



HEALTH AND SAFETY POLICY

06 February 2025

Created by

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WSM/SAFE/060225/02

HEALTH & SAFETY POLICY**Amendment Register**

Date of Revision	Revision Number	Amended by	Amendments / Changes
03 November 2023	1	Alfie Ewles of Wiser Safety Management Ltd.	Creation of new Health and Safety Policy.
06 February 2025	2	Wayne Jeal – Wiser Safety	Revamping of sections 1 & 2 Review of arrangements section and add section for Forklift Trucks

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	1

HEALTH & SAFETY POLICY

Section 1 – Statement of Intent

Safetec Limited (“the Company”) is a safety-conscious organisation committed to operating its business professionally, responsibly, and sustainably, while ensuring full legal compliance in the provision of safety equipment and products. The Company recognises its moral and legal obligations to protect the health, safety, and welfare of all employees, contractors, clients, visitors, and any other persons affected by its activities.

The Company acknowledges its duties under The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions, including amendments to the Workplace (Health, Safety and Welfare) Regulations 1992. It is the Company’s declared policy to co-operate with regulatory and enforcing authorities, maintaining good relations and ensuring transparency in all health and safety matters.

The Company will ensure that significant risks are assessed through a robust risk management process, and suitable measures are adopted to enable employees and contractors to carry out their duties safely and without risk to health. This includes the integration of environmental, social, and governance (ESG) principles into health and safety practices, ensuring a holistic approach to workplace safety and sustainability.

As part of the Company’s commitment to continuous improvement, all employees are encouraged to actively participate in the implementation of policies, procedures, and safe systems of work. The Company will foster a culture of safety by promoting open communication, reporting of near-misses, and proactive hazard identification.

The Company will utilise Approved Codes of Practice (ACOPs) and Guidance Notes issued by the Health and Safety Executive (HSE), alongside effective health and safety management systems and proactive monitoring, to ensure consistently high safety standards and performance. This includes the adoption of digital tools and technologies (where possible) for risk assessment, incident reporting, and safety training.

The Company will, so far as is reasonably practicable, ensure the health, safety, and welfare of all employees, contractors, clients, visitors, and any other persons affected by its activities. Practical, preventative, and effective control measures will be implemented to identify, eliminate, or reduce risks to the lowest possible level. This includes addressing emerging risks such as mental health and wellbeing, remote working hazards, and ergonomic challenges.

Suitable resources and funds necessary to meet health and safety requirements will be provided. Appropriate action will be taken to ensure, so far as is reasonably practicable, that statutory duties are met at all times, including:

- The provision and maintenance of plant, equipment, and systems of work that are safe and without risks to health.
- Ensuring safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances, including hazardous materials.
- The provision of information, instruction, training, and supervision necessary to ensure the health and safety of all employees, with a focus on upskilling and continuous professional development.
- The maintenance of any workplace under the Company’s control, ensuring safe conditions and safe means of access and egress.
- The provision and maintenance of a working environment that is safe, without risks to health, and includes adequate facilities and arrangements for employee welfare, including mental health support.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	2

HEALTH & SAFETY POLICY

Section 1 – Statement of Intent cont'd

Mark Graffin (Director) has overall responsibility for health and safety within the Company and will ensure regular meetings are held between management and employees to facilitate consultation on health and safety matters. The full support of all employees will be sought to achieve a safe, inclusive, and healthy working environment.

The Company will extend consultation on safety matters to clients, contractors, and other relevant parties to ensure their full support and co-operation in implementing this policy.

The Policy, along with associated procedures and checklists, will be communicated and made available to all employees, contractors, suppliers, and other interested parties, including visitors and members of the public where necessary. The Company will easy access to policy documents and updates.

It will be the responsibility of Mark Graffin (Director) to initiate a review and update of the Policy either annually or under the following circumstances:

- Changes in legislation, including updates to the Health and Safety at Work etc. Act 1974, The Management of Health & Safety at Work Regulations 1999 and other relevant regulations.
- Organisational changes or changes to the Company's management structure.
- Changes to the Company's business activities, including diversification into new markets or sectors.
- Significant Company growth, including mergers, acquisitions, or expansion into new geographical areas.
- Employment of new persons, including vulnerable employees such as those with disabilities, young persons, and new or expectant mothers.
- Introduction of new technology, equipment, or processes, including automation and AI-driven systems.
- Changes resulting from monitoring, audits, or recommendations following accident investigations.
- Identification of deficiencies following proactive monitoring, audits, or incidents arising from the Company's activities.
- After a maximum of one year following a previous policy review.
- Other relevant changes to circumstances that may affect the management of health and safety at work, including climate change-related risks and pandemic preparedness.

NAME: Mark Graffin SIGNATURE: _____

POSITION: Director _____

DATE: 05 February 2025 REVIEW DATE: 04 February 2026

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	3

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation

The effectiveness of the Safety Policy is dependent on nominated employees fulfilling their responsibility for ensuring that all aspects of the Company's undertakings are carried out with due consideration for safety and with minimum risk to health. This includes adherence to both on-site and remote working arrangements, as well as compliance with emerging health and safety standards.

Ultimate responsibility for health and safety lies with the Managing Director, although specific duties are delegated to Directors, Managers, and other employees, according to individual experience, training, and competence. All delegated responsibilities will be clearly documented and communicated to ensure accountability and transparency.

Company Directors and Senior Management, both individually and collectively, will ensure that this policy is fully implemented and that all employees, contractors, and visitors are kept fully informed of its content. Regular updates and training sessions will be conducted to ensure ongoing awareness and compliance with the policy.

The Management team will ensure that this policy is embraced by all employees, contractors, and visitors attending Company premises or any specific site. This includes the implementation of digital tools for policy dissemination, such as online portals and mobile applications, to ensure accessibility for all stakeholders.

Individuals have a duty of care to themselves as well as to all those they encounter during any part of the working day. This duty extends to remote working environments, where employees must ensure their workspace is safe and free from hazards.

A competent person will be appointed to provide health and safety advice and assistance to the management and employees of Safetec Limited. The competent person will possess relevant qualifications and experience, and their role will include:

- Conducting regular risk assessments and audits (Where requested).
- Providing guidance on emerging health and safety risks, such as mental health, remote working, and climate change-related hazards.
- Facilitating training programs and workshops to enhance employee competence and awareness.

The details of the competent person, including their contact information and responsibilities, will be clearly displayed on the company notice board, health and safety posters, and the Company's intranet or digital platforms (where in place). This ensures that all employees, including remote workers, have access to this critical information.

POLICY IMPLEMENTATION

Overall responsibility for the implementation of the Health and Safety Policy is entrusted to the Managing Director, although the day-to-day application of the policy is delegated to the management team. The management team will ensure that all employees:

- Take reasonable care for the health, safety, and welfare of themselves, fellow employees, and anyone else who may be affected by their acts or omissions.
- Co-operate with others in the discharge of their duties, including contractors, clients, and third parties.
- Work in accordance with all safety procedures, including those specific to remote working environments where applicable.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	4

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage, and waste. Decisions about other priorities (e.g., programme and profit) are to take proper account of health and safety requirements. This includes integrating health and safety considerations into project planning tools and digital platforms to ensure real-time risk management.

Specific and precise arrangements will be developed and put into place, as necessary, to enable implementation of the Policy and Procedures. Safe Systems of Work, incorporating safety reviews, hazard identification, and risk assessments, are to be established, implemented, and monitored to always maintain a high standard of health and safety. This includes (where possible) the use of digital tools for risk assessment and incident reporting to enhance efficiency and accuracy.

High standards will be applied to ensure legal compliance in connection with the health and safety of members of staff and others affected by our acts and omissions. Due consideration will be given to environmental matters, including sustainability and climate change-related risks.

The company will undertake to maintain a high standard of cleanliness, hygiene, and housekeeping at all times and will ensure the provision of safe, adequate, and clear means of access and egress to places of work. This includes regular audits and inspections to identify and address potential hazards proactively.

All members of staff will be provided with appropriate and suitable Personal Protective Equipment (PPE), appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance, and storage of such equipment will be provided, with refresher courses conducted annually or as required.

Employees and Contractors are required to report all accidents, incidents, and near misses. Details of accidents must be recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent recurrence. Investigation findings will be shared with all relevant stakeholders to promote learning and improvement.

The accident book is located at head office, along with the first aid provisions, located in the staff kitchen area. Additionally, an electronic incident reporting system will be considered to facilitate real-time reporting and analysis.

Training will be provided to raise personal awareness of risks and hazards and to enhance knowledge of personal responsibility. This includes tailored training programmes for remote workers, young persons, and vulnerable employees.

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries, and damage are to be specified clearly and in writing to all employees and contractors. This includes the use of role-specific health and safety objectives integrated into performance reviews.

Facilities for joint consultation on matters of safety, health, and welfare will be available through the Company. The agreements reached through these consultations will be taken into account when the policy is reviewed periodically, as required. Consultation will be extended to include remote workers and contractors through virtual meetings and digital platforms where necessary.

The Health and Safety Policy will be explained to all new employees as part of their induction training, which will be provided prior to the commencement of work. A copy of the Health and Safety Policy will be made available digitally and in print for reference by employees.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	5

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

An annual review of the Health and Safety Policy will be carried out to ensure that the procedures and controls remain valid and relevant to the Company's work activities.

Further reviews may be carried out as and when required, such as in response to changes in legislation, incidents, or significant organisational changes. All updates and amendments to the documentation will be circulated to all employees and contractors via email, the company intranet, and digital noticeboards.

