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Health and Safety Management Manual

Completed in Partnership With



(Issue 00).

About Lewis Construction Ltd

(Issue 00).

This document describes how the Company will manage health and safety within its undertaking, which is General Builders.

In accordance with the Company's instruction, JHS Health and Safety Consultants Ltd have helped it to prepare this health and safety management manual – It includes its health, safety, quality and environmental performance standards. These standards are risk-based and connected to the regular Company undertakings and in preparation for other infrequent or potential circumstances too. This health and safety management manual has been produced as good practice and because of the nature of the Company's undertakings.

Hazards and risk cannot always be eliminated from the Company's undertakings, so this document demonstrates commitment to secure health and safety at work. The ideal is to take a sensible, practical and a proportionate approach to controlling unavoidable risk and by giving priority to high-risk circumstances.

The Company will review health and safety policies and carry out timely periodic health and safety audits, to ensure it maintains and where possible improves its health and safety standards.

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1.0 Introduction.

Lewis Construction Ltd

Health and Safety Management Manual

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1.1 Document Control.

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Following an annual review, JHS Health and Safety Consultants Ltd will, as necessary, send amended or additional pages with instruction to replace or add pages to the existing controlled documents. There may be instructions to remove pages.

The Director will be responsible for the Company's health and safety document control.

Document Approved By:	Signature(s):	Document Review Date Due:
The Director		September 2025

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2.0 Managing Health and Safety.

2.1 Understand the Legal Framework for Health and Safety.

(Issue 00)

Acts of Law.

The Health and Safety at Work Act 1974 (as amended) 1974 (HSWA) is the basis for UK health and safety law.

In summary, under the Act, the Company must:

- 1). Provide and maintain safe plant and equipment with systems of work that are safe and without risk to health.
- 2). Ensure all articles and substances that the Company uses, stores, handles or transports is done so safely and without risk to health.
- 3). Provide information, instruction, training and supervision to the Company's employees (or workers) and others, where affected by Company undertakings.
- 4). Maintain the Company's worksites, including places for access and egress, in a safe condition, and without risk to health, and,
- 5). Provide and maintain work environments that are without risk to health and ensuring adequate arrangements for the welfare of the Company's staff.

Sections 2 to 6 of the Act are qualified by the phrase, 'so far, as is reasonably practicable'. Therefore, the Company has a 'general' requirement to ensure, 'so far, as it is reasonably practicable', the health and safety to its employees, and to other people likely to be affected out of or connecting with its undertakings.

This means that when making an informed assessment about the measures necessary to comply with the Act, think of a set of scales: Place the quantum of risk involved on one scale, and the cost of the measures to avert the risk on the other, i.e., prices, time, trouble and effort.

Please note. The Act also sets out law for Employees, the Self-Employed and for those in Control of Premises.

Health and Safety Regulations.

The Health and Safety at Work Act enables the introduction of Statutory Instruments' or in other words, sets of 'Health and Safety Regulations':

Regulations are more prescriptive and set specific laws. Regulations tend to be qualified by 'Absolute' duties, using words such as 'must' or 'shall'. Key Regulations, include:

- 1). The Management of Health and Safety at Work 1999, requires, in particular:
 - Suitable and sufficient risk assessments.
 - Appropriate health and safety arrangements.
 - To engage competent health and safety assistance.
 - Setting of procedures for serious and imminent danger.
 - To provide information to employees.
 - Appropriate health surveillance, where necessary.
 - Cooperation and coordination of health and safety arrangements within undertakings involving self-employed persons and other contractors, and,
 - To have due consideration for individual capabilities and training regarding health and safety.

- 2). The Workplace (Health, Safety and Welfare) Regulations 1992, (as amended).

These Regulations relate to premises including outbuildings, roads and outdoor areas. They expand upon requirements set within the Health and Safety at Work Act to provide and maintain a safe working environment for everyone at the workplace. There is a requirement to ensure adequate welfare facilities too.

- 3). The Construction (Design and Management) Regulations 2015.

These Regulations set out laws on how to make construction work safer and regulates all construction projects and nearly everyone involved.

The Regulations stipulate duty holders; clients, designers, principal designer, contractors and the principal contractor, all who have a part to play in identifying hazards and planning and managing construction projects.

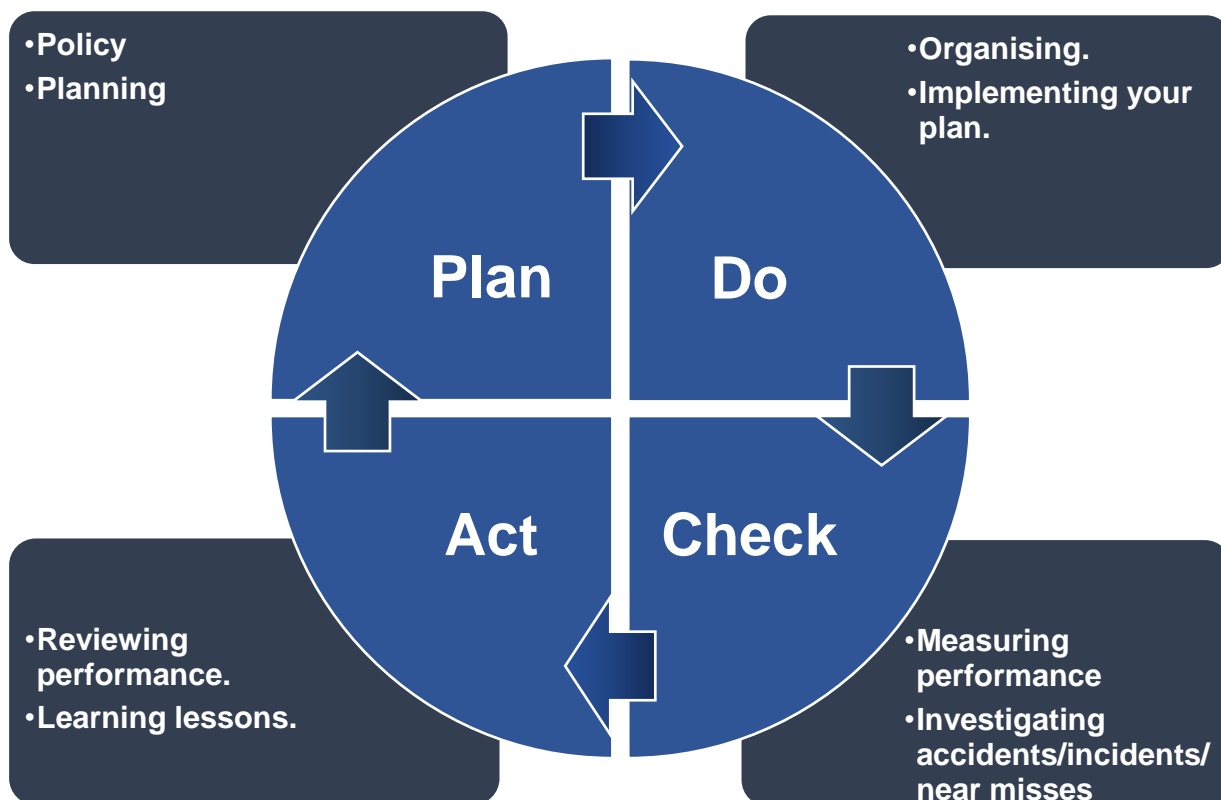
Health and Safety and Industry Guidance.

The problem is that the Regulations still do not go into any detail on how to comply. **The Health and Safety Executive publishes 'Health and Safety Guidance' (HSG) and 'Industry Guidance' (INDG) on specific sets of Regulations:** Although these are not legally binding, working in their accordance will mean that you will likely be complying to the stated Regulations.

2.2 Health and Safety Management Model.

(Issue 00)

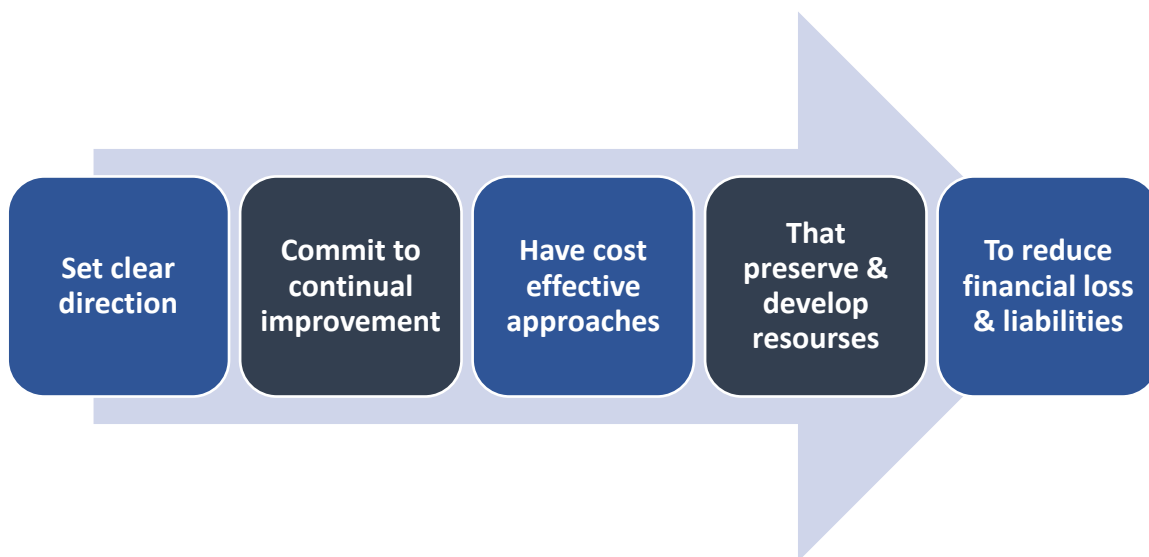
The Company will base its health and safety management upon the Health and Safety Executive’s HSG65 model, ‘Managing for Health and Safety’:



Plan, Do, Check, Act	Conventional Health and Safety Management	Process Safety
Plan	Determine policy/Plan for implementation.	Define and communicate acceptable performance and resources needed.
Do	Profile risks/Organise for health and safety/Implement plans.	Identify and assess risks/Identify controls/Record and maintain process safety knowledge.
		Implement and manage control measures.
Check	Measure performance (monitor before events, investigate after events).	Measure and review performance/Learn from measurements and findings of investigations.
Act	Review performance/Act on lessons learned.	

Policy.

Senior personnel will create health and safety policies which:



Organise.

To organise for health and safety:

- 1). Set up a health and safety management structure that will achieve policy aims and objectives.
- 2). Lead by example to foster a proactive health and safety culture.
- 3). Motivate staff under your jurisdiction to work safely and protect themselves and others against accidents and ill-health.

Plan.

Plan, set health and safety standards and create systems to implement policies that will eliminate or minimise risks:

- 1). Ensure you receive the right type of risk assessment training.
 - 2). Identify and list risks.
 - 3). Identify the most significant risks.
 - 4). Eliminate or minimise those risks first.
 - 5). Ensure you have a competent person to cover your duties in your absence.
-

Measure Performance.

Measure the Company's health and safety performance against its health and safety standards. Measure both hard and soft processes:

- 1). **Hard processes**, for example, includes premises, work equipment, use of materials and substances, and,
- 2). **Soft processes**, for example, includes systems, procedures, people and their behaviour and performance, (including your own).

You can:

- Monitor and review documents including risk assessments.
- Carry out worksite inspections.
- Do hazard checks, and,
- Investigate incidents.

You will see where improvement is needed. Act, upon the outcomes – Set objectives.

Audit and Review Performance.

Please note. You can use the JHS Health and Safety Consultants Ltd health and safety review tool, to help.

Every three years, either carry out an internal health and safety audit or arrange for an external audit.

