Health and Safety Policy

INTRODUCTION

This Health and Safety Policy Document has been produced in accordance with section 2 (3) of the Health and Safety at Work Act (1974) and shall be communicated to all persons employed Whites of Winchester Maintenance Ltd, The Company. The policy document is in 3 distinct sections.

Section 1 – **Policy Statement.** A statement by the Managing Director outlining the Company's commitment to protecting the health and ensuring the safety of its employees and others who may be affected by its operations.

Section 2 – **Organisation.** Contains details of how the company's Health & Safety management is organised in terms of its employees, their roles, and their responsibilities.

Section 3 – **Arrangements.** Contains details of the physical arrangements that are in place and the systems that are implemented to deliver the company's health & safety policy.

The objectives of this document are to ensure that the expected standards of safety are defined and brought to the attention of all Company personnel. It outlines duties, procedures and all appropriate measures that should be taken to ensure that safe systems of work are implemented and maintained.

In accordance with the ***Health & Safety at Work Act 1974***, the ***Management of Health & Safety Regulations 1999*** and ***Construction (Design & Management) Regulations 2015***: -

- The Company will take all reasonable measures to ensure the safety, health and welfare at work allocating sufficient resources, including money, time, information, instruction, supervision, and all necessary training, to implement the policy for all employees in fulfilment of its moral, legal, and economic responsibilities. These measures will also be aimed at protecting others, including other contractors, members of the public, trainees, candidates, and delegates who may be affected by our daily work activities.

- It is a function of management to provide the right circumstances under which work may be carried out safely. However, all employees will be made aware that they have a legal duty, not only to work in a safe manner, but also to co-operate in efforts made to create Safe Working Conditions.

- Set out herein are details of the Chain of Safety Responsibilities from the Management to the employees. Full Safety Instruction files are kept in the Company Office and relevant selections from this list are either on site or in Company vehicles, thus being available for use by the employees. Majestic Site Management (MSM) have been appointed as the companies external Health and safety Consultants and to provide the Company with up-to-date information on Health and Safety legislation and assist in reviewing this policy.

- Action to be taken to control specific hazards and instructions, in compliance with applicable Regulations and Codes of Practice, will be issued from time to time for inclusion in files of Safety Instructions. Training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them. Employees are

positively encouraged to communicate H & S problems they encounter to their immediate manager and to escalate to higher management should inadequate action be taken

Section 1 – Policy Statement:

Whites of Winchester Maintenance Ltd recognises that under the Health and Safety at Work Act (1974) it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, members of the public and all users of its sites.

The Directors of the Company accept this duty, and it shall continue to be the policy of the Company to give the greatest importance to these matters. The Company considers that health & safety is a management responsibility at least equal to that of any other function. It is equally the legal duty of every employee to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and to co-operate with management to comply with legal duties.

For this reason, the Company shall see that all personnel are competent to carry out the duties required of them. To achieve the necessary degree of competency, the Company shall ensure that adequate support (financial or otherwise) is available to provide information, instruction, training, and supervision.

Health and Safety assistance shall come from the Company's competent person as required by the Management of ***Health and Safety at Work Regulations 1999 – Regulation 7***. This external advice is provided by **Majestic Site Management** as well as from outside sources such as the Health and Safety Executive and other industry experts.

The management of the Company believe that, given such care and co-operation by its employees, it is possible for it to conduct its operations in such a way that injury to employees, and loss or damage to property can be reduced to a minimum. To achieve this, the Company shall continue to participate in joint consultation, to provide the necessary equipment and resources and to regularly check and review its safety organisation including the Health and Safety Policy document itself. The Health and Safety Policy shall be made freely available to employees who are both directly and indirectly employed by The Company.

The Company is sufficiently competent to carry out its undertakings without incurring undue risk and to comply with all the relevant statutory provisions. The Company is well resourced to manage health and safety matters actively and effectively. Resources include the necessary plant, machinery, technical facilities, trained personnel, and time to fulfil its obligations. The Company shall use these resources to ensure a sustained commitment to this policy and to continually strive to improve its health & safety performance.

