and assess the risks of accidents occurring. Risk Assessments will be carried out in all work areas on significant risks. Management will ensure that such assessments are carried out by competent persons.

In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Risk Assessments must be reviewed when significant changes occur with regard to the working environment, working process or members of staff, in the event of any accident or incident applicable to the Risk Assessment or periodically on a twelve month basis.

The Office Manager will be responsible for the development and management of company risk assessments under the authority of the Director.

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3.6 Safe Systems of Work

The Company will provide a safe system of work and to this end will ensure that as far as reasonably practicable detailed instructions and information are made available for all works and operations carried out by the Company. This will enable all employees to carry out their tasks in a safe and efficient manner. Factors which require documenting include:

- Who is responsible for authorising, planning, managing, supervising/monitoring and carrying out the work?
- When is the work going to be carried out?
- Does the work affect others in the vicinity or vice versa?
- Access to and from the work area
- Whether a permit to work or specific risk assessment (i.e. Excavation/Hot works) is required?
- Any procedures to make the area or equipment safe before work can commence and to make safe after work has finished?
- Any specific hazards which may require additional control measures?
- Safe handling of any waste materials or substances produced
- Emergency procedures, which may be necessary
- Training requirements

3.7 Training & Competence

All employees will be interviewed and assessed at induction and on a regular basis to establish their training requirements. Records will be kept and a training programme will be established giving priority to the most hazardous areas and needs of young and/or new employees. A yearly training review will also be carried out as part of the annual employee appraisals under the Office Manager, Director or Operations Manager.

A company training matrix is held centrally for recording and monitoring training levels, supported by evidence of training and competency under the company personal files.

Levels of the required training and competency for staff will be defined under the role profiles under the Office Manager or under the requirements of the competency standards laid down in health and safety publications (such as in the standards outlined under the Construction (Design and Management) Regulations 2015. Technical Surfaces Ltd also recognise that training needs may change depending upon a change in role or working environment (such as site works) as such further training needs and requirements may be identified under risk assessments or site documentation.

No person will be permitted to drive any Company vehicle or use an article of plant/equipment unless they are authorised and trained to do so. In addition, they will not be permitted to operate any machinery, apparatus, tool or installation until appropriate training has been provided and competency can be shown.

Management provides new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, advising on Health and Safety hazards, site safety rules and explaining safe systems and methods of work.

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Where site works take place a site specific induction is to take place to cover the applicable site rules and procedures (under our own company procedure or under the Principal Contractors/Clients procedures).

The Company must ensure that all employees are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file or under the induction records.

All staff should be assessed as being competent to perform the job or work they are employed to do. Competence can be any combination of experience, knowledge and skill.

3.8 Health & Safety Promotion

All employees are responsible for promoting a positive and active attitude and approach toward Health & Safety at work and Environmental Protection.

A Positive safety culture is where every member of staff encourages good health and safety practice and conditions in relation to themselves and others.

The Management will issue information and advice regarding Health & Safety matters to help employees keep abreast of current issues and new initiatives.

The Director and Managers/Supervisors will constantly enforce the need for safe working on the premises and sites.

3.9 Highly Flammable Liquids

Highly flammable liquids stored or used at the workplace will be handled strictly according to the manufacturers' instructions. No materials will be allowed to be stored at the workplace unless there is a current material safety data sheet (MSDS) available from the suppliers and appropriate storage containers.

The Operations Manager will ensure that such instructions are supplied and each member of staff is familiar with its contents. Stock will be managed under the warehouse Operative to ensure that there is not excessive supply present and the quantity is within the capacity of the COSHH stores and racking bays safe loading.

The highly flammable store will be a strong metal container, located away from sources of ignition and clearly marked 'NO SMOKING - HIGHLY FLAMMABLE'. The keys to the highly flammable store will be held by the Stores person. The bulk fuel (Red Diesel) installation will be under regular inspection and monitoring of the Operations Manager.

3.10 Fire And Emergency Evacuation Procedures

The Director will be responsible for ensuring the provision and maintenance of all firefighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment in the company space or rented space.

Our fire risk assessments will be created for all work areas (considering working procedures and the nature of the works – such as lone working, high risk works and works in communal areas) and reviewed (with assistance from our nominated health and safety advisors) when a significant change in the workplace may affect our present

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provisions. Where new locations or sites are established a new fire risk assessment will be produced (unless this has been produced under a Principal Contractor or client).

Fire procedures will be displayed along with notices for fire points, alarm points and directional signage on all workplaces under the Company's control.

It will be the responsibility of the Office Manager to ensure that all new employees receive training in the Fire and Emergency Procedures on their first day at work.

The Office Manager will ensure that reasonable checks will be undertaken with to ensure that all statutory checks/tests on firefighting appliances and associated alarms and equipment will be carried out. Fire Alarm testing will be carried out weekly and fire drills will be carried out twice a year as a minimum. Where site works are undertaken any fire procedures will be complied with in line with the client or principal contractor's provisions.

Organisational responsibilities have been allocated to ensure that all fire and emergency evacuation procedures, including inductions are carried out.

Actions on Hearing the Fire Alarm

1. On hearing the Fire Alarm or the shout of "FIRE, FIRE, FIRE" you must leave by the nearest safe exit.
2. Do not delay by stopping to collect personal items.
3. Walk swiftly but safely – never run or push others.
4. Go straight to the Assembly Point
5. Identify yourself at the assembly point to the fire marshall or responsible person and await further instructions

Actions on Discovering A Fire

1. Raise the alarm by either breaking the glass of the nearest fire point or by shouting out loudly as you leave the building, FIRE, FIRE, FIRE.
2. Notify a Manager and/or Reception/Landlords offices of the fire and its location, by the safest means.
3. Do not attempt to put out the fire – extinguishers are to facilitate escape only.
4. Never return to the building until advised to do so by either the Fire Service or the Senior Manager present.

