



HEALTH AND SAFETY POLICY MANUAL & PROCEDURES

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Section 1

General Statement of Health & Safety Policy

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

GivEnergy and all its subsidiaries is a professional and safety-conscious organisation which values the effective management of health, safety, and welfare. As part of our dedication to creating a safe working environment, we conform to the internationally recognised ISO 45001 Occupational Health and Safety Management System (OHSMS). The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, the latest Government Guidance on the COVID 19 Regulations and to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

GivEnergy will fully comply with the duties placed upon it within the requirements of Statutory Legislation including the latest Government Guidance on COVID 19 Regulations, whilst always complying with, as a matter of best practice, the requirements and duties set out within Approved Codes of Practice and Guidance as issued by the Health and Safety Executive.

All employees and subcontractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others, or the environment. This includes co-operating with management on any health, safety, or environment and COVID related matter.

By adhering to ISO 45001, GivEnergy will take all practical steps to ensure that potential hazards and risks are identified, and that suitable and effective preventative and control measures are implemented. The correct safety equipment and personnel protective equipment will be provided to all employees.

All employees will be provided with the necessary instruction, information, and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.

Mr. Carl Pote (MD) has overall responsibility for all Health, Safety, Welfare and Environmental matters within the company. The operation of this policy and the associated procedures will be monitored and reviewed on an annual basis to ensure that they remain current and applicable to the company's activities and the latest Government Guidance on COVID 19 Regulations

Signed: Simon Taylor

Date: 07/04/2025



Managing Director

Revision: 4

Section 2

Organisation & Responsibilities

GIVENERGY LTD

MANAGEMENT TREE

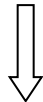
MD



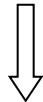
Directors



Managers



Supervisors



Employees

ORGANISATION

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work, regardless of location (i.e. whether in the office, warehouse or on site), are carried out with due consideration for the latest Government Guidance on COVID 19 Regulations, safety and with minimum risk to health.

Ultimate responsibility lies with the MD of the company - Mr. Carl Pote, but specific duties are delegated to others according to their experience and training.

The MD and Directors, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person (HSEQ Manager) will be appointed to provide health and safety advice and assistance to the management and employees of GivEnergy. The contact details for this person will be clearly displayed on the company noticeboard.

RESPONSIBILITIES

Managing Director (MD)

The MD has responsibility for:

- The overall implementation of the company's Health, Safety and Environmental policies to prevent injury, ill health, damage, and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policies.
- Agreeing targets for the reduction of accidents and incidents.
- Ensuring the Directors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of the policies throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (including the latest Government Guidance on COVID 19 Regulations etc.) are conveyed to all employees.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which he may come across.
- Knowing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all employees as necessary.
- Insisting that best working practices are adopted throughout the company, as laid down within Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.

- Arranging regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, employee site performance and future improvements etc.

Directors/Managers

The responsibilities of the other Directors/Managers and reporting to the MD includes:

- Assisting in the monitoring of the effectiveness of the company's Health, Safety and Environmental policies and the latest Government Guidance on COVID 19 Regulations against the safety performance of the company. Initiating any changes, developments, and amendments to the policies as and when necessary.
- Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the organisation, an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.
- Ensuring that the Supervisors and all employees are aware of their responsibilities and that each administers the requirements of this policy.
- Reporting to the MD on all matters relating to safety and training, new safety directives and legislation and seeking to establish the company's response. As a result, instigate the necessary changes throughout the company.
- Assisting employees with implementation of the policy through:
 1. Obtaining copies of the legislation and any codes of practice for issue to other Directors/Managers.
 2. Arranging training for employees.
 3. Regular site inspections to see that safe methods of working are in operation and that all regulations and procedures are being observed.
- Receiving information on new safety legislation or changes in existing legislation and liaising where applicable with the companies nominated HSEQ Manager with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- Informing the HSE of all notifiable accidents with the assistance of the HSEQ Manager. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing re-occurrence.
- Supervising the recording and analysis of information on injuries and ill-health, assessing accident trends, and reviewing overall safety performance.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the MD is made aware of any potentially unsafe conditions or practices which they may come across.

Supervisor

The responsibilities of Supervisors and reporting to the Directors/Managers include:

- Ensuring the Company's Health, Safety and Environmental policies and the latest Government Guidance on COVID 19 Regulations are communicated to all employees working on sites under their control (including subcontractors).
- Ensuring adequate arrangements are made regarding health and safety prior to any site operations commencing, paying particular attention to hazard and risk assessments, safe methods of working, supervision of young persons on site and adequate welfare facilities are in place.
- Ensuring that competent persons are appointed to control and implement these policies when working on site.
- Promoting the requirements for healthy and safe working environment both in the office/warehouse environment, and on external sites.
- Take disciplinary action against any employee who fail to discharge their responsibilities around health and safety.
- On sites, bringing to the attention of whomsoever may be in overall control of the premises, any situation that may affect the health and safety of employees of the Company.
- Ensuring that any new employees are given an induction into the Company's Health, Safety and Environmental policies at the earliest opportunity.
- Ensuring that all accidents to Company employees and near miss incidents on site are reported and investigated.

Employees

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974, including the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of themselves and of other persons who may be affected by his acts or omissions at work.
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health, Safety and Environmental policies and carry out your work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Keep tools equipment in good condition.

- Utilise personal protective equipment (PPE) as deemed necessary, all of which will be supplied by the Company free of charge. This includes without fail wearing safety footwear and all provided protective clothing and safety gear, such as high-visibility wear, goggles etc, whenever the situation demands and in accordance with safe systems of work.
- Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible, remove site hazards yourself, e.g., remove or flatten nails sticking out of timber, report spillages and clean up, etc.
- Promptly notify your Supervisor (line manager) of any observations regarding the violation of health and safety procedures and protocols.
- Do not play dangerous practical jokes or “horseplay”
- Warn other employees, particularly new employees, and young people, of known hazards.
- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Report to your supervisor any damage to plant or equipment.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury which is a result of an accident at work, even if the injury does not stop you working, to your manager before the end of your working day.
- Suggest safer methods of working.
- Work to the latest Government Guidance’s on COVID 19

Health and Safety Consultants

GivEnergy may from time to time appoint Health and Safety Consultants with responsibility for:

- Bring an external perspective and expertise, collaborating with HSEQ Manager and senior management to enhance the effectiveness of the Health & Safety management system.
- Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes and by clients.
- Providing an interpretation of safety legislation so that the management fully understands the actions required to meet the legislation.
- Assisting, where required, with the initial implementation of the changes required by changes to safety legislation.
- Suggesting suitable training for employees to provide awareness of safety management, accident prevention and hazards to health.
- Recommending to the MD ways to improve working conditions.

It is the responsibility of the company to ensure that Safety Consultants are notified whenever assistance or support is needed.

Safety Committee

In accordance with the Health and Safety (Consultation with Employees) Regulations, an effective communication channel will be established to involve employees in health & safety matters, with the aim of involving personnel at all levels throughout the company, to highlight the legal requirements and the steps necessary to carry out the company's responsibilities in a safe and effective manner.

The purpose is to:

- Monitor and review the effectiveness of the Safety Policy and Procedures
- Discuss any accidents or incidents that have occurred since the last meeting, investigate any commonality, and instigate procedures for future prevention.
- Consider amendments in the light of changing methods, requirements, and legislation.
- Receive and consider any reasonable request, recommendation, or report on matters of health and safety from any employee and advise on any decision made.
- Report and communicate on safety matters with all personnel.
- Discuss any breaches of regulations and take steps to prevent re-occurrence.
- Provide an open forum for the development of best practice.
- Review the latest Government Guidelines on COVID 19.

The composition will be as follows:

- The MD
- The Directors/Managers
- HSEQ Manager
- Representatives from the staff

Section 3

Arrangements & Procedures

GENERAL ARRANGEMENTS & PROCEDURES

1. **Where the company's arrangements** for health and safety need to be explained in more detail this will be done in method statements or risk assessments and reviewed periodically. This information will be brought to the attention of new employees during their induction.
2. **First aiders** and persons trained in Emergency First Aid at Work (EFAW) or Appointed Persons will be appointed as relevant for each of the company's sites or premises. A fully equipped first aid box will be available at each place of work. It is the responsibility of the First Aider to keep the first aid kits fully stocked at all times. Before workers are sent to a work site, we will ensure that arrangements are in place to summon the emergency services to transport injured or ill workers from the work site to the nearest health care facility.
3. **Accidents**, no matter how small, will be reported to the appropriate person and details entered in the accident book. Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the company's safety consultant will be informed and if it is specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations the incident will be reported to the Health & Safety Executive by the HSEQ Manager.
4. **Accident Investigations** will be carried out by the company's HSEQ Manager as requested by the MD. Serious accidents reported under RIDDOR as well as minor accidents and near misses, if trends appear to be developing, will be investigated to discover the events leading up to and the cause of the accident, those involved, and any injuries or damage caused. The investigation report will be retained by the company for 10 years.
5. **Welfare Facilities** will be provided by the Company in accordance with current legislation in all GivEnergy premises. Thereafter, the facilities will be maintained to a good standard and kept in a clean and hygienic condition. All rubbish will be removed from the welfare facilities at the end of each working day.
6. **Sites will be kept tidy** and free of trip hazards. Everyone on site will take responsibility for keeping their work area clear and removing any debris they produce to the skips provided. Site management will ensure that access routes are always kept clear.
7. **Induction training** will be carried out for all new personnel at the earliest opportunity and for existing personnel where new procedures are introduced. This will be arranged by the employee's manager and include information on this policy and the employee's responsibilities under it, the location of welfare, smoking areas and emergency equipment and other information as deemed necessary by the MD.
8. **Young people** must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasised. There are specific restrictions on the type of work that young persons can carry out and a young person's risk assessment must be carried out for the duties they will be expected to undertake before they start work.
9. **Training** will be provided for all directors/managers and employees to ensure they have the necessary knowledge to carry out their duties competently. Training needs will be periodically assessed, and records of training provided will be maintained. General site safety training will be provided for all employees, and this will take the form of on-site toolbox training, having content suitable for the operations being carried out.

10. **When new plant**, equipment, processes, or substances are introduced the MD will ensure the necessary training is provided. They will ensure that new plant, equipment etc is as safe as is reasonably practicable, fully efficient and tested and thoroughly examined in accordance with regulations.
11. **Arrangements will** be made to ensure that Directors/Managers and Supervisors are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.
12. **Consultation with employees** on health and safety matters is a legal requirement on employers, particularly in respect of: -
- The introduction of any measure which may substantially affect health or safety.
 - Arrangements for appointing competent persons to assist the employer to meet statutory requirements.
 - The provision of information specifically required by regulations.
 - The planning and organisation of training required by regulations.
 - The consequences of introducing new technology.
 - The company operate an open-door policy whereby all employees have access to Directors/Managers to air their views and raise any concerns they may have regarding health and safety.
13. **Safety Representatives** can be appointed by a recognised Trades Union where members of that union are employed at a site or office. Where there is no recognised Trades Union a group of employees may elect someone to represent them for health and safety consultation with the employer.
14. **Safety Committees** are to be held on a regular basis and will be established if requested by at least two safety representatives.
15. **Risk assessments/Method Statements** will be carried out, and written records prepared as necessary, with control measures to minimise the identified risks. The management will keep the need for risk assessments/method statements in mind when planning operations and seek expert advice when necessary. When carrying out risk assessments, due consideration will be paid to the need for assessments to be made under all relevant health and safety regulations.
16. **Permits to Work** will be used when required by risk assessment, employer's requirements, or company rules.
17. **Where the health and safety of the public/third party** might be affected by the company's operations the company fully accepts its legal responsibility. All operations will be conducted with this in mind, and each site will be left in a safe condition at the end of each working day. Due consideration will be given to this aspect of health and safety when COSHH, Noise and Management risk assessments are being compiled. Where communication is required with other parties, the company is committed to ensure that employees are aware of health and safety requirements through the development and issue of procedures, work instructions, method statements, general memos, and formal briefings.
18. **Plant and work equipment (including hired in equipment)** will be visually inspected, tested and checked each day before it is used in accordance with legislation by the Manager/Supervisor.
19. **All defects in plant**, equipment and vehicles must be reported by the Director/Manager/Supervisor to the MD immediately and, if necessary, the use of any such item should be prohibited until the necessary repairs have been carried out. The MD will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay. All plant, equipment and vehicles will be maintained and serviced in accordance with the existing Company schedules/manufacturers schedules.

20. **Company vehicles** must only be driven by persons authorised by the company who hold a current driving licence for the appropriate class of vehicle. Adherence to road traffic legislation, including the mandatory use of safety belts and the prohibition of mobile phone usage, is imperative. The Driving for Work Policy and company's rules concerning the use of company vehicles will be made available to all company drivers.
21. **Fire Fighting and Escape facilities** will be provided in all areas under the company's control. The facilities and equipment provided will be determined by risk assessment, the contents of which will, if necessary, be communicated to the fire service. Fire Alarms, emergency lighting, fire control equipment and emergency escape routes will be inspected and tested at regular intervals by the appointed person(s).
22. **Alcohol and drug abuse** by employees (including supervisory and management staff) can adversely prejudice the safety of themselves, their colleagues, and others. It is the policy of this company that any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.
23. **When the long-term health of an employee** is at risk due to equipment, materials or processes the company will undertake monitoring or screening as required. This may include regular blood or urine checks for operatives carrying out high risk work or health checks on those using vibrating tools.
24. **Materials used or stored by the company** or encountered during its operations will be assessed and if there is a substantial risk to employee alternatives will be sought. If this is not reasonably practicable then control measures will be implemented including, if appropriate, health monitoring. Written COSHH assessments will be prepared detailing the risk and any control measures and will be reviewed whenever the substance changes or is required to be used in a different manner than was originally considered.
25. **COSHH** Suppliers of materials are required to produce adequate Safety, Health, and Environmental information to support their products. Where possible, hazardous materials will be substituted for less harmful ones.

COSHH Assessments are carried out on all potentially hazardous materials used by this company. Copies of these assessments are provided to the operatives using the material. Method Statements associated with these substances will identify principles to minimise risk.

All Labels and other forms of warning on materials should not be defaced or removed.

We provide information, training and instruction for employees who work with substances hazardous to health and ensure they understand the outcome of the associated risk assessment and what this means for them. They will be trained in emergency procedures including:

The correct equipment to deal with the emergency (e.g., a spill), including protective equipment and decontamination products.

The correct procedures to deal with a casualty and the arrangements to deal with the waste created.

26. **Dermatitis** is inflammation of the skin that can arise from contact with a range of materials. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking, and blistering, and it can be very painful. Work-related dermatitis is caused or made worse by work. As employers we will ensure that workers' health is protected by identifying hazards, assessing risks, avoiding exposure and, where this is not possible, managing the remaining risk.

All employees will have ready access to welfare facilities supplied with running hot/warm and cold water in which they can wash their hands and forearms or other exposed parts of the skin. Suitable soaps, cleaners, barrier creams and hand creams are provided. The provision and use of pre- and after-work creams, and skin checks, are other critical elements for managing the residual dermatitis risk.

27. Respiratory - We understand that as employers must reduce the exposure of workers to substances that can cause respiratory disease or breathing difficulty if inhaled. This is done by eliminating the hazard where possible or controlling the substance by means other than personal protective equipment, e.g., by water suppression or extraction of the dust. As a last resort Face Fit training will take place and PPE may be needed along with clear information, instruction, and training in the use of respiratory equipment (RPE) for those exposed to the risk.

28. Asbestos containing material, is now prohibited in this country, however, existing asbestos containing materials (ACM's) might be encountered. The company will not work on an existing building until a refurbishment/demolition asbestos survey has been carried out or there is clear evidence from the health and safety file that asbestos is not present. Where asbestos is present and will be disturbed a risk assessment and clear plan of work will be prepared. The company will ensure that all personnel have sufficient and appropriate training to be able to deal with asbestos.

If there is any suspicion of asbestos within the working area all employees must suspend working activities in the area and report to their immediate manager/supervisor at the earliest opportunity.

29. Personal Protective Equipment will be provided for all employees, free of charge, including limb workers where necessary. Operatives must look after the equipment provided and use it in accordance with the training given, they are responsible for informing their supervisor if their PPE is lost or damaged so that it can be replaced. PPE may be needed along with clear information, instruction, and training in the use of the type of equipment that is provided for those exposed to the risk.

30. Work in confined spaces, including tanks, chambers and any space with poor air circulation can be hazardous. When a work area is designated as a confined space a specific risk assessment must be completed specifying the requirements for PPE, RPE (if required) and emergency escape.

31. Working at Height - the company recognises that falls from height are one of the major causes of serious injury within a working environment. Careful consideration is given to the provision of safe access whenever personnel are required to work at height. In all cases the company requires a risk assessment and method statement to be produced, these will be site specific.

The MD will ensure that no equipment will be used if the inspection records are out of date. All equipment will be visually checked before use and the findings recorded. Any faults will be reported to management immediately.

32. Ladders and Stepladders can be used for certain short-term operations (of less than 30 minutes). Managers/Supervisors will assess the suitability of ladders for any operation. Operatives will be given toolbox talks on safe use of ladders. Ladders and Stepladders will be visually inspected by the operator before being used.

33. Manual handling will be avoided where reasonably practicable but there will be many occasions when materials or equipment will be required to be moved manually. Weights of items will be obtained and where possible lighter materials or smaller units obtained. Employees will be given training on safe ways of lifting and kinetic handling methods and risk assessments will highlight any other control measures.

34. Noise and vibration can lead to permanent health problems and disabilities over a period. Work will be planned to minimise exposure including using low noise, low vibration, and remote operated equipment. Employees will be warned of noise and vibration risks during periodic toolbox

talks, given advice on effective control measures, and where appropriate provided with suitable PPE. The company will consider noise and vibration levels when purchasing new equipment.

35. **Abrasive/Hand/Electrical tools** and leads will be checked each day before use by user (a competent person) and weekly by an appointed person. PAT tests should be carried out on portable site tools at regular intervals as stated in current legislation. Defective equipment will not be used. Generally, only 110v and battery powered tools will be used on site, however if higher voltage equipment is required a separate specific risk assessment must be carried out. All rotating tools including abrasive wheels will have the guards checked before they are used. If faults are found it will be reported to the Manager/Supervisor.
36. **The company will assess the competence** of all companies employed to carry out works in a sub-contract role. The assessment will look at the sub-contractor's safety procedures, supervision and the competence of its managers and operatives.
37. **Display screen equipment and workstations** will be assessed periodically to ensure the working environment is satisfactory. Frequent users will be given advice and any necessary equipment to minimise discomfort, fatigue and eye strain caused through working with DSE.
38. **Smoking and vaping is not permitted** in any workplace. The use of tobacco and electronic smoking devices is strictly prohibited within all company-controlled premises, including offices, warehouses, site locations, welfare facilities and customer sites. Adequate provisions for smoking will be established in designated areas that do not disrupt others, ensuring compliance with prevailing legislation. Details of these arrangements will be outlined in the site rules.
39. **Where lone working** is a requirement for employees the company will assess any additional risks, operatives could be exposed to and provide training and other control measures to minimise these risks. Operatives must not undertake unaccompanied work without their manager's knowledge.
40. **Health Surveillance** - The Company will carry out risk assessments to decide if health surveillance is appropriate covering such areas as noise, dermatitis, mental health, fatigue, respiratory and vibration.
- We will place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
 - Consult with employees over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
 - Inform affected employees of the health risks and of the health surveillance procedure by using toolbox talks, memos, and regular meetings.
 - We will ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
 - We will ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
 - Suitably action any recommendations made as result of health surveillance and if necessary, review the associated risk assessment.
 - Treat an individual's health surveillance records as confidential information.
 - Inform employees of the collective results of health surveillance but ensuring that no individual is identified.
 - Ensuring that health surveillance records are retained for statutory retention periods.
 - A pre-medical questionnaire will be sent out to all new starters before commencing employment with the company.
 - All employees can access help if suffering from any of the above symptoms by contacting their manager.
 - Training will be provided to identify any symptoms by memos, toolbox talks and regular site meetings to raise the awareness to health issues.

41. Consultation and Communication - The Company is committed to ensure that employees are aware of health and safety requirements through the development and issue of procedures, work instructions, method statements, general memos, and formal briefings. Where appropriate employees shall have input into the review and approval of all health and safety related processes and the associated documentation prior to its issue. This shall include involvement in carrying out hazard and risk assessments and implementing measures to manage/control identified issues.

42. Monitoring, Audit and Review – The HSEQ Manager shall be responsible for the establishing and maintaining of a health and safety audit programme on an annual basis. The audits shall be carried out to ensure that the Health and Safety Management System requirements are being adhered to and the system remains efficient and effective and continues to meet the Company's health and safety policy and objectives. Audits shall be carried out by suitably trained and competent persons independent of responsibility for the areas being examined.

Audits shall include detailed assessment of health and safety procedures to ensure compliance to requirements and any non-conformances identified shall be recorded and addressed as a priority.

Senior management shall have access to all audit reports for reference purposes and an overview of health and safety performance, based on the results of audits, shall be an agenda item for periodic management review.

The Company has developed and implemented procedures that require health and safety performance is monitored and measured on an ongoing basis. The results of hazard and risk assessments and the management and control processes introduced to control identified hazards and risks shall be reviewed to ensure action taken was appropriate.

Regular site visit reviews shall include assessment of workplace conditions, plant and equipment being used, availability and wearing of PPE, relevant risk assessments and method statements available for references and evidence that toolbox talks are being held as appropriate.

Training requirements relating to health and safety shall be monitored and reviewed on an annual basis. Reports relating to accidents and incidents shall be analysed on a regular basis. Findings shall be an agenda item for Management Review meetings.

Any non-conformance identified following a review or an inspection shall always be addressed as a priority. Records shall be retained by the HSEQ Manager of all health and safety reviews and inspections carried out.

43. Non-English speaking employees- The Company will ensure all non-English speaking employees fully understand the site safety requirements and their duties covering safety, health, and welfare whilst on site.

We will provide translated copies of our health and safety policy to all non-English speaking employees.

Ensure all non-English speaking employees are fully conversant of any emergency procedures.

Ensure that the language needs of non-English speaking personnel are adequately catered for during induction, other training, and supervision.

Provide bi-lingual supervision of non-English speaking personnel where possible.

The MD is responsible for ensuring that any non-English speaking personnel fully understand the site safety requirements and their duties covering safety, health, and welfare whilst on site.

- 44. Where Live Testing is required-** The use of suitably insulated tools, instruments and voltage detectors will be used as stated by the legal requirements. When working live, it is important to prevent non-authorised personnel from encroaching on the area of live work. To ensure control of the area, we will provide some form of effective enclosures or barriers to prevent access to the live work area by people not involved with the work. Warning notices will be fixed to the enclosures or barriers. If a barrier cannot be erected, then an additional person will be used to contribute towards the implementation of safe working practice. The accompanying person will be trained to recognise danger, how to switch off and, if necessary, to give assistance in the event of an emergency. If working on live electricity, we use a personal lock out system which is covered by a permit to work.
- 45. COVID 19 -** Any employees (including management) that have symptoms **MUST** report it to their manager or site management and follow the company Covid-19 Pandemic Preparedness & Response Policy. The company will abide by the latest COVID 19 government guidelines.
- 46. The Construction Design and Management Regulations 2015 –** The Company recognises its duties under the regulations.
- The CDM Regulations 2015 place duties upon Clients, Designers, Principal Contractors, Contractors, and the Principal Designer. The regulations also require health and safety files. All these have a role to ensure that health and safety is taken into account and managed effectively throughout all stages of a construction project.
- A commitment to health and safety is required by all who can contribute to the avoidance, reduction, and management of health & safety risks.
- Places of work will be so far as is reasonably practicable and safe and without risk to health and be provided with safe access and egress and have suitable and sufficient working space.
- Suitable and sufficient steps will be taken to prevent falls. Provisions such as guard rails and working platforms will comply with the appropriate schedules. Specific standards are set for the provision and use of ladders and scaffolding. Provisions such as guardrails and toe boards will be complied regarding preventing objects falling.
- Steps will be set in place to ensure the stability of new or existing structures to prevent accidental collapse. Demolition and dismantling of any structure will be planned and carried out under the supervision of a competent person.
- Construction sites are required to be organised as to allow pedestrians and vehicular traffic to move safely and without risk to health. Traffic routes need to be set up to allow separation of vehicles and pedestrians. Warning signs will be provided, and persons will be escorted around the site.
- Vehicles on site are to be operated and used safely, suitable, and sufficient steps will be set in place to ensure this.
- Suitable and sufficient steps are required to manage the risks from fire or explosion, flooding, asphyxiates. Plans of action will be set in place for any such eventualities; emergency routes and exits to enable persons to reach a place of safety quickly in the event of danger. Arrangements for dealing with foreseeable emergencies are available.
- These arrangements will be communicated and tested. Fire detection and fire fighting equipment will be provided.
- The Principal Contractor is to make arrangements for the welfare of the employees. A good supply of air, whether it be fresh or purified needs to be provided for the workplace. Protection from adverse weather and a reasonable temperature is required to be maintained in indoor places of

work. Lighting needs to be provided. Emergency lighting is also required for where the failure of primary lighting could result in a risk to health and safety.

The site should be kept tidy and have a reasonable standard of cleanliness. All plant and equipment are required to be safe and without risk to health. All persons involved will be trained.

CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015 - SUMMARY OF DUTIES		
	All construction projects. (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
CLIENT	<ul style="list-style-type: none"> • Check competence and resources of all appointees • Ensure there are suitable management arrangements for the project including welfare facilities • Allow sufficient time and resources for all stages • Provide pre-construction information to designers and contractors 	<ul style="list-style-type: none"> • Appoint Principal Designer* • Appoint Principal Contractor* • Make sure that the construction phase does not start unless they are suitable: <ul style="list-style-type: none"> • welfare facilities, and • construction phase plan in place • Provide information relating to the health and safety file to the Principal Designer • Retain and provide access to the health and safety file <p>(* There must be a Principal Designer and principal contractor until the end of the construction phase)</p>
PRINCIPLE DESIGNER		<ul style="list-style-type: none"> • Advise and assist the client with his/her duties • Notify HSE (if applicable) • Co-ordinate health and safety aspects of design work and cooperate with others involved with the project • Facilitate good communication between client, designers and contractors • Consult with principal contractor regarding ongoing design • Identify, collect, and pass on pre-construction information • Prepare/update health and safety file
DESIGNER	<ul style="list-style-type: none"> • Eliminate hazards and reduce risks during design • Provide information about remaining risks 	<ul style="list-style-type: none"> • Check client is aware of duties and Principal Designer has been appointed. • Provide any information needed

PRINCIPAL CONTRACTOR		<ul style="list-style-type: none"> • Plan, manage and monitor construction phase in liaison with contractor • Prepare, develop, and implement a written plan and site rules. (Initial plan completed before the construction phase begins) • Give contractors relevant parts of the plan • Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase • Check competence of all appointees • Ensure all workers have site inductions and any further information and training needed for the work • Consult with the workers • Liaise with Principal Designer regarding ongoing design • Secure the site
CONTRACTOR	<ul style="list-style-type: none"> • Plan, manage and monitor own work and that of workers • Check competence of all their appointees and workers • Train own employees • Provide information to their workers • Comply with the specific requirements in Part 4 of the Regulations • Ensure there are adequate welfare facilities for their workers 	<ul style="list-style-type: none"> • Check client is aware of duties and a Principal Designer has been appointed and HSE notified before starting work (if applicable) • Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules • Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work • Provide any information needed for the health and safety file • Inform principal contractor of problems with the plan • Inform principal contractor of reportable accidents, diseases, and dangerous occurrences
EVERYONE	<ul style="list-style-type: none"> • Check own competence • Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work • Report obvious risks • Comply with requirements in Schedule 3 and Part 4 of the Regulations for any work under their control • Take account of and apply the general principles of prevention when carrying out duties 	

48. This policy will be reviewed by the date below or as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.