

Health and Safety Policy Statement of Intent

The Company is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 2006 (as amended), The Workplace (Health, Safety and Welfare) Regulations 1992, and associated protective legislation including, but not limited to, the Control of Asbestos Regulations 2012, the Provision and Use of Work Equipment Regulations 1998, the Personal Protective Equipment at Work Regulations 2022 (as amended), the Control of Vibration at Work regulations 2005 and the Construction (Design and Management) Regulations 2015 (as amended), both as an Employer and a Company.

To achieve those objectives, it has appointed designated members of staff to be responsible for Company Health and Safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Company and its Partners abreast of new legislation, Regulations and British Standards, in order to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the principal and partner. The Company is bound by any acts and/or omissions of the Principal Partner, or partner, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Company business.

To comply with its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 2006 (as amended) and will cooperate with their employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations and work rules and procedures regarding health and safety on the part of the employee may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an Accident Book.

To comply with the welfare requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, the company has undertaken both ergonomic and risk assessments of its premises and will implement a suitable and sufficient inspection and maintenance regime.

The Company will comply with its duties towards employees under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 2006 (as amended), so far as is reasonably practical in order to;

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to ensure compliance with statutory duties and to undertake reviews of policy as necessary.

This policy has been prepared in compliance with Section 2 (3) of the Health and Safety at Work etc Act 1974 and binds all Partners, Supervisors and Employees and Customers. We request that our Clients respect this Policy, a copy of which can be obtained on demand.

Signed  **Managing Partner**

Dated 16 October 2025

ORGANISATION; DUTIES, ROLES AND RESPONSIBILITIES

Individual responsibilities for Health and Safety are allocated by management position and by designated posts within the organisation.

The Managing Partner has ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that the policy objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. He will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements. He will also liaise with supervisors and chargehands to ensure that arrangements for the health and safety of the team(s) employed within their function are made known, maintained and reviewed whenever there is a change of operation or location. This liaison will extend to ensuring that main contractor welfare arrangements are in place on all sites prior to mobilisation of Company personnel, and, similarly, that all Company personnel are fully inducted and aware of required site safety standards, where applicable.

With regard to the Company activities under general control all partners will ensure that necessary consideration is given at all times to the requirements of the Company safety policy and in particular to the following;

- Safe methods of working
- Induction training including health and safety matters.
- Fire precautions.
- Hazards arising from use of noxious substances or exposure to noise, dust or fumes. COSHH/Welding Fumes
- Exposure to vibration
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence. See below.
- Advise and assist with safety training of personnel.

Overall supervision of labour and resource commitment and control of all site based works on a day to day basis lies within the responsibility of the Managing Partner.

The Managing Partner, in liaison with the HSE Advisor, will ensure that all necessary documentation such as method statements and risk assessments are in place and approved as necessary for all works undertaken.

The Managing Partner will thereafter ensure that adequate resources with regard to manpower, equipment and material is available to ensure adherence to procedure, that the procedure is communicated to supervisors and site operatives and that all works are carried out as per safe methods identified.

Control of operations on an individual site basis is overseen by the Company's supervisors. Supervisors and chargehands are accountable to the Principal and partner for the day to day implementation of the Company's general health and safety policies, established schedules and safe working practices and to provide employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervision of employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

All supervisors and chargehands will be specifically responsible for;

- Ensuring that all activities carried out by company employees will not create a risk or hazard to members of the public, property and/or employees.
- Ensuring likewise that no operation carried out by contractors will place employees or members of the public at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.

COMPETENT PERSONS

The Company will appoint/assign competent persons to undertake the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when he has sufficient training and experience or knowledge and other qualities to enable him to properly to assist in undertaking such measures.

The following members have staff have been designated competent persons for the responsibilities shown;

- Company health and safety; Managing Partner in liaison with HSE Advisor
- Administration of all risk assessments; Managing Partner in liaison with HSE Advisor
- Auditing of health and safety on site; Managing Partner and Supervisors

HSE Advisor

The HSE Advisor is responsible for the provision and dissemination of advice and information to the partners and staff, he will maintain close contact with the HSE and any health and safety consultants appointed and organisations from whom information may be obtained regarding health and safety matters.

He will be responsible for ensuring, in liaison with the Managing Partner, the effectiveness of the safety policy, safety procedures and practices in relation to company sites.

