

FOCUS CONSULTANTS 2010 LLP

HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

Working Safely With



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AMENDMENT RECORD

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FOCUS CONSULTANTS 2010 LLP

SECTION 1 GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Our Policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors, contractors and members of the public who may be affected by our activities.

We will fully comply with the duties placed upon us by Statutory Legislation and at all times follow the requirements of Approved Codes of Practice and Guidance Notes to best practice issued by the Health and Safety Executive.

To achieve the highest possible standards of health and safety, our objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- A safe and healthy working environment;
- Safe systems and methods of work;
- Suitable and sufficient training, information, instruction and supervision;
- Completion, and regular revision, of risk assessments;
- Regular consultation with employees;
- Adequate welfare facilities;
- Sufficient financial and other resources are made available
- Continuous improvement and annual review of the Policy;
- Access to a competent health and safety advisor.

In preparing the Health and Safety Policy, the Partners have declared that the following principles of prevention will apply to the control and management of risk within the Company:

- Where possible, risk will be avoided altogether by adopting alternative work methods;
- Unavoidable risks will be evaluated by risk assessment;
- Priority will be given to risk controls that protect the whole workforce; collective protection will take priority over individual control techniques.

Health and Safety is everyone's responsibility and employees must do all that is reasonably practicable to prevent injury to themselves and others who may be affected by their acts or omissions.

Where an employee considers that the arrangements for health and safety are inadequate, they are encouraged to report the matter to the Partners at the earliest opportunity.

Name	JASON REDFEARN
Signature	 Jason Redfearn (Mar 31, 2026 16:11:55 GMT+1)
Position	PARTNER (Responsible For Health & Safety)
Date	01/05/2026

SECTION 2 ORGANISATION AND RESPONSIBILITIES

Our Partners will:

- Retain overall responsibility for the health, safety and welfare of all employees within the Company.
- Ensure that sufficient resources are allocated for the successful implementation of the safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Supervise the implementation of the health and safety policy and monitor its adequacy.
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.

Our Partners delegated with the responsibility for Health and Safety will ensure that:

- Safe systems of work are in operation, and staff receive adequate and appropriate training
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- All work carried out, and all equipment complies with the relevant health and safety legislation and relevant British and European Standards.
- All equipment is maintained in good working order, and any small equipment carries valid certification
- Information about safety, health and welfare matters is effectively communicated to all employees
- All staff understand our accident reporting procedure.
- Adequate first aid facilities are available in accordance with current Regulations, and suitable people are trained in first aid to the required standard
- Periodic statutory tests, inspections and maintenance of premises and equipment are carried out and records are properly maintained
- Fire precautions are in place and tested, maintained, and kept up to date with the latest legislative requirements
- All staff understand the Emergency Evacuation Procedures.
- Suitable personal protective equipment (PPE) is available, issued and used.
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training
- A personal example is set by the wearing of appropriate protective clothing
- All potential hazards, or reported hazards, are considered, evaluated and then eliminated or adequately controlled
- The following statutory notices are displayed:
 - A signed copy of the Health and Safety Policy Statement of Intent
 - Employers Liability Insurance Certificate
 - Health and Safety Law Poster
 - First Aid (notifying the names and locations of the First- Aiders)
 - Fire Exit signs (with directional signs and running person)
- The following documentation is held:
 - Accident Incident Book.
 - accident reporting forms
- Health and safety improvement suggestions received from staff are given due consideration

Our Senior Professional Staff will:

- Monitor health and safety issues and ensure that the requirements of the Company Health and Safety Policy are implemented.
- Ensure that the safe working procedures detailed in risk assessments and method statements are implemented.
- Ensure that all employees are wearing all necessary personal protective equipment.
- Ensure that all employees operate equipment that they are trained and authorised to use.
- Report any health and safety concerns to the partners.
- Report any accidents, incidents or near misses to the partners immediately.

Our Employees will:

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others who may be affected by their acts or omissions.
- Comply with the Health and Safety Policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor misuse any equipment, provided for the protection of health and safety.
- Be aware of emergency procedures including the evacuation and fire precaution procedures.
- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with the Company in preventing accidents or health risks to themselves, other employees and members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe at once to their Nominated Person for Health and Safety. Any employee who fails to comply with the Health and Safety Policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Our Health and Safety Advisor (BEACONRISK) will:

The Company Health and Safety Advisor will advise on and generally co-ordinate all aspects of the Company's safety effort. They will advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury to employees and anyone affected by our activities, fire and loss of plant and property etc. Specifically, they will:

- Carry out inspections, at a frequency agreed with the Company, of places of work of all employees of the Company with the person immediately responsible for that section and advise on all aspects of health, safety and welfare;
- Submit reports of their findings to the Partners for appropriate action;
- Ensure that all relevant safety legislation is being complied with and that statutory registers are being maintained;
- Advise on health and safety training matters and assist in identifying safety training needs;
- Investigate all reportable accidents, and as far as is reasonably practicable enquire into the cause of non-reportable accidents;
- Act as liaison officer between Company management and official bodies such as the Health and Safety Executive.