Responsibility for the implementation of this Policy and all other measures required to ensure that the Company meets its Duty of Care is held collectively by the Board of Directors.
For and on behalf of the Board of Directors

Signed by:	Matthew Bailey
Position:	Director
Signature:	M.Bailey
Date:	12.09.2026
Review date:	12.09.2027

Section 2 - Organisation and Responsibility Chart

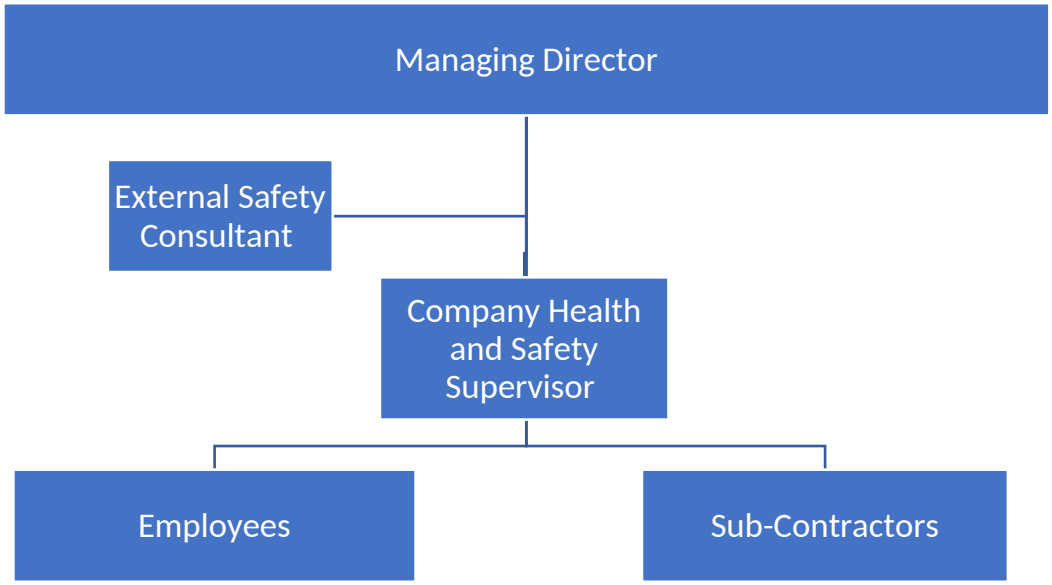
2.1 Chain of Safety Responsibility

The Directors are responsible for the overall safety function of The Company. They will implement Health and Safety procedures and the continued supervision of these, and in addition, will monitor the Safety Policy and make any necessary additions and amendments in accordance with current legislation.

The Directors will ensure all members of staff and any other persons affected by the working activities are informed, instructed and where necessary trained to comply with the Company Safety Policy, procedures and controls.

A Director, Whites of Winchester Maintenance Ltd, acts as Company Health & Safety Supervisor for the purposes of the Company's overall Health & Safety in respect of all workplaces and the office, including workplace inspections. However, he will have assistance from the Company Safety Advisor, when and as necessary.

2.2 Organisation Chart



2.3 Managing Director Duties

- The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- It will be the responsibility of all the Directors to keep all employees advised as to their responsibilities in respect of health and safety matters.
- To protect the safety and health of employees and others affected by the Company's operations, the Directors will:
- Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
- Establish procedures to deal with any emergencies.
- Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
- Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, consider their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
- Initiate the annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.

- Ensure that all employees carry out the health and safety responsibilities allocated to them.
- Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.
- To ensure follow up action as needed
- To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

2.4 Company Health and Safety Supervisor

- The Site Health & Safety Supervisor and is responsible for the overall site-specific safety and will ensure all persons under his control and working on his site at any one time comply with the site safety rules and procedures. This includes site inspections.
- Ensure Hazardous Substances arrangements are enacted.
- Ensure First Aid arrangements are enacted.
- Ensure Noise and vibration arrangements are enacted.
- Ensure Safe Plant and Equipment arrangements are enacted.