DIRECTORS

The Company is committed to ensuring a safe and healthy working environment for all employees, contractors, visitors, and any other persons affected by its activities. To achieve this, the Company will:

- Remain up to date with applicable legislation, including but not limited to the Health and Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999, amendments to the Workplace (Health, Safety and Welfare) Regulations 1992. Regular audits will be conducted to ensure compliance with all legal requirements.
- Comply with legal duties set out by current legislation, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. This includes ensuring compliance with international standards where applicable, such as ISO 45001 where in place.
- Issue the Health & Safety Policy to all employees, contractors, and relevant stakeholders. The Policy will be made available digitally and in print, with regular updates communicated via email, the company intranet, and digital noticeboards (where in place).
- Achieve the objectives set out within the Policy, including the integration of environmental, social, and governance (ESG) principles into health and safety practices.
- Allocate sufficient funds and adequate/competent resources necessary for the management of health, safety, welfare, and the environmental impact of the Company. Where possible, this includes investing in digital tools for risk assessment, incident reporting, and safety training.
- Appoint competent and responsible persons to manage first aid and fire safety, along with adequate first aid equipment and facilities, and fire-fighting equipment. The details of these appointed persons will be clearly displayed on the company notice board, intranet, and health and safety posters.
- Provide appropriate information, instruction, and training to employees, including tailored programmes for remote workers, young persons, and vulnerable employees. Refresher training will be conducted annually or as required.
- Plan and monitor work activities, considering any health and safety issues. This includes the use of digital project management tools to integrate health and safety considerations into planning and monitoring processes.
- Actively promote the Company's commitment at all levels, through effective health and safety management, encouraging and promoting a positive safety culture within the organisation. This includes regular safety campaigns, recognition programmes, and employee engagement initiatives.
- Set an example to employees by wearing appropriate Personal Protective Equipment (PPE) and adhering to all safety procedures. Senior management will lead by example in all health and safety matters.
- Carry out regular reviews of the Health & Safety Policy, either annually or in response to changes in legislation, incidents, or significant organisational changes. All updates and amendments will be communicated promptly to all stakeholders.
- Meet the requirements for inspection and testing of electrical installations and equipment, including statutory testing and certification. This includes maintaining a digital record of all inspections and tests for easy access and auditing.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	6

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

- Control the handling, use, and storage of hazardous substances in compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002. This includes providing digital COSHH risk assessments and safety data sheets (SDS) for all hazardous substances.
- Maintain an adequate level of Public and Employers Liability Insurance. The insurance policy will be reviewed annually to ensure it meets the Company's needs and legal requirements.
- Assess and control risks to new and expectant mothers, young persons, and persons with disabilities arising from the Company's undertakings. This includes providing tailored risk assessments and adjustments to working conditions where necessary.
- Carry out suitable and sufficient risk assessments and method statements in connection with the Company's undertakings. This includes the use of digital tools to streamline the risk assessment process and ensure real-time updates.
- Manage vehicles and transport within the business and implement adequate controls to ensure the safety and health of employees at risk. This includes providing training on safe driving practices and regular vehicle maintenance checks.
- Have adequate controls in place to manage contractors visiting and working at the Company premises. This includes:
 - Pre-qualification checks to ensure contractors meet the Company's health and safety standards.
 - Induction training for all contractors, covering site-specific hazards, emergency procedures, and the Company's Health & Safety Policy.
 - Regular monitoring and audits of contractor activities to ensure compliance with safety requirements.
 - Clear communication of roles and responsibilities through written agreements and digital platforms.
 - Integration of contractor safety performance into the Company's overall health and safety management system.
- Carry out a thorough investigation of all accidents and incidents, including near-misses, to identify root causes and implement corrective actions. This includes:
 - Using digital incident reporting tools to ensure timely and accurate reporting.
 - Conducting investigations promptly with the involvement of relevant stakeholders, including employees, contractors, and safety representatives.
 - Sharing investigation findings with all relevant parties to promote learning and prevent recurrence.
 - Implementing corrective actions based on investigation outcomes, with follow-up reviews to ensure effectiveness.
 - Maintaining a digital record of all investigations, findings, and actions taken for future reference and auditing purposes.

OFFICE MANAGER

Key responsibilities of the Office Manager include:

- Ensuring that procedures are in place to identify, evaluate, and control risks associated with young persons or vulnerable individuals working within the office area.
- Ensuring that procedures are in place to investigate, report, and document all office incidents and accidents.
- Ensuring that all office staff are provided with regular and up-to-date training in fire safety and emergency procedures.
- Ensuring that office staff have access to adequate first aid provisions, facilities, and trained first aid personnel.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	7

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

- Ensuring that arrangements are in place to identify, evaluate, and control all office hazards through regular risk assessments.
- Ensuring that Display Screen Equipment (DSE) and Workstation Assessments are carried out for all DSE users and that corrective actions are implemented where necessary.
- Ensuring that arrangements are in place to carry out Manual Handling Assessments for office staff expected to undertake manual handling operations and that staff are trained in safe manual handling techniques.
- Ensuring that appropriate Personal Protective Equipment (PPE) is provided to office staff where relevant and that staff are trained in its proper use.
- Setting an example to other employees by wearing appropriate PPE and adhering to all health and safety protocols.
- Ensuring that arrangements are in place to carry out CoSHH Assessments for any hazardous substances in use within the office area and that safety data sheets are readily accessible.
- Ensuring that the Health & Safety Policy is regularly communicated to office staff and that they understand their responsibilities.
- Ensuring that office staff are regularly appraised and trained to carry out their duties safely.
- Ensuring that regular monitoring of the office and warehouse areas are carried out, hazards are promptly addressed, and a high standard of housekeeping is maintained.

MANAGERS AND SUPERVISORS

Managers / Supervisors are responsible for:

- Implementing the arrangements of the Health & Safety Policy and ensuring compliance across their teams.
- Assisting in the development, implementation, and regular review of safe systems of work.
- Establishing, implementing, and monitoring safety rules and safe working practices in alignment with current legislation and best practices.
- Conducting the induction and ongoing training of operatives, enabling them to perform their duties safely.
- Ensuring the health, safety, and well-being of any employee under their control and addressing any concerns promptly.
- Overseeing emergency procedures, including first aid, fire safety, and evacuation drills.
- Identifying and controlling hazards arising from work operations, use of hazardous substances, exposure to dust, noise, vibration and other workplace risks.
- Carrying out workplace and equipment inspections at regular intervals and ensuring statutory tests/inspections are completed by competent persons.
- Assisting with accident investigation, reporting, and recording of accidents/incidents and dangerous occurrences to prevent recurrence.
- Maintaining good housekeeping and ensuring a clean, organised, and hazard-free work environment.

HEALTH AND SAFETY CO-ORDINATOR

The Health & Safety Co-ordinator is responsible for:

- Regularly reviewing and updating the Health & Safety Policy to reflect current legislation and best practices.
- Monitoring and assisting with the implementation of the Health & Safety Policy across all departments.
- Reviewing health and safety legislation and implementing any new requirements in a timely manner.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	8

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

- Advising management of their responsibilities for accident prevention and avoidance of health hazards through regular briefings and updates.
- Advising on areas for improvement in health and safety standards and/or practices and tracking progress on corrective actions.
- Conducting regular health, safety, and workplace inspections, covering premises, plant, equipment, services, fire, and first aid arrangements and ensuring corrective actions are implemented.
- Ensuring statutory inspections are carried out and maintained by competent persons and that records are easily accessible.
- Ensuring that health and safety and training records are kept up-to-date and auditable.
- Advising the Company of any additional hazards that might apply as a result of new machinery, materials, or changes to processes and recommending control measures.
- Ensuring that all accidents, incidents, and near misses are investigated by competent persons and that lessons learned are shared across the organisation.
- Collating and reporting to the authorities any accidents reportable under RIDDOR 2013 within the required timeframe.
- Preparing and reviewing safety statistics and trends to identify areas for improvement.
- Identifying health and safety training needs of all employees and implementing a suitable training programme with measurable outcomes.
- Ensuring that all necessary risk assessments are suitable, sufficient, and reviewed annually or as circumstances change.
- Providing and maintaining appropriate PPE and ensuring its proper use.
- Introducing safe systems of work, including permit-to-work systems for hazardous activities and monitoring compliance.
- Liaising with managers, employees, sub-contractors, and specialists to resolve health and safety issues promptly.
- Assisting in the creation of and training in the use of method statements and ensuring they are followed.
- Assisting with the creation of written procedures for contractors and ensuring they are adhered to.
- Ensuring compliance with first aid, fire safety, and emergency evacuation procedures through regular drills and audits.
- Assisting and advising in relation to the appointment of competent persons and verifying their qualifications.
- Managing the application and renewal of Third-Party Safety Accreditation Schemes (e.g., SafeContractor) and ensuring ongoing compliance.

EMPLOYEES, OPERATIVES & CONTRACTORS

All employees, operatives and contractors have responsibilities which include:

- Taking reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Cooperating with the Company and others to comply with statutory duties and health and safety requirements.
- Not intentionally or recklessly interfering with or misusing anything provided for health and safety and reporting any defects immediately.
- Familiarising themselves with and complying with the Health & Safety Policy and seeking clarification if unsure.
- Reporting all accidents, dangerous occurrences, and near misses immediately to Managers/Supervisors and participating in investigations.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	9

HEALTH & SAFETY POLICY

Section 2 - Organisational Structure & Responsibilities Organisation cont'd

- Familiarising themselves with emergency evacuation and fire prevention procedures and participating in drills.
- Selecting and using appropriate tools and equipment and reporting any defects or issues immediately.
- Conducting pre-use inspections of all work equipment and reporting any concerns to management.
- Using and caring for any safety equipment, including **PPE** and ensuring it is maintained in good condition.
- Showing due consideration when working and adhering to their health and safety rules.

QUALITY, ENVIRONMENTAL AND HEALTH AND SAFETY ADVISOR

Health and safety information and advice may be obtained through a competent health and safety consultancy. Wiser Safety Management Limited are appointed and will provide support upon request as follows:

- Advising on the Company's responsibilities under health and safety legislation and best practices.
- Providing information and advice regarding changes to health and safety legislation and their implications for the Company.
- Advising on the Company's responsibilities in connection with Quality, Environmental, and Health & Safety Management Systems and ensuring alignment with ISO standards.
- Advising on the suitability of remedial measures identified through risk assessments, Coshh assessments, investigations, inspections, and audits and tracking their implementation.
- Advising on suitable sources of training provision and evaluating training effectiveness.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	10

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS

ACCIDENT REPORTING & INVESTIGATION

The Company acknowledge and accept their duties and responsibilities under:

- The Social Security Act 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Data Protection Act 2018 including General Data Protection Regulations

The Company will ensure that the relevant protocol is followed in the event of an accident / incident occurring:

- Employees and / or sub-contractors must notify the Company Health & Safety Co-Ordinator and complete an Incident Report Form as soon as practicable.
- The Company Health & Safety Co-Ordinator will ensure an accident record is completed and removed from the Accident Book BI 510 and filed accordingly.
- The Company Health & Safety Co-Ordinator will notify all reportable injuries, diseases, and dangerous occurrences to the relevant authority immediately by the quickest practical method. An online form is accessible at <http://www.hse.gov.uk/riddor/report.htm#online>; this will be submitted within 10 days (15 days for over seven-day injuries). Reportable injuries, diseases and dangerous occurrences include:
 - Work related fatalities
 - Specific Injuries e.g.
 - Fractures, other than to fingers, thumbs, and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot, or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn and/or scalding injury where it covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system, or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries resulting in an absence from work to unable to undertake usual duties for more than seven consecutive days
 - Reportable Diseases e.g.
 - Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
 - Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand, or arm
 - Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
 - Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitiser
 - Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
 - Dangerous Occurrences e.g.
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.
 - The failure of any closed vessel, its protective devices or of any associated pipework (other than a pipeline) forming part of a pressure system (where that failure could cause the death of any person)
 - Any plant or equipment unintentionally encountering an uninsulated overhead electric line in which the voltage exceeds 200 volts; or close proximity with such an electric line, such that it causes an electrical discharge.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	11

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either results in the stoppage of the plant involved for more than 24 hours or causes a significant risk of death.
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.
- Non-fatal accidents requiring hospital treatment for non-workers.
- The Company Health & Safety Co-Ordinator will report all incidents online, wherever possible. The HSE telephone service (Contact Centre on 0345 300 9923) will be used for reporting fatal and specified injuries only (opening hours Monday to Friday 8.30 am to 5 pm).
- The Company Health & Safety Co-ordinator will report specific Reportable Incidents that occur outside of normal working hours to the HSE duty officer on 0151 922 9235. The type of circumstances where HSE may need to respond out of hours in the event of:
 - a work-related death
 - a serious incident where there have been multiple casualties
 - an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

The Company will investigate all accidents / incidents with the assistance of an external Health & Safety consultant (where necessary) to determine:

- The cause of the accident.
- Who was involved and affected by the accident.
- The time and date of the accident.
- The reason the accident occurred.
- How the accident could have been prevented.
- How recurrence of the accident can be prevented.