Although the Company Health and Safety Advisor's duties are in the main of an advisory and administrative nature, they have the executive authority to order the cessation of any unsafe method of working of which they become aware and to require the provision of all information necessary to carry out their duties effectively.

SECTION 3 GENERAL ARRANGEMENTS

Access and Egress

We will ensure that:

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place.
- Floor coverings are in good condition and free from slipping and tripping hazards.
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of personnel when working at our premises.

Accident and Near Miss Reporting / Recording and Investigation

We will successfully manage our duty to record and report accidents by ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Employees and Sub-contractors must ensure that all accidents and near misses that occur at work are reported to the Nominated Person for Health and Safety as soon as possible who will inform the Joint Managing Directors immediately
- The accident details will be entered onto an Accident Form by the First Aiders or nominated person for Health and Safety
- Where a serious accident or dangerous occurrence occurs BEACONRISK will be contacted for advice
- Major injuries or occurrences (defined in RIDDOR) will be reported by the quickest available means (i.e. telephone) immediately, and a report issued to HSE within 10 days.
- If an accident or incident resulting in an over 7-day incapacity of a worker is otherwise reportable to the Enforcing Authority (HSE), they will be informed within 15 days by contacting the HSE Incident Centre by one of the following methods:
 - Telephone: 0345 300 9923 (Fatal/specified incidents only)
 - Online: www.hse.gov.uk/riddor/report.htm
- Where serious accidents occur, an accident investigation will be undertaken as soon as possible by the nominated persons with a view to determining the cause(s) of the accident and to identify any remedial actions to prevent a recurrence. BEACONRISK will provide assistance when necessary.

If in doubt contact **BEACONRISK on 0151 647 8658 ASAP** following all accident/incidents and dangerous occurrences.

Alcohol and Drugs

We will successfully manage the risks associated with alcohol and drug use when developing a safe place of work to ensure compliance with the Health and Safety at Work etc. Act 1974 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- The use of illegal substances is forbidden whilst in our employ.
- Alcohol may not be consumed during working hours by any employee.
- Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform their line manager immediately.
- Any person found to be under the influence of illegal substances or alcohol during working hours will be removed from site and will face disciplinary action.

Asbestos

We will successfully manage the risks associated with exposure to asbestos by ensuring compliance with the Control of Asbestos at Work Regulations 2012:

- If asbestos is present on any site being worked on adequate information will be obtained to enable safe working procedures to be implemented that will prevent any exposure to asbestos.
- If suspect materials are found on site, work will cease immediately, the work area will be evacuated and the Nominated Person for Health and Safety will be informed.

Confined Spaces

We will successfully manage the risks associated with working in confined spaces by ensuring compliance with the Confined Spaces Regulations 1997 and the Management of Health and safety at Work Regulations 1999:

- Risk assessments and method statements will be completed by a competent person before anyone enters a confined space.
- Anyone required to enter a confined space will be given appropriate training & supervision.
- Any safety equipment identified by risk assessment will be provided before work starts eg gas detectors, air fed breathing apparatus and protective clothing.
- Emergency procedures will be implemented before any person enters a confined space.

Contractor Competence and Management

We will successfully manage the risks associated with using sub-contractors/consultants by assessing them against the core criteria included in the Construction (Design and Management) Regulations 2015.

- Only suitably qualified and competent sub-contractors/consultants will be appointed.
- All sub-contractors/consultants will be required to complete a questionnaire and produce evidence of their competence, training and insurance provisions before being approved to carry out work for the Company.
- Sub-contractors/consultants will be required to work in accordance with the company's health and safety rules.
- Sub-contractors/consultants found to be breaching the safety rules will be asked to leave immediately.

COVID-19 Coronavirus

Our COVID-19 Coronavirus Policy is likely to change if government guidance changes. If so, we will update staff as soon as possible usually by email.

We will successfully manage the risks associated with COVID-19 when developing a safe place of work to ensure compliance with the Health and Safety at Work etc. Act 1974 and the requirements of the Management of Health and Safety at Work Regulations 1999.