Fire and emergency/evacuation procedures training will be carried out as part of induction training and site induction training. Where required by the fire risk assessment or under safe systems of work additional training will be provided.

3.11 Working With Electrical Equipment And Hand Tools

The company will implement systems to ensure that all work on or with mechanical or electrical equipment is adequately supervised and managed, including daily, weekly and monthly checks, carried out by operatives, supervisors and managers accordingly to ensure that our equipment is maintained in an efficient state, in efficient working order, and in good repair.

Pre use checks will include the casing, the leads and cables, the plug sections and checks for any visible damage for the equipment. (For high risk equipment pre use checklists may be used). Low voltage equipment and supplies should be used, whenever possible.

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3.12 Portable Appliance Testing and Inspection

The Office Manager will ensure that all portable electrical equipment is regularly visually inspected and PAT tested at appropriate intervals.

This includes any item that will be required to be plugged into a main supply or any item to be used with a transformer set (equipment fitted with a 13 amp plug and site 110 volt equipment, tools and cables).

After being tested, equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested.

A record must be maintained of the inspection and test and kept on file for reference and evidence as required. A central register of tested equipment will be held under the Office Manager and will be made available as required.

3.13 Plant and Machinery/Electrical Appliances & Power Tools

All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions. The Director, through delegation through the Line Managers will ensure that all equipment is maintained in an efficient state, in efficient working order and in good repair. As such equipment will be tested, inspected and serviced in line with the manufacturers' recommendations and in line with our internal equipment maintenance plan.

All staff will be required to carry out pre use visual inspections on any work equipment before use and report any faults through to Line Management or Site Supervisors.

As part of the visual inspections staff should look for damage to the outside of the equipment and its lead and plug before they use it, looking for indications of damage, malfunction and loose items that may present a hazard to the user, but at no time should staff remove the plug or open any part of the equipment or remove any covers that are designed to protect the user from the internal processes or power sources of the equipment.

It is the responsibility of the Line Managers to ensure that machines are only used by those employees who have the authority to do so and who are sufficiently trained and competent in the pre use checks, handling and use of the particular machine.

Any machine fitted with a guard to protect moving parts must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for adjustment.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment on the company site and other workplace will be supplied, installed, maintained or used in accordance with current regulations.

Wherever practical, power tools and electrical equipment of 110 volt (CTE) shall be used and PAT tested in accordance with specific site rules.

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Standards to be followed (but not limited to) include:

- The Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations (LOLER) 1998
- The Work at Height Regulations 2005 (as amended)
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Construction (Design & Management) Regulations (CDM) 2015

3.14 Control Of Substances Hazardous To Health Regulations 2002 (As Amended)

The Company is required to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Information regarding the substances currently in use is summarised in our COSHH Assessment sheets.

Any person responsible for purchasing substances for use at work for example, paint, solvents, oils, adhesives etc. must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on precautions to be taken.

A copy of this information should be forwarded to the Office Manager for review and assessment. Management must ensure that employees are aware of the risks and precautions to be taken and that they comply with them.

All substances must be issued and stored in suitably marked containers, clearly identifying the contents.

No substance is to be used unless a suitable and sufficient risk assessment has been carried out in relation to its safe use, transport, storage and disposal.

Risk assessments will be carried out by the Office Manager. Where required the appointed health and safety advisors will be used for any technical specifications or areas where workplace exposure (as directed in EH40) will be required to be assessed.

3.15 Control Of Asbestos

In line with the Control of Asbestos Regulations 2012, before starting any site works an assessment must be made as to the likelihood of exposure.

In addition where our employees and/or sub-contractors work on external sites/premises, the duty holder (with tenancy or contractual obligations to manage a non-domestic premises i.e. occupier, client or Contractor) must ensure that a suitable and sufficient assessment is made as to whether asbestos is present or is likely to be present in a premises, ascertaining the type, quantity, location and condition of any Asbestos Containing Materials (ACM's) and the likelihood of the employee(s) being exposed.

Therefore no work will be carried out by our employees unless an assessment has been carried out and either;

- a. There is no asbestos present
- b. Asbestos present in the location has been inspected and verified as being in a safe condition i.e. the risk assessment/survey shows that asbestos is not likely to be disturbed during the work.

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Any employee who discovers a suspected ACM that presents a risk from unintentional fibre release should stop work and evacuate the area immediately and inform their line manager. (Procedure as listed in Asbestos Essentials Publication EM1 is to be followed).

Work should not commence until a competent person has established that it is safe to continue working i.e. steps have been taken as described above.

All such work should be carried out strictly in accordance with the guidance notes issued by the HSE, such as 'asbestos essentials' task manual.

Where the potential for contact with Asbestos or ACM is likely, staff will receive an asbestos tool box talk (in support of the normal asbestos awareness training - site specific procedures may apply under Principal Contractors /Clients site/local procedures).

As a company we will not carry out any Asbestos or ACM removal works.

3.16 Waste Control

Waste or defective products, sealants or materials will be returned to the supplier for quality control checks and other industrial waste materials must be disposed of using approved licensed disposal agents or contractors.

During site activities local site waste management plans and disposal facilities will be used.

Under no circumstances must waste products, oils or and other substances be tipped into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

Warehouse operations will segregate waste into waste streams and dispose each category to recycling or re -use facilities where reasonably practicable.