The Company may also carry out an investigation for the following purposes:

- To gather information for use in any criminal or civil proceedings.
- To confirm or refute a claim for industrial injury benefit.
- To prepare a report or to provide notification to the Health and Safety Executive.

ALCOHOL AND DRUG ABUSE

The Company recognise their duty to protect its employees, and others who may be affected by the Company activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug related problem which may affect their work is encouraged to approach their manager; the Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company employee's is working whilst under the influence of excess alcohol or affected by drugs to report this to their manager.

ASBESTOS – ARRANGEMENTS & EMERGENCY PROCEDURES

The Company acknowledge and accept their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Control of Asbestos Regulations (CAR) 2012
- The Data Protection Act 2018 including General Data Protection Regulations

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	12

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Asbestos Awareness training will be provided to employees that are potentially at risk of exposure to Asbestos or Asbestos Containing Materials (ACMs) as a result of encountering asbestos or disturbing asbestos during the course of their work at premises belonging to the Company and / or its clients. Exemption from this requirement would apply only where it can be demonstrated that work will only be carried out in or on buildings free of Asbestos Containing Materials (ACMs). Any such information should be made available in an asbestos management plan.

Asbestos Awareness training will be provided by a competent person with relevant knowledge, experience, and qualifications. As a minimum the training provided will furnish employees with a clear understanding of:

- The types and groups of asbestos.
- Where asbestos can be found.
- The health effects of asbestos.
- Key pieces of legislation.
- General precautions and how to avoid asbestos exposure.
- Carrying out unlicensed and licensed tasks.
- Asbestos disposal procedures.

Asbestos Awareness training will be provided at regular intervals or annually, to take account of changes in legislation and any significant changes in the type and method of work carried out by the Company or client procedures.

Employees and contractors are reminded that asbestos has been used for many purposes and can be found in a variety of products. It should therefore be remembered that if there is any doubt, it is safer to presume that a material contains asbestos, unless there is strong evidence to demonstrate that it does not.

To limit exposure and the risk of adverse health effects in the event of accidental discovery or uncontrolled release of asbestos into the workplace, employees must ensure that the Company / Clients' emergency procedures are followed.

On discovery of an un-damaged Asbestos Containing Material the following process should be implemented:

- Cease work immediately.
- Evacuate everyone from the area of exposure.
- Cordon off and seal up area as far as possible, to prevent re-entry of fellow workers, other contractors, the client, their employees, representatives and or visitors. Members of the public must also be excluded from the affected area.
- Report the problem to the person responsible for the site and to a senior manager at the earliest opportunity.
- Display appropriate signage to alert people to 'Potential Asbestos Contamination' (handwritten signs displayed in a prominent position will suffice)

The following procedures must be implemented where an Asbestos Containing Material (ACM) is discovered in poor condition or where the ACM has been damaged during the work:

- Cease work immediately.
- Evacuate everyone from the area of exposure.
- Remove any contaminated clothing and place it in a plastic bag, seal, and label 'Contaminated with Asbestos' (where clothing remains unaffected by asbestos dust or debris follow the procedure for discovery of undamaged asbestos).
- Shower immediately if the site has the facilities, otherwise wash thoroughly, using existing welfare facilities.
- Ensure that welfare / washing facilities are left in a clean and tidy condition.
- Report the problem to the person responsible for the site and to a senior manager at the earliest opportunity.
- Display appropriate signage to alert people to 'Potential Asbestos Contamination' (handwritten signs displayed in a prominent position will suffice).

Both procedures require notification of the incident to the person responsible for the site i.e., Manager, Foreman, Facilities Manager etc. The person reporting the incident must also ensure that the matter is reported to a Senior Manager (Employer).

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	13

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Where relevant, the person responsible for the site and the Senior Manager must ensure that the client Head Office is made aware of the incident, in order that arrangements can be made for a sample to be analysed and the work area to be cleaned up as required. Re-entry and completion of the work within the contaminated area will not be permitted until a clearance / re-occupation certificate has been issued by the appropriate licensed asbestos analysing / air monitoring Company.

BEHAVIOURAL SAFETY

The Company understands their commitments and requirements under:

- The Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Other applicable legislation.

It is estimated that in up to 80 per cent of work-related accidents, employees' behaviour is a contributing factor, in the form of acts or omissions. The most common causes are:

- Timesaving (cutting corners).
- Ergonomic Factors (i.e., inadequate machine guarding).
- Common Practice / Bad Habits.
- Reinforcement of unsafe actions by Supervisors / Managers.

As part of our commitment to ongoing improvement in relation to Behavioural Safety, the company will:

- Provide effective Health and Safety leadership on all projects.
- Promote a positive Health and Safety Culture.
- Engage our management team and employees in decisions that affect their health, safety, and wellbeing.
- Regularly review and revise our arrangements and procedures.

The Managing Director has been given the responsibility for:

- Setting and monitoring objectives and targets in relation to Behavioural Safety.
- The Company's visibility and health and safety leadership.
- Briefing / Training of management in Behavioural Safety techniques, through in-house and external training events.
- Briefing / training of all employees to enable them to recognise both safe and unsafe practices and encourage others to stop unsafe activities, as well as suggest improvements to working methods.
- Implementation of appropriate procedures to enable confidential reporting of unsafe working conditions / practices.
- Ensuring all staff comply with the Company's safety arrangements and procedures and where necessary challenge and report instances where there is a disregard of safety instructions and procedures. Whistle-blowers will remain anonymous.

The Company have provided the following to Operatives / Workers, and Sub-Contractors in order to maintain safe working behaviours in order to ensure safety rules and control measures are fully adhered to:

- Policies and Procedures.
- Information instruction and Training.
- Safe Equipment and Tools.
- Safe Systems of Work.
- Relevant manufacturer instructions and safety information (i.e., Material Safety Data Sheets, Noise production Statistics, Safe trigger times).

Furthermore, the Company will provide Staff and Sub-Contractors with a behavioural safety induction prior to commencement of works. This will include all relevant safety information pertaining to behaviour and procedures that have been put in place.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	14

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

The Company will follow all statutory requirements as stipulated by:

- The Health and Safety at Work etc Act 1974.
- The Management of Health & Safety at Work Regulations 1999.
- The Construction Design and Management Regulations 2015.
- The Provision and Use of Work Equipment Regulations 1998.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- The Manual Handling Operations Regulations 1992.
- The Working at Height Regulations 2005.
- Other applicable legislation.

Training is a key aspect of ensuring behavioural safety, as such the Company will ensure the provision of appropriate training in connection with all tasks is provided to our workforce.

Behavioural Safety will be promoted from the top, down as pertaining to levels of seniority within the company. Safetec limited will ensure our Directors, Management Team and Supervisors are behavioural safety champions who will lead by example and will ensure behavioural safety is promoted from within and that all work is compliant and is undertaken in accordance Company policies and procedures.

COMMUNICATION AND CONSULTATION

The Company will communicate and consult on matters of health and safety, with all employees in compliance with their legal duties under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Safety Representatives and Safety Committee Regulations (as amended) 1977
- The Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety Information for Employees Regulations 1989 and Amendment 2009

Communication and consultation will be carried out directly with employees. Typical matters for communication / consultation will include:

- The content of the Health & Safety Policy.
- Company / Client Safety Rules, generic and or site / job specific.
- Information about changes in the workplace that may affect their health and safety.
- Information about hazards arising from the activity of the Company.
- Changes in legislation or Approved Codes of Practice.
- The planning of health and safety training.

The Company recognises that effective communication of health and safety arrangements is essential to achieve and maintain a good standard of health and safety.

All necessary measures will be taken to ensure that communication in relation to instruction and training is provided to all employees in a clear and comprehensible way. The following methods of communication will be adopted by the Company:

<ul style="list-style-type: none"> ▪ Oral communication ▪ Written communication ▪ Safety meetings ▪ Memorandums ▪ Text / WhatsApp / Emails ▪ Graphic communication 	<ul style="list-style-type: none"> ▪ Pictograms ▪ Noticeboards ▪ Video / DVD's ▪ Poster campaigns ▪ Toolbox Talks ▪ Employee handbooks
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Procedures will be put into place to ensure that sufficient supervision is provided and that there is access to adequate lines of communication in order for employees to discuss work instructions, tasks, general matters and any issues that may arise.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	01 February 2025	2	15

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

The Company will ensure that a reasonable ratio of English speaking / non-English speaking workers is maintained, to enable fellow workers, fluent in English and the relevant language, to be appointed as 'Buddies' to take responsibility for interpreting and translating any relevant work-related information for non-English speaking workers.

CONFINED SPACES

The Company understands and accepts the legal duties placed under:

- The Confined Spaces Regulations 1997
- Approved Code of Practice
- INDG258 (rev1)
- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health 2002 & Amendments
- Personal Protective Equipment Regulations 1992 & Amendments
- Personal Protective Equipment at Work Regulations 2022
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

A Confined Space is defined as any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g., lack of oxygen).