2.5 Employees

- Employees shall familiarise themselves with the Company's health and safety procedures and always observe safety instructions. Every operative shall receive a site induction.
- Employees are expected to enact the Health & Safety procedures in accordance with the Company's Safety Policy, current legal requirements, and legislation. They must involve themselves in safety matters and report any unsafe situations or equipment to their supervisor.
- At no time must any operative put either themselves or anyone else at risk. Employees shall ensure tools and equipment are without defect prior to their use, use tools and work equipment safely, maintain them in good condition and report any defects.
- Full co-operation with all matters regarding health and safety is always required from all employees. Anything provided for health, safety or welfare reasons must not be abused or misused by any operative (Health and Safety at Work Act (1974) Sections 7 and 8).
- Any safety hazard (or potential hazard) observed on site must be reported to the Site Supervisor so that the appropriate measures can be taken to reduce the risk to themselves or others. Accidents, incidents, near misses or dangerous occurrences are to be reported regardless of whether any persons are injured or not.

- Employees shall be inducted prior to being set to work where the associated hazards with the task and environment will be communicated to them. They will be made aware of the companies' safe systems of work and risk assessments.
- Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees must co-operate with their supervisors to allow compliance with legal duties. It is the responsibility of each individual or workgroup, if they believe that a task, they are required to undertake may endanger themselves or others, to stop the task and verbally report their concern to any member of the site supervisory staff. If a satisfactory resolution cannot be made on site, then employees may wish to raise their concerns on a more formal basis to the Managing Director either personally or via an elected representative (if the workforce have elected one).

2.6 Sub-Contractors

- When sub-contractors are used, they will be advised of the Company's Safety Policy and procedures before orders are placed. The Managing Director will ensure that Sub-Contractors are competent and able to carry out their work safely using approved methods, equipment and materials, and that Sub-Contractors ensure their employees are competent and fully trained to the necessary standard and hold the appropriate certification or qualifications. Subcontractors are not permitted to further subcontract work without the express permission of management.

- Sub-contractors shall be inducted prior to being set to work where the associated hazards with the task and environment will be communicated to them. They will be made aware of the companies' safe systems of work and risk assessments.

Section 3 - Safety Policy Arrangements

3.1 Risk Assessment

A site inspection will be undertaken by one of the Health and Safety Supervisors to identify hazards, which are the areas of concern or potential danger involved in work activities. Precautions and procedures for dealing with the hazards where they cannot be eliminated will be defined, and the steps to be taken to control and /or minimize the remaining risks, which identifies the likelihood and effect of the hazard occurring.

Generic risk assessments are available to cover most work activities carried out by the Company, and these are held within the Site File. The risk assessments provided affect all employees and sub-contractors. Where other categories of personnel are affected, this is defined within the risk assessment statement including risk to members of the public.

However, where special risks are identified or the site contains hazards not covered within the wide range of generic assessments or new activities of work are to be carried out, a site-specific risk assessment will be carried out, to determine the level of risk and to assess whether the level of risk, i.e. low, medium or high, requires special measures or actions, and

the timescales required to implement corrective or preventative actions. Emergency procedures, e.g., fire, bomb scares etc are dealt with elsewhere within this document.

The Risk Assessments will be documented, and copies distributed to all personnel or any other persons effected by the work activities of the Company. These will include statutory controls relevant to the various Health & Safety Regulations, the in-house policy controls of safe working practices and the monitoring of those, consultation, information, and any necessary training of employees.

3.2 Safe Handling of Substances

The Company is committed to an assessment and control programme aimed at risk reduction in accordance with the ***Control of substances hazardous to health regulations 2002 (as amended in 2004)*** by such measures as: -

- Finding safer substitutes for hazardous materials
- Controlling the risk at source by ventilation etc.
- Selecting safer methods, such as brushing or rolling rather than spraying
- Good housekeeping to avoid a build-up of contaminants
- Personal protection, for immediate control of short-term exposure

3.3 Hazardous Substances

The impact on Health and Safety of all substances in use will be assessed by the Company Health and Safety Supervisor and a record of assessment kept. In general, Company employees are not exposed to hazards that require health surveillance, see below for procedure for asbestos/lead.

Employees will be informed, instructed, and trained on the risks and precautions to be undertaken and instructed that they must not use any material or substance without having had a risk assessment carried out.

Exposure of employees, or any other persons affected by the Company's activities, will be controlled so far as practicable (ventilation etc.), with PPE provided, if preventive measures alone will not suffice. Where necessary, the exposure of employees will be monitored, and health surveillance set up.

3.4 Asbestos/Lead

The Control of Asbestos at Work Regulations 2012 together with the control of ***Lead at Work Regulations 2002*** are used as the basis for dealing with these materials.

As far as asbestos is concerned, the Company requires an Asbestos Survey carried out by a competent person as a prerequisite for each site worked on. The Health and Safety Supervisor can only identify the likely existence of asbestos and thereafter the appropriate measures to be taken, which in most cases involves the use of external, qualified contractors. The Company

uses the Guidance Note produced by the CITB, Construction Site Safety B8, Asbestos in the Workplace as its guide to asbestos discovery and safe removal. Other literature from the HSE is also used in this connection.

There must be no disturbance of any material that could possibly contain asbestos, e.g., thermal, acoustic or fire insulation; sheet material; wall claddings or decorations, i.e., Artex, down-pipes etc. without checks for asbestos being performed.

Employees will be made aware or the risks from Asbestos through Asbestos Awareness training and will be instructed during site inductions that should they suspect the presence of asbestos they must immediately stop work and report the fact to their supervisor, who will inform the appropriate Health & Safety Supervisor.

Should the inspection by external qualified personnel identify the presence of asbestos which requires a licensed contractor to remove it, then a sub-contractor who is competent and holds the appropriate licence will be appointed to carry out any further work to make the area asbestos hazard-free. This contractor will be responsible for issuing any certification to that effect.

Should the Company elect to remove asbestos material that is not non-licensable, e.g., cement asbestos sheet in good condition, a full written site-specific plan of work must be created by the Health & Safety Supervisor and a written risk assessment made, including provision for dust/particle attenuation, e.g., damping down during works. The HSE a-series of literature would be used in this connection.

1. Safe Working Practices

To ensure a Safe Working environment, and Systems of Work the following practices will be implemented in accordance with the ***Management of Health and Safety at Work Regulations 1999***. The Company acts as a Contractor or Principal Contractor but not as a Principal Designer within the definition of ***The Construction (Design and Management) Regulations 2015 (CDM 2015)*** and uses the ACoP to these regulations, Managing Health & Safety in Construction, as its operational guide. Specific duties of the relevant parties involved in projects, notifiable or otherwise, are separately defined as Appendices to this document.

2. Consultation

The Company recognises the contribution of employees in health and safety and provides for regular consultation as an integral part of staff meetings. The Company will consult on matters of health and safety with its employees in accordance with ***The Health and Safety (Consultation with Employees) Regulations 1996.*** Briefing notes, toolbox talks, Company Handbook and letters to employees are used in the consultation/communication process. For employees with low literacy or English language understanding this is particularly important and the use of clear, simple (pictorial) information and in extreme cases the use of interpreters or translation services will be undertaken to ensure full understanding of requirements. Consultation will include all aspects of safety, including the introduction of new legislation, practices, or training requirements.

Employees will:

- Receive a copy of the Company Health & Safety Policy together with a brief induction on the Safe Working Practices and Policy at the commencement of employment, the information will be updated as appropriate.
- Every individual in the Company, in maintaining a continuous safety check, must be aware of the procedures for dealing with serious or imminent danger and all safety matters, and report these immediately to his superior.
- Be free to evacuate a worksite without penalty if, on reasonable grounds, they believe that there is serious and imminent danger.
- Be afforded an opportunity to talk with visiting inspectors from Local Authorities or HSE if so desired.