You can actively or reactively monitor health and safety performance:

Active Monitoring, E.G:

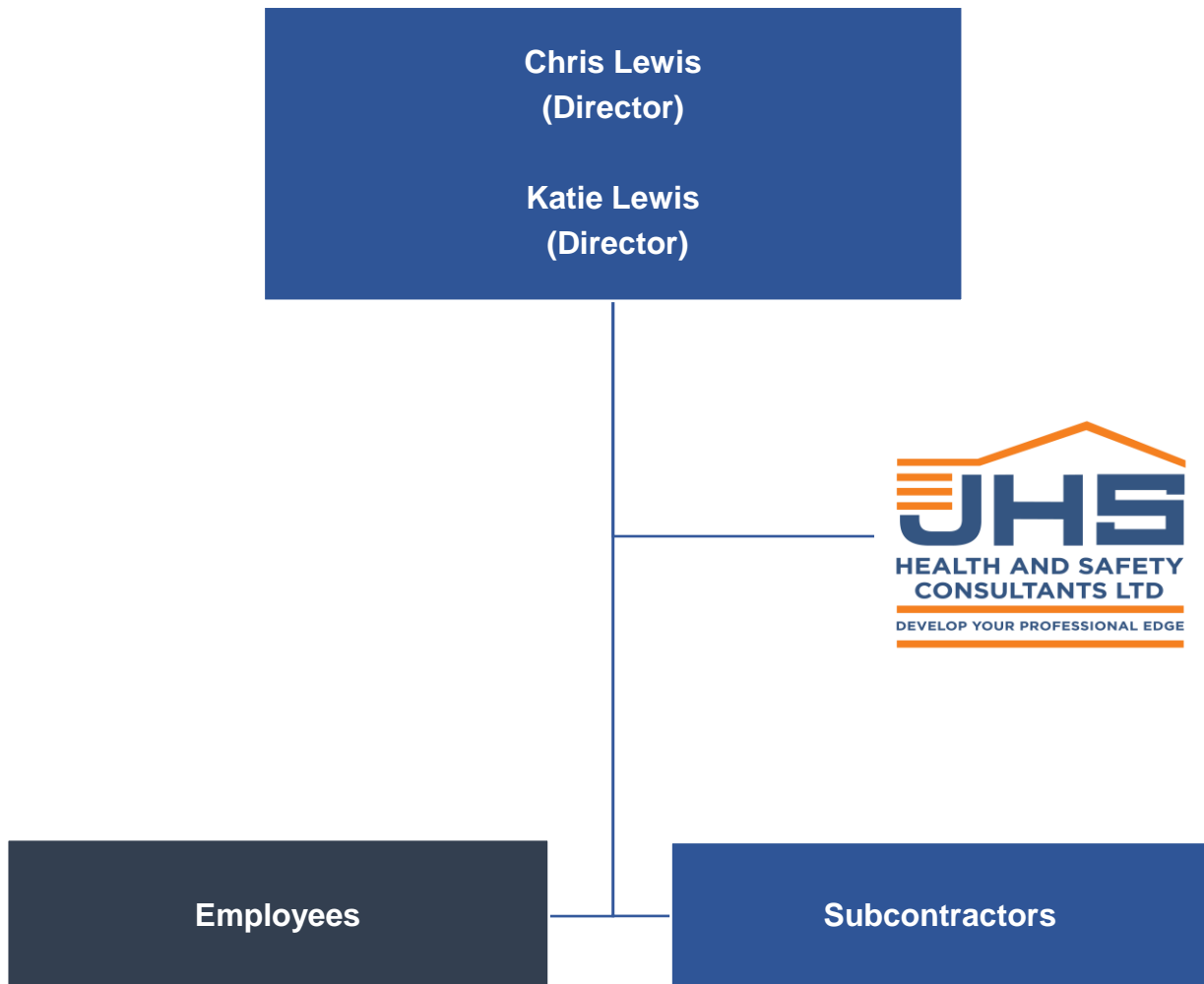
- Site meetings to discuss health and safety performance.
- Routine inspections, and,
- Scheduled maintenance.

Re-active Monitoring - Why has something has gone wrong, E.G:

- Mechanical failure with downtime.
- Accident and incident investigation.
- Ill-health, or,
- Complaints.

Act upon lessons learned and aim for continual health and safety improvements.

2.3 Lewis Construction Ltd Organisational Chart.
(Issue 00)



2.4 Overall Responsibility for Health and Safety.

(Issue 00)

Those with ‘Overall Responsibility’ for the Company’s health and safety will not be absolved from this responsibility by delegating jobs to others. They will ensure the Company works to a recognised health and safety management system, which includes:

Appointing Health and Safety Assistance.

In accordance with Regulation 7 of ‘The Management of Health and Safety at Work Regulations’ 1999, those with overall responsibility for health and safety will appoint, cooperate and coordinate with a competent person or outsourced organisation to assist the Company with the management of its health and safety at work. All appointees will be provided with authority to access relevant information necessary to fulfil their duties.

Key roles and responsibilities.

To mitigate risk, effectively, those with overall responsibility for health and safety will communicate what is acceptable health and safety performance standards to anyone working on behalf of the Company. They shall:

- Act as the ‘responsible person’ where regulations specify such.
- Establish, implement and maintain means of internal Company control and risk management, including process safety knowledge and risk control.
- Commit to health and safety as being a part of routine Company management.
- Promote and lead the Company by example, with a visible commitment towards achieving its health and safety aims and objectives.
- Show strong leadership and commitment to preventing accidents at work.
- Set people’s roles and responsibilities within the Company, and as necessary, appoint people to fulfil those duties, as part of their regular work.
- Provide the Company and relevant people with adequate and suitable resources to operate and to fulfil roles and responsibilities effectively and safely, and,
- Oversee compliance to the Company’s health and safety performance standards and aim for continual improvements.

Be visible and active in promoting good health and safety practices.

2.5 Manager and Supervisor Health and Safety Responsibilities.

(Issue 00)

Those with manager and or supervisory responsibilities will aim to achieve at least, acceptable health and safety performance standards for all areas of work under their jurisdiction, in accordance with the Company's health and safety aims and objectives. Task managers will investigate and act upon reports of serious and immediate danger to health and safety and or shortcomings.

Be visible and active in promoting good health and safety practices.

2.6 Employee Health and Safety Responsibilities.

(Issue 00)

Please note. Self-employed personnel are expected to maintain the same standards as employees.

Employees have legal duties to fulfil at work:

Employees shall:

- Take reasonable care, to ensure the health and safety of themselves, and others their act, or omission, may affect.
- Cooperate with their employers, and others, as necessary to enable everyone to fulfil their legal duties at work.
- Use, work equipment, and any hazardous substance their employer provides, in accordance with their instruction and training, and,
- Not intentionally or recklessly, interfere or misuse anything that their employers provide in the interests of health, safety and welfare at work.

Employees have legal duties to report health and safety failings, to their employer, or to an employee representative, who has specific responsibility for the health and safety of their fellow employees.

Employees shall:

- 1). Report a work situation, that with their training or instruction, they consider a serious and immediate danger to health and safety, and,
- 2). Report a shortcoming in the Company's arrangements for health and safety.

3.0 Health and Safety Arrangements.

3.1 Accidents, Incidents, First Aid and Work-Related Ill-Health.

(Issue 00)

The Regulations, which are relevant to the Company, relating to accidents and incidents, include:

- The Management of Health and Safety at Work Regulations (MHSWR) 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and,
- The Health and Safety (First Aid) Regulations 1981.

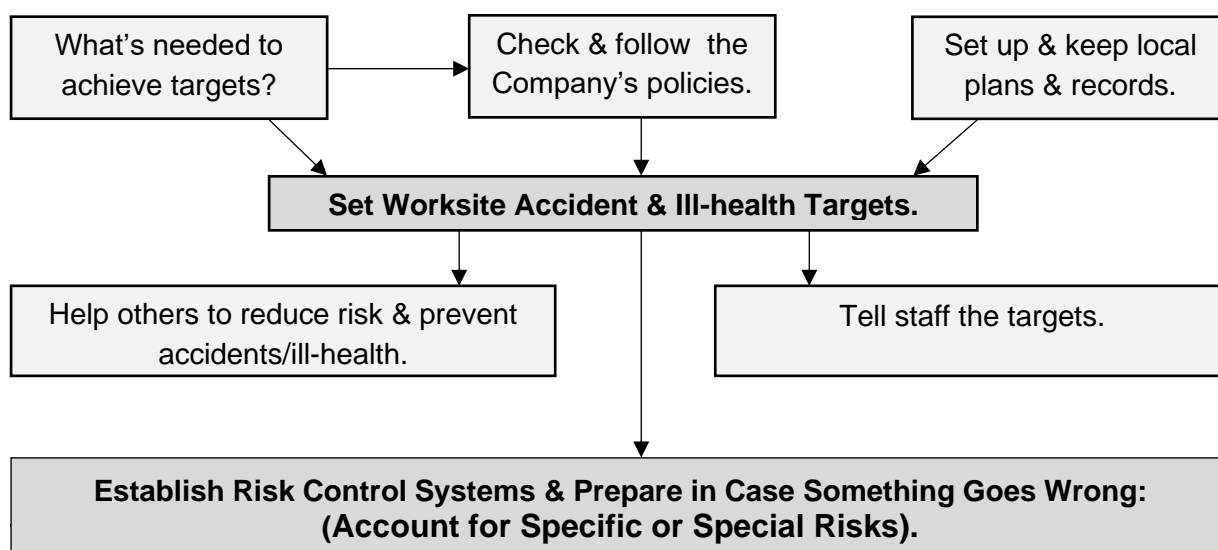
The Company's 'RIDDOR Responsible Person' must report any reportable accidents, industrial diseases and dangerous occurrences to the enforcing authority, (usually the Health and Safety Executive (HSE)).

3.1.1 Accident and Work-related Ill-health Prevention.

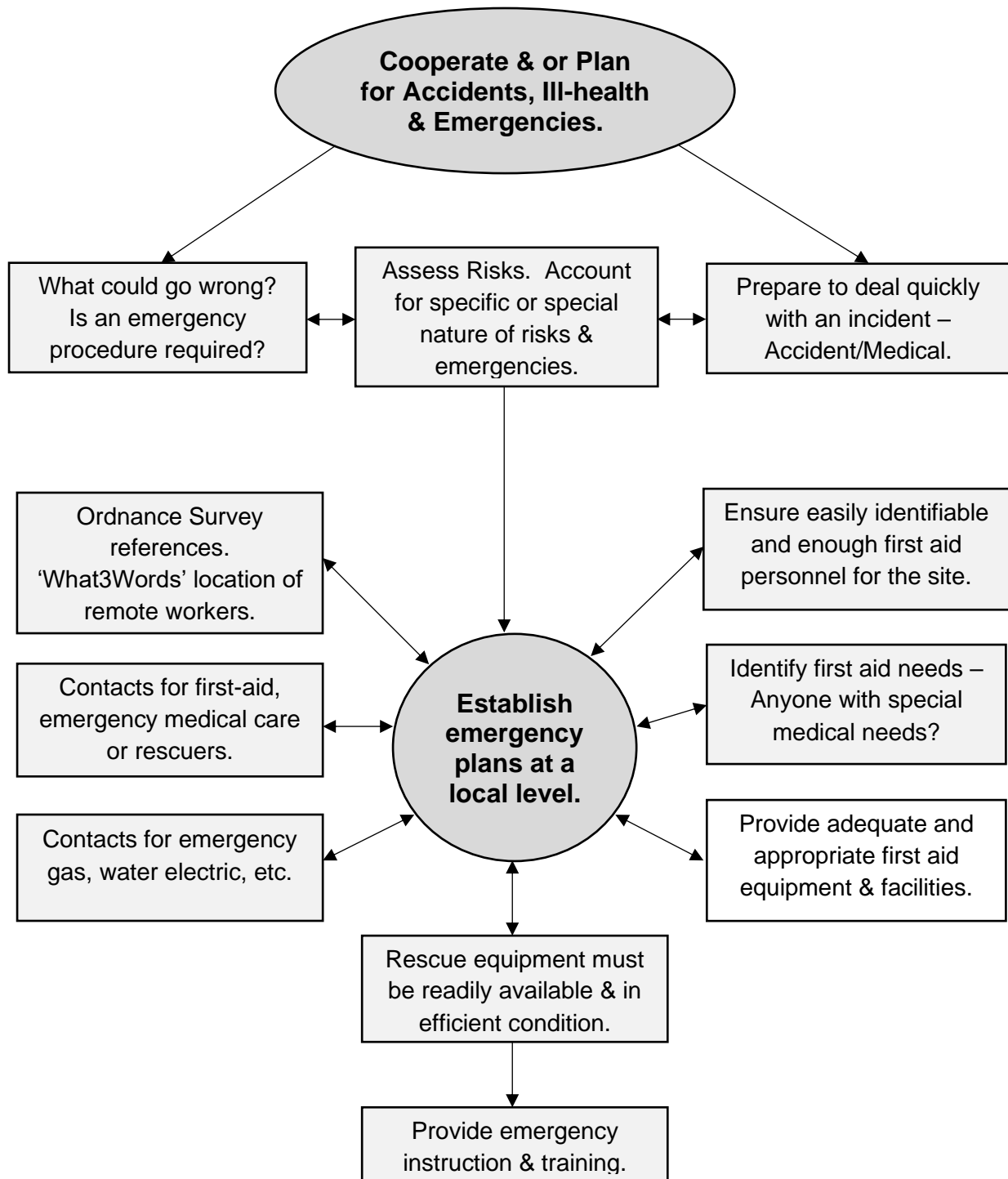
(Issue 00)