To support this, we will complete a COVID-19 specific risk assessment and consider our workers, our workplaces, our work methods and how our work affects others who may be at risk of infection. Our risk assessment will consider:

- Workers and those they live with who may be clinically vulnerable
- Workers showing symptoms or living with someone showing symptoms
- Workers travelling to, from and for work
- The means of travelling to, from and for work
- The safety of workplaces to exclude unauthorised people and unsafe entry procedures
- The facilities available on site particularly hand washing or sanitising, rest areas and toilets etc
- Workplaces particularly space to maintain social distancing and additional cleaning of high-risk areas and surfaces
- Work methods particularly those involving skin to skin or close ie within 2 metres contact
- Work type particularly regarding vulnerable customers or care environments

We will underpin our specific activity, location, or situation assessment with these general measures. Workers will be asked to:

- Stay away from work and work from home if possible if they are clinically vulnerable, live with someone who is clinically vulnerable, are showing symptoms or are self-isolating due to contact with an infected person. We will facilitate working from home where possible
- Travel to work alone using their own transport. We will facilitate additional parking or cycle storage where possible
- If they must travel to work using public transport, avoid peak times. We will facilitate this by providing staggered start and finish times
- Wash their hands on arrival, regularly throughout the day (especially if they sneeze or cough, and before and after eating or handling food, smoking, using any shared equipment or tools, and using welfare and toilet etc facilities), and again when they leave work. We will facilitate this with extra washing or sanitising stations
- Maintain social distancing whilst on site (keeping at least 2 metres away from other workers), unless you are working under specific activity risk assessment controls, which might allow for closer working.
- Apply social distancing during breaks & mealtimes.
- Stay at their workplace for breaks. Bringing their own meals & refillable drinking bottles or flasks.
- Place any rubbish that they have personally generated including PPE and tissues etc in the bins provided.
- Avoid close working unless they have been shown and understand the specific risk assessment that covers that activity. We will ensure each worker's understanding of the risks and controls including PPE

Additionally, when working in premises or on sites under the control of others we will complete an audit of their COVID-19 Coronavirus precautions to ensure that they at least match ours. We will share our findings with those responsible & ask for any shortfall to be remedied immediately.

Where people, premises or sites continue to fail to match our expectations we reserve the right to withdraw from the job until all necessary precautions are put in place.

General Hygiene Rules:

- Wash your hands after using the toilet, before eating or smoking, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitisers provided around your workplace.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and wash or sanitise your hands immediately.
- Open windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers & tell management & leave work to go home immediately to self-isolate.

Dermatitis

We will:

- As part of the risk assessments process, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), identify all substances likely to generate the risk of dermatitis and those people who are at risk of work-related developing dermatitis.
- Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis.
- Where relevant, replace substances likely to cause dermatitis with less harmful substances.
- Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances.
- Ensure that the controls in place are working.
- Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities.
- Provide suitable personal protective equipment storage and disposal facilities.
- Encourage employees to carry out regular skin checks to identify signs of dermatitis.
- Introduce health surveillance for all employees likely to be at risk of developing dermatitis.
- Provide employees with information, instruction and training in relation to hazardous substances, use of PPE and skin care products.
- Consult with employees and their representatives in relation to skin care, skin care products and personal protective equipment.
- Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

Disciplinary Rules

Employees may be dismissed for gross misconduct if, after investigation the company believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules.
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.
- Used a naked flame in a non-designated area.

Failed to follow established procedures for the use of:

- Flammable or hazardous substances.
- Toxic materials.
- Items of lifting equipment.
- Plant or machinery.
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.
- Undertook any action that could interfere with an accident investigation.
- We will ensure that contact is made with BEACONRISK before taking any disciplinary action.

Display Screen Equipment (DSE)

We will successfully manage the risks associated with working with DSE by ensuring compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 and the requirements of the Management of Health and Safety at Work Regulations 1999.

- “Display screen equipment” means any alphanumeric or graphic display screen, regardless of the display process involved. “User” means an employee who uses display screen equipment as a significant part of his/her work.
- Any risks identified will be addressed through good design of the workplace and the job, and by worker training and consultation.
- The Company will also fund an appropriate eye test for DSE users annually on request.
- Training will include information about when breaks should be taken, seat position and the display screen.

Driving at Work

We will successfully manage the risks associated with driving at work by ensuring compliance with the Road Traffic Act 1991, the Road Vehicle (Construction and Use) Regulations and the Management of Health and Safety at Work Regulations 1999.

- Company vehicles will only be driven by authorised personnel.
- Authorised drivers will have their licenses checked by the Office Manager. Checks will include eligibility to drive a particular vehicle, restrictions or endorsements to the license and will be recorded.
- The person to whom the vehicle has been allocated will remain responsible for ensuring that the vehicle is road-worthy at all times.
- Company vehicles will be routinely serviced and maintained in accordance with the manufacturer's guidelines.
- Drivers must report all driving endorsements at once to Head Office or the transport manager.
- Drivers are required to obey all statutory obligations with regards to driving vehicles on the public highway.