In fulfilling these general responsibilities, the HSE Advisor has the specific responsibility for;

- Ensuring the Company is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Through consultation and review of procedures advising where improvements in health and safety standards or practices are appropriate.
- Advising on possible hazards when considering the introduction of new machinery, new materials and new processes or changes in existing ones.
- Ensuring that all necessary risk assessments required by legislation are carried out by personnel competent to do so.
- Arranging for the provision of safe systems of work including, where necessary, arranging for the development and use of permit to work procedures where deemed appropriate.
- Arranging for the provision of written procedures for contractors where required.
- Liaising with the Managing Partner and Company Administration Assistant to ensure that all statutory safety records are maintained and statutory returns made in addition to maintaining health and safety records required by the Company.

EMPLOYEES RESPONSIBILITIES

All employees will ensure that;

- They are fully conversant with this safety policy
- They will cooperate with the Company in meeting its statutory duties
- They will take reasonable care of themselves and others who may be affected by their acts or omissions
- No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety

- All accidents, dangerous occurrences or near misses are immediately reported to their supervisor
- They are fully conversant with all fire procedures applicable to any area or site in which they are working
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately to management
- Where an employee identifies any condition which in his or her opinion is hazardous the situation will immediately be reported to the immediate supervisor
- During the course of their normal duties' employees will use equipment and facilities that are fit and proper for the intended purpose in a safe and correct manner as provided within the following categories;
 - ~ arranged, provided and or otherwise approved by the Company
 - ~ provided by the customer with specific authorisation that they may be used by employees of the Company
 - ~ provided for unrestricted use by members of the general public

ARRANGEMENTS AND PROCEDURES

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees and others whilst at work and as affected by working activities.

RISK ASSESSMENTS

All activities and operations subject to risk assessments must be assessed in accordance with the relevant legislation using the Company documentation provided.

Such assessments will be repeated whenever any of the following factors occur;

- Change in legislation
- Change in control measures
- Significant change in work carried out
- Transfer to new technology
- Original assessment is no longer valid

Assessments will be recorded and records maintained in the Company offices, the results of all such assessments will be communicated to all employees, through use of Tool Box Talks, and will be available thereafter for inspection and reference by all employees.

All assessments will identify necessary protective measures the Company shall make and give effect to any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventative or protective measures identified as a result of risk assessment.

A dynamic Risk Assessment Checklist will be used on site to identify and manage change on a day to day basis, and all personnel will be trained in the use of this checklist, and reporting lines where any such change may require temporary suspension of operation and renewed risk assessment.

SPECIFIC OPERATIONAL POLICIES AND PROCEDURES

All Company policies and procedures issued in the interest of health and safety will be regarded as supplementary to this policy. These include, but are not limited to, those pertaining to;

- COSHH assessments; managed by access to, and use of, the S.A.F.E. contractors' database
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- Asbestos; asbestos awareness training is provided bi-annually for all Company personnel with regard to works that may be carried out in structures built pre-2000 and where no asbestos survey has been undertaken, or is available for review, based on the assumption, therefore, that asbestos may be present.
This training incorporates Company procedure for the discovery of suspected ACMs; immediate suspension of operations, make safe and management/main contractor/client reporting.
- Provision of PPE
- Written safe systems of work
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REPORTING AND INVESTIGATION OF ACCIDENTS AND DANGEROUS OCCURRENCES

- All accidents no matter how minor will be reported in the Company Accident Report Book.
- All accidents, dangerous occurrences and near misses will be reported immediately to the manager responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within twenty-four hours by the relevant manager.
- The HSE Advisor will, at periodic intervals, analyse the accident statistics and issue a report to the partners identifying any trends and common causations.
- Where an employee of another company or organisation is involved in an accident a copy of the Accident Report Form will be sent to his or her employer.

TRAINING

To comply with the general duty to provide such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health, safety and welfare of staff health and safety training will be provided as follows;

- On commencement of employment with the company
- Repeat training at regular intervals
- On transfer or promotion to new duties
- On introduction of new technology
- On changes in systems of work
- When training needs are identified during risk assessments.

Supervisors and chargehands at all levels will be included in the health and safety training programme.

Records of all health and safety training will be maintained within the Company offices.

CONSULTATION

This company operates an “open door” policy with regard to all aspects of health, safety and welfare. Any employee with health and safety concern can consult the Contracts Manager. If the response given is not felt to be satisfactory then they make representation in writing and a formal investigation will be carried out and advice sought from the Company HSE Advisor.

If still dissatisfied the employee may seek a meeting with the Managing Partner.

REVIEW

Notwithstanding any of the above this policy will be reviewed on an annual basis.