No one working on behalf of the Company nor other people should suffer further harm or loss because of the Company's work. This includes further harm occurring to someone because of a poor accident or ill-health response system.

Senior staff should set and write down accident and ill-health targets and consider how to achieve them at their place of work:



3.1.2 Planning for Accident and Ill-health Emergencies.
(Issue 00)



3.1.3 Occupational Health and Health Surveillance.

(Issue 00)

The Company's aim is to identify health hazards within its undertakings and to assess their risks to staff. Its objective will then be to adopt measures that will avoid, or at least limit work processes that may cause or aggravate health issues, including work stress.

Task managers will encourage workers to report any troubles they might have. They will treat worker concerns with confidentiality, and be non-judgmental, and respectful. They will coordinate with appropriate people within the Company, and should the consensus think there is a need they will utilise the services of an occupational-health specialist or counsel for employees.

Managers must coordinate, and:

- Assess risk, according to the MHSWR or other relevant topical regulations, to decide if one or more person's health surveillance is necessary.
- Discuss any potential health surveillance arrangements with any employees affected (and or their representatives) and their need to take part.
- Tell employees the health risks and why health surveillance maybe necessary and the subsequent procedures.

3.1.4 General Health and Wellbeing.

(Issue 00)

The Company must create a workplace environment that promotes the positive mental wellbeing of all workers.

- Raise awareness of the potential health and mental health issues from poor lifestyle choices, (including alcohol and substance abuse).
- Promote, encourage and support workers to carry out regular moderate intensity physical activity, eat and drink healthily and to stop smoking.
- Raise awareness of external services that may help workers to make lifestyle changes and or to improve mental health.

3.1.5 Contagious Diseases.

(Issue 00)

Managers must coordinate and make every effort to protect the Company workforce to minimise the risk of spread of Coronavirus or any similar infection as legal guidance recommends. As relevant, they will ensure Company compliance with any Client or Main Contractor site rules too.

3.1.6 First Aid.

(Issue 00)

First aid treatment can save lives or prevent cases from getting worse.

Task managers must assess first aid needs and ensure they provide adequate first aid cover (trained personnel, facilities and equipment) for employees at their places of work, and therefore:

- Provide first aid and eye wash stations and key locations.
- Ensure to display details of the first aid arrangements at prominent places, and,
- Make staff aware of arrangements during inductions or briefings.

3.1.7 How to Deal with an Incident.

(Issue 00)

Important: Be prepared to take prompt action should there be an accident or incident.

If an accident causes an injury:

- Get treatment.
- Record in the accident book.
- Report to line manager - As the accident must be investigated.

If an accident did not cause an injury or damage, then it was a 'Near Miss'.

- Report to line manager - As it must be investigated.

If you come across a shortfall in health and safety:

- Report to line manager - As it must be investigated.

Emergency procedures - Follow Plans as trained/instructed. You may need to:

- Contact help, (first aiders/emergency responders and follow their instructions).
- Secure the incident site and ensure people are not exposed to danger, and,
- Start or cooperate in an investigation.

3.1.8 Incident Investigations.

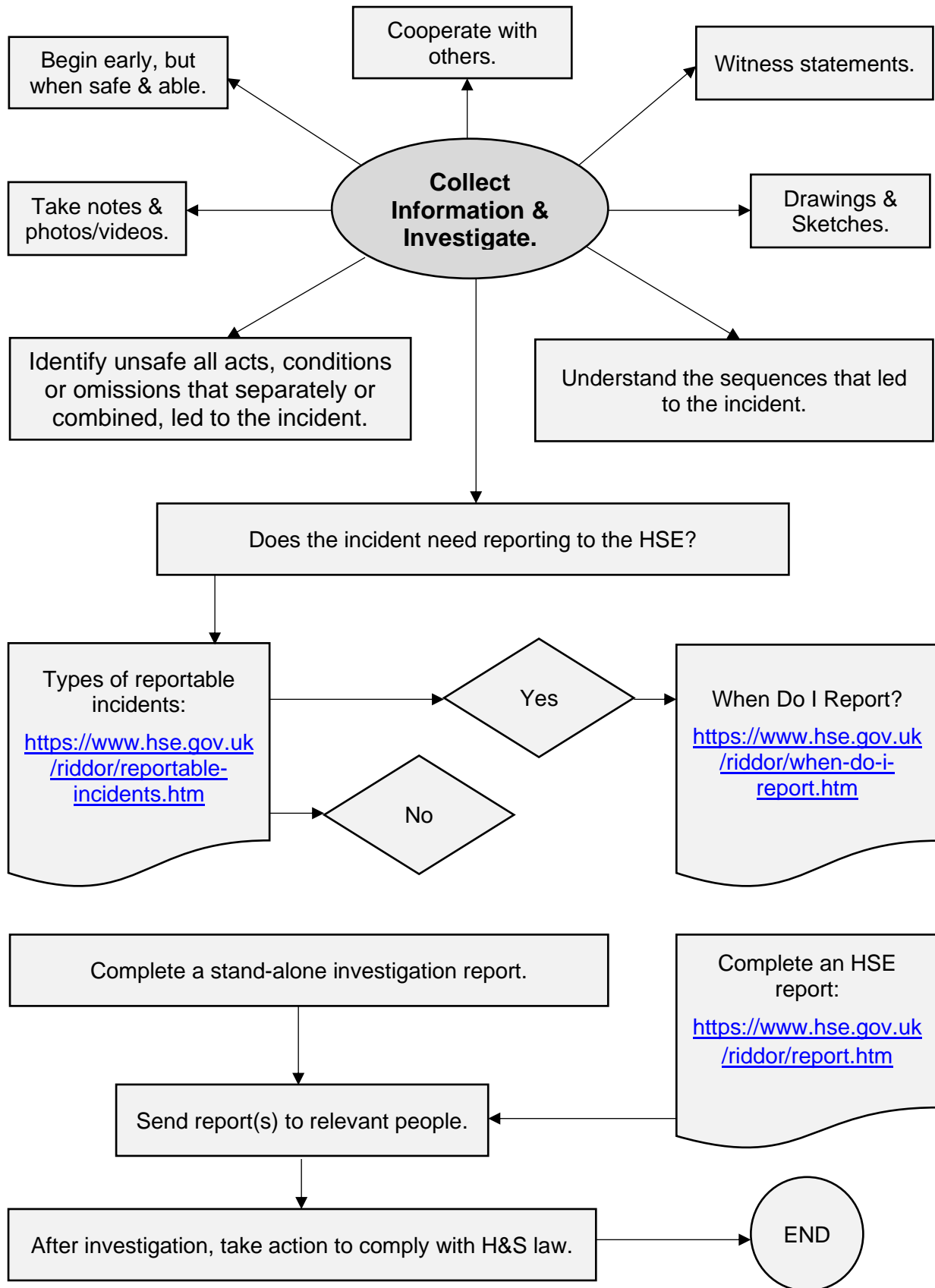
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The aim of an incident investigation is to identify the cause and take action to take to prevent it happening again. There is usually more than one reason why an accident occurs, which is why staff, when required, should assist in accident investigations to ensure the Company prevents future incidents and complies to the law.

The Company's 'RIDDOR Responsible Person' must report any reportable accidents, industrial diseases and dangerous occurrences to the enforcing authority, (usually the Health and Safety Executive (HSE)).

Investigators must:

- Be competent and ideally, impartial, and,
- Follow instructions from any emergency responders.



3.2 Alcohol and Drugs.

(Issue 00)

The laws, which are relevant to the Company, relating to alcohol and drugs, include:

- The Health and Safety at Work Act 1974.
- The Misuse of Drugs Act 1971, and,
- The Road Traffic Act 1988.

Please Note. For this document the term 'drugs', includes, 'controlled drugs', and all prescribed medication. In addition, reference to 'drug misuse', includes, 'substance misuse', as solvents at work can be misused too.

No one should ignore the risk associated with alcohol and drug misuse, and the potential effect of someone on medication being able to carry out their work safely. Everyone should stay aware.

When someone misuses alcohol or drugs, whether it is intentional, or not, they will put at risk, their health and wellbeing. Moreover, should they be under the influence of alcohol or drugs while they are at work, and especially if the use of each is simultaneous, they could affect the Company's activities and their and others health and safety. Especially when driving. They will increase the risk of a serious accident occurring, particularly if the work is safety critical.

In addition, alcohol or drug misuse by people, at, or near the Company's worksite, could affect the site activity, or worker health: For example, through people's anti-social behaviour, or from people discarding drug paraphernalia, which is dangerous.

Please Note. Staff drug and alcohol misuse issues may be handled according to the Company's disciplinary procedures.

3.3 Asbestos.

(Issue 00)

The laws, which are relevant to the Company, relating to asbestos, include:

- The Control of Asbestos Regulations (CAR) 2012, and,
- The Health and Safety at Work Act 1974.

No one working on behalf of the Company or others affected by its undertakings should be exposed to asbestos above statutory safe working exposure limits.

Whether the Company has control over the work or not, or whether it is a duty holder or not, before planning work, the task manager must coordinate with all relevant parties who the work affects to help identify if any asbestos-containing material (ACM) is present and to risk assess and decide what to do in accordance with the law if it will or could be disturbed.

Premises may have an asbestos register or and or a management plan already in place or an asbestos survey may be required.

Specialist contractors may be legally required for asbestos related work.

Staff must stop any work that may disturb any potential ACM to prevent or reduce the spread of asbestos fibres. They must tell others and their supervisor about the potential asbestos hazard. Until safety is ensured, the area should be made secure. Identify the area too unless there is only a minimal risk to people's health.

3.4 Environmental Arrangements.

(Issue 00).

Environmental laws are evolving and now the key regimes are as follows:

- Environmental Permitting (EP), which combines pollution prevention and control, and waste management licensing and industrial emissions.
- Waste, in relation to aspects not dealt with under EP.
- Water.
- Contaminated land.
- The conservation of nature, wildlife and habitats.
- Environmental impact assessments, and,
- Climate change, particularly in relation to the UK's new target of net zero emissions by 2050.