Electricity at Work

We will successfully manage the risks associated with working with electricity and electrical power tools by ensuring compliance with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

- A person will be nominated as the duty holder for electrical safety.
- That person will compile and maintain an inventory of all portable electrical appliances.
- They will arrange for a competent person to inspect and test all portable electrical appliances in line with HSE guidelines. Test results will be kept on file.

- Employees will be given adequate information, training and instruction to enable them to inspect all portable electrical equipment before use. Employees shall not attempt to repair or modify any electrical item. Where faults occur, they shall be reported to the-Nominated Person for Health and Safety for appropriate action to be taken.
- Only equipment that is battery operated or 110 volts, centre tapped to earth, will be used on construction sites.
- No employee will bring any personal electrical equipment onto the Company premises or any construction site unless it has been inspected by the Nominated Person for Health and Safety and added to the inventory of equipment.

Employee Communication

We will create and encourage an awareness of health, safety and environmental issues through verbal, visual and written communication. These methods include:

- The visible behaviour of managers and supervisors 'leading by example'
- Our health, safety and environmental management system
- Induction
- Posters, memos and announcements on site or office noticeboards or attached to payslips
- Training
- Safe working briefings and tool box talks

Employee Consultation

We will encourage successful consultation with and participation by employees by ensuring compliance with the Health and Safety (Consultation with Employees) Regulations 1996.

- We will consult with employees about health and safety matters, changes to working methods and changes to substances or equipment.
- Consultation will be informal but the items discussed, the date of the discussion and any comment will be recorded.
- Additionally, we operate an "open door" policy and employees are encouraged to discuss health and safety concerns at any reasonable time.

Employer's Liability Insurance

We will successfully manage our duty by ensuring compliance with the Employers' Liability (Compulsory Insurance) Act 1969.

- We will at all times, have a valid Employer's Liability Insurance Policy.
- Our insurance certificate will be prominently displayed in the workplace.
- Liability insurance records will be maintained.

Fatigue Management

We will successfully manage the risks associated with fatigue by using risk assessment to identify and manage the risks associated with fatigue. This involves the following steps:

STEP 1: Identify the factors which may cause fatigue in the workplace.

- We will identify all reasonably foreseeable factors which could contribute to and increase the risk of fatigue.
- Sleep, including the length of sleep time, the quality of sleep and the time since sleep.
- Environmental conditions, e.g. extremes of heat, cold, vibration or noise, can make workers tire quicker and may affect performance.
- Non-work-related factors, e.g. lifestyle, family responsibilities or health may increase risk.
- Identification might include worker consultation, consideration of work practices and systems of work, reviewing existing worktime records and overtime payments, accident reports and investigations.

STEP 2: Assess the risks of injury from fatigue.

- After identifying factors that cause fatigue, we will complete an assessment of the risk in particular:
 - Who, where, when and how workers are likely to be at risk of becoming fatigued
 - The degree of harm which may result
 - Whether existing controls are effective
 - What further action should be taken
 - How urgently that action needs to be taken.

STEP 3: Control the risks by implementing the most effective risk control measures reasonably practicable in the circumstances.

- We will try to control the health and safety risks arising from fatigue by eliminating the factors identified as causing fatigue at source. If elimination is not reasonably practicable, the risks must be minimised.
- These factors will include non-work-demands, work scheduling, shift work and rotas, job demands, environmental conditions

STEP 4: Re-assess whether the risks of injury from fatigue are adequately controlled.

STEP 5: Review risk control measures to ensure they are working as planned.

Specifically, we will:

Call-outs – where attending call-outs of a volume or duration that prevents their ability to obtain sufficient rest prior to the next shift, the manager will discuss with the worker whether they require a later start time for their next shift to allow sufficient time to rest.

Driving and travel – workers driving vehicles to and from work or for long periods of their working day will:

- Plan any driving or travel well in advance
- Avoid driving after being awake for a continuous period of 17 hours
- Avoid driving if they have not accumulated more than five hours sleep in the previous 24 hours or 12 hours sleep in the previous 48 hours
- Avoid driving for more than 8-10 hours in any one day
- Ensure adequate sleep the night before a long journey
- Share driving where possible
- Take a rest break from driving of at least 10 minutes every two hours or more frequently if feeling tired

- If concerned about the fatigue risks, consider arranging an alternative method of transport and/or accommodation.

Where work duration reaches 14 hours (including travel time), a worker will be provided with transport for the return journey to their home, or provided with a suitable place for sleep or rest prior to driving home. Note that manager approval will be required prior to any workers undertaking this duration of work.