3.17 Policy On Drugs And Alcohol At Work

The Company is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The Company therefore aims to promote a healthy environment to minimise such problems. Therefore employees known to have alcohol or drug problems affecting their work will be referred to an appropriate source for diagnosis and treatment if necessary.

Employees are encouraged to seek advice and assistance where appropriate.

The Director requests that they are informed should any employee suspect that a fellow worker including a member of Management is affected by over indulgence in alcohol or any other substance.

Every employee is reminded that under section 7 of the Health and Safety at Work etc Act 1974 employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

All information provided will be treated with sensitivity and in the upmost confidence.

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3.18 Reporting Accidents and Dangerous Occurrences

All accidents must be reported immediately and recorded in the Accident Book.

Accidents and dangerous occurrences must be thoroughly investigated to establish the cause(s) and actions taken to eliminate or minimise the risk of recurrence.

Cases of industrial injury, dangerous occurrence or occupational disease will be reported to the Director at the earliest opportunity.

Where required (based upon the nature and type of incident reported) the appointed Health & Safety Advisors may be called upon to investigate and make recommendations where appropriate.

Reportable accidents and dangerous occurrences must be reported using the online facility (F2508) form on the HSE Website - <http://www.hse.gov.uk/riddor/index.htm>

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All RIDDOR Reporting will be carried out under delegation of the Director.

Action When An Accident Or Incident Occurs On Company Premises Or On A Site Controlled By The Company

This procedure applies in cases where employees, in the course of their work are seriously or fatally injured and also in cases of a serious incident that may result in serious or fatal injury.

This procedure also applies in cases where persons not employed by the Company are involved in a serious or fatal accident or serious incident, directly associated with work carried out by employees of the company.

The employee, or in cases where the employee is incapacitated, the first person on the scene of an incident or accident must:-

Contact immediate supervision by the quickest means. In cases when the Director is not immediately available, the following information must be obtained and passed on urgently: -

- (a) Name of Caller
- (b) Location and Address of Accident or Incident
- (c) Telephone Number
- (d) Name (S) Of Employees/Persons Involved
- (e) Nature Of Accident Or Incident And Current Status Of Person Involved.
- (f) What Action Has Been Taken

In cases where the Director cannot be contacted the information must be given to the management in ascending order of seniority.

The deputy must assume the role of the Director/Manager in respect of this procedure.

You must also continue to report all accidents in the usual way to your immediate line manager.

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Where a reportable accident has taken place (or significant near miss) an investigation will be carried out under the delegation of the Director. The investigations purpose to identify primary and route causes and to identify reasonably practicable steps to be taken to ensure that the event is not likely to take place again. Where required a formulated action plan will be produced to monitor any planned actions and requirements.

3.19 First Aid

The provision of the appropriate number of qualified first aid staff as described in the Health and Safety (First Aid) Regulations will be the responsibility of the Office Manager.

The provision of adequate first aid facilities which shall comprise of: -

- (a) First aid kit(s) appropriate to the size of the workplace/workforce as described in the Health and Safety (First Aid) Regulations (at least one 10 person kit will be on any work area/site under phased replacement to BS 8599).
- (b) Eye wash equipment where the risk of eye injury/foreign body is foreseeable.
- (c) Lone working First Aid kits (one per lone worker/vehicle/surveyor) including eye wash pods.
- (d) Provision of access to first aid trained staff based on risk assessment of the workplace and operation carried out.

(Where required a suitable and sufficient risk assessment of first aid requirements will be carried out unless provision is made under Principal Contractor/Client arrangements).

The locations and identify of trained first aiders will be communicated in the induction process and will also be displayed on workplace notice boards.

As part of the workplace auditing and inspections the first aid equipment and facilities will be checked and contents recorded.

3.20 First Aid Training

The Company shall ensure that first aid training is given by persons or organisations qualified to do so.

The Company shall also: -

- (a) Ensure that the persons nominated to receive the training have the necessary disposition to carry out a first aider role.
- (b) Give clear directions as to the first aid and emergency procedures.

When attempting to aid an accident victim, an untrained person may do more harm than good.

The following points are particularly important.

- Do not try to remove a particle from a person's eye.
- Do not move an injured person or try to get him/her to stand. Moving a person with spinal injury can cause damage to nerves and may result in paralysis.

Summon help immediately and keep the victim calm and warm.

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3.21 Management and Control Of Contractors & Sub Contractors

Contractors will be asked to produce documentation to establish their competency. This will include (but not be limited to):

- A document setting out who will be responsible for overall management of the work and what qualifications they hold.
- A document setting out who will have day to day responsibility for managing the work.
- Their procedures describing how they will in turn manage any sub-contractors they use to assess for competency and ensure their health and safety.
- Their H&S Policy.
- Their Employer and Public Liability Insurances.
- Their Risk & Method Statements.
- References.

Where the Sub contractor is to carry out works which are defined as Construction Works under the Construction (Design and Management) Regulations 2015, the competency checks will be carried out against the requirements of PAS 91 or similar established competency standards such as SSIP assessment. Assessment of Competency will be carried out and recorded under the Operations Manager. Once approved, reassessment of competency will be carried out on a yearly basis.

3.22 Housekeeping

Good housekeeping and sensible safety precautions are the foundation of the Safety Policy and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace.

Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. Regular housekeeping checks will be carried out under the departmental line management.

3.23 Management Of Health & Safety At Work Regulations 1999

The Company will undertake to make a suitable and sufficient assessment of the risks to workers and others who may be affected by its undertaking and to record the significant findings of that assessment.