The Environment Act 2021 has been introduced. It sets out legal reforms that aim to protect and improve the environment. There is now a new Office for Environmental Protection.

The Company must comply with relevant environmental legislation and take reasonable measures to safeguard the environment.

Also, staff must take care not to disturb or harm animals or wildlife on worksites. This includes bats, nesting birds and reptiles. Always look out for signs of wildlife prior to commencing any work. Report to whomever is responsible for the premises any suspicion, or discovery of wildlife.

3.4.1 Managing Waste.

(Issue 00)

The laws, which are relevant to the Company, relating to its managing of waste, include, but are not limited to:

- The Environmental Protection Act (EPA) 1990.
- The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003.
- The Hazardous Waste (England and Wales) Regulations 2005 (as amended).
- The Waste (England and Wales) Regulations 2011 (as amended).
- The Environmental Permitting (England and Wales) Regulations 2010, and,
- The Environmental Permitting Regulations (England and Wales) (As Amended) Regulations 2011.

Please Note. The Environment Agency and The Local Authority regulate waste.

Waste can be a health, safety, fire and environmental hazard, so the Company must take all reasonable steps to ensure it properly manages waste that it might import, produce, collect, transport, recover or dispose.

Where it produces, handles or disposes of waste, it has a legal duty of care to uphold, which is to ensure such controlled waste will not be accepted, or given to anyone not authorised to take it.

Task managers will coordinate and cooperate with any relevant parties that the work may involve assessing hazards and plan to minimise the waste produced.

Where necessary, they will check the need for environmental permits, registrations or waste licences, or exemptions depending on what waste the work will generate.

The Company's staff must comply with site procedures. Waste must not be allowed to build up in work areas. It must be separated and stored in the correct way. Secure waste to prevent it's escape that may cause someone harm or pollute the environment.

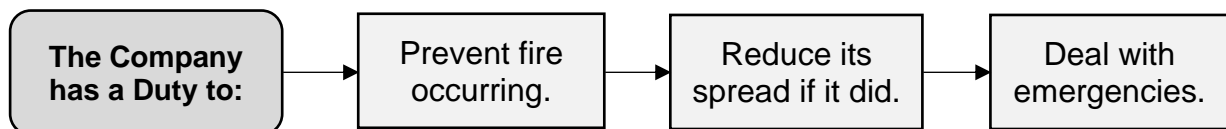
3.5 Fire.

(Issue 00)

The laws, which are or may be relevant to the Company, relating to fire, include:

- The Regulatory Reform (Fire Safety) Order (RRFSO) 2005.
- The Construction (Design and Management) Regulations (CDM) 2015.
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002, and,
- The Fire Safety (Employees' Capabilities) (England) Regulations 2010.

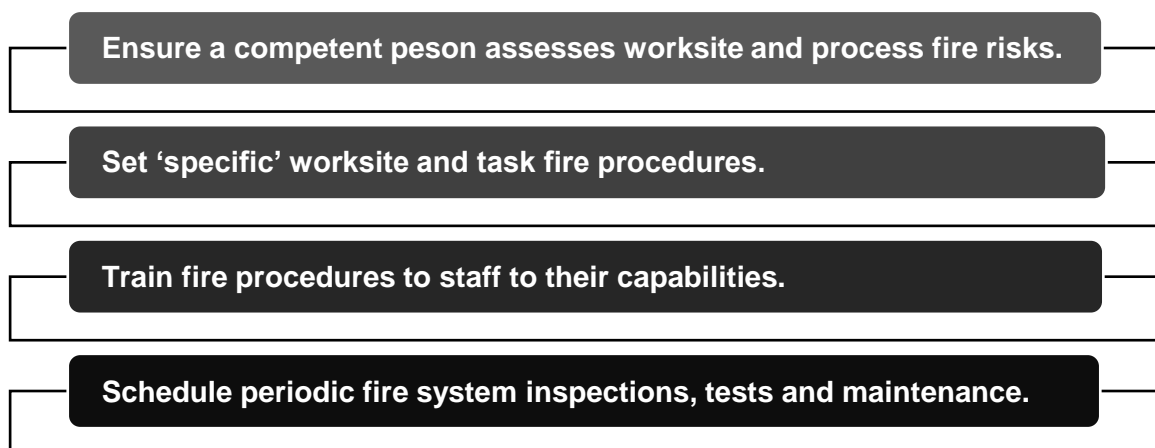
Please Note. The RRFSO does not apply at 'domestic' premises, but the Construction (Design and Management) Regulations 2015 may apply for construction work.



Managers must identify who has control of:

- The premises (and the 'Responsible Person'), or,
- The construction work (and the 'Person in Charge').

Where the Company controls premises or construction work, managers must:



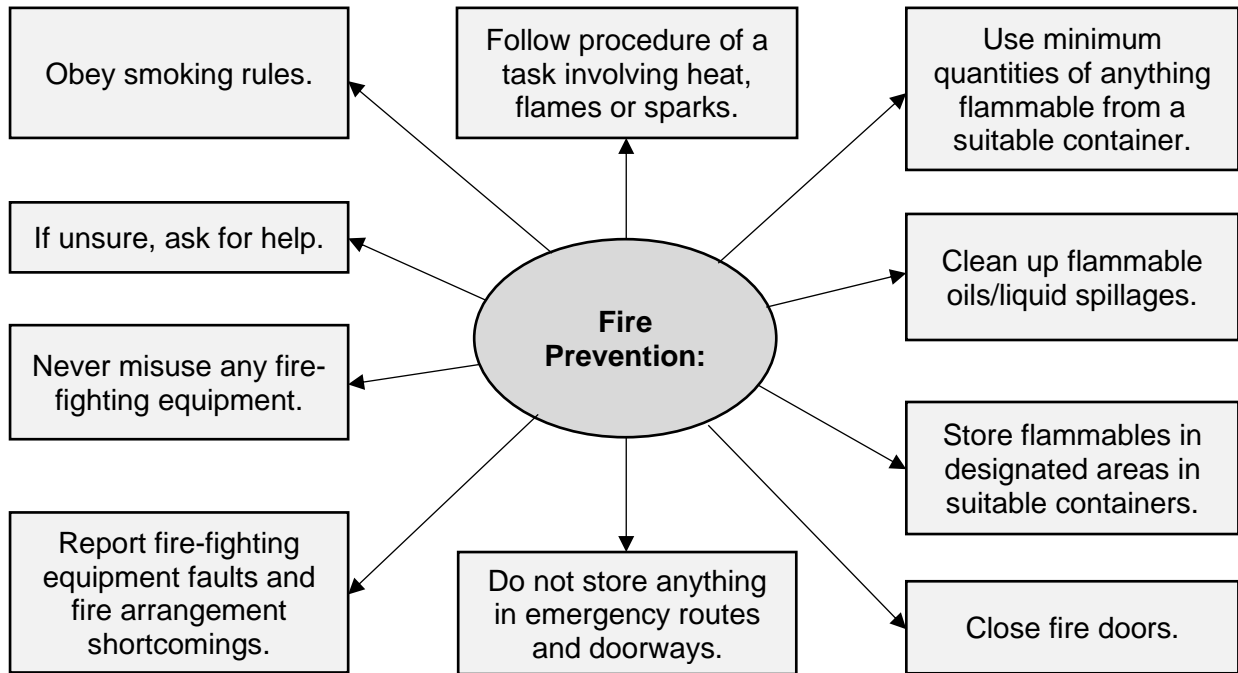
Managers, as applicable, will arrange:

- Annual fire extinguisher servicing and at least monthly inspections.
- Quarterly emergency evacuation tests.
- Weekly fire alarm and emergency lighting tests.
- Daily emergency escape route checks to ensure they are maintained / clear.

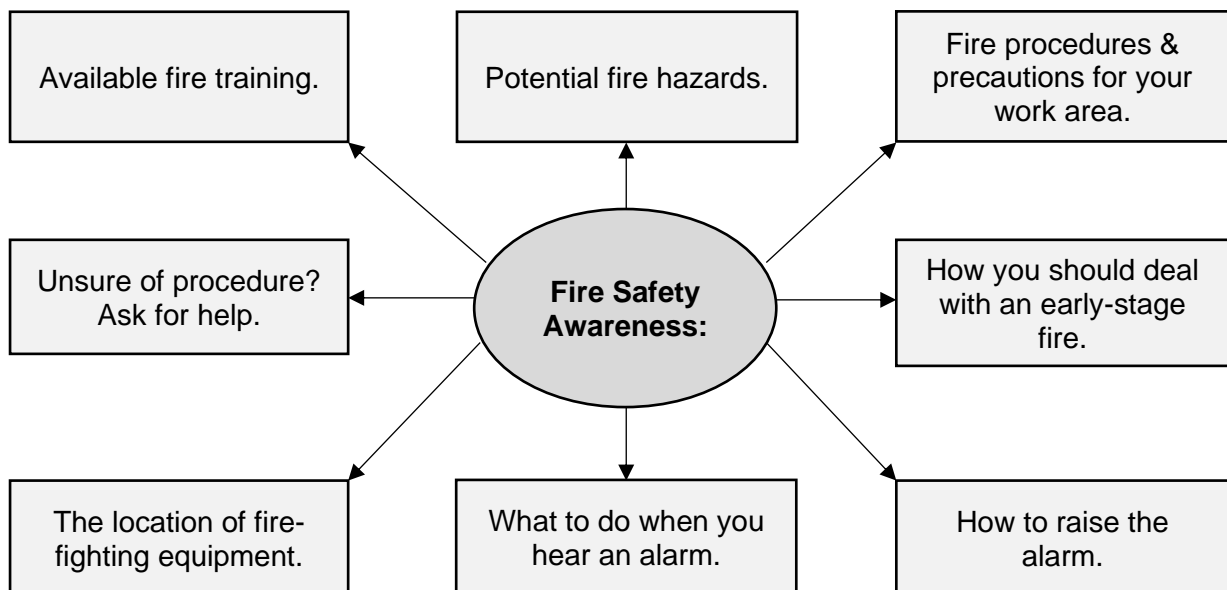
3.5.1 Fire Prevention and Awareness.

(Issue 00).

All Company personnel and visitors must follow fire procedures in accordance with the instruction and training provided. **Remember, fires can only start with an oxidising agent (usually Oxygen, sources of heat and things that burn** – Examples of heat: Ignition from smoking and hot ash, naked flames, an electrical spark, welding or grinding sparks. Examples of fuel: petrol, diesel, LPG.



And:



3.6 General Safe Systems of Work.

(Issue 00)

The Company is serious about the health, safety and welfare of people that its undertakings may affect. Detailed guidance on these topics is available to the Company on the JHS Health and Safety Consultants Ltd website. Below is a key point summary of those arrangements.

Please note. Some of these subsections may not be relevant to the Company, but they are included in case circumstances change.

Please note. Task managers will be responsible for nominating and or conducting the following arrangements as they are or may become relevant and appropriate.

At a local worksite level, task managers / supervisors will evaluate site-specific, safe systems of work. This is best done within 'point of work' risk assessments.

Where there is a particular risk to health and safety and or the task is complex, write down a safe system of work as a method statement and or a permit-to-work. For example, tasks within a confined space.

3.6.1 Abuse, Aggression and Violence at Work.

(Issue 00).

The laws, which are relevant to the Company, relating abuse, aggression and violence at work, include:

- The Health and Safety at Work Act 1974.

Task managers will identify the hazards and assess risk of potential abuse, aggression and violence at work. So far, as it is reasonably practicable, take adequate steps to avoid, or if this is not possible, reduce the chance of anyone working on behalf of the Company from facing abuse, aggression and violence, at work, which can cause people, significant stress.