Training - all workers will be required to participate in awareness training on the risks associated with fatigue and the strategies they may implement to address these risks.

All risk assessments completed to identify and manage fatigue must be shared with all workers covered by the risk assessment.

Fire and Emergency Procedures

We will successfully manage the risks from fire by ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.

- On request, BEACONRISK will complete a fire risk assessment for each workplace. All employees will receive instructions as part of their site induction about this assessment and the action to be taken in the event of a fire or other emergency. Suitable records of such instructions will be maintained.
- Employees will be told about the location of fire extinguishers and emergency escape routes when working on site.
- Employees will be instructed not to interfere with any equipment provided to detect or fight fires.
- Employees will be instructed to report any concerns over fire safety immediately to their Line Manager.
- All emergency escape routes will be kept free from obstruction at all times.
- The Nominated Person for Health and Safety will ensure that adequate fire precautions are in place on each site at which our employees are likely to work.
- Suitable fire extinguishers will be positioned in close proximity to any hot work that is being undertaken on site by employees or sub-contractors.

First Aid at Work

We will successfully manage our provision of first aid in the workplace by ensuring compliance with the Health and Safety (First-Aid) Regulations 1981.

- An appropriate number of personnel (determined by risk assessment), will be trained on an accredited first aid course.
- First aiders and appointed persons will undergo refresher training every three years.
- All employees will be told who the first aiders are and the location of first aid boxes during site induction.
- Adequately stocked first aid boxes will be provided on site and the boxes will be checked once a month and, where necessary, the contents replenished. A person will be nominated to ensure first aid boxes within the building are adequately stocked.
- First aiders are not permitted to administer any drugs or medication under any circumstances.

First Aid provision for non-employees.

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore,

when calculating the number of First Aiders for a workplace, the number of people that may use or be present in the building at any one time should be taken into account.

Hazard Reporting

We accept that some work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

- We will tell employees about likely hazards by means of risk assessments, information, instruction, training and documentation.
- To aid the recording of hazardous situations we have implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Hazardous Substances (COSHH)

We will successfully manage the risks from hazardous substances by ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002.

- An inventory of all hazardous substances used within the company will be maintained.
- Manufacturer's safety data sheets will be obtained for all hazardous substances.
- On request, BEACONRISK will complete COSHH assessments for all hazardous substances in use.
- Wherever possible hazardous substances will be replaced with non-hazardous or less hazardous ones.
- Safe working procedures will be developed using the findings from COSHH assessments. Employees will be told about these safe working procedures by Site Management. This will be recorded.
- Employees will be instructed to never use or handle hazardous substances unless they have referred to the relevant COSHH assessment.

Health and Safety Inspections and Audits

To check our working conditions, and ensure that our safe working practices are being followed we will:

- Arrange for BEACONRISK to carry out monthly site inspections and report on the findings;
- Review risk assessments at least annually;
- Investigate safety issues or hazards raised by anyone;
- Keep up to date with relevant information on health and safety within our industry;
- Review the Health and Safety Policy annually and update it as necessary taking into account changes in legislation etc.;
- Investigate all accidents and work-related ill health occurrences;
- Carry out a detailed health and safety audit every 12 months in conjunction with BEACONRISK.

Health Surveillance

We will successfully manage risks to health by using health surveillance as a control measure when completing risk assessments to ensure compliance with the Management of Health and Safety at Work Regulations 1999.

- All new employees will be required to complete a Pre-Employment Questionnaire before officially starting employment with the Company to determine if they are fit to carry out their duties. All information provided will be kept strictly confidential in line with the requirements of the Data Protection Act.
- Where necessary advice will be sought from a medical practitioner.
- Existing employees will be asked to complete an annual medical questionnaire if they operate dangerous machinery or equipment or carry out dangerous work, which could be adversely affected by certain medical conditions.
- Employees must report any medical condition that could affect their health and safety at work or that of other persons, to the Nominated person for Health and Safety or their line manager at the earliest opportunity.
- In addition to asking employees to complete questionnaires the Nominated person for Health and Safety or their line manager will review all instances of sickness absence to determine if this is work related. In particular he will try to identify complaints or conditions including those affecting mobility or physical control, skin disorders, breathing or heart conditions, fitness to wear PPE and immunity to disease. Again, where necessary advice will be sought from a medical practitioner.

Housekeeping

We will:

- Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Implement steps for the maintenance, cleaning and repair of the premises.
- Train employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment.
- Inform every employee of the risks which exist.
- Re-assess housekeeping as necessary if work processes change.