Temporary workers, and employees of others who are working on a site controlled by the Company, shall enjoy equal rights to consultation only.

3. Single-Man Working

Single-man working outside the employer's business premises shall require the employee to advice the employer of work activities and place of work should they be different to their daily work sheet or instructions. All employees are required to report to the employer's workplace at the start of day, and at the end of day. Where actual attendance is not possible, reporting by telephone will be allowed.

4. Young Persons

The Company recognises its legal duties and compliance with the ***Health and Safety at Work Act 1974*** and ***The Management of Health and Safety at Work Regulations 1999***, which incorporates ***Health and Safety (Young Persons) Regulations 1997*** and will provide young employees and their parents (where applicable) with comprehensive and relevant information and implement risk assessments required by the Regulations.

5. Accidents

In accordance with ***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR)*** the Directors and/or the External Safety Consultant will investigate all accidents resulting in lost time and a report may be made on such occurrences. However, all accidents will be recorded in the Accident Book held at the main office, whether or not they involve lost time. In addition, the RIDDOR reportable events defined below will be subject to investigation and report. The objective of such investigation and report is to seek to prevent recurrence.

Employees should report all accidents to the Site Supervisor in the first instance and in turn the Company Health and Safety Supervisor may be informed.

8.1 Types of reportable event under RIDDOR

- The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

- Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns (including scalding) which:
- covers more than 10% of the body.
- causes significant damage to the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness.
- requires resuscitation or admittance to hospital for more than 24 hours.

- Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.

- Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

- Non fatal accidents to non-workers (e.g., members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

- Reportable Dangerous Occurrences include but are not limited to:

An explosion or fire occurring which results in the stoppage or suspension of normal work for more than 24 hours, where such an explosion or fire was due to the ignition of process materials, their by products (including waste) or finished products; unexpected collapse of a structure; a 'near miss' incident with mechanical plant, power-line/plant contact; accidental release of substance that could cause injury.

All above such accidents/incidents will be notified to the HSE on Form 2508 electronically, as required by RIDDOR, by the Company Health & Safety Supervisor, deaths within 10 days and other injuries events defined above within 15 days.

- Reportable Diseases: -

Any reportable industrial disease will be reported where specified by a Doctor's Certificate on form 2508A by the Company Health & Safety Supervisor.

Employees should report all accidents to the Site Supervisor in the first instance and in turn the Company Health and Safety Supervisor may be informed.

6. First Aid

First aiders will be appointed and trained to comply with the ***Health and Safety (First Aid) Regulations 1981***. If the Company is carrying out works in an environment where First Aid facilities are available, e.g., as a sub-contractor, employees will be advised of the arrangements.

If the Company is acting as the main contractor, then site First Aid facilities will be provided by the Company. For small jobs this may take the form of use of the vehicle First Aid kit. Names of First Aiders will be issued on Induction or communicated via memo due to additions/alterations. All vehicles carry a First Aid kit and the driver is responsible for its maintenance and replacement of items from stocks held in the office. A First Aid cabinet is located at the Company's Main Office. The replenishment of the First Aid cabinet in the Office is the responsibility of the Company Health and Safety Supervisor

7. Emergency Procedures

The procedures to deal with Emergencies i.e., electrocution, fire, explosion, will be communicated by the Site and Health & Safety Supervisor (Foreman) to all employees. In the case of those employees working at other premises where appropriate the arrangements will be ascertained prior to commencement of works and those affected will be made aware of the procedures. However, in cases where it is not feasible to obtain this information, the employee will be expected to ensure they investigate the arrangements prior to carrying out any work activity.

All emergencies will be reported to the immediate supervisor and a record made in the back of the Accident Book, which is kept at the Main Office.

8. Manual Handling

The Company will endeavour where practical to use safe working practices to avoid the necessity of manual handling of materials in accordance with the ***Manual Handling Regulations 1992.***

Where possible all Manual Handling will be avoided by use of a mechanical aid, but where necessary, the Health and Safety Supervisor will undertake a specific assessment, in line with the Company's Risk Assessment procedures outlined earlier in this document. A risk assessment concerning manual handling is included in every site and job file.

However, all employees will be aware of the procedures for Manual Handling. Assessments take into account the Task - necessity to twist, stoop, reach or strenuous pushing etc.; the Load - heavy, bulky or unwieldy etc., and the Environment - floor conditions lighting or heating and ventilation etc., Where applicable a specific site assessment will be performed prior to a task being undertaken. Employees will be made aware of safe kinetic handling techniques through specific manual handling training, so as to minimize the risk if it cannot be eliminated.

No employee will be permitted to lift or attempt to lift, any equipment, or load unassisted that clearly requires the assistance of others or Mechanical Lifting devices.

9. Personal Protection Equipment (PPE)

In accordance with the ***Personal Protective Equipment at Work (Amendment) Regulations 2022*** the company will ensure that: -

Where a hazard cannot be controlled by any other means, PPE will be provided to supplement the existing preventive and protective measures.

The Company Health and Safety Supervisor will assess the risk and the characteristics of the required PPE defined in order to select suitable PPE.

PPE will be on personal issue where practicable, or readily available on request.

Employees will receive information and training on their duties in connection with PPE, namely: -

- Their duty to use it in certain cases
- Their duty to return it to the accommodation provided when not in use (unless disposable)
- Their duty to keep it clean insofar as H&S are affected (e.g., changing filters), and to report any defect or loss
- That misuse, abuse or lack of use of PPE where specified is a disciplinary offence.

PPE is to be adequately maintained and periodically inspected. Provisions will be made for the suitable storage of Personal Protective Equipment, as appropriate, both at site and at the Company offices.

10. Transport

All vehicles will have road fund licences.

All vehicles will be in a roadworthy condition and have current MOT certificate where appropriate.

All drivers will hold the relevant category of driving licence

11. Visitors and Sub-Contractors

Visitors will be informed of the Company safety rules, provided with Personal Protective Equipment as necessary and accompanied at all times.

Sub-contractors will receive a company safety briefing, to include: -

- Safe operating procedures
- Emergency procedures
- Access, storage and parking restrictions etc.

Sub-contractors must produce relevant certificates of competence before being allowed to use equipment, if legislation, or Company Rules requires proof of such competence.

12. Safe Place of Work

15.1 Security, Welfare & Pollution

Security, Welfare & Pollution will be dealt with in accordance with the Health & Safety at Work Regulations within the Company Premises and on its sites the ***Construction (Design and Management) Regulations 2015 (CDM 2015)*** apply.

12.1.1 Security

The workplace will be securely protected, insofar as it is reasonably practicable. Any applicable warning notices will be posted. Attention will be paid to risks posed to children and any other persons who may enter the worksites namely: -

- Access to heights
- Holes or openings into property
- Badly stacked materials
- Equipment and plant that could be tampered with
- Electricity supplies
- Fuels, gases and chemicals that have not been locked away overnight.

12.1.2 Welfare

- Access to toilets and facilities for washing and taking meals will be provided or arranged.
- A sufficient supply of hot and cold or warm water.
- Provision for catering to comply with current food safety requirements.
- Where an accommodation unit is provided, it must be kept clean and in good repair.

15.1.3 Pollution

- Works will be so conducted as not to constitute a public nuisance.
- Waste will be segregated by type and disposals notified as relevant.

13. Health Surveillance

Should there be a significant risk to the health of any employees through exposure to hazardous environments or substances then a procedure for health surveillance will be implemented. This will include constant monitoring and surveillance with records kept and checks by a medical practitioner at annual intervals. Currently, Health Surveillance is not a proactive requirement, but all employees are required to complete a Health Surveillance questionnaire annually. The results of this assessment may require further tests or Health Surveillance to be implemented. Advice will be obtained from the External Safety Consultant.

14. Insurance

- The Company's Employer's Liability Insurance Certificate will be displayed at the Company main office.
- Vehicle third party insurance is up to date.
- The Company has insurance cover for public liability and material damage.
- Insurers will be notified of any new or abnormal risks.

15. Safe Access

There is to be safe access to all workplaces, be it by road, gangway, passage, hoist, staircase, ladder or scaffold achieved as follows: -

- Walkways will be kept free from obstruction
- Access routes will be kept clear of tools and equipment
- A tidy site with materials stored in safe positions
- Proper arrangements for the gathering and disposal of waste
- Waste will be cleared regularly to designated areas to await disposal
- Spillages will be cleared up as soon as practicable
- Hoses and cables will be kept clear of the floor if practicable

16. Fire Precautions in Fixed Premises

The Company Health and Safety Supervisor, acting as “a competent person” will be responsible for ensuring a risk assessment has been carried out. Recommendations from the fire risk assessments carried out will be reviewed and implemented if reasonably practicable to improve procedures to prevent fire occurring. In addition, the following arrangements are documented and implemented, both for the Company’s premises and when carrying out work in other Fixed Premises: -

- Adequate means of escape from all workplaces;

- Escape routes are free from obstruction;
- Adequate and appropriate fire fighting equipment;
- Instructions on the procedures to be taken in the event of a fire namely:-

  - Raising the alarm and contacting the fire brigade
  - To fight the fire but not to put themselves at risk
  - Evacuation if at risk or told to do so

These details will be clearly displayed and all persons will be briefed on these procedures.

Procedures to reduce the risk of fire will be included in site and Company inductions to employees.

Employees will be trained in the use of fire fighting equipment, where appropriate, but, as a minimum, will receive awareness training on the risks from fire and evacuation procedures.

17. Signs and Notices

Statutory notices are posted where employees can easily read them. Safety signs appropriate to the risk will be posted in the workplace as required.

18. Display Screens

In accordance with the ***Health & Safety (Display Screen Equipment) Regulations 1992*** the following procedures will be implemented: -

- An assessment of the DSE workstations and equipment, where the user spends significant periods of time at the screen without alternative activity, will be carried out by the Company Health and Safety Supervisor and users identified along with any risks which will be dealt with accordingly
- Display screen work will be planned to provide for breaks or changes of activity
- Information and training for DSE users will be provided
- Records of all such assessments will be kept for continual surveillance

In addition Display Screen Users will be entitled to have appropriate eye and eyesight tests by an optician or doctor and to special spectacles if they are needed and normal ones are inadequate.

19. Working at Heights

The Company works in accordance with the Working at Height 2005 Regulations and uses the HSE INDG 40x series of leaflets to ensure safe operations. Site-specific risk assessments are produced for all site operations involving Working at Heights.

20. Noise and Vibration

In accordance with the ***Noise at Work Regulations 2005*** and the ***Control of Vibration at Work Regulations 2005***, the Company Health and Safety Supervisor will ensure that an assessment of

Noise and/or vibration exposure is undertaken, and precautions taken from this will include: -

- Control through elimination, substitution, isolation
- Work practices
- Personal protective equipment
- Health Surveillance

21. Safe Plant and Equipment

The Company acknowledges the need for equipment to be safe and adequately maintained and used only by persons who are suitably informed and trained in accordance with the ***Provision and Use of Work Equipment Regulations 1998.***

The Company Health and Safety Supervisor will be responsible for the assessment and maintenance of all work equipment, including electrical equipment and portable tools, see below, and for the maintenance of records, ensuring that all those using the equipment are trained and competent in there use and, will take into account the following: -