3.6.2 Cofferdams and Caissons.

(Issue 00).

The Regulations, which are relevant to the Company, relating to cofferdams and caissons, include:

- The Construction (Design and Management) Regulations, (CDM) 2015,

Task managers of jobs which involve work in cofferdams or caissons shall coordinate and cooperate with others, as appropriate, to help with effective work process planning.

3.6.3 Confined Spaces and Spaces with Limited Ventilation.

(Issue 00).

The Regulations, which are relevant to the Company, relating to confined spaces, include:

- The Confined Spaces Regulations 1997,
- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Management of Health and Safety at Work Regulations 1999.

Enclosed spaces give rise to serious risks from factors like fire and explosion, unconsciousness due lack of oxygen, asphyxiation from free-flowing solids and drowning. Examples of a confined space include pits, tanks, silos, trenches, cellars, chambers, roof spaces and controlled atmosphere stores.

By using other means, task managers will take reasonable steps to avoid work in a confined space. If they are unable to avoid confined space work, they will clarify the resources the Company needs to carry out a confined space task safely. They will express, to others, what will be acceptable performance standards on the task.

They will ensure a competent person identifies foreseeable task hazards and conducts a thorough risk assessment. Use of a permit to work system may be appropriate.

Spaces with Limited Ventilation.

Dangerous gases can build up in spaces with limited ventilation.

Task managers will consider where these gases may build up and they will ensure risk areas have appropriate and obvious signs fitted, that warn people of the danger. Moreover, they will make sure people know about any danger.

3.6.4 Dangerous Substances and Explosive Atmospheres.

(Issue 00).

The Regulations, which are relevant to the Company, relating to dangerous substances and explosive atmospheres, include:

- The Dangerous Substances and Explosive Atmospheres Regulations 2002.

The Company will maintain systems of safe storage, transportation and use of any dangerous substance it might need within its undertakings. Task managers will avoid or reduce the risk of creating any flammable atmospheres at worksites. Appropriate signs may be needed.

3.6.5 Demolition and Dismantling.

(Issue 00).

The Regulations, which are relevant to the Company, relating to demolition and dismantling, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Task managers will ensure they plan jobs, or they have a job plan, in writing before work starts. This includes scaffolding work. They will plan, design, review and arrange work to prevent danger during the Company's demolition and dismantling work. If it is not practicable to prevent danger completely, then they will reduce it to as low a level as is reasonably practicable.

3.6.6 Excavations.

(Issue 00).

The Regulations, which are relevant to the Company, relating to excavations, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Before planning significant excavation work, task managers will arrange for a competent person to inspect the ground for any suspected ground contamination. If necessary, they will arrange for soil or trial holes in the ground tests to identify any contaminant. If the land has planning consent for development, it will list conditions to comply with, which relate to any ground contamination. They will arrange to assess the results as part of its risk and COSHH assessment processes. Ground contamination has an impact on the environment and work.

However, task managers will arrange all necessary, practicable steps to prevent danger that relate to excavations, which includes danger where workers carry out work within, or near to an excavation. They will ensure there are suitable and sufficient precautions in place before workers start work. In some instances, a permit to work system will be apt.

3.6.7 Fresh Air in Places of Construction Work.

(Issue 00).

The Regulations, which are relevant to the Company, relating to fresh air, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

Task managers will take suitable and sufficient steps to ensure that every place of work, or approach to that place of work has sufficient fresh or purified air so that they are safe and without risk to health.

3.6.8 Hot Work.

(Issue 00).

The Regulations, alongside more specific law, which is relevant to the Company, relating to hot work, include:

- The Control of Artificial Optical Radiation at Work Regulations (CAORW) 2010.

Task managers will identify the hazards and assess the risks of any hot work. Where possible, they will avoid the need for hot work operations. However, when it is unavoidable, they will ensure that it is only done by competent people following a safe system of work.

3.6.9 Housekeeping.

(Issue 00).

The Regulations, which are relevant to the Company relating to housekeeping, include:

- The Workplace (Health, Safety and Welfare) Regulations 1992.

Task managers will identify the hazards and assess the risks of poor housekeeping. Maintain worksites under Company control, in a reasonable state of cleanliness and with adequate security arrangements in place.

They will consider lifting operations and the subsequent design requirements for any racks, shelves or other structures needed for loads, and the storage locations of materials and substances.

As necessary and as far as it is practicable, they will arrange provision for adequate and suitable storage for articles and any substance that may be used in the Company undertaking.

3.6.10 Lead at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to lead at work, include:

- The Control of Lead at Work Regulations 2002.

Task managers will not allow the Company's workers to undertake processes involving lead when it is foreseeable that such work will cause people significant harmful exposure to the substance.

There could be circumstances where the Company requires its personnel to undergo medical surveillance and it may need to keep health records.

3.6.11 Legionella.

(Issue 00).

The Regulations, which are relevant to the Company relating to legionella, include:

- The Control of Substances Hazardous to Health Regulations 2002.

Legionella is a bacterium, and it is often present where water is stored, or distributed and used. It is usually in low and harmless numbers, but the organism multiplies in certain conditions. These can be, for example, where there is organic material, stagnant or slow-moving water, algae or biofilms, sludge, rust or scale. The water temperature will need to be between 20°C and 70°C.

Legionnaires' disease is an infection caused, where there is a means of inhaling contaminated breathable water aerosols.

Task managers will, as necessary, take all reasonable steps to prevent the risk of people's exposure to the bacteria, but if prevention is not achievable, they will reduce the risk of their exposure.

They will avoid creating situations that will encourage the growth of Legionella bacteria; they will endeavour to maintain risk controls.

3.6.12 Leptospirosis and Weil's Disease.

(Issue 00).

The Regulations, which are relevant to the Company relating to Leptospirosis and Weil's Disease, include:

- The Control of Substances Hazardous to Health Regulations 2002.

Work near water, lakes, rivers, sewers, and other standing water, will expose workers, to the risk of contracting the bacterial infection, leptospirosis, which animals transmit, but especially by rats through their urine. Ninety percent of the time, the symptom is like mild flu, with a chill, headache and muscle pain. However, the infection can be severe, known as Weil's disease, with life-threatening problems, which include organ failure and internal bleeding.

Task managers of unavoidable work near water, lakes, rivers, sewers, and other standing water will ensure compliance with the relevant regulatory requirements.

3.6.13 Lighting.

(Issue 00).

The Regulations, which are relevant to the Company relating to lighting, include:

- The Workplace (Health, Safety and Welfare) Regulations 1992.

Task managers will identify the hazards from poor lighting and assess the risks. Lighting should be suitable and sufficient for the intent of work process. Generally, so far, as it is reasonably practicable to do so, ensure there is suitable and sufficient lighting at workplaces; preferably, natural light.

3.6.14 Noise at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to noise, include:

- The Control of Noise at Work Regulations 2005.

Task managers will consult anyone working on behalf of the Company and generally monitor the work, to identify any noise problems above statutory noise-limit levels, as set out in the Control of Noise at Work Regulations 2005. They will aim to organise activity that avoids people's exposure to loud noise. This includes the coming together of noise, which will make it harmful.

The use of hearing protection may be mandatory, but only if the Company is unable to control noise exposure by organisational and technical measures, and during the period of planning and introduction of those measures. Task managers will make hearing protection readily available to staff. They will ensure subcontractors and contractors supply and wear suitable hearing protection at any of the Company's worksites. Staff will use hearing protection whenever working with or close to certain powered work equipment, in accordance with its instructions.

When acquiring the Company's work equipment, endeavour to choose 'low noise' equipment, whenever it is reasonable to do so.

Ensure there is scheduled work-equipment maintenance, and procedures to use work equipment efficiently to reduce excess noise they may otherwise create. Monitor such, in relation to its effect for reducing people's noise exposure, to as low as it is reasonably practicable.

3.5.15 Non-ionising Radiation Exposure.

(Issue 00).

Task managers will identify any significant risks from non-ionising radiation, which might occur from machinery or transmitters, etc. If they suspect there may be high-exposure risks at a worksite, they will check with the client. If necessary, they will arrange to isolate workers or reduce their risks to health through adequate worksite precautions.

3.6.16 Peripatetic Working.

(Issue 00).

When planning peripatetic work, task managers will identify, the health, safety and welfare hazards at the worksite and assess the risks associated with the job; this will include the transport arrangements, street work licencing, and any risks to the public, etc. They will agree and establish, so far, as it is reasonably practicable, suitable and sufficient, work precautions, and safe systems of work; this may sometimes require a 'permit to work' system.

3.6.17 Permits to Work.

(Issue 00).

Use of permits to work is usual for 'non-routine' work under circumstances, which will be potentially hazardous, for example, maintenance work working at height, or hot work in roof spaces. For example, a client may require the Company to comply with a permit to work at height because they see the work as non-routine; even though to this Company, it is.

Task managers will provide workers, and if appropriate any visitors with the necessary information, instruction and training, which relates to their task, and the permit to work system. They will ensure workers are competent to carry out the work or perform any tests that may be required under the permit.

3.6.18 Security at Worksites.

(Issue 00).

The Regulations, which are relevant to the Company relating to security at worksites, include:

- The Workplace (Health, Safety and Welfare) Regulations 1992.

Task managers will identify hazards and assess worksite security risks. This includes assessing how the alcohol or drug habits, of others, can affect the business. So far, as it is reasonably practicable, ensure each worksite under the Company's jurisdiction has adequate security arrangements. They will ensure it has adequate precautions to prevent, and if this is not possible, to reduce the risk of harm to people and property.

3.6.19 Smoking Arrangements.

(Issue 00).

Task managers will identify the hazards and assess the risks of smoking during the Company's undertakings. Smoking is illegal within enclosed workplaces, or shared vehicles.

To satisfy the Company's legal duties, they shall:

- 1). Ensure there is no smoking within any enclosed workplace, shared vehicle, or any other place prohibited by law.
- 2). Ensure the display of 'No Smoking' signs in all the Company's enclosed workplaces and vehicles.
- 3). Where appropriate, ensure there will be a designate smoking area at the workplace under the Company's jurisdiction, and,
- 4). Ensure the Company's workers adhere to the specific worksite smoking rules.

3.6.20 Stress at Work.

(Issue 00).

The Regulations, which are relevant to the Company relating to stress at work, include:

- The Health and Safety at Work Act 1974.

The Director will have a legal duty, so far, as it is reasonably practicable, to ensure the health, safety and welfare of employees (or workers) while they are at work. Moreover, they have a legal duty to carry out a suitable and sufficient assessment of the risk to employees' (or workers) health, safety and welfare, and to take adequate measures to control risk. Therefore, task managers will identify what is causing people any significant stress at work. Where necessary they will arrange for further action to take place.

3.6.21 Thermal Environment.

(Issue 00).

Anyone working on behalf of the Company may be exposed to extremes of temperature during their work. Their exposure to excess heat or cold will cause fatigue, or discomfort; furthermore, it may impair their decision-making and it may affect their ability to follow, safe working procedures. Therefore, task managers will identify the hazards and assess the risks and, so far, as it is reasonably practicable, adequate worksite precautions to minimise the effect on those people from varying temperatures.

3.6.22 Vehicle and Pedestrian Routes.

(Issue 00).

The Regulations, which are relevant to the Company relating to vehicle and pedestrian routes, include:

- The Workplace (Health, Safety and Welfare) Regulations 1992.

As necessary, task managers will identify the hazards and assess material and equipment worksite distribution needs, and the risk to people's health and safety, and the risk to property from such – keeping vehicle and pedestrian routes in good condition will help to avoid accidents that may cause people, vehicles and property harm.

They will establish adequate worksite precautions, which, so far, as they are reasonably practicable, will prevent, but if this is not possible reduce the risk of harm to people and property. They will organise worksites so that pedestrians and vehicles can circulate safely.