Legionella

We will:

- Where a reasonably foreseeable risk of exposure exists (i.e. wherever potential sources of Legionella bacteria are present) complete a suitable and sufficient risk assessment. An external specialist will be contracted to assist the appointed responsible person with the risk assessment.
- Where there is a foreseeable risk of exposure completely avoid the use of water systems, parts of it or systems of work giving rise to it.
- If this is not practicable, a written scheme for controlling this risk will be devised, implemented and effectively managed.
- Give consideration to improving engineering design of water systems to eliminate dead legs and other areas where water can stagnate.
- The release of water spray is controlled.

- All water-holding tanks are adequately covered and fitted with air vents and inspection covers, and are properly lagged to prevent temperature rises.
- Water temperatures between 20°C and 50°C are avoided.
- Regular cleaning, maintenance and operation of water systems with disinfection of water systems at predetermined intervals is undertaken.
- Staff are trained in personal precautions, as necessary.
- The written scheme for exposure control is kept up to date.

Managing Construction Work (CDM 2015)

Where our role/service warrants, we will successfully manage the risks associated with construction work by ensuring compliance with the Construction (Design and Management) Regulations 2015:

- All construction work will be considered to determine whether it falls under CDM.
- Where work is notifiable under CDM 2015, we will establish the Company's role e.g. as Principal Designer.
- Information will be given to ensure that all parties know their duties under CDM 2015 where appropriate.
- Documentation, appropriate to our role, will be prepared to detail the measures the Company will take to safeguard workers and others. This documentation will be distributed to duty holders.
- Compliance with these measures will be monitored and appropriate information made available for inclusion in any health and safety plan compiled.

Manual Handling

We will successfully manage the risks associated with manual handling by ensuring compliance with the Manual Handling Operations Regulations 1992:

- Manual handling will be avoided wherever possible with appropriate mechanical equipment used.
- Manual handling assessments will be carried out for all manual handling activities that are necessary and a record of each assessment will be maintained. On request BEACONRISK will complete or assist with assessments.
- Following the assessments steps will be taken to eliminate or reduce any risks of injury that are identified.
- Employees will be given adequate information, instruction and training to enable them to carry out any manual handling activities safely.

Method Statements

Following the completion of a risk assessment we may feel it necessary to also compile a method statement to further control the work activity, the statement will include:

- Working systems and methods of control to be used.
- Arrangements for access e.g. to fragile surfaces.
- Methods for safeguarding existing structures.
- Structural stability precautions, e.g. temporary shoring arrangements.
- Arrangements for the safety of members of the public.
- Plant and equipment to be used.
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created.

- Procedures to ensure compliance with legal requirements under, for instance, the Control of Noise at Work Regulations, Control of Lead at Work Regulations and Workplace (Health, Safety and Welfare) Regulations.
- Any training needs for contractors' employees and the use of competent persons, and be brought to the attention of all employees who undertake the work.

Mobile Phones

We will successfully manage the risks associated with mobile phone use whilst driving and at other times by ensuring compliance with the Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003 and the Management of Health and Safety at Work Regulations 1999.

- Employees are not permitted to use hand held mobile telephones or other communication devices whilst driving a vehicle.
- Employees are not permitted to use their personal mobile telephones in the office or on site during working hours, other than at break times. At such times mobile telephones must be used in a safe area away from moving vehicles or dangerous machinery or equipment.

Mobile Plant and Equipment

We will:

- Undertake risk assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment and structures.
- Ensure that all employees who use the equipment receive suitable and adequate information, instruction, training and supervision.
- Equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standard including UKCA marking where appropriate.
- Competent people to maintain and inspect equipment regularly and ensure suitable records are kept.
- Any defective equipment will be removed from service.
- Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by competent persons.
- Minimise the risk of people or objects falling by supplying barriers, harnesses and methods for controlling access for persons, materials and equipment.
- Where applicable, suitable emergency devices such as stop controls are fitted.
- Not allow workers to be carried on mobile work equipment unless it is designed to carry people and authorisation is given.
- Provide suitable personal protective equipment and ensure that it is used.

Noise

We will successfully manage the risks associated with exposure to noise by ensuring compliance with the Noise at Work Regulations 2005.

- Assessments will be carried out to determine employees' noise exposure levels and these will be checked against the action levels in the Noise at Work Regulations. On request, BEACONRISK will assist with noise assessment
- Where necessary, action will be taken to reduce exposure if the second action level is exceeded.
- Adequate hearing protection will be provided to all employees and they will be given training on its use and maintenance.
- All reasonable steps will be taken to reduce exposure to noise by using equipment that incorporates

noise suppression and is well maintained.

- Where necessary following noise monitoring, employees will be sent for audiometric testing by a competent person.

Personal Protective Equipment (PPE)

We will successfully manage residual risk associated with our work activities by providing personal protective equipment, as a control measure following risk assessment, and ensuring compliance with the Personal Protective Equipment at Work (Amendment) Regulations 2022.

We will:

- Provide PPE identified by risk assessment free of charge to employees and limb (b) workers
- Give relevant training on the use and care of PPE.
- Review assessments at least annually.
- Require employees and limb (B) workers to maintain PPE in good condition and store it in the designated areas on site.
- Require employees and limb (B) workers to tell their Supervisor about any damaged, defective or lost equipment that needs replacing. Employees and limb (B) workers will be asked to pay for equipment that is damaged or lost as a result of their neglect.

Definition Of Limb (B) Worker

- Carry out casual or irregular work for one or more organisations
- After 1 month of continuous service, receive holiday pay but not other employment rights, e.g. the minimum period of statutory notice
- Only carry out work if they choose to
- Have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written)
- Only have a limited right to send someone else to do the work, e.g. swapping shifts with someone on a pre-approved list (subcontracting)
- Are not in business for themselves - they don't advertise or book services directly with customers

Please note that these changes don't include those who are classed as 'self-employed'

Pregnant Women and Nursing Mothers

We will successfully manage the risks to pregnant women and nursing mothers from our work activities by ensuring compliance with the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992.

- We will encourage workers to tell us at an early stage if they are pregnant or a nursing mother.
- An assessment of the pregnant worker will be undertaken considering their work activities and will identify appropriate controls to ensure her safety.
- Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered.
- Nursing mothers will be supported by suitable facilities being offered if required and consideration given to any reasonable request for change in work patterns.

Risk Assessments

We will successfully manage risks associated with our work activities, locations and situations through assessment and compliance with the Management of Health and Safety at Work Regulations 1999.

- We will carry out risk assessment of all work activities, locations and situations to identify significant risks within the Company's operations. BEACONRISK will assist where necessary.
- Our Assessments will take into account risks to all people who may be affected by our activities and a central record of assessments will be maintained.
- Where significant risks are identified suitable control measures will be implemented to eliminate or reduce those risks.
- Employees will be supervised to ensure that they follow the safe methods of work identified in risk assessments.
- Where an employee or sub-contractor considers that there are uncontrolled risks within the Company they should report the matter to their line manager or manager immediately.

Smoking at Work

We will successfully manage the risks from passive smoking by ensuring compliance with the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Signs) Regulations 2007.

- The Company has a no-smoking policy throughout its premises.
- Any concerns employees or visitors may have about smoking at work should be reported immediately to the nominated Health and Safety person or their line manager.

Stress

We will successfully manage the risk of work-related stress by completing risk assessments and ensuring compliance with the Management of Health and Safety at Work Regulations 1999.

- We will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health.
- All employees are encouraged to report any concerns to their line manager or manager who will take steps to deal with the matter.
- We aim to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly.
- We also commit to investigating all claims of ill health due to workplace stress to ensure action is taken to prevent any recurrence.

Training, Induction and Tool Box Talks

We will successfully manage the risks associated with an untrained workforce by providing information, instruction and training to ensure compliance with the Management of Health and Safety at Work Regulations 1999.

- All new employees will receive health and safety induction training. A record of this training will be maintained.
- The qualifications and training of all new starters will be assessed and any additional training that is deemed necessary will be arranged through reputable external training providers.

- The training needs of existing employees will be formally reviewed annually, as part of the Company's Annual Performance Appraisal Process and any necessary training arranged either internally or through a suitable training organisation.
- All employees will be given any necessary training to enable them to carry out their duties safely. Training records will be maintained.

Visit by an Enforcement Officer

We recognise the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes:

- This health and safety policy.
- All relevant risk assessments.
- Induction and training records.
- Maintenance, test and inspection records.
- Health records.
- Emergency evacuation procedure.

Welfare Provision in the Workplace

We will successfully manage our workplaces by ensuring compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

- The Company will maintain its workplaces, equipment, devices and systems in efficient working order and in good repair.
- An assessment of each workplace will be made and recorded. Such an assessment will be undertaken for all offices and any on site location. The assessments will be reviewed annually or following significant changes to the premises or circumstances.

Work Equipment

We will successfully manage the risks associated with work equipment by ensuring compliance with the Provision and Use of Work Equipment Regulations 1998:

- All work equipment provided will be serviced and maintained in good working order in line with the manufacturer's guidelines.
- Employees are prohibited from using any equipment for which they have not received adequate training. We will check that the necessary training has taken place before allowing any equipment to be used.
- New plant and equipment will be checked before it is purchased to ensure that it meets the requirements of relevant health and safety legislation, including The Supply of Machinery (Safety) Regulations 1992 and the Provision and Use of Work Equipment Regulations 1998.
- All hired-in equipment will be obtained from reputable suppliers and will be accompanied by inspection and maintenance certificates.
- All plant and equipment will be inspected daily and records of inspection maintained.
- Any defective equipment will be removed from use until repaired.