Where possible, Confined Space work will be identified pre-contract and due consideration will be given to any alternative methods of completing the work i.e., from outside using long reach equipment. Where the work requires entry into a Confined Space, a risk assessment must be carried out by a competent person. The Risk Assessment should consider the following:

- Flammable atmospheres - Risk of fire or explosion
- High or Low temperatures - risk of loss of consciousness
- Lack of, or too much oxygen or other gas - risk of loss of consciousness
- Sudden inflow of liquid, gas or flowing solid - drowning, crushing or loss of consciousness
- the task
- the working environment
- working materials and tools
- the suitability of those carrying out the task
- arrangements for emergency rescue

All relevant hazards will be identified along with any necessary controls that need to be put in place. Controls will include but are not limited to:

- Training of operatives on - risks involved, equipment to be used, emergency procedures
- High level of supervision
- Testing of atmosphere before entry
- Monitoring of atmosphere during work
- Isolation of confined space to prevent sudden accidental inflow of substances
- Detailed rescue procedure, with adequate equipment and training in its use

The following documentation will be communicated and provided to those involved in the task:

- Risk Assessment
- Safe System of Work
- Permit to Work will be made available to operatives and contractors involved in the task.

Operatives and contractors will be provided with appropriate safety equipment along with Personal Protective equipment as required and /or determined by the Risk Assessment. Operatives and contractors will not be permitted to enter a confined space unless appropriate Confined Space Training has been provided and all Permit to Work conditions have been met.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	13

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

CONSTRUCTION DESIGN MANAGEMENT (CDM) REGULATIONS 2015

The Company understands and accepts the legal duties placed under The Construction Design and Management (CDM) Regulations 2015. Our arrangements form part of our Health and Safety Policy; these will be reviewed and amended to reflect the new legislation which became effective on 6 April 2015. We further acknowledge our legal obligations in connection with the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Construction Design and Management (CDM) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Work at Height Regulations 2005
- The Control of Substances Hazardous to Health 2002 & Amendment
- The Control of Asbestos Regulations 2012

All relevant projects / works defined as construction work will be carried out in accordance with the CDM Regulations 2015. Projects where the construction phase is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days will be notified (by the client) in writing to the Health and Safety Executive (HSE) via an F10 Notice.

The Guidance Document Managing health and safety in construction (L153) will be referred to and followed by the Company to ensure that all relevant duties will be undertaken in accordance with the CDM Regulations 2015.

CDM 2015 - Responsibilities	
CDM duty holders: * Who are they?	Summary of role/main duties
Clients are organisations or individuals for whom a construction project is carried out.	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> ✓ other duty holders are appointed; ✓ sufficient time and resources are allocated. <p>Make sure:</p> <ul style="list-style-type: none"> ✓ relevant information is prepared and provided to other duty holders; ✓ the principal designer and principal contractor carry out their duties; ✓ welfare facilities are provided. <p>See paragraphs 23–52 of L153 for more guidance</p>
Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> ✓ the contractor, on a single contractor project; or; ✓ the principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. See paragraphs</p> <p>See paragraphs 53–56 of L153 for more guidance</p>

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	14

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> ✓ construction; and ✓ the maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p> <p>See paragraphs 72–93 of L153 for more guidance</p>
<p>Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ✓ identifying, eliminating, or controlling foreseeable risks; ✓ ensuring designers carry out their duties. <p>Prepare and provide relevant information to other duty holders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor, and coordinate health and safety in the construction phase.</p> <p>See paragraphs 94–115 of L153 for more guidance</p>
<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> ✓ liaising with the client and principal designer; ✓ preparing the construction phase plan; ✓ organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> ✓ suitable site inductions are provided; ✓ reasonable steps are taken to prevent unauthorised access; ✓ workers are consulted and engaged in securing their health and safety; and ✓ welfare facilities are provided. <p>See paragraphs 110–146 of L153 for more guidance</p>
<p>Contractors are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p> <p>See paragraphs 147–179 of L153 for more guidance</p>

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	15

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

<p>Workers are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"> ✓ be consulted about matters which affect their health, safety, and welfare; ✓ take care of their own health and safety and others who may be affected by their actions; ✓ report anything they see which is likely to endanger either their own or others' health and safety; ✓ cooperate with their employer, fellow workers, contractors and other duty holders.
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*Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability to carry out those roles in a way that secures health and safety.

** Principal designers are not a direct replacement for CDM co-ordinators. The range of duties they carry out is different to those undertaken by CDM co-ordinators under CDM 2007 (See paragraphs 181–186 of L153 for more information about transitional arrangements).

DISPLAY SCREEN EQUIPMENT

The Company acknowledge and accept their duties and responsibilities to provide adequate welfare facilities under:

- The Health and Safety (Display Screen Equipment) Regulations 1992

In accordance with current legislation, the Company will ensure:

- That a suitable and sufficient analysis of workstations is carried out.
- All equipment provided will meet the requirements of the regulations.
- Regular breaks are provided, or work activities are changed to reduce employee workload and specific equipment.
- The cost of regular eyesight testing is met by the Company on request by employees.
- That suitable information instruction and training is provided to all Display Screen Equipment users.

Workstation Assessments will be carried out by the Company to ensure that: -

- Screens are correctly positioned, avoiding glare from adjacent windows with the means for adjustment to ensure good character definition and stability.
- Keyboards are correctly positioned with legible characters on keys and have the option for tilting. Suitable equipment will be made available for wrist support.
- Desks are of ergonomic design with a matt surface size and the type of surface ensuring type and size.
- Chairs have the means to adjust the back and a suitable footrest is made available.
- Sufficient lighting and space are available in work areas.
- There is no risk to users from noise.
- Software in use is easy to work whilst not governing the work rate.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	16

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

ELECTRICAL SAFETY

The Company acknowledge and accept their legal duties and responsibilities under:

- Electricity at Work Regulations 1989
- Memorandum of Guidance on the Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Personal Protective Equipment at Work Regulations 2022
- Electricity at Work – Safe Working Practices HS(G)85 (Third edition)
- IET Wiring Regulations BS 7671:2018 (18th Edition) Amendment 2:2022

The Company will ensure that:

- Electrical work will be properly planned and carried out in accordance with current legislation, relevant British Standards and industry guidelines and best practice.
- Adequate controls are in place to protect persons from any risks associated with electrical equipment, switchgear, distribution boards, cabinets, isolators, fuses, and circuit breakers.
- Access to electrical equipment, switchgear, distribution boards, cabinets, isolators, fuses, and circuit breakers is restricted to authorised personnel only.
- Maintenance, inspection, testing and repair of electrical circuits, cables, products, and equipment are competent and qualified to carry out such repairs.
- Safe systems of work, lock-out procedures, permits, risk assessments and method statements are put in to place prior to commencement of work to electrical work to circuits, cables, products equipment, and installations.
- Portable Appliance Testing is carried out for all portable electrical appliances, by a competent person.

EMPLOYEE WELFARE

The Company acknowledge and accept their duties and responsibilities to provide adequate welfare facilities under:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Construction (Design and Management) Regulations 2015

The Company will provide adequate welfare facilities and appropriate procedures to ensure facilities are maintained in a clean and tidy condition. Suitable arrangements will be made with the client, their representative and / or the principal contractor, for the use of welfare facilities at sites under their control, thus ensuring the provision of adequate facilities to employees and sub-contractors whilst at work.

Facilities to be provided as a minimum include the provision of:

- Toilet and sanitary facilities and provisions.
- Hand basins, warm water, and soap for hand-washing, along with suitable means of hand drying.
- An area away from the work area to take appropriate refreshment and lunch breaks.
- A suitable area to get changed, dry off and keep warm (where the work is outdoors).
- Sufficient levels of lighting.
- Sufficient heating and ventilation.
- Wholesome drinking water.

Arrangements will be put into place to ensure that housekeeping is monitored and maintained to a high standard. Waste and waste bins will be cleared from within office areas and on site, on a regular basis to prevent any unnecessary accumulation of waste and potential risk of slips, trips and falls and fire risks.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	17

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

FIRE SAFETY ARRANGEMENTS

Legal duties and responsibilities imposed on the Company under the following legislation are acknowledged and it is the Company declared policy to co-operate and maintain good relations with all regulatory and enforcing authorities. Management and employees will be encouraged to assist with the correct enforcement of the applicable legislation and to participate in the improvement and maintenance of fire safety:

- Health and Safety at Work Act etc. (HASAWA) 1974
- The Management of Health and Safety at Work Regulations (MHSWR)1999
- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005

Adequate funds and resources will be provided to enable implementation of this policy which includes: -

- The provision of a safe and healthy working environment.
- Minimising the risk of fire to Company premises.
- Preventing harm to employees, contractors, visitors, members of the public and any other relevant persons that may be affected by fire.
- Management of fire risks in accordance with the requirements of the RRFSO.

Communities and Local Government Guides, Approved Document B and British Standards BS 9999 will be utilised to:

- Develop and maintain policies and procedures to minimise and / or reduce the risk of fire occurring and the subsequent spread of heat, fire, and smoke.
- Provide and maintain sufficient means of raising the alarm.
- Provide and maintain adequate escape routes, fire exits and sufficient signage.
- Provide and maintain emergency lighting to aid evacuation.

Practical measures will be taken to ensure that sources of fuel, ignition and oxygen are identified along with potential fire hazards and risks. Effective and preventative control measures and appropriate action will be taken to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, clients, visitors, and all other relevant persons.

As part of the Company process of continuing development, it aims to achieve a consistently high standard of fire safety, through effective management, good fire safety performance and best practice.

The Company has appointed Mark Graffin as the Director responsible for fire safety, in accordance with legal obligations under the Regulatory Reform (Fire Safety) Order 2005. Legal duties under the RRFSO include:

- Ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.
- Appointing competent persons to assist with implementing measures and compliance with RRFSO.
- Ensuring a competent person carries out a suitable and sufficient fire risk assessment of the premises, to ensure that the following general fire precautions are in place and are satisfied:
 - ~ Measures to reduce the risk of fire.
 - ~ Measures to reduce the risk of fire, heat and smoke spread.
 - ~ Means of escape from fire.
 - ~ Measures to secure the means of escape can be safely and effectively used.
 - ~ Measures for firefighting.
 - ~ Measures for detecting and warning of fire.
 - ~ Actions to be taken in the event of a fire (instructions and training).
 - ~ Actions in the event of a fire (mitigation of the effects of a fire).

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	18

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- Implementation of preventative and protective measures to ensure the safety of all relevant parties, including:
 - ~ Implementing general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his or her employees or any person who is lawfully on the premises.
 - ~ Implementation of general fire precautions that may reasonably be required to ensure that the premises are safe, in relation to relevant persons who are not employees and / or who might be in the vicinity of the premises and at risk from fire on the premises.

Relevant persons are those who need to be protected from the risk of fire, they must be legally on the premises or in the immediate vicinity of the premises. Relevant persons include employees, contractors and people visiting the premises. Particular attention must be made to vulnerable groups such as persons with disabilities, special needs and / or anyone who is mobility impairment that may require assistance during the evacuation of the premises in the event of a fire.

The Company will appoint competent persons with the necessary training, experience, knowledge, and qualities to carry out the duties of Fire Wardens / Marshals at the premises. Fire Marshal / Warden duties will involve assisting the Company with the day-to-day management of fire safety with the following duties:

- Monitoring general fire safety.
- Inspection of fire escape routes, fire exits and external areas of the premises.
- Inspection of fire doors.
- Inspection of firefighting equipment.
- Inspection and testing of manual call points.
- Inspection and testing of the fire alarm.
- Inspection and testing of emergency lighting.
- Inspection and testing of the refuge area and communication devices.
- Assisting and participating in fire drills / evacuations.
- Reporting unsafe practices / conditions.
- Reporting faults, incidents and near misses.
- Discussing evacuation arrangements with staff and offer guidance on procedures.
- Remaining familiar with escape routes and checking accessibility.
- Taking a lead role during fire drills.
- Providing feedback on the success of fire drills.
- Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

The role of Fire Marshals and Wardens on hearing the alarm is to:

- Wear high-visibility clothing.
- Instruct people to leave via the nearest escape route.
- Ensure that all persons have left their designated area.
- Help people to leave the premises.
- Shut down vital or dangerous equipment.
- Be the last person to leave their area, liaise with a person in charge and report that area is clear or that they are waiting in a refuge for assistance.
- Report to assembly points.
- Communicate with other wardens / senior warden or incident controller.
- Liaise with fire and rescue service on arrival, if required.

The Company will ensure that all employees, contractors, and visitors are provided with all relevant information and documentation in relation to fire safety arrangements at the premises. The Company will consult with employees and other interested parties, in connection with the fire safety policy and arrangements and their on-going involvement will be encouraged. Any procedural and policy reviews / revisions will also be communicated accordingly.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	19

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Company inductions, including fire safety arrangements will be provided to all employees, and temporary / agency workers, on commencement of employment. Arrangements in connection with the following will be included in the induction training:

- Actions to be taken on discovering a fire.
- Actions to be taken on hearing the alarm.
- Items listed in the Emergency plans.
- The importance of fire doors and other preventative and protective measures.
- Information relating to the type and use of firefighting equipment.
- Location of fire escape routes and fire exits.
- Operation of fire exit devices.
- The location and importance of reporting to assembly points.
- Provision of information in relation to fire hazard control, smoking policy, and use of cooking facilities.
- Information on specific training for employees with designated fire safety responsibilities.

The Company will provide all necessary training in connection with the evacuation of vulnerable groups / individuals and in relation to buddy systems / policies.

Specific training will be provided as is necessary to employees with designated fire safety responsibilities. Appropriate refresher training will be provided where necessary.

The basic fire safety arrangements will also be provided to all contractors, clients and visitors attending the premises.

Employees and contractors will be instructed to report any defective or missing fire safety equipment to a member of management.

The Company will implement procedures for the inspection and testing of fire safety equipment as listed below. Details of all inspections and testing will be recorded within the Fire Log Book:

- Fire drills and practice evacuations will be carried out at six-monthly intervals.
- Weekly testing of the fire alarm system will be carried out by the user. Testing will include monitoring and testing the alarm panel, testing of manual call points and alarm sounders. Employees, contractors, and visitors will be informed when these tests are scheduled.
- A different manual call point will be tested each week during normal working hours, to ensure all manual call points in the premises are tested in rotation.
- Portable fire extinguishers and fire blankets will be visually inspected on a weekly basis by a competent Fire Marshal. Annual service, test and certification will be carried in accordance with the relevant British Standard out by a competent person.
- Fire escape routes, fire exits, and fire doors will be inspected weekly, by a competent person.
- A competent person / Company will carry out periodic inspection testing and certification of the alarm system, to include the fire alarm panel, smoke and heat detectors, emergency lighting and alarm sounders. The periodic tests will be determined by the manufacturer's instructions and will be carried out in accordance with the appropriate British Standards.

The Company will implement procedures for the inspection and testing of work equipment as detailed below. Details of all inspections, maintenance, testing and certification will be recorded within the Fire Log Book:

- A competent person / electrical contractor will carry out an inspection, test and certification of fixed electrical cables and circuits every 5 years.
- Electrical leads, electrical appliances and portable electrical equipment will be visually inspected monthly by a designated competent person within the Company.
- A competent person / electrical contractor will carry out an annual inspection, testing and certification of all electrical leads, portable appliances, and portable electrical equipment.
- A competent person / contractor will carry out inspection, testing and certification of kitchen appliances including cooking / heating equipment, refrigerators, freezers, and dish washing equipment on an annual basis.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	20

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- A competent person / contractor will carry out inspection, maintenance, testing and certification of kitchen extraction equipment (including filters and ducting) on an annual basis.
- A competent person / contractor will carry out inspection, maintenance, testing and certification of air conditioning equipment (including filters and ducting) on an annual basis.
- A competent person / contractor will carry out inspection, maintenance, testing and certification of gas boilers and appliances on an annual basis.

The Company have introduced the following procedures in the interest of fire safety and to ensure so far as is reasonably practicable, the safety of employees, contractors and visitors who may be at risk in the event of a fire occurring:

- Emergency escape routes will be established, maintained, and always kept clear of any obstruction.
- Fire exit doors will be maintained in good working order.
- Fire exits will be unlocked during normal operating hours and at all other times where the premises are occupied.
- The risk of fire, heat and smoke spreading within the premises will be minimised by the use of fire rated doors and use of intumescent strips and smoke seals within existing door frames.
- Signs and notices including, directional fire escape route signs, fire exit signs, fire action notices, manual call point signs, fire extinguisher identification signs, refuge point signage, assembly point signs and any other relevant signage will be compliant with EU Directive EN7010 and will be displayed in prominent positions / locations internally and externally to ensure that appropriate instructions are provided to employees and contractors and other relevant parties.

Procedures will be implemented for a competent person to monitor and review the effectiveness of the fire safety arrangements. Reviews will be carried out on an annual basis although the following circumstances will result in a review being carried out:

- Alteration to the premises.
- Changes in use of the premises.
- Changes in people, materials, and processes.

The Company will ensure that the Fire Log Book is used to record inspection, testing, maintenance and certification of fire safety features and equipment. The Fire Log Book will also be utilised to document the programme of fire safety training. Records will be kept as follows:

- Details of the alarm system.
- Alarm Activations, Events and False Alarms.
- Manual Call Points (type, location, inspection, and maintenance).
- Smoke and Heat Detectors (type, location, inspection, and maintenance).
- Weekly Testing Schedules.
- Fire Fighting Equipment (type, location, inspection, and maintenance).
- Fire Doors and Emergency Exits.
- Fire Drills and Evacuation (times and comments).
- Annual inspection, testing and Certification of firefighting equipment.
- Periodic Testing of Emergency Lighting.
- Scheduled and unscheduled maintenance of fire detection and alarm systems.
- Visits and / or communication with the Fire and Rescue Services or other Enforcing Authorities.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	21

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

FIRST AID

The Company acknowledge and accept their duties and responsibilities under:

- The Social Security Act 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Data Protection Act 2018 including General Data Protection Regulations

The Company will refer to the above regulations along with the associated Health and Safety Executive Guidance Note L74 (Third edition), in order to meet and fully comply with the requirements of the regulations. Employees will be provided with:

- Adequate equipment and facilities to administer first aid treatment.
- Information in relation to first aid arrangements and the location of equipment and / or facilities.
- Treatment for the purpose of preserving life and minimising the consequences of illness and / or injury, until the arrival and assistance of a medical practitioner.
- Treatment of minor injuries which would otherwise receive no treatment or do not need the help of a medical practitioner.

The Company will carry out an assessment of the Company operations to identify and determine suitable equipment, facilities, resources, and provisions to address the Company first aid requirements. A sufficient number of competent / trained persons will be appointed as 'First Aiders' and all necessary equipment, facilities, resources, and provisions will be provided. First Aiders will be responsible for monitoring and maintaining first aid facilities, equipment, and provisions.

Adequately stocked portable first aid kits appropriate to the hazards that exist will be provided for all Company delivery vehicles.

Adequate information, instruction and training will be provided to employees, in connection with first aid. Training records will be kept and maintained and any refresher training that is required will be provided as necessary.

Arrangements will be made with clients and / or principal contractors where possible, to use their first aid facilities. A nominated employee equipped with a first aid box containing adequate supplies will be appointed where it is not possible to utilise the clients and / or principal contractor's equipment and facilities.

The Company will ensure that all accidents / incidents are recorded on the appropriate Incident Report Form and within the BL510 accident book in accordance with:

- The Social Security Act 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Data Protection Act 2018 including General Data Protection Regulations

FLAMMABLE CHEMICALS, GASES, LIQUIDS, HAZARDOUS SUBSTANCES & COSHH

The Company acknowledge and accept their duties and responsibilities under:

- Dangerous Substances and Explosive Atmospheres Regulations 2002 & Amendments
- The Control of Substances Hazardous to Health 2002

The Company will ensure that all flammable products are handled, stored, and used in accordance with applicable legislation and any relevant Approved Code of Practice (ACoP).

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	22

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

The Company will obtain Material Safety Data Sheets for all flammable products and hazardous substances. An assessment will be carried out and each product will be evaluated prior to being permitted to use the product. The assessment will include a review of:

- The physical state of the substance.
- Training required.
- Hazardous properties of the substance.
- Who will be exposed and for how long.
- Workplace exposure limits.
- The effects of the substance and the route of entry into the body.
- Control measures to reduce exposure.
- Accidental release measures and safe disposal arrangements.
- First Aid measures.
- Firefighting measures.
- Handling and storage arrangements.

Less volatile substances will be used as a preference, where possible. A Flammable / Hazardous Substance Register listing all approved [products and substances will be created. The register will be made available to all employees and sub-contractors, along with Material Safety Data Sheets and COSHH assessments.

The Company will ensure that products and substances are:

- Stored in suitable secure containers.
- Identifiable by a product label attached to containers.
- Stored appropriately in purpose-built cabinets which include sufficient lighting, ventilation, bunding and fire resistance.
- Protected against spillage, fire, and explosion. Suitable spill kits and firefighting equipment will be positioned within close proximity and will be inspected, maintained, and tested by a competent person in accordance with guidelines and current legislation.

Practical measures will be taken to ensure:

- LPG cylinders are stored externally in suitable and secure cages away from the main building.
- Access to flammable / hazardous products / substances is restricted to authorised personnel only.
- Employees are aware of the hazards and risks associated with flammable and hazardous products / substances.
- Employees are provided with adequate training in the safe use, handling, transporting and storage of flammable and hazardous products / substances.
- A 'Hot Work Permit' system is implemented, and no Hot Work is carried out within close proximity to flammable products / substances and / or containers.
- Flammable products / substances are stored away from sources of heat and ignition and at a temperature below their auto-ignition temperature.
- Flammable / hazardous products / substance containers and gas cylinders are inspected and remain free from damage.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	23

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

FORKLIFT TRUCKS

The Company will ensure the safe operation of forklift trucks within the workplace, minimising risks to operators, employees, visitors and members of the public and acknowledge and accept their duties and responsibilities under:

- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Responsibilities

Employer Responsibilities:

- Ensure all forklift trucks are suitable, well-maintained, and inspected in accordance with legal requirements.
- Provide adequate training, certification, and refresher courses for all forklift operators.
- Conduct risk assessments and implement control measures to reduce risks associated with forklift operations.
- Ensure safe working environments, including clear signage, designated pedestrian walkways, and segregated traffic routes.

Forklift Operator Responsibilities:

- Operate forklift trucks only if trained, certified, and authorised.
- Conduct pre-use checks and report any defects or malfunctions immediately.
- Follow safe operating procedures, including speed limits, load capacity limits, and proper stacking techniques.
- Wear appropriate personal protective equipment (PPE), such as high-visibility clothing and safety footwear.

Supervisor/Manager Responsibilities:

- Ensure only authorised and trained personnel operate forklift trucks.
- Monitor compliance with this policy and address any unsafe practices or behaviours.
- Report and investigate incidents or near-misses involving forklift trucks.

Safe Operating Procedures

Pre-Use Checks:

- Operators must perform daily checks, including brakes, steering, tyres, lights, and hydraulics, before using a forklift truck.
- Any faults must be reported immediately, and the forklift must not be used until repaired.

Loading and Unloading:

- Ensure loads are stable, secure, and within the forklift's rated capacity.
- Use appropriate attachments for specialised loads.
- Never allow anyone to stand or walk under a raised load.

Travelling:

- Always look in the direction of travel and use mirrors or spotters when reversing.
- Keep forks low while travelling and avoid sudden stops or sharp turns.
- Observe speed limits and give way to pedestrians.

Parking:

- Park forklifts in designated areas with the forks lowered and the handbrake applied.
- Turn off the engine and remove the key when leaving the forklift unattended.

Charging and Battery Safety

Charging Area:

- Designate a specific, well-ventilated area for charging forklift batteries.
- Ensure the charging area is clearly marked and accessible only to authorised personnel.
- Provide appropriate personal protective equipment (PPE), such as gloves and eye protection, for handling batteries.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	24

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Charging Procedures:

- Follow the manufacturer's instructions for charging and maintaining batteries.
- Ensure batteries are charged in a safe manner, avoiding overcharging or overheating.
- Inspect batteries regularly for damage or leaks and report any issues immediately.

Emergency Procedures:

- Provide spill kits and eyewash stations in the charging area.
- Train staff on how to respond to battery acid spills or other emergencies.

Segregation of Pedestrians and Forklift Trucks

Pedestrian Walkways:

- Where possible, clearly mark pedestrian walkways with painted lines, signage, or physical barriers.
- Ensure walkways are wide enough to accommodate foot traffic safely.

Traffic Routes:

- Where possible, designate separate routes for forklift trucks and pedestrians wherever possible.
- Where possible, use barriers, guardrails, or bollards to physically separate pedestrians from forklift traffic.

Signage and Visibility:

- Install clear signage to indicate forklift operating zones, pedestrian areas, and crossing points.
- Ensure adequate lighting and visibility in areas where forklifts and pedestrians interact.

Training and Awareness:

- Train all employees, including non-operators, on the risks associated with forklift trucks and the importance of staying in designated pedestrian areas.
- Encourage a culture of safety where pedestrians and operators remain vigilant and communicate effectively.

Training and Certification

- All forklift operators must complete accredited training and obtain a certificate of competence.
- Refresher training will be provided periodically or if an operator is involved in an incident or demonstrates unsafe practices.

Maintenance and Inspections

- Forklift trucks must be maintained in accordance with the manufacturer's guidelines and inspected:
 - **Daily:** By the operator (pre-use checks).
 - **Regularly:** By a qualified technician (scheduled maintenance).
 - **Thoroughly:** By a competent person every 12 months (as per LOLER requirements).

Incident Reporting

- All accidents, near-misses, or equipment defects involving forklift trucks must be reported immediately to a supervisor or manager.
- Incidents will be investigated to identify root causes and prevent recurrence

HEALTH HAZARDS

The Company acknowledge and accept their duties and responsibilities under:

- The Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations 2002
- The Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment Regulations 1992
- Personal Protective Equipment at Work Regulations 2022 (PPER 2022)
- The CLP Regulation

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	25

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

All work associated with the above regulations will be planned and safe systems of work will be implemented to ensure compliance with the relevant legislation.

The Director with the responsibility for safety within the business will ensure that relevant information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives, prior to commencement of any work. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned and in place before any such work commences.

Works Supervisors must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Company will ensure that protective clothing and equipment is issued to operatives. Appropriate hygiene measures will be provided and maintained, where procedures have been planned to handle or use any hazardous substance, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc., will be carried out as required and records will be kept on site during the operations.

III health effects can be obtained from hazardous or toxic substances through:

- **External contact** — corrosive, skin absorption, dermatitis
- **Inhalation** — gases, fumes, dusts, vapours
- **Ingestion** — swallowing
- **Injection**
- **Eyes**

HEALTH SURVEILLANCE

The Company acknowledge and accept their duties and responsibilities and will undertake health surveillance of employees where there is a risk of:

- Noise Induced Hearing Loss
- Occupational Skin Disease
- Occupational Respiratory Disease
- Whole Body Vibration
- Musculoskeletal Disorders

INDUCTION

A formal Company Induction and /or Site Safety Induction will be provided to all new employees in order to raise their awareness of the Company's arrangements for safety. The Induction training will include the following:

- Company Health & Safety Policy
- Company rules and guidelines
- Details of main hazards
- Organisation/H&S arrangements
- Specific site rules
- Emergency First Aid
- Emergency Fire and evacuation procedures

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	26

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Additional measures will be taken to training any new employee that is considered to be vulnerable i.e., young persons and/or persons with disabilities.

Onsite induction will include:

- Familiarising individuals with the unique requirements of the project
- Establishing supervisory/procedural controls and monitoring requirements specific to the project

The awareness training at relevant sites will include:

New employees will be permitted to start work unless they have received appropriate information, instruction, and Induction Training. Employees will be required to sign a Register to confirm the Induction Training has been provided and fully understood.

LONE WORKING

The Company acknowledge and accept their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

The Company will identify any potential hazards that may be encountered by a 'Lone Worker' or to others who may be affected by the work activities and a risk assessment will be carried out. Measures will be taken to ensure that the risks are avoided or controlled.

The Company will ensure:

- Employees or their representatives are involved in the risk assessment process.
- Control measures are in place which include the provision of information, instruction, training, supervision, and Personal Protective Equipment.
- A review of the risk assessment is carried out either annually or if there is a significant change in the workplace or work process.
- Additional help and support are available if required or in the event of an emergency.
- Tasks are properly planned, and method statements are provided to the person completing the task.
- Information is provided (where necessary) advising of the hazards, risks, and control measures at other workplaces such as clients premises.
- Sufficient means of communication (mobile phone / radio transmitter) is provided to enable regular contact and to request assistance in an emergency.
- Adequate supervision is provided.
- High risk activities such as working in confined spaces, working at height, working on certain electrical installations and / or near to live electricity conductors are prohibited.
- Emergency procedures, first aid kits and appropriate training is provided to 'Lone Workers'.

The Company will ensure that precautions take account of normal work and foreseeable emergencies such as fire, equipment failure, illness and accidents and will identify situations where people work alone. In such circumstances the Company will ensure that:

- The workplace does not present a special risk to the lone worker.
- There is a safe way in and out for one person.
- Temporary access equipment, such as ladders, step ladders and portable scaffold towers can be handled and used safely by one person.
- Machinery and materials required for the task can be handled and used safely by one person.
- Chemicals or hazardous substances being used do not pose a risk to the worker.
- Objects are of a sufficient size and weight to enable lifting by one person.
- Equipment or plant requiring more than one person to operate essential controls safely is prohibited from use by one person.
- There is no risk of violence against the 'Lone Worker'.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	27

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- There is no particular risk to young, pregnant, or disabled workers.
- There are no other reasons why the 'Lone Worker' may be more vulnerable than others i.e., trainee or apprentice.
- Suitable arrangements are in place to communicate clearly with a 'Lone Worker' that does not speak English as their first language (especially in an emergency).

The Company will ensure 'Lone Workers' remain safe and healthy at work by implementing appropriate procedures for monitoring their work and activities. These will include:

- Periodic visits and observation of employees working alone.
- Regular contact between the lone worker and supervisor (using either mobile phones, telephones, radios, or email).
- Provision of automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g., staff security systems.
- Provision of other devices designed to raise the alarm in an emergency (these can be operated manually or automatically by the absence of activity).
- Checks to ensure a 'Lone Worker' has returned to their base or home upon completion of their task.

MANUAL HANDLING

The Company acknowledge and accept their duties and responsibilities under: -

- The Manual Handling Operations Regulations 1992 (including amendment)

The risk of health and safety to employees and sub-contractors from manual handling operations will be assessed and the factors to consider will include:

- The load
- Individual capability
- The task
- The working environment

The Company will minimise the risk from manual handling operations by:

- Using mechanical handling aids.
- Considering the task ergonomics.
- Consultation with the workforce.
- Provision of information, instruction, and training.

The Company will endeavor to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing weight.
- Reducing the frequency of manual handling.
- The use of additional manpower.
- Through the provision of suitable equipment to assist in the operation.
- The selection of people to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.
- Co-operation and co-ordination.

The Company will ensure that employees familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities, and associated permits to work systems will be adhered to where these are in operation.

Clients' site procedures and specific instructions will always be followed by employees. The site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the Company, of the specific risks and requirements of the work being undertaken.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	28

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

NEW AND EXPECTANT MOTHERS

The Company acknowledges and accepts their duties and responsibilities under:

- The Equality Act 2010 & Amendments
- The Workplace (Health, Safety and Welfare) Regulations (WHSWR) 1992
- The Employment Rights Act 1996 & Amendments
- Employment Relations Act 1999 & Amendments
- The Management of Health and Safety at Work Regulations (MHSWR) 1999

Hazards that pose a threat to the health and safety of new and expectant mothers and other female employees of childbearing age will be identified. Appropriate action will be taken to ensure that the risk is eliminated or reduced. All such hazards and risks will be made known to any employee affected.

The Company will ensure that suitable rest facilities are provided within close proximity to toilets and will be sufficient to enable new and expectant mothers to lie down if necessary.

Following receipt of an employee's written notification advising of her pregnancy, the Company will carry out a specific risk assessment to assess the potential risk from the hazards listed in the table below:

PHYSICAL HAZARDS	BIOLOGICAL HAZARDS	CHEMICAL HAZARDS	WORKING CONDITIONS
Awkward spaces & workstations	Infections and diseases	Handling drugs	Rest rooms Exposure to cigarette smoke
Standing and sitting for long periods		Handling specific chemicals including (pesticides and lead)	Long working hours Work-related Stress
Lifting and carrying loads			High and low temperatures
Vibration			Lone working
Noise			Work at Height
Radiation			Travelling
			Exposure to violence

The results of the risk assessment will be communicated to the employee outlining any measures that need to be taken (if any) to protect her from the potential ill health effects from work activities, due to the pregnancy.

This risk assessment will be reviewed monthly by the employees' line manager to ensure that any physiological or emotional changes that occur during pregnancy are taken into consideration.

Suitable and appropriate alternative employment within the Company will be considered where the risk to the health and safety of a new or expectant mother cannot be removed or reduced. In such circumstances, the terms and conditions of employment will remain unaffected. If alternative employment is not possible, the Company may consider suspension from normal duties on full pay.

Noise at Work

The Company acknowledges and accepts their duties and responsibilities under:

- The Control of Noise at Work Regulations 2005

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	29

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

The Company will endeavour to ensure that exposure to noise in the workplace is reduced to the lowest level practicable in relation to the work activity, in order to comply with the action levels listed below:

- Lower Exposure action level = daily or weekly personal noise exposure of 80dB(A)
- Upper Exposure action level = daily or weekly personal noise exposure of 85dB(A)

Relevant information will be obtained from manufacturers / suppliers of mechanical tools / equipment as to the dB(A) of their products when in use

Where necessary, the Company will arrange for noise surveys to be carried out by a competent person to establish normal operating levels.

Noise assessments will be carried out to determine personal exposure in relation to the action levels

Formal assessments of noise will be made if it is likely that any employee will be exposed to:

- a noise level of 80dB(A) or above
- a peak sound pressure 135dB or above

The Company will also:

- ensure that assessments are carried by a competent person
- keep records of such assessments until they are reviewed
- reduce the risk of damage to hearing from exposure to noise to the lowest practicable level
- provide suitable and sufficient ear protectors where exposure is 80 dB(A) and above
- designate ear protection zones where appropriate
- enforce the wearing of ear protectors where exposure is 85dB(A) and above or above the peak sound pressure of 137dB
- ensure ear protection equipment is maintained in an efficient state of use
- provide adequate information instruction and training where there is likely exposure to noise of 80dB(A) or above or peak sound pressure 135dB, on the risks of damage to hearing arising from exposure, together with control measures to minimise risk.
- Ensure levels do not exceed 87 dB(A) or peak sound pressure 140 dB

PERSONAL PROTECTIVE EQUIPMENT (PPE) & RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

The Company acknowledge and accept their duties and responsibilities under:

- Personal Protective Equipment (PPE) Regulations 1992
- Personal Protective Equipment at Work Regulations 2022 (PPER 2022)
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health 2002 & Amendments
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Manual Handling Operations Regulations 1992

The Company will provide items of Personal and Respiratory Protective Equipment as a last resort where exposure cannot be avoided or controlled by other means. Where provided the Company will ensure that PPE / RPE:

- Is suitable for the intended use.
- Provides suitable protection of the individual.
- Is appropriate for the specific hazard.
- Conforms to the relevant British and European Standard (BS & EN) and contain CE marking.
- Is provided to all relevant employees with adequate training in the safe use, storage, inspection and maintenance of PPE / RPE.
- Issue is accurately recorded, and proper records are kept and maintained.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	30

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- Is inspected by the user before use and the equipment defect reporting procedure is followed.
- Is examined, tested and correctly maintained in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Is used by employees, in accordance with their legal duty, site rules, risk assessments, method statements and safe working procedures. Adequate supervision will be implemented to monitor the use of PPE / RPE.

POLICY REVIEW

The Company acknowledge and accept their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974

The policy will be kept up to date and reviewed annually or as a result of: -

- Changes in legislation.
- Organisational changes or changes to the Company management structure.
- A change to the Company business activities.
- Significant Company growth.
- Employment of new people including vulnerable employees such as those with disabilities, young persons and new and expectant mothers.
- Introduction of new technology and/or equipment.
- Changes because of monitoring and/or recommendations following an accident investigation.
- After a maximum of one year following a previous policy review.
- Other changes relevant to circumstances that may affect the management of health and safety at work.

POLLUTION CONTROL

The Company's objectives for pollution control / environmental management in connection with our work activities are:

- to minimise environmentally damaging products and processes
- to use products from sustainable sources

We understand that typical pollutants arising from site activities may include:

To Air	To water courses / drainage systems	To ground
<ul style="list-style-type: none">▪ Smoke▪ Vapours▪ Dust▪ Exhaust Emissions▪ Noise▪ Light	<ul style="list-style-type: none">▪ oil and fuels▪ Chemicals▪ Contaminated water▪ Slurry / hazardous solid▪ Effluent	<ul style="list-style-type: none">▪ Spillage of materials▪ Oil / fuels▪ Chemicals▪ Waste materials / litter

The Company will endeavour to ensure that these are properly considered when devising, and implementing, safe systems of work.

PUBLIC SAFETY & COMMUNAL AREAS

The Company will ensure that members of the public and others are protected from the risk of harm to their health and safety because of work activities being carried out in public, communal areas, and pedestrian / vehicle highways.

Good access and egress will be maintained at all times. Supervisors on site will ensure that access and egress routes including those available for use by the public are kept clear of materials, equipment, and other obstructions during execution of the work activities. Where this is not possible, the Company will decide to either provide alternative access and egress routes or it will schedule the work for completion outside of normal working hours.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	31

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Exclusion zones will be created with the use of physical barriers. Appropriate warning signs will be positioned accordingly, to highlight the exclusion zone and to warn people of the hazards and risk to their health and safety. Competent supervisors will be utilised to oversee high risk work activities.

RISK ASSESSMENTS

The Company acknowledge and accept their duties and responsibilities to assess the risk to the health and safety of employees and to anyone else who may be affected by the work activities under:

- The Manual Handling Operations Regulations 1992
- Personal Protective Equipment (PPE) Regulations 1992
- Personal Protective Equipment at Work Regulations 2022 (PPER 2022)
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health 2002 & Amendments
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulation 2005
- The Control of Asbestos Regulations 2012

An effective and systematic approach will be implemented by the Company, to ensure that assessments are suitable and sufficient as follows:

- Consultation with employees and / or sub-contractors carrying out the task, in completion of the assessment.
- Provision of all relevant information and resources to enable completion of the assessment.
- The results of the assessment, the recommended measures and the proposed preventative and protective measures to be communicated to the workforce.
- The provision of suitable information, instruction and training to the workforce in connection with risk assessments.
- Consultation with the workforce regarding the suitability and effectiveness of the assessment and control measures.
- Monitoring of preventative and protective measures, ensuring they remain suitable and acceptable.
- Reviewing and revision of the assessment, considering changes to legislation and significant changes to personnel, equipment, material, procedures and / or the workplace.

The Company will ensure that assessments are completed in special circumstances, including the employment of:

- Young Persons
- Expectant and Nursing Mothers
- Disabled Workers
- Lone Workers

SAFE SYSTEMS OF WORK & METHOD STATEMENTS

The Company will ensure that Safe Systems of Work, 'Permit To Work' procedures, safe working practices and method statements are put into place, to ensure the health, safety and welfare of employees, contractors and others that protect those exposed to the risk of harm as a result of high-risk work activities such as 'Hot Work', 'Working at Height' and 'Working with Electricity'.

Written documentation will be provided (where necessary) to the client, their representatives, employees, sub-contractors and any other interested parties for their protection and full compliance.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	32

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

STRESS AT WORK

The Company acknowledges that subjecting employees to intense or prolonged pressures can lead to employees suffering from work related stress, resulting in a range of symptoms, including:

- Anxiety
- Headaches
- Depression
- Heart Disease

Stress will be treated like all other hazards and will therefore assess the risk posed by stress and take action to eliminate or control the problem.

The company will take reasonable care to ensure that employee's health is not put at risk through:

- Excessive or sustained levels of stress
- The way that work is organised
- The way people deal with each other
- Other day to day demands placed upon the workforce

The company will ensure good management along with a regard for employee's stress levels. The company will adopt a consistent approach when dealing with staff and will set up good communication systems with employees to help reduce stress levels. Employees will be encouraged to have some influence over the way they carry out their tasks and are involved in decisions which directly affect their jobs.

TOOLBOX TALKS

The Company recognises the importance of providing on-going site-specific training for operatives and contractors and will endeavor to provide adequate toolbox talks. These will be undertaken:

- on a regular basis
- if a particular problem arises
- if job conditions change

The Operations Director or other competent person will be responsible for delivery of the Toolbox Talks, which will be based on:

- CITB site safety toolbox talks GT700 or equivalent standard

The Company's objective is to promote discussion with employees and contractors and to take notice of any views / comments and act upon these accordingly. where appropriate act upon their comments

The Company will work with specialist equipment manufacturers to provide appropriate Toolbox Talks in connection with the safe use of any specialist equipment provided.

Operatives and Contractors will be required to sign a register to acknowledge the provision of Toolbox Talks and the records will be retained.

TRAINING

The Company acknowledge and accept their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	33

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

The Company will provide relevant training for all employees, to enable them to perform their duties without risk to their health and safety. Changes and / or new risks to employees' health and safety will be considered and further training will be provided where applicable. Safety training will apply to all employees, from Company Director to Operative level and will include any requirements for specialist training.

The Company will provide training through competent persons employed by the Company or via external organisations. Training will be carried out on a formal and informal basis and records will be kept of all training.

Training records will be maintained and monitored by the Company and refresher training will be provided, to ensure employee skills, competence and knowledge including relevant legislation and industry best practice remain up to date.

The Company will ensure that training will be provided in such circumstances including:

- Induction for new employees
- Site Induction (where necessary)
- Refresher training
- Job / process change
- New legislation
- New technology
- Specific safety training
- Supervisor and managerial training
- Trade specific training
- Task specific training

VIBRATION

The Company understands that vibration can affect the fingers, hand, and arms and in some circumstances the whole body and therefore endeavor to identify, assess and prevent or control the risks from vibration in accordance with:

- The Control of Vibration at Work Regulations 2005

The vibration level of the tool and the amount of time spent using the tool or equipment affects the risk of developing Whole Body Vibration (WBV) and can result in:

- Pain
- Tingling
- Numbness
- Loss of strength in the hands, wrists, and arms
- Reduced ability to handle things

Hand transmitted vibration can damage blood vessels, nerves, muscles, and bones. Injuries caused by Vibration may never go away.

The following factors increase the risk of WBV:

- The amount of vibration – certain tools and equipment cause more vibration than others. Vibration levels of equipment are measured in metres per second (ms^{-2})
- Using vibrating machinery (such as Forklift trucks) for long periods of time and without taking regular breaks
- A cold or wet environment reduces the blood flow to hands and fingers resulting in blanching. Symptoms of WBV may develop faster under these conditions
- If the nerves or blood supply in the body are damaged vibrating tools or equipment should not be used
- More vibration is transferred to the body when vibrating equipment is held or used the wrong way i.e., using too tight or too strong a grip. Poorly maintained equipment may vibrate more.
- Smoking reduces the blood flow to all parts of the body, and this can increase the risk of WBV. Smoking while working or shortly before working may be especially harmful.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	34

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

To help prevent against WBV, the following points will be taken into consideration:

- Ascertain if the job can be done in a different way without using vibration tools
- If vibration tool has to be used use a low vibration tool
- Always use the right tool for the job
- Check tools before using them to ensure they have been properly maintained and repaired to avoid vibration caused by faults and general wear
- Ensure cutting tools are kept sharp
- Reduce the amount of time of using the tool in one go, by doing alternative jobs in between
- Avoid gripping of forcing tools more than necessary
- Store tools correctly so that they do not have cold handles when next used
- Encourage good blood circulation by: - keeping warm and dry
- giving up or cutting down on smoking
- massaging and exercising your fingers during work breaks

The law requires that an employer should:

- Assess the risk to the health of employees and plan for its control
- Manage the risk
- Provide suitable equipment for employees' use
- Maintain equipment correctly
- Give employees information and training on health risks and safe use of equipment
- Provide health surveillance of employees where risks cannot be eliminated
- Provide reports to the relevant enforcing authority on cases of HAVs in your workforce
- Consult their safety or employee representative on your proposals to deal with vibration hazards

A Health Surveillance and a HAVS management programme will be set up and put in place to reduce exposure, where employees are likely to be exposed above the exposure action value 2.5 ms² A(8). Where required, the Health Surveillance and a HAVS management programme will include:

- Education
- Consultation
- Information
- Reporting system
- Health checks carried out by a medical practitioner

The exposure action value (EAV) to a vector sum daily dose is 2.5 ms² A(8). The exposure limit value is (ELV) daily dose of 5 m/s squared A(8) which must not exceed a "weekly average"

If written confirmation is received from a doctor that an employee has hand arm vibration syndrome, the relevant enforcing authority will be notified on Form F2508 as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.

WASTE MANAGEMENT

The Company will endeavour to ensure the safety and health of employees, contractors and others who may be affected by waste materials which result from our work activities. The Company will arrange for regular collection of waste by licenced waste disposal contractors who will dispose of the waste safely and in accordance with statutory requirements. Where relevant the Company will adhere to any Site Waste Management Plans.

The Company will provide adequate training and supervision to ensure that each operative:

- keeps their own work area as clean and clear as possible in relation to the type of work being carried out
- removes waste regularly and at the end of each day
- does not use public refuse bins and gullies for the disposal of waste

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	35

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

Non-hazardous waste will be bagged up where practical and deposited in dedicated skips which will be transported by licensed carriers to registered disposal sites

The Site Manager will retain copies of relevant documentation

Any hazardous waste generated as a by-product of our work activities will be stored in labelled sealed in appropriate containers. The containers will be collected by an accredited waste disposal contractor for transfer to a licensed disposal facility.

Contractors employed by us are required to comply with these procedures and we will regularly review our waste management systems

WORK EQUIPMENT

The Company acknowledges and accepts their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998

Work equipment is defined as:

▪ Company Vehicles	▪ Hand Tools
▪ Racking	▪ Power Tools
▪ Plant & Machinery	▪ Test & Measuring Equipment
▪ Lifting Equipment	▪ Computers
▪ Lifting Accessories	▪ Office equipment
▪ Forklift Truck	▪ Hand Tools
▪ Ladders, Step-ladders, Podiums and Hop-ups	

The Company will ensure that all equipment provided for the use by employees, sub-contractors and visitors is maintained in a safe condition, without risk to their health and safety, in compliance with current legislation.

Prior to the selection and issue of any work equipment, to employees and sub-contractors, the Company will ensure:

- The suitability of the equipment.
- The working conditions and hazards relating to the equipment.
- The equipment purpose and suitability of intended use.
- The maintenance of equipment in an efficient state, efficient working order and in good repair.
- Inspection of the equipment, such as racking, ensuring that inspections are carried out by a competent person, retaining appropriate qualifications whereby required.
- Statutory inspections are carried out by a competent person, at the correct intervals and / or in accordance with manufacturer's guidelines and industry best practice.
- A system is put into place to remove faulty and / or defective equipment.
- Employees and sub-contractors follow the equipment defect reporting procedure.
- Equipment inspection records are kept and maintained.
- Employees and sub-contractors do not misuse or intentionally interfere with any device fitted to equipment for their safety.
- Conformity with relevant standards (UKCA / CE Marking).
- Ergonomic considerations.
- The risks arising from the use of equipment are assessed and adequate controls are put into place.
- Appropriate Personal Protective Equipment (PPE) is provided and maintained in a good condition.
- Adequate information, instruction, training, and supervision is provided in connection with use of the equipment and any PPE provided.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	36

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

WORKING AT HEIGHT

The Company acknowledge and accept their duties and responsibilities under:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations (WAH) 2005 and all other applicable statutory provisions

Work at height is defined as working at any place from which a person could fall a distance liable to cause personal injury. Such places include working at or below ground along with access to and egress from a place of work (except by a staircase in a permanent workplace).

The Directors and Managers within the organisation will ensure that all work at height is carried out in accordance with The Work at Height Regulations (WAH) 2005 and will undertake to:

- Avoid work at height, where it is reasonably practicable to complete the work by other means.
- Utilise appropriate work equipment and other measures to prevent falls.
- Prioritise collective protection measures over personal protection measures i.e., guard rails rather than safety harnesses.
- Take account of working conditions at the workplace and risks to the safety of all those using any equipment in connection with working at height.
- Organise work at height in such a way to mitigate and minimise the distance and consequence of any potential fall.
- Conduct a suitable and sufficient risk assessment, evaluate the risk, and implement any necessary controls to minimise the risk of any potential fall.
- Ensure that all work at height is properly planned and organised.
- Take account of any weather conditions that may present a danger to those working at height and reschedule the work where it is deemed necessary.
- Ensure that adequate information, instruction, and training is provided to anyone involved in working at height activities and in the use, inspection, and maintenance of any work equipment and/or safety devices provided.
- Ensure there is an adequate level of supervision by trained and competent personnel.
- Take into account the demands of the task, equipment, and the working environment, ensuring that any place where working at height is carried out is safe and without danger.
- Ensure that adequate arrangements are in place, to carry out inspection of any work equipment, as often as is necessary to ensure safety, and to make sure that any deterioration can be detected and remedied in good time.
- Ensure that any risk associated with working on or close to fragile surfaces is properly controlled and suitable platforms, coverings, guard rails, safety equipment and appropriate signage is used to minimise the risk, distance, and effect of a fall.
- Ensure that any risk associated with falling or flying objects is properly controlled. Items must not be thrown, dropped, tipped, or stored at height, where this is likely to cause injury to people.
- Ensure that sufficient barriers and appropriate warning signs are positioned to prevent unauthorised personnel entering an area where there is a risk of injury from falling objects.
- Ensure that adequate arrangements and procedures are in place for emergencies and the rescue of personnel.

Employees are required to adhere to existing Company rules and guidelines provided as part of the organisation's terms and conditions of employment as well as remaining compliant with any legal duties placed upon them under The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Work at Height Regulations (WAHR) 2005 and any other applicable statutory provisions.

Employee legal duties include:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by his acts or omissions at work.
- Co-operating so far as is necessary, to enable the Company to perform and comply with any duties or requirements imposed under any of the relevant statutory provisions.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	37

HEALTH & SAFETY POLICY

SECTION 3 – ARRANGEMENTS CONT'D

- The use of any machinery, work equipment and safety devices supplied for working at height, in accordance with information, instruction and training provided (unless it is considered unsafe to do so).
- Informing the Company of any work situation, hazard or defect that is likely to endanger the safety of themselves or others.

YOUNG PERSONS AND WORK PLACEMENTS

The definition of a 'Child' is anyone who is under the compulsory school leaving age. A 'Young Person' is anyone who has not attained the age of eighteen. The Company acknowledge and accept their duties and responsibilities under the Management of Health and Safety at Work Regulations 1999.

The Company will ensure that all students on work placements or 'Young Persons' employed are protected at work from any risks to their health and safety, which is a consequence of:

- A lack of experience.
- A lack of awareness of existing and / or potential risks.
- A lack of maturity.
- Completing a task exceeding their physical or psychological capacity.
- Harmful exposure to substances and agents which are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health.
- Harmful exposure to radiation.
- Inadequate attention to safety.
- A lack of experience or training.
- A risk to their health from noise, vibration or exposure to extreme cold or heat.

The Company will ensure that a risk assessment involving the Child / Young Person is carried out at the earliest opportunity following the agreement of a work placement for a 'Child', or upon the offer of a contract of employment being made to a young person. The risk assessment will identify:

- The risks to his / her health and safety.
- The preventive and protective measures.

The risk assessment findings will be communicated directly to the parents or guardians of any 'Child' employed or provided with a work placement and directly to any 'Young Persons' concerned. The risk assessment will be reviewed every 6 months by the line manager responsible for the child / young person, to ensure that any changes necessary are taken into consideration. The requirement to review these particular risk assessments will cease at the end of the work placement or when the young person reaches their 18th birthday, but different risk assessments for new tasks may be required.

Author	Document Ref No.	Release Date:	Revision No.:	Page No
Wiser Safety Management Limited	HSP01	06 February 2025	2	38