This record should represent an effective statement of the hazards and risks, which then leads Management to take the relevant action to protect the Health & Safety of its workforce and others who may be affected (including any required emergency procedures as required).

THIS WILL INVOLVE: -

- Ensuring that all relevant risks and hazards are addressed.
- Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions.

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- Taking account of existing preventative or precautionary measures.
- Addressing what actually happens in the workplace or during the work activity.
- Ensuring that all groups of employees and others who might be affected are considered.
- Identifying groups of workers who might be particularly at risk.

The risk assessments will be used positively by the Company to change working procedures and improve Health & Safety performance.

3.24 Protective Clothing And Equipment

The Operations Manager will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required.

The Line Managers will ensure that before employees are set to work that any necessary protective clothing is provided.

Any person on site or in the workplace carrying out any process, which requires the use of protective clothing or equipment, will be informed of the need for, type of and correct attire and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The Line Managers will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

Information and advice on the correct equipment to be issued will be provided by the Company through the company PPE issues records.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary and according to the manufacturers' instructions and/or best practice.

Where PPE is to be used there will be cleaning and storage facilities provided in the vicinity of the equipment/ or provided under personal issue direct to the staff who will use the PPE.

All management will set a good example in the wearing of personal protective equipment where required/stipulated by signage/procedures.

It is the responsibility of all staff to identify and challenge any persons who are not wearing the required PPE in the designated areas regardless of who the person may be.

It must be noted that failing to wear the prescribed PPE in activities or areas where it is stipulated and required by signage, risk assessment/method statement or procedure may be subject to disciplinary procedures. If multiple incidents of misuse or disregard for the required standards take place the company may regard this action as negligence and consider this as gross misconduct.

3.25 Lifting Devices and Slings

All persons must visually inspect lifting sets, fall arrest/restraint or harness equipment before using it. If the equipment does not have the safe working load shown, is worn, damaged or corroded it must not be used and

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must be returned to the Company for replacement or repair.

Under no circumstances must the safe working load of lifting equipment, roll boom, ancillary equipment or tackle be exceeded.

All users must ensure that lifting devices including lanyards and slings are marked with an identification number and safe working load.

The Director's must ensure that all lifting appliances and lifting tackle are examined and tested by a competent person in line with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 and its Approved Codes of Practice.

A register will also be kept by the Office Manager recording the visual inspection and the statutory testing of individual items.

3.26 Manual Handling

Whenever possible, lifting and moving heavy items should be carried out using mechanical handling equipment. Where handling is required suitable manual handling training will be provided.

If such equipment is not available and the load is too much for one person, assistance must be sought and an assessment of the task carried out.

Employees must not attempt to lift or move something that is beyond their capability.
If the load has sharp edges or abrasive surfaces gloves must be worn.

An assessment of all potentially hazardous manual handling operations will be carried out by the in line with the Manual Handling Operations Regulations assessing the following in each case:

- The task
- The individual capability
- The load
- The environment

3.27 Vehicle Safety

Only authorised persons may drive a Company vehicle and suitable checks will be carried out to ensure competency is proved and evidenced (driving license and insurance monitoring). All vehicle and staff checks will be carried out under the Contracts Manager.

All drivers of Company vehicles must ensure the vehicle is safe and properly maintained.

All drivers must have a full, current UK driving license applicable to the vehicle they are driving in accordance with The Road Safety Act.

Under no circumstances must hand held mobile telephones be used whilst driving, except in a genuine emergency to call 999 if the driver is on their own and unable (or if it would be unsafe) to stop.

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Any private vehicle used for company business will need to be verified as having the correct level of insurance cover and Ministry of Transport Road Vehicles Test (MOT) if three years or older.

The use of any mobile plant equipment is to be supported by evidence of suitable competency such as the CPSC card, IPAF pass card or equivalent training certification.

All company vehicle users must adhere to statutory driving regulations and the Road Traffic Acts, and should pay particular attention to the laws regarding drinking & driving and in line with the smoke free regulations no smoking will be permitted in company vehicles.

3.28 Office Safety And Display Screen Equipment

Trips, slips and falls are the most commonly occurring accidents in an office environment.

The workplace must be kept clear of obstructions for example, open filing cabinets, paper and litter on floors, trailing cables etc.

Particular care should be taken to keep stairs and landings clear and check that lighting levels are adequate.

When working at a VDU or word processor, workers should ensure that their workstation is suitably organised and that:

The seating is comfortable, at the right height and does not cause unnecessary strain to their eyes, neck and back.

- Excessive glare and reflection is avoided.
- The keyboard is at the correct angle.
- If copying from documents they are the same distance as the screen and ideally at the same height
- If working repetitively for long periods, short breaks are taken to give hands and eyes a rest.
- Display screen equipment is assessed by a competent person, to identify any hazards that may exist and advise on actions to be taken.

The Company will carry out Display Screen Assessments under the Office Manager and these will be reviewed on an annual basis.

Habitual users of display screen equipment may be provided (on request to the Office Manager) vision screening and eye tests on two year basis (or sooner if required under medical conditions from occupational health assessment). If required following medical assessment the user will be supplied with a pair of glasses specifically for DSE use (or at the discretion of the Director costs to match a basic pair) to which the employee can add to if so desired.

3.29 New And Expectant Mothers

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999 (Regulation 16, 17 and 18). A three stage assessment will be carried out under the Technical Director at every trimester or sooner depending upon any health related issues or issues reported by the employee.

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3.30 Young Persons

All risks to young persons under 18 years and over the minimum school leaving age (MSLA) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed.

Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations (Regulation 19).

3.31 Workplace (Health, Safety & Welfare) Regulations 1992 (as amended).

The Company will provide a safe place of work and working environment.

Safe means of access and egress shall so far as is reasonably practicable be provided and maintained to and from every place at which any of the facilities provided in pursuance of these Regulations is situated and every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the said facilities.

The Line managers of each area (under the Director) will be responsible for ensuring the standards of the work place and ensuring the standards of the welfare facilities.

These checks will be supported by the auditing from our external health and safety advisors.

Areas of consideration will consist of levels of cleaning, lighting levels (and levels of lux), ventilation, and condition of buildings and the provision of welfare and sanitary facilities.

3.32 Stress Policy

The management is committed to reducing so far as is reasonably practicable the causes of stress to its workforce.

Whilst a reasonable degree of challenge and stress is acceptable as providing an added incentive to work, the Management realises that excess stress amongst employees is very counterproductive and they will endeavour to ensure that the causes of undue stress are avoided, enabling employees to work to their best potential.

If an employee is suffering from or suspects that they are suffering from the effects of stress it is imperative that Management is informed.

Also should an employee suspect that a colleague is suffering from stress, their Line Manager should be informed in order that corrective action may be taken.

The Directors/Managers should monitor the staff under their control for signs of stress.

The Company Management recognise that proactive management will assist in reducing stress levels in the workplace. As such the following areas (as advocated by the HSE) will be focused on to ensure stress can be reduced as far as is reasonably practicable.

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- **Demands** - this includes issues such as workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support**– this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- **Change** – how organisational change (large or small) is managed and communicated in the organisation.

If an issue of work related stress is diagnosed by a GP an individual risk assessment will be carried out and an action plan will be formulated following consultation with those involved, management (and suitable qualified occupational health specialists where required).

3.33 Construction (Design & Management) Regulations 2015

As a potential Principal Contractor and Contractor under the Construction (Design & Management) Regulations 2015, the Company is aware of its responsibilities for competency and the duties of the various roles directed under the regulations.

The Directors and Contracts Managers in conjunction with our Health and Safety Advisors shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation.

The Directors and Senior Staff shall co-ordinate the activities of all operatives and contractors to ensure they comply with the contract Health and Safety requirements and current duties under CDM 2015.

We will issue a copy of the CITB Industry guidance notes to all parties involved with any CDM works to ensure that they are aware of their duties and will ensure we allow adequate time for any planning, preparation or appointment. The company will carry out the duties under the CDM 2015 regulations under the control of the Directors.

Where the company carry's out work that falls under the notification requirements, (longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days) the Directors will arrange for checks to be carried out to ensure that the client is aware of their duties and that the Client has notified the project to the HSE.

The Directors will also ensure that a competent Principal Designer has also appointed under the Client (or other duty holder) to cover the duties under the roles at the pre-construction and design phase.

Once the pre-construction health and safety information and the F10 notification (if required) has been issued by the Client and Principal Designer, the Directors will have the responsibility of producing a Construction Phase Plan (utilizing the points picked out of the pre-construction information and the relevant points in Part 3 Reg 12 of the CDM Regulations 2015 – Construction Phase Plan and Health and Safety File) before any works commence on site.

This Plan will be made available to any party (Client, Contractor, Designers etc.) to pass comment or input into the plans further development in the course of the project.

The Directors shall check on the provisions of information and training of all employees, where appropriate, as well as sub-contractors Health and Safety arrangements whilst they are working under our control. Suitable sub contractor assessments will be made to ensure the competency of the sub-contractors and any sub contractor they employ on their behalf (under company sub contractor arrangements linked to SSIP Assessment (or similar) the PAS 91 standards).

Details of the arrangements of site safety procedures will be covered in the Construction Phase Plan, and the necessary information and procedures will be communicated through site inductions, regular site meetings with Duty holders and tool box talks.

Welfare arrangements will be covered in the Construction Phase Plan and will be present on site before site operatives commence works. All welfare facilities will be in line with Schedule 2 of the Regulations (based on the assessment of the site is transient or not).

Where the client's welfare facilities are to be used the Directors will ensure a pre start agreement is in place to ensure that all facilities are suitable (under the requirements of the Schedule 2 of the Regulations) and are sufficient for the required use.

A site file will be created to assist in the monitoring of the site and assist in the communication of any information under the control of the Contracts Manager/Site Supervisor.

These will contain copies of risk assessments, method statements and safe systems of work applicable to the company works and any sub-contractors work (work from sub-contractors will not commence unless a suitable and sufficient safe systems of work has been received and reviewed by the Contract Manager/Directors).

Where the company are Principal Contractor/Contractor on any project there will be a nominated Site Supervisor/Manager or Director who will monitor the site operations and any sub contractor activates (as required).

Site Inspections, Safety Tours and Audits will be carried out internally (on at least a weekly basis depending upon the time scales involved with the project), by the Contracts Manager/Site Supervisors or Directors.

The Company will also actively support any external inspections or inspections carried out any other duty holders/3rd parties and will act on any information to assist in the continual improvement of the standards of health, safety and welfare.

On all construction site/works regular site meetings (weekly where practical for duty holders and daily for contractors) will be held to facilitate control and communication of the factors affecting the project and any health, safety and environmental considerations.

This will also be used to facilitate the use of tool box talks to address any specific site requires or relevant hazards linked to the works phase.

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All duty holders will be required to attend where reasonably practicable to assist in the communication of information. There may be instances where external parties or interested parties (such as local authorities, client employees, local stakeholders to sites) will need or have a requirement to access information.