Working Alone

We will successfully manage the risks associated with working alone by ensuring compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999:

- Wherever possible lone working will be avoided.
- Where lone working is necessary a risk assessment will be completed and suitable safe working procedures will be implemented.

Working at Height

We will successfully manage the risks associated with working at height by ensuring compliance with the Work at Height Regulations 2005:

- A specific risk assessment will be completed before any work at height is carried out.
- All work at height will be properly planned and organised.
- Account will be taken of weather conditions that could endanger health and safety.
- Those involved in work at height will be adequately trained and competent.
- Steps will be taken to ensure that the place where work at height is carried out is safe.
- Any equipment used for work at height will be appropriately inspected.
- The risks from fragile surfaces and falling objects will be properly controlled.

Working Time

To ensure the company complies with the Working time Regulations 1999 and controls any health and safety risks associated where we believe they exist we will:

- Allow each employee 5.6 weeks paid annual leave.
- Give 11 hours consecutive rest in any 24 hour period for adults and
- For adolescents (i.e. those over the minimum school leaving age but under 18)
 - 12 consecutive rest hours in any 24-hour period
 - A limit of an average of 40 hours work per week, averaged over a 17-week period.
 - A limit of eight hours works in any 24 hours.
 - A restriction on working at night in the period between 10pm and 6am, and 11pm and 7am.
- Give a 20-minute rest break if the working day is longer than six hours
- Put in place control measures, which will include a direction that the working week is limited to an average no greater than 48 hours over a set 17-week reference period.
- Ensure that adequate records of the time worked are kept.
- Allow employees who wish to opt-out of the requirement to work no more than an average 48 hours per week over the 17-week reference period, to do so by individual choice, as allowed by the flexibilities inherent in the Working Time Regulations, and upon completion of a written agreement signed by them to that effect.
- Take account of the experience and comments of employees.
- Ensure that the minimum allowance for annual paid holidays is complied with.
- Ensure that the In-work Rest Breaks required under the Regulations are complied with.

Workplace Transport

We will ensure that suitable controls are in place to safeguard employees, visitors and contractors from the hazards associated with the following:

- Internal and external vehicle movements.
- Reversing vehicles.
- Site layout.
- Loading and unloading procedures.
- Falls from vehicles.
- Parking.
- Pedestrian movement.

To do this we will compile suitable risk assessments for all areas under their control along with good housekeeping, monitoring and inspections of the workplace this should make for a safer working environment.

Worksafe

We will successfully manage our duty to ensure that everyone in our teams works safely by implementing our Worksafe Policy (or Right to Refuse to Work Policy).

We do not expect employees and subcontractors to do work where:

- They are not competent to do it
- They do not have the equipment needed to work safely
- There is no safe system of work, or
- They do not have the correct personal protective equipment.

NB This list is not exhaustive

If anyone in our team has a safety concern they must:

- Be assured that anyone raising a genuine health or safety concern will not face recrimination
- Cease work immediately, assuring themselves that doing so does not endanger others
- Move to a safe place and contact the immediate person in charge without delay
- Provide an explanation as to why they have stopped work

The supervisor or site manager will review the situation and agree that either

- the system of work is safe and that the work can be restarted, or
- work can be restarted with agreed additional control measures if appropriate

Without agreement work will not restart. The supervisor or site manager must contact their line manager who will, after investigation:

- conclude the task is safe and instruct a return to work, or
- amend the system of work to everybody's satisfaction and instruct a return to work, or
- agree the activity is unsafe. The work site will be left safe and employees given other work.

Where additional controls are introduced, or a line manager is contacted this will prompt a report and a review of the established system of work to learn from the incident and prevent a recurrence including amendments to risk assessments, method statements and safe working procedures if necessary.

Young Workers and Work Experience

We will successfully manage the risks to young workers and those on work experience by identifying them as a person at risk during assessment to ensure compliance with the Management of Health and Safety at Work Regulations 1999 and by contributing information to ensure compliance with the Education (Work Experience) Act 1996 and the Health and Safety (Training for Employment) Regulations 1990.

- All young workers will have a person specific risk assessment completed for them.
- The assessment will take into account their age, experience and physical capacity.
- Suitable controls will be identified to ensure their safety, particularly in determining suitable work tasks and supervision.
- The findings of such risk assessments will be shared with relevant third parties e.g. parents, schools and training organisations.