24.1 Work Equipment

- Must be suitable for the task, location and adequately maintained
- Must be used only by authorised persons
- Must be used only if there is adequate information, instruction and training
- Must have all dangerous parts guarded
- Must have safeguards for the user against any discharges, fires, explosions etc.
- Must have protection for the user against burns, scalds or sear
- Must meet minimum UK and EC requirements on controls and control systems
- Must bear any appropriate H&S warnings and notices
- Must not carry out makeshift repairs to be made to work equipment
- Must report to the Safety Supervisor immediately of any defect equipment

New equipment will meet with C.E. standards and be marked appropriately and will be inspected before being put into service so as to ensure it has been installed correctly and is safe to operate.

24.2 Statutory Inspections/Hired Equipment

A current certificate of thorough examination and test will be held for each item of equipment and lifting appliance owned.

The Company Health and Safety Supervisor will ensure that a current test certificate will accompany all equipment that is hired and marked if subject to statutory inspection and have records of inspection and maintenance.

24.3 Electricity

Electrical installations will be:

- 110V supplies for portable tool supplies and lighting
- 240V supply to accommodation units, protected by ELCB
- Suitable for a division 2 area where fuels and gases are stored
- Examined periodically for signs of damage, interference etc.

24.4 Portable Tools

Portable electric tools, such as drills, paint stirrers, sanders, etc., i.e., any piece of electrical equipment that is connected to the mains supply by a plug:

- Will be 110V where appropriate, double-insulated or all insulated, earthed from all metal parts
- Will have connections intact, no missing covers, bare conductors or damaged cables
- Will be regularly inspected, maintained and tested by a ” competent” electrical person
- Will be subject to “ before use “ visual inspections
- Will have records kept to show periods of latest inspection and test (generally all Portable electrical tools will have a certificate of test attached to the equipment)

22. Information, Training and Supervision

25.1 Supervision

The Management will ensure that all employees are familiar with the work in hand, know the System of Work. The Site H & S Supervisor will monitor all work activities on his sites and the other Director will monitor all other sites on a regular basis and will ensure procedures and controls are being used and are appropriate for the protection of the workforce in respect of their Health and Safety.

Users should inspect work equipment daily before first use, and competent persons will inspect work equipment periodically or as required by law.

25.2 Training

Persons will not be given duties, which will expose them or others to a risk to their H&S without having received the necessary information and training. Training will be to accepted standards where employees are required to undertake duties for which, in the interest of H&S, training is mandatory or recognised good practice.

All employees will receive training, to include such topics

- The Company H&S policy, and employee duties under the policy
- Protective equipment and its use
- Good housekeeping and storage
- Risks and precautions when entering confined spaces
- Procedure for reporting defects and unsafe practice
- Procedure for employee consultation and the airing of grievances
- First aid and emergency procedures
- Firefighting and evacuation procedures

- Rules concerning use of transport
- Safe use of substances in common use
- Prohibition on undertaking work limited to authorised persons only
- Ongoing training needs will be assessed and training provision arrangements by the Company/Site Health and Safety Supervisor.

In addition to site induction, which is recorded in the site file, all other training, including Health & Safety training, see also above, is recorded in the Employees personnel file.

23. Monitoring and Review

The Company Health and Safety Policy will be constantly monitored and reviewed annually by the Managing Director in conjunction with the External Health and Safety Advisor and will take into account:

- Personal observations when visiting sites etc.
- Comments from clients and fellow contractors
- Incidents attracting publicity
- Expenditure on statutory sick pay
- Lost time Injuries to key workers
- Employers' liability claims
- On-costs resulting from failures and oversights
- Visits from, and correspondence with, enforcing authorities and insurers
- New Legislation
- Consultation with Safety Consultant
- Implementing industry 'best practice'

Site H & S Inspections will be undertaken by a Health & Safety Supervisor and/or the Safety Advisor, as agreed with the Company or Client.

24. Annual Review Record

DATE OF REVIEW	CARRIED OUT BY	AMENDMENTS/REVISIONS INCORPORATED