Where this is required the company (acting as Principal Contractor or contractor) will ensure that the relevant parties are invited to meetings or where it can be reasonably expected, will ensure that suitable information is provided through correspondence or available documents.

As a company we recognise that we may at time have dual roles under CDM 2015, which will affect the responsibilities that we carry out as a company.

The Company in the Role of "Client" for a Construction Project

If the Company is commissioning construction work on premises it owns, or if as a developer, construction work is undertaken on its behalf, then the Company must fulfil the duties of the 'the Client' under CDM 2015. We also recognize that if we undertake works for a Domestic Client (as Contractor or Principal Contractor) we will also have Client Duties and Principal Designer Duties unless they are appointed to other parties.

Before the works are to commence, the Directors will:

- Make suitable arrangements for managing a project. This includes making sure:
- other dutyholders are appointed;
- sufficient time and resources are allocated;
- Making sure:
- relevant information is prepared and provided to other dutyholders;
- the principal designer and principal contractor carry out their duties;
- welfare facilities are provided.

The Company Acting as Principal Contractor

If the Company is acting as Principal Contractor the Directors will ensure that the company plans, manages, monitors and coordinates the construction phase of a project.

This includes:

- liaising with the Client and Principal Designer;
- preparing the construction phase plan;
- organising cooperation between contractors and coordinating their work.

We will also ensure:

- suitable site inductions are provided;
- reasonable steps are taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided.

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The Company Acting as a Contractor

When the Company is acting as a contractor, plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;

For projects involving more than one contractor we will coordinate our activities with others in the Company/project team – in particular, comply with directions given to us by the principal designer or principal contractor;

For single-contractor projects we will ensure we prepare a construction phase plan suitable for the nature of works and risk present.

The Contracts Manager/Site Supervisors will make arrangements

- To inform all employees and sub-contractors of the site's emergency procedures, and any relevant aspects of the project health & safety plan.
- To co-operate with the Principal Contractor on health & safety issues, advising him of any new hazards or shortcomings in existing procedures (assisting in the development of the Principal Contractors health and safety plan)
- To advise the Principal Contractor (and Client where necessary) of any injury or dangerous occurrence, or any other matter which may affect the health, safety and welfare of the site.

The Company in the Role as Designer

If the Company is acting as a Designer the Directors will ensure that the company plans, manages, monitors and coordinates any design elements of a project and when preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during construction and the maintenance and use of a building once it is built.

In the design capacity we will also ensure we provide information to other members of the project team to help them fulfil their duties and also forward any inspection on residual risk from any design that will need to be factored into any planning or construction phases.

Design information will be conveyed through drawing notes and annotations on the relevant drawings or as design risk assessment information under a separate document.

Construction Health and Safety Plan

Where a Construction Phase Health and Safety plan is required for the projects that we work on the format and headings will be drafted to include the recommendations and requirements of the Construction (Design and Management) Regulations 2015 and its related approved code of practice and guidance. We will ensure that in each case the following information is present:

Where works require a Construction Phase Health and Safety Plan to be issued we will ensure that a suitable Plan is produced and issued to all duty holders for reference before the works take place.

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The description of the project such as key dates and details of key members of the project team.

- The management of the work, including:
- The health and safety aims for the project
- Any relevant site rules
- Arrangements to ensure cooperation between project team members and coordination of their work • Arrangements for involving workers
- Information on Site induction
- Welfare facilities
- Fire and emergency procedures.
- The control of any of the specific site risks relevant to the work involved.

Where works require a Construction Phase Health and Safety Plan to be issued we will ensure that a suitable Plan is produced and issued to all duty holders for reference before the works take place.

Health and Safety File

At the end of the project the Director/Contracts Manager will ensure that any information for the health and safety file (or information from the subcontractors) is issued to the Principal Designer (or allocated party) in good time for the production of the health and safety file for the client.

3.34 Working Hours

In line with the Working Time Regulations, the Company will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their full agreement. In addition, the required rest periods and breaks shall be arranged along with the appropriate holiday entitlement.

3.35 Out Of Hours Working

Where operatives are required to work outside of normal working hours, special attention will be paid to the need for their safety in respect of lighting, access and egress and the need for supervision for employees working on their own in isolated areas of the workplace. A check call system will be used where Lone working may be required (unless other provision for suitable control measures is made). It is policy that no person will carry out any access to a "at height" area whilst alone. A client or contractor representative will be required at all times when accessing an area of survey or product assessment.

3.36 Lone Working

Lone working is undertaken in some areas of maintenance works. The company check call systems (mobiles call procedure) and vehicle trackers will be used to track and monitor lone workers and remote staff.

It is policy that no person will carry out any access to a "at height" area or operate any high risk equipment whilst alone. A second staff member, client or contractor representative will be required at all times for high risk equipment or at height works.

All duty holders will be required to attend where reasonably practicable to assist in the communication of information. There may be instances where external parties or interested parties (such as local authorities, client employees, local stakeholders to sites) will need or have a requirement to access information.

Where this is required the company (acting as Principal Contractor or contractor) will ensure that the relevant parties are invited to meetings or where it can be reasonably expected, will ensure that suitable information is provided through correspondence or available documents.

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3.37 Noise

The Company will ensure that all plant & equipment provided is fitted with appropriate noise reduction measures where reasonable.

Where required, the company will ensure that:

- PPE Hearing protection is provided for noise levels <80db and must be used when the levels are >85db and above;
- Any other controls are properly used, e.g. acoustic enclosures.
- The Company will provide information, training and health surveillance where necessary.

Where it is not practical to reduce the noise levels to a safe limit through engineering controls, ear defenders or other hearing protection will be made available.

Ear protection will be issued to surveyors under the general PPE issue and must be worn when the operative is exposed to noise.

A noise assessment will be carried out in areas of the workplace where the effect of noise may be potentially hazardous.

3.38 Working At Height

For all work at height, the principals of the Working at Height Regulations 2005 will be applied.

Any work at height will be planned and carried out by staff with work at height training.

A full assessment of the task will have to be completed by the surveyors whilst on site before any access is made. Where access is required for product assessment the contractor's access equipment or provisions will be utilised (pending assessment on suitability and standard of safety under the individual surveyor).

A permit to work will be issued (when appropriate for specific high risk working or required under a client's safe systems of works) to reinforce the onsite risk assessment.

Provision will be made for emergency rescue (in particular where the safe systems of work is based on a fall arrest system or the use of a safety harness).

Collective protection will be selected over personal protection where reasonably practicable with the objective to eliminating the potential of the fall event taking place, over mitigating the severity or distance of the fall.

Work from ladders and/or stepladders will only be carried out where a risk assessment has been carried out and the work is light work of short duration, for access or observation or visual survey (where three points of contact can be maintained, or where there is no reasonably practicable alternative given the circumstances).

3.39 Confined Spaces

We do not generally carry out any entry into confined spaces however where the area of works may be of an enclosed nature suitable arrangements shall be put in place to ensure that all work carried out in confined spaces,

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e.g. excavations etc. is carried out in accordance with The Confined Space Regulations 1997.

No person shall be permitted to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced and only at the authority of the Operations Manager.

All work in confined spaces shall be subject to a Permit to Work and full specific risk assessment.

3.40 Permits To Work

Where required under site/client rules or where there is a significant hazard identified where additional control measures may be required, a Permit to Work may be used to support existing safe systems of work.

Details of the use of Permits to Work will be specific to site requirements and arrangements under our own safe systems of work or made available under the Principal Contractor or Clients arrangements.

Permits should be issued and signed by a recognised authority (under the Client or Principal Contractor) and returned and signed off at the end of each day.

3.41 The Control Of Vibration At Work

The Control of Vibration at Work Regulations requires the company to ensure no employee is placed at risk from exposure to excessive vibration.

With respect to the dangers associated with hand-arm vibration syndrome (HAVS) and whole body vibration (WBV), the company's aim is to:

- Highlight those work activities that have the potential to cause HAVS and/or WBV.
- Give information on identifying the level of risk associated with such activities.
- Introduce ways of reducing any significant risks to an acceptable level.

We endeavour to do this by:

1. Checking whether it is necessary to use the current types of tool or whether a task may be achieved a different way.
2. Minimising the use of tools and the carrying out of operations that expose workers to hazardous vibration.
3. Minimising the forces needed to control tools as well as considering the maintenance of equipment and the likelihood of deterioration in anti-vibration mountings, etc.
4. Reducing exposure times and breaking up activities to minimise prolonged exposure using methods such as job share and rotation.
6. A review of the above will be undertaken on a regular basis to ensure that a safe system of work is developed and maintained.

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3.42 Welfare

The Company will provide welfare facilities, sanitary, washing, drinking water, rest areas and drying facilities, in accordance with The Workplace (Health Safety and Welfare) Regulations 1992 (as amended).

This will be through agreement to use the onsite facilities with authorisation under the client or principal contractor or through local amenities/facilities for short duration works.

Employees will be expected to treat and use these facilities with care, ensuring as far as possible they are maintained in a clean and tidy condition.

Facilities will, as far as practicable be provided for disabled workers or those with any impairment. Where required the Office Manager will carry out a individual risk assessment with the employee.

3.43 Policy Review

Review of this Policy will occur at least annually and provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, or any additional or change to existing Approved Codes of Practice or guidance notes.

This Policy will be subject to regular monitoring to ensure its effectiveness under the Quality Management System and the Directors.

Employees are encouraged bring to the attention of their Director's or Line Manager any areas which, in their opinion, this policy appears inadequate. Comments will be passed on to the Director's for consideration and review.

3.44 Mobile Phone Policy

Warehouse/Site Mobile Phone Policy:

Mobile phones will be allowed whilst working in the warehouse/on site but must only be used when safe to do so (i.e. in static use and not when using equipment or in the vicinity of traffic routes).

Company Drivers Mobile Phone Policy:

Our Mobile Phone Policy reflects the change in the law relating to the use of mobile phones whilst driving. It will apply to both drivers of company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones.

- it is now illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods.
- the only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make a call.

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- calls may be made and messages retrieved when the vehicle is safely and securely parked (with the hand break applied).
- hands-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times.
- calls made to and from a hands-free mobile phone should be kept as short as possible.
- any breach(es) of the above policy will be treated as a serious breach of company rules and may be treated as a disciplinary matter.

Note: You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

3.45 Electromagnetic Fields And Related Hazards

As a company we will identify and assess the nature of exposure to any source of EMF (Electromagnetic Field) as required under the Control of Electromagnetic Fields at Work Regulations 2016. Sources that have been identified as being at or over the HSE defined action levels as outlined in the document HSG 281 will be risk assessed and controls to reduce the potential for contact and exposure will be implemented.

Where staff or those with which we work have any known or potential conditions that may make them more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy, additional risk assessment will be undertaken and if required a proportionate level of health surveillance will be provided.

3.46 Safeguarding Children and Vulnerable Adults

We recognise that our works within public and educational establishments may lead to situations where company employees could be within areas that children and vulnerable adults may have access or be present.

As a company all staff and operatives had additional responsibilities when working with children and vulnerable adults and must ensure suitable safeguarding takes place.

These procedures apply to all staff and operatives who work with children and vulnerable adults, or in the course of the works they carry out have access to areas under use by children or vulnerable adults.

This policy and associated procedures are based on the following principles:

- The welfare and protection of young people and vulnerable adults is of primary concern
- All young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse, bullying, harassment and mistreatment.
- It is everyone's responsibility to report any concerns about abuse to the Company Director's and the point of contact on the site appointed as the Child Protection Representative). All incidents of alleged abuse (including assault, bullying, harassment, poor practice, misconduct) will be taken seriously and responded to swiftly and appropriately
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights.

Abuse may be:

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- Physical
- Sexual
- Psychological – repeatedly being made to feel unhappy, humiliated, afraid or devalued by others
- Financial or material – stealing or denying access to money or possessions
- Neglect

Discriminatory – abuse motivated by discriminatory attitudes towards race, religion, gender, disability or

All staff and site operatives are required to take shared responsibility for the safeguarding and safety of any young people and vulnerable adults they come into contact with in the course of carrying out our works or accessing the area of work.

They must be aware of and abide by the Code of Good Practice (below). The managerial responsibility for the application of this policy in the course of works rests with the person who is in control of the project (appointed site supervisor).

This person is expected to:

- Ensure that the works are planned, organised and delivered in accordance with the Safeguarding Children and Vulnerable Adults Policy
- Ensure that everyone involved in the event knows who is responsible for safeguarding and how to report any concerns

The Company Directors have responsibility for the oversight and management of the Safeguarding Children and Vulnerable Adults Policy.

Disclosure and Barring Service Standard/Enhanced Checks

The Company will additionally ensure that all staff and operatives who are in regular or significant occasional contact with under 18s or vulnerable adults must have had a satisfactory level of DAB Service check before allowing them to work with children or vulnerable adults or carry out works on establishments to which children or vulnerable adults have access.

A 'satisfactory' check will be at the discretion of the Director's on the merits of each individual's circumstances. Further standard/enhanced DBS checks will be carried out at intervals as required to assist in maintaining the standards set out in this policy.

All staff and operatives engaged on sites with children, young person's (below 18 years of age) or vulnerable adults present must report any subsequent criminal convictions to the Director.

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults
- Following any issues or concerns raised about the safeguarding of children or vulnerable adults
- In all other circumstances, at least annually

Code of practice for staff and operatives where children, young persons and vulnerable adults may be present.

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- Treat all children, young people and vulnerable adults with respect, and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children, young persons or vulnerable adults
- Exercise caution in initiating any physical contact with a child, young person or vulnerable adult
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep client representatives fully informed of all anticipated activities where contact may take place

You should NOT at any time:

- Allow any child, young person or vulnerable adult to access the works area
- Spend excessive time alone with children, young people or vulnerable adults away from others
- Take young people or vulnerable adults alone in a car journeys, however short
- Take young people or vulnerable adults to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate contact (including physical) of any form
- Make over-familiar or suggestive/derogatory comments or approaches to a child, young person or vulnerable adult even as a joke
- Let allegations, over-familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult go unchallenged or unrecorded
- Do things of a personal nature that young people or vulnerable adults can do for themselves
- Take photographs, videos or other images of a child, young person or vulnerable adult at any time.

3.47 Ionising Radiation Regulations 2017

What is radon?

Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils.

Why is it a risk to our health?

Radioactive elements decay and emit radiation. Any exposure to radiation is thought to be a risk to health - radiation is a form of energy and can cause damage in living tissues increasing the risk of cancer (<https://www.bre.co.uk/radon>).

As a company we will identify if our premises in question is in an Affected Area and if necessary assess the nature of exposure to any source of radon we will ensure that radon surveys will be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible. Inexpensive surveys will be carried out by leaving small plastic passive detectors in rooms of interest.

Where radon levels are satisfactory, the company will simply keep a record of the results and review them after around ten years or if there are significant changes to the workplace structure or use.

Legislation requires employers to act if radon levels exceed the workplace threshold, if this is the case then the company will appoint a Radiation Protection Adviser with radon experience about how best to manage radon exposures if required.

For more information please refer to the Radon Council Website: <http://www.radoncouncil.org/>

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3.48 Respiratory Infections, including Covid-19

The government's workplace guidance focuses on managing the risks of respiratory infections generally, rather than treating COVID-19 as a specific risk:

"Reducing the spread of respiratory infections, including COVID-19, in the workplace"

<http://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>

There is also guidance for individuals: "People with symptoms of a respiratory infection including COVID-19"

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19> and

"Living safely with respiratory infections, including COVID-19"

<http://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

3.49 Closing Message

The Directors are committed to constant improvement in safety performance throughout the organisation.

To this end this Health and Safety Policy is designed to promote a 'Positive Safety Culture', where everyone in the organisation understands and believes that:

1. Everyone is responsible for managing Health and Safety
2. Safety & Health is as important for the company as its other goals (production, quality or profit etc).
3. All injuries are unacceptable
4. All injuries are preventable
5. All reasonable steps must be taken to prevent accidents and incidents
6. Accidents will continue to happen if these steps are not taken
7. People are the most important element in health and safety
8. All employees must be actively involved in managing health and safety
9. All suggestions for improvement will be carefully and seriously considered

Please ensure that you fully understand the role that you play in helping to provide a healthy and safe work-place. Together we must all seek to identify and eliminate hazards and ill health at work and reduce the number of accidents to zero.