Their aim is to keep vehicle and pedestrian routes apart, well-lit – especially during winter months – and unobstructed. Moreover, regularly inspect and maintain these routes in a reasonable condition. During winter months, as applicable, this can include dealing with snow and ice, especially on a road, footpath, external staircase, welfare area, walkway, or working platform.

3.6.23 Vibration.

(Issue 00).

The Regulations, which are relevant to the Company relating to vibration, include:

- The Control of Vibration Regulations 2005.

The Company has duties to protect anyone working on its behalf from the harmful effects of, 'Hand Arm Vibration' and 'Whole Body Vibration'. The risk of a worker suffering Hand-arm Vibration Syndrome will increase if they operate vibrating equipment, frequently, in cold conditions.

Task managers will identify the hazards and assess the risk of harm from working with sources of, vibration. Their aim is to eliminate, vibration risk at its source, but if this is not possible, arrange to set controls to reduce exposure to vibration, to, as low, as is reasonably practicable.

They will arrange health surveillance for employees who have regular exposure to, vibration, at or above the daily Exposure Action Value (EAV), or who are at risk.

They will report, as necessary, cases of 'hand arm vibration' and 'whole body vibration' in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

3.6.24 Visitors.

(Issue 00).

The Regulations, which are relevant to the Company relating to visitors, include:

- The Construction (Design and Management) Regulations, (CDM) 2015, and,
- The Workplace (Health, Safety and Welfare) Regulations 1992.

Task managers will identify the hazards and assess the risks to visitors. They will ensure, so far, as it is reasonably practicable, not only the health and safety of people who visit the Company's worksite, but also the health and safety of the workers their visit may affect. Include the risks from a potential fire.

They will plan and set precautions relevant to each occasion. This does not need to be complex, but make sure they receive an appropriate site induction. They will arrange some generic precautions in advance, in case there are unexpected visitors.

3.6.25 Winter Working.

(Issue 00).

The UK's winter weather and its lack of daylight hours, create additional work hazards.

Task managers will identify the hazards and assess the risks. So far, as it is reasonably practicable, they will plan and set precautions to avoid or reduce risk from winter work. This will include keeping track of weather forecasts and planning work accordingly.

Working, for example, in strong wind, cold wind, ice, hail, sleet, snow, cold or cold and wet conditions, and or dark, or poor visibility conditions, is likely to increase task risk.

Please Note. Working at height will make risks more significant.

3.6.26 Working Near Water, or In Water or Free Flowing Solids.

(Issue 00).

The Regulations, which are relevant to the Company relating to work near water, or in water or free flowing solids, include:

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

Please Note. Someone may drown or suffer harm, because of a fall into water, or another liquid, and likewise, if free flowing solids trap or bury someone, who falls into them, the person could suffocate. In addition, someone working in a waterway could drown, from unexpected events, such as a sudden rise in water level or a flood.

When work is near, above, or in water or free-flowing solids, task managers will ensure compliance with the relevant Regulations.

They will check with the Environment Agency where the work is in or near a 'main' waterway or a sea defence, as it could be a flood risk activity and will require an environmental permit. Some work does not need a permit, but other laws may apply. Where work is in an 'ordinary' waterway they will check with local councils to see if the work affects any byelaws.

They will take suitable and sufficient steps to eliminate risk to the Company's workers, but if this is not possible, so far, as it is reasonably practicable, they will ensure there is a suitable and sufficient procedure to minimise their risk.

3.6.27 Working Time Regulations.

(Issue 00).

A person who works excessive hours, through fatigue, will be prone to making extra errors and mistakes, which could lead to accidents at work. They will also increase their risk of suffering from stress or other forms of mental or physical ill health.

Task managers will ensure that all workers comply with 'The Working Time Regulations', whether they are part-time or full-time. However, the Regulations do exclude some categories of workers.

The Regulations set out worker's maximum weekly working time; patterns of work; holidays; daily and weekly rest periods, and health and working hours of night workers. The Regulations have special requirements to restrict the hours of young workers.

Should the Company propose a change in its patterns of work, senior personnel will consult the workers who will be affected and explain the reasons behind such a move and the benefits which may accrue to both the Company, and the worker.

3.7 Information, Instruction and Supervision.

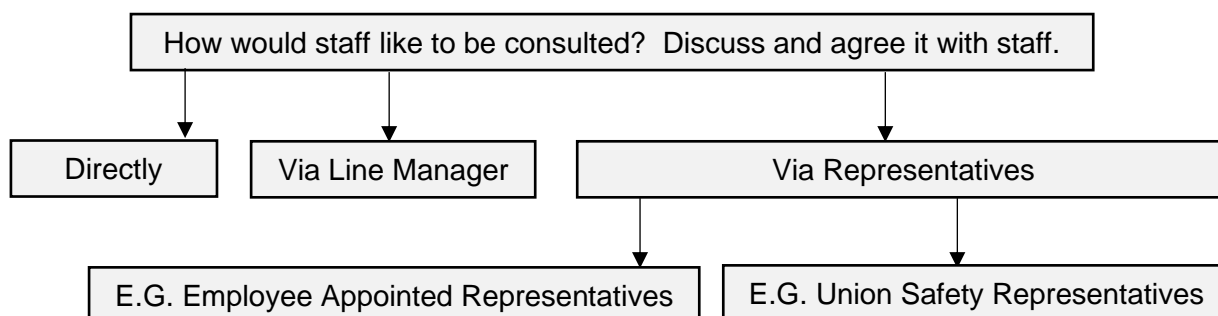
(Issue 00)

The main Law, which is relevant to the Company, relating to provision of information and instruction is:

- The Health and Safety at Work Act (HSWA) 1974.

The Health and Safety Law Poster must be displayed by law, (or the equivalent pocket cards can be distributed to employees). The best places are offices and staff canteens.

The Company's senior personnel must consult employees about their health, safety and welfare at work and maybe clients, contractors, designers, and others too.



Arrange Effective Two-way Consultation.

The Company's senior personnel must consider those working remotely and or at premises under the control of others.

Health and safety information, which includes signs, symbols and diagrams will need clear interpretation, translation or provision by other means to those whose first language is not English.

Examples include:

- Presenting H&S documents.
- Safety signs and symbols.
- Notice boards.
- Inductions – H&S aims & objectives.
- Daily briefings, reviews & feedback.
- Send memorandums.
- Weekly and or monthly meetings.
- Toolbox talks on specific issues.
- Informal walk around and chats.
- Easy reporting systems.
- Customer feedback.
- Formal job closure review.

Important: Use supervision feedback, report and or review data to act upon improving consultation strategy and overall health, safety and welfare performance.

3.8 Lifting Equipment and Accessories.

(Issue 00)

The Regulations, which are relevant to the Company for mechanical lifting, lowering and manoeuvring of loads, the lifting equipment and accessories include:

- The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, and,
- The Provision and Use of Work Equipment Regulations (PUWER) 1988.

Loads can be substance, material, equipment or people. Mechanical lifting equipment can be wide-ranging: For example, pallet trucks, jacks, hoists, vehicle tail lifts, winches, telehandlers cranes. Lifting accessories can be strops, chains, ropes, hooks/eyebolts, harnesses, spreader beams, fork extensions, etc.

Task managers will ensure that any lifting equipment and accessories for use in its work processes are safe and fit for purpose. They will ensure the equipment is properly stored and, in accordance with PUWER and manufacturer instruction, that a competent person will assess and establish a maintenance regime for it.

They must ensure a competent person has, or will inspect, test and record details of lifting equipment and accessories, in accordance with LOLER 1998. Examinations must be carried out, as relevant, after installations before equipment is put into use, and at the correct periods thereafter. This will usually be following their exposure to conditions causing deterioration which is liable to result in dangerous situations or exceptional circumstances likely to jeopardise its safety, and at least, every six months when it lifts people, or otherwise every twelve months. Routine inspections will be scheduled in between statutory examinations.

3.8.1 Lifting Operations.

(Issue 00).

The most important part of a lifting operation is its planning.

Task managers will only allow competent persons, who have experience, to manage a lifting operation and to use lifting equipment and accessories. They will arrange suitable provision of instruction, information and training to workers.

They must also coordinate with others, as necessary, to assess and plan a lifting operation. They will ensure the work has a safe system of work. The operation must be carried out under adequate supervision, so to protect those whom the work will affect.

Please Note. The Company's workers must never use lifting or other work equipment to lift or lower people unless the equipment is a design with, appropriate and clear marking to that effect.

Only competent people with written authorisation from their manager may operate lift-trucks. Those in charge will ensure that only competent people plan and undertake work associated with using a lift-truck.

3.9 Managing Work According to the CDM Regulations.

(Issue 00)

The Regulations, which are relevant to the Company relating to Construction work, include:

- The Construction (Design and Management) Regulations, (CDM) 2015.

No matter what role the Company has under CDM, it will fulfil its duties according to those Regulations. Construction work will be managed appropriately from the conception of a project, through to its ongoing maintenance.

As a business, even the smallest of building-related jobs will class as a construction project: The scope for risk control, however, only needs to be proportionate to the nature of the job's hazards and risks.

Task managers will be responsible for identifying any potential Company duties under the CDM Regulations. They will nominate and or carry out CDM arrangements as they are or may become relevant and appropriate.

Should two or more independent construction projects occur on the same worksite, at the same time, it is essential that there is clarity, over who is in control during the construction-phase, in any part of the worksite at, any given time. Where it is not possible for one principal contractor to be in overall control, they must cooperate with one-another, coordinate their work, and take account of any work interface they share.

3.9.1 CDM for Contractors/Sub-contractors.

(Issue 00)

'Contractors' (including sub-contractors) have specific duties under CDM Regulations:

As a sub-contractor, the Company will cooperate with other duty holders and must:

- 1). Never, arrange to carry out any construction work unless they make sure the client is aware of their duties, under the CDM Regulations.
- 2). Plan, manage and monitor construction work under the Company's control to ensure, so far, as it is reasonably practicable, it's done without risk to health and safety – Keep it proportional to the size, complexity and nature of risks of the project.
- 3). Liaise, with the principal contractor to pass on the Company's views on the effectiveness of the construction-phase plan in managing the site risk.
- 4). Comply with any directions, which the project's principal designer, or its principal contractor give.
- 5). Comply with the parts of the construction-phase plan, which are relevant to the Company's work.

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- 6). Never appoint anyone to carry out the Company's construction-related work or designs, unless they have, or are in the process of obtaining the necessary skills, knowledge, training, experience and, where relevant, organisational capability for the work for which they are being appointed. These should be in a way that secures health and safety of any person, working on the site.
- 7). Arrange, to provide each worker with appropriate, supervision, instruction, and information, so construction work can be carried out, so far, as it is reasonably practicable, without risk to people's health and safety, at work:
 - Assess and fulfil training needs throughout projects as appropriate.
 - Provide workers with a suitable construction-site induction, where the principal contractor has not already provided such.
 - Provide information about any procedure to follow in the event of serious and imminent danger to health and safety.
 - Provide information, on health and safety risk, as a risk assessment has identified, or, arising out of the conduct of another contractor's undertaking, of which they should reasonably be aware, and,
 - Provide any other information necessary, to enable workers to comply with the relevant statutory provisions.
- 8). Never, begin work on a construction site unless, there are reasonable steps to prevent access to the worksite by unauthorised persons, and,
- 9). So far as it affects the Company, or any worker under its control, and, so far, as it is reasonably practicable, it will ensure there is an adequate supply, of wholesome drinking water, and suitable and sufficient, sanitary conveniences, washing facilities, changing rooms and lockers, and facilities for rest.

3.10 Manual Handling Operations and Ergonomics.

(Issue 00)

The Regulations, which are relevant to the Company, for manual handling operations and ergonomics, include:

- The Manual Handling Operations Regulations 1992.

Please Note. Manual handling includes lifting, carrying, lowering, pushing and pulling operations of wide ranging materials.

The Health and Safety Executive set out weight guidelines for lifting and lowering. But, where it is reasonably practicable, this does not mean the Company, will not try to avoid, or reduce risk in tasks that fall within its boundaries: No, manual lifting or lowering operation can be regarded as 'safe' because people have wide ranging mental and physical capabilities, and sometimes simple things can trigger an injury.

Task managers will avoid, so far, as it is reasonably practicable, the need for workers to undertake manual handling operations, which may cause them an injury. When this is not possible, they shall arrange for competent people to carry out a suitable and sufficient assessment of manual handling operations. These will consider the interaction between the task, people's capability, loads, and the work environment in their arrangements to assess, plan and implement designs and work processes.

No formal risk assessments will be carried out where the manual handling operation is straightforward, of low risk and of short duration, and or where the time and effort to record the assessment will be disproportionate to the task.

Task managers will take appropriate steps to reduce the risk of someone's injury to the lowest level reasonably practicable and take appropriate steps to provide people with general indications of load risk: Including, where it is reasonably practicable, precise information on load weights, and the heavy sides of a load, if its centre of gravity is not central.

Staff should always notify their task manager if they have any physical or medical condition that may affect their ability to carry out safe and controlled manual handling work, and they must report any injury that occurs during manual handling work.

3.11 Risk Control.

(Issue 00)

The Regulations, which are relevant to the Company, relating to risk control, include:

- The Management of Health and Safety at Work Regulations 1999 (MHSWR).

Please Note. The Company considers risk control as a part of routine business management.

The Director will ensure reasonable and adequate resources are available to carry out work safely, and must consult with task managers and agree upon:

- Scope of authority / Who will approve risk assessments.
- Whether risks will be / are removed or reduced, and,
- Who is responsible for implementing actions identified within risk assessments.

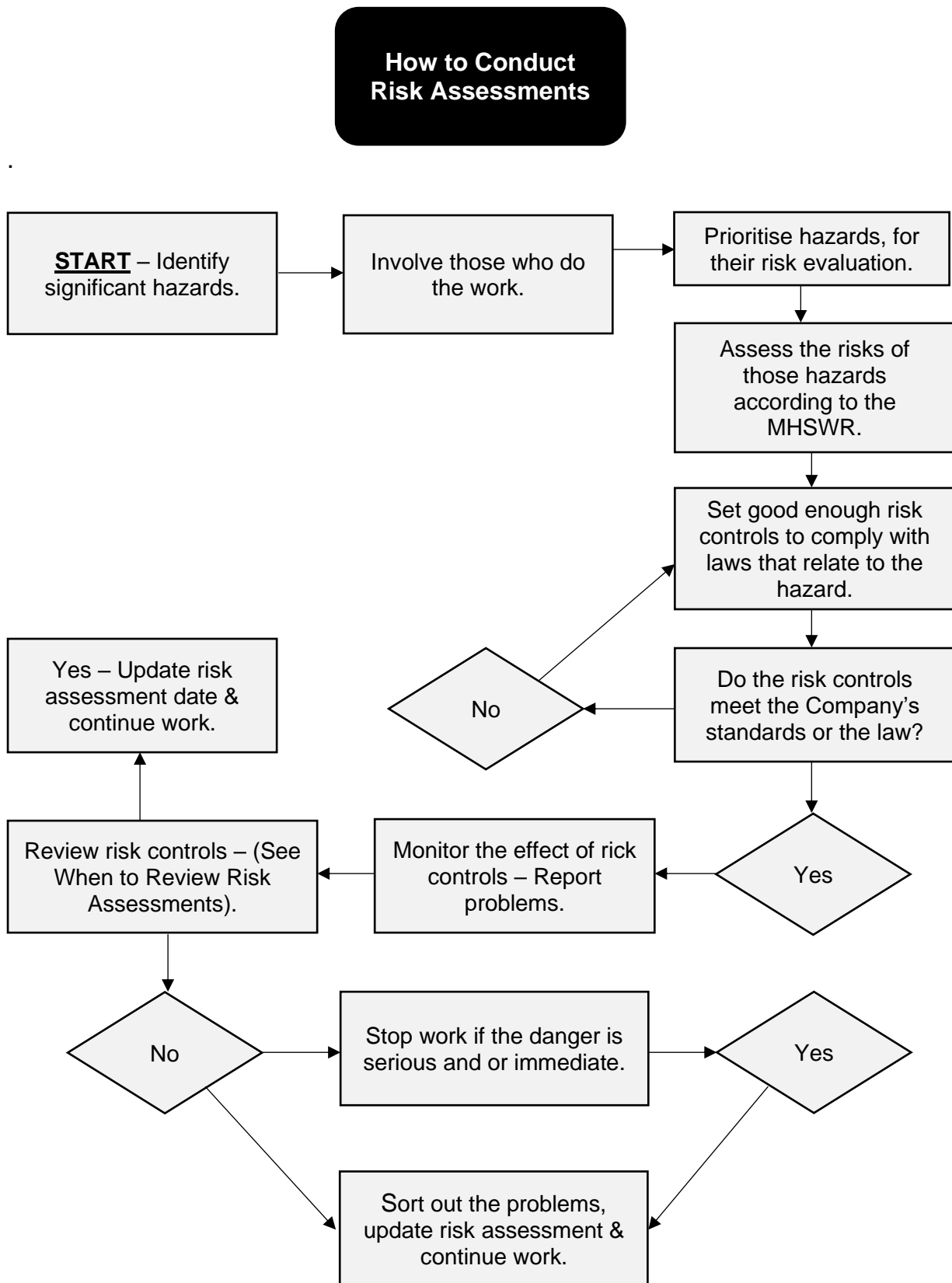
Task managers will be responsible for risk assessments and method statements (RAMS) and must:

- Consult staff involved with task.
- Identify significant task hazards, assess their risks and set/recommend suitable, sufficient and proportionate risk control measures.
- Decide if risk controls require approval from the Director.
- Issue job specific and generic RAMS and monitor to ensure they are effective.
- Review, and if necessary, amend risk assessments after 12-months, or sooner if there is a change in task activity or personnel.

Team leaders will be responsible for any 'Point of Work' assessments, and must:

- Consult staff involved with task.
- Identify any changes to original plans and any additional significant task hazards.
- Assess their risks and set/recommend additional suitable, sufficient and proportionate risk control measures.
- Decide if risk controls require approval from task manager.
- Issue point of work assessments and monitor to ensure they are effective – amend as appropriate.

3.11.1 How to Conduct Risk Assessments.
(Issue 00).



3.13 Selecting Staff or Contractors – Health and Safety Checks.

(Issue 00)

Please note. Whomever is responsible for engaging any self-employed, temporary or casual workers, a contractor/subcontractor, or any other third-party business, prior to appointment they will need to check their health and safety suitability for the intended work. This includes their supervision arrangements.

They will coordinate with those the appointment will affect and together factor health and safety into the selection decision-making procedure. It is important to check that appointees are competent, i.e., they have the skills, knowledge, training, experience or other qualities necessary for the intended work.

Arrangements as relevant and appropriate, to attend a worksite:

- 1). Ask contractors and other businesses to complete the 'health and safety pre-assessment form', to demonstrate their health and safety competence, or not!
- 2). Ask contractors for job specific risk assessments and method statements (RAMS) for the work due to be carried out. Check they are suitable and sufficient.
- 3). Ensure individuals are competent to do their job appropriately – check and record worker skill cards, licences, certificates, qualifications and or a health and safety awareness training certificate as minimum evidence of basic health and safety training. Keep a secure record in the worksite office.
- 4). Induct workers onto a job, as soon, as it is reasonably practicable.

3.14 Stability of Structures (Including Temporary Works).

(Issue 00)

The Regulations, which are relevant to the Company, for stability of structures, include:

- The Construction (Design and Management) Regulations (CDM) 2015, and,
- The Work at Height Regulations (WAH) 2005.

Temporary Works.

Also relevant is BS 5975:2019 - TC, is the 'Code of practice for temporary works procedures and the permissible stress design of falsework'.

Temporary works include:

- Scaffolding, for access.
- Falsework Scaffolding, for concrete pours above ground.
- Propping for floors and walls.
- Excavation shoring.
- Works that are permanent, which contractors use for temporary purposes during construction, and,
- Working platforms for plant (including cranes), and haul roads.
- Hoarding and site fencing.
- Office and welfare units, and,
- Earthworks, including stockpiles, which contractor will remove.

Temporary Works Coordinator (TWC).

An effective way to manage large temporary works is to appoint a Temporary Works Coordinator (TWC), but the Company does not have to. A person fulfilling this role must be competent to carry out the responsibilities and design qualifications are desirable.

When to appoint a TWC.

Contractors may choose to appoint a TWC is on larger construction projects. This can be an external appointment, such as a structural engineer.

If the Company acts as a subcontractor, it could appoint its own TWC, but the need is unlikely. However, the Principal Contractor may on larger projects appoint a TWC and still ask the Company to appoint its own TWC, or instead, a competent Temporary Works Supervisor (TWS). See Below).

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The Company may wish to formally appoint a TWC should it function as a 'Principal Contractor', and it adopts the 'Client's' legal duties.

Because under the CDM Regulations, those in control of the construction project must ensure that work is allocated and conducted in a manner that does not create unacceptable risk of harm to workers or members of the public. Holding TWC or TWS qualifications demonstrates to evidence that temporary works can be managed safely.

Temporary Works Supervisor (TWS).

If the Company chooses to, or they are asked by the principal contract to appoint a TWS, they should only need to have responsibility and focus on their temporary works.

Either way, the Company must still manage and supervise its work, and coordinate with the project's TWC, architects and designers, if they have them, as well as if relevant, the Company's own designers.

Unstable Structures.

In accordance with the CDM Regulations, task managers, where responsible and necessary, will take all practicable steps to prevent danger from an unstable structure.

3.15 Substances Hazardous to Health.

(Issue 00)

The Regulations, which are relevant to the Company, relating to any substance hazardous to health at work, include:

- The Control of Substances Hazardous to Health (COSHH) Regulations 2002, and the COSHH (Amendment) Regulations 2004.

Please Note. The COSHH regulations will not apply if the Control of Lead at Work Regulations (CLAW) 2002 or the Control of Asbestos Regulations (CAWR) 2012 already apply.

Substances can include chemicals, products containing chemicals, fumes, gases, vapours and mists, dusts, and biological agents, (which include bacteria, viruses, fungi (amongst them, yeasts and moulds) and parasites).

No one, nor the environment should suffer ill-health or harm because of exposure or contact with a substance hazardous to health.

The Company's policy is to identify all substances it uses or creates at its workplaces and, except for less harmful domestic products, carry out COSHH assessments on all, starting with those that have the most significant risks. The assessments must be reviewed every 12-months or before if the work process or personnel involved change.

Task managers will aim to avoid, or this is not possible, minimise risks by buying safer substances and setting suitable and sufficient risk control measures. All relevant staff must be made aware of the risk control measures, and if required, any specific protective equipment against a substance must be provided free of charge.

3.16 Training.

(Issue 00)

The laws, which are relevant to the Company, relating to training, include:

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

Training fulfils an important part of a safe system of work and staff competency: The Company's duty is to arrange training as a part of the process that at least ensures the minimum skills, knowledge, training and experience to carry out work activities effectively, and in a way, that secures health and safety at work.

The Director and managers will analyse, monitor and review mandatory, non-mandatory and individual training needs and competency. They will maintain a training and skills matrix at the Company's office. Staff will receive information, instruction and training to cover their skill, task, management, supervision, health, safety and environmental needs. The Company will keep training records and copies of certificates in personnel files.

Information, instruction and training will be provided through inductions, briefings, direct supervision, toolbox talks, online courses, training venues and operating manual or supplier instructions.

3.17 Vehicles (Including Mobile, Worksite Equipment).

(Issue 00)

The Director will manage and monitor the Company's vehicle arrangements, (including any hire or lease vehicles), and arrange to use, store and maintain them, legally, and to operate them safely, in a condition fit for their intended purpose: They, will not, allow drivers to use a vehicle with significant, or dangerous defects or without an appropriate licence or training.

They will also arrange for a competent person to carry out the Company's vehicle inspections, tests, examinations and maintenance.

Moreover, where appropriate, they will arrange for provision of relevant information, instruction and training, to each driver, to ensure they can operate vehicles safely, store them securely, and remain in control of their vehicle always.

Please Note. Everyone within the Company should always review their need to travel.

Please Note. Mobile, worksite equipment includes construction plant e.g., a dumper truck or road roller, and any other mobile vehicle (including hire vehicles) e.g., a cherry picker or scissor lift.

3.18 Vulnerable People.

(Issue 00)

Law relevant to the Company, for vulnerable people at work, includes:

- The Health and Safety at Work Act 1974.
- The Equality Act 2010.
- The Equality Act 2010 (Amendment) Regulations 2023, and,
- The Worker Protection (Amendment of Equality Act 2010) Act 2023.

So far as it is reasonably practicable, the Health and Safety at Work Act 1974 requires the Company to protect all its workers and others who may be affected by its work, such as visitors, from the risk of injury or harm at work. This includes disabled and other vulnerable people, for example, a pregnant woman.

The Equality Act and Amendments require the Director to take reasonable steps to prevent Company discrimination, harassment, and sexual harassment of its employees during their employment.

The Director and task managers will protect 'vulnerable people' against risks to their health, safety and welfare, which is owing to the Company's work. As legally appropriate, they will monitor employees' needs, and health and capability at regular intervals.

They will assess the work's risk and evaluate whether it will expose vulnerable people to additional risk. For example, there will be additional risk, to consider when pregnant or nursing women are at or near the Company's worksites.

The Company aims to be 'inclusive'. Therefore, as 'reasonable', and when relevant, it intends for its task managers to alter places of work, work processes, and apply worksite precautions to keep vulnerable people, who the work affects, safe and healthy.

Employees or people who apply for work, must tell the Company if they have any disability, or a mental health or learning difficulty that will affect their ability to carry out their intended work safely.

3.19 Welfare Facilities.

(Issue 00)

Law relevant to the Company, for welfare at work, includes:

- The Health and Safety at Work (HSAW) Act 1974.

The Company has a duty under the HSAW Act, to ensure adequate arrangements for the welfare of its staff. Adequate welfare and work conditions are important to help maintain good staff health, moral and work performance.

Welfare factors can include suitable and sufficient sanitary conveniences; facilities for people to wash; a supply, or availability of wholesome drinking water; changing rooms and lockers; a facility for workers to rest; adequate lighting, temperature and heating.

Where the Company's work, is peripatetic by nature, task managers will, so far, as it is reasonably practicable, ensure there is appropriate provision for people's welfare, which will, include adequate protection from inclement weather and the need for changing facilities where other special clothing is worn.

All workers will adhere to work smoking and other site welfare rules.

Construction Sites.

The Regulations, which, are relevant to the Company relating to construction site welfare, include:

- Schedule 2, of the Construction (Design and Management) (CDM) Regulations 2015.

In accordance with CDM Regulations, if the client's construction project is notifiable, to the relevant enforcing authority, they must ensure the worksite has provision of suitable and sufficient welfare facilities, prior to, and during the construction phase of the project.

When the Company acts as a contractor, task managers will coordinate with the 'principal contractor', to agree upon welfare facilities.

On construction work, under the Company's jurisdiction, task managers must establish welfare facilities, before the work starts. They must be suitable, sufficient and be inclusive for the additional needs of vulnerable people.

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Workplaces (Non-Construction Site).

The Regulations, which, are relevant to welfare, at a non-construction site depot (office, yard, etc.), under the Company's jurisdiction, include:

- The Workplace (Health, Safety and Welfare) (WHSW) Regulations 1992.

Task managers, so far, as it is reasonably practical, will ensure there are suitable and sufficient welfare measures at the workplace under their jurisdiction, as necessary, to comply with the WHSW Regulations.

Moreover, they will, ensure there is an assessment of individual, employee welfare needs, and as reasonable, they will arrange to make the workplace suitable, and accessible to all employees, and others, as necessary. These will take account of peripatetic workers and the need for changing facilities where special clothing is worn.

They will ensure, each office is set for reasonable comfort, and welfare, and has adequate, room dimension, space and floor area, to account for furniture and the number of users.

3.20 Work Equipment – Procurement.

(Issue 00)

The law, which is relevant to the Company, relating to work equipment, includes:

- The Employer's Liability (Defective Equipment) Act 1969.

Whether work equipment or machinery is new or second hand, it is important to purchase or hire such, which, if possible, will reduce people's health, safety and welfare risk at work and risk to the environment. The Company's policy is to use a 'cradle to grave' approach when selecting, purchasing, or hiring the businesses' work equipment.

Managers will ensure that generally any new work equipment and machinery conforms to the new UK Conformity Assessed (UKCA) mark for workplace products and other goods. This will be replacing the CE marking which was placed on goods for the UK market. However, there are some transitional arrangements and exceptions where the CE and other manufacturing marks will continue. From the 1st of January 2023 relevant manufacturers will use the UKCA mark.

3.21 Work Equipment (Incl. Vehicles, Plant and Machinery).

(Issue 00)

The laws, which are relevant to the Company, relating to work equipment, include:

- The Provision and Use of Work Equipment Regulations (PUWER) 1998, and,
- The Employer's Liability (Defective Equipment) Act 1969.

Please Note. Under PUWER 'Suitable' means suitable in any respect, which, it is reasonably foreseeable will affect the health or safety of any person. This, for example, could include the integrity of the equipment.

Hazard factors can occur within the task and the people involved, the environment, and the work equipment. Task managers will determine and implement plans to avoid or reduce the chance of harm occurring through the transport, handling, use or operation and storage of work equipment. (These aspects must be managed and supervised).

Therefore, they will ensure the appropriate selection of work equipment, which will be suitable for the task and the conditions at the place of use and provide staff with relevant, and adequate health and safety information, instruction and training about their task, work equipment and the precautions to take. They will restrict the operation or use of specified types or dangerous work equipment to competent and authorised people only.

They will arrange timely maintenance and inspections of work equipment, especially if they are likely to become dangerous in deteriorating conditions. Where relevant by law, they will arrange statutory examinations of work equipment. Staff must inspect their work equipment before use or operation and must not use it if it has significant faults, which must be reported to their supervisor.

3.21.1 Compressed Gases.

(Issue 00).

The Regulations, which are relevant to the Company, relating to any use of compressed gases, could include:

- The Pressure Systems Safety Regulations 2000.
- The Pressure Equipment Regulations 1999.
- The Pressure Systems and Transportable Gas Containers Regulations 1989.
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009, and,
- The Provision and Use of Work Equipment Regulations 1988.

Task managers will identify the hazards of any compressed gas use at premises and or in tasks under their jurisdiction. They will assess the risks of those hazards and ensure suitable safety precautions. Common compressed gases include compressed air, diluted acetylene and liquid petroleum gas (LPG), such as propane, or butane.

3.21.2 Display Screen Equipment – User or Operator Arrangements.

(Issue 00).

The Regulations, which are relevant to the Company, relating to any use of display screen equipment, include:

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

Task managers will identify the hazards and assess the risks of display screen equipment and workstations at premises and or in tasks under their jurisdiction – A workstation must be made to suit its user or operator and not the other way around. They will reduce a workstations risk consequence, to its user or operator, to the lowest extent reasonably practicable.

3.21.3 Electricity and Portable Electrical Appliances.

(Issue 00).

The Regulations, which are relevant to the Company, relating to electricity at work, could include:

- The Electricity at Work Regulations 1989.

Task managers will identify and assess the risks of all significant electricity hazards at premises and or in tasks under their jurisdiction. This includes any fixed systems, existing systems of work and protective equipment. Regarding these, so far, as it is reasonably practicable, they will prevent danger from such, always.

Where responsible, they will arrange for competent contractors to carry out 5-yearly examinations on electrical systems and have portable electrical appliances regularly inspected and tested at relevant intervals.

Additional electricity hazards may arise on land that the Company carries out its undertakings: These can be underground electricity services, but they are usually in the form of overhead power lines. Task managers will ensure to keep a map / plan record of these, as they can be a danger to anyone working on behalf of the Company or in some cases to others. If relevant and appropriate, they will share these records with any contractors, visitors or others if they may be affected.

If relevant, they will ask clients about the presence of any underground services and overhead power lines. If appropriate, they will ask clients for maps / plans and include the details in contracts. When it comes to any work, they will consider the use of appropriate work equipment and vehicles to reduce risks. Moreover, if relevant, they will ensure that anyone working on behalf of the Company receives all appropriate information and instruction about the electricity services and the measures necessary to work away from them at a safe distance and manner. This includes emergency procedures.

3.21.4 Personal Electronic Devices (Including Mobile Phones).

(Issue 00).

The Regulations, which are relevant to the Company relating to use of personal electronic devices when driving, include:

- The Road Vehicles (Construction and Use) Regulations 2003, as amended.

Task managers will identify the hazards and assess the risks and set precautions and rules for the use of personal electronic device at premises and or in tasks and vehicles under their jurisdiction.

No one working on behalf of the Company must ever answer a telephone call, or otherwise use a mobile phone or other personal electronic devices, unless they are in a safe situation. This is to avoid distractions, which may create an unsafe situation.

Never use electronic devices in an area that has an explosive, or highly flammable atmosphere or substance nor use whilst operating any machinery, plant or other work equipment: There is an exception to this paragraph for use of hands-free phone equipment when driving, riding, or operating vehicles.

3.21.5 Personal and Respiratory Protective Equipment.

(Issue 00).

The Regulations, which are relevant to the Company relating to Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE), include:

- The Personal Protective Equipment Regulations 2002, as amended.

Task managers will identify the need and assess the risks for the use of protective equipment. As relevant, this will include anyone that could work for the Company who may not be employees.

They will plan to use PPE/RPE in circumstances where the protection supplements other risk-control measures or as a last resort when a risk is uncontrollable, by any other means.

Without exception, a risk assessment to choose protective equipment will involve its intended users. Equipment must be effective for its purpose and suitable and sufficient. PPE/RPE will be provided free of charge and must be used in accordance with the work process and all other relevant guidance and regulation. Staff must be instructed how to use their PPE appropriately.

As might be required by the Control of Substances Hazardous to Health, Lead at Work or the Control of Asbestos Regulations, when necessary, task managers will arrange face-fit testing for respiratory protective equipment.

Please Note. As relevant, task managers will ensure any self-employed workers, and any contractors have the same regard for protective equipment when they attend the Company's worksites. Disciplinary action may be used against staff who fail to use PPE as instructed.

3.21.6 Petrol and Diesel Fuel (Storing and Handling). (Issue 00).

The Regulations, which are relevant to the Company, relating to petrol and diesel, include:

- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002.

Under DSEAR, the responsible worksite manager must arrange to assess, control and mitigate the risk of petrol fuel before its storage or handling. This includes the quantity of petrol to store, which they will arrange to keep within the legal limits relevant to its type of storage area.

The Company may need to use or handle different types of fuel-storage containers for its work, for example, diesel tanks, drums, or portable petrol containers.

It may be necessary to store fuel oils in tanks with bunded secondary containment in case of leaks or spills. Some installations must comply with permit conditions set by the Environment Agency. However, whenever it is reasonably practicable, task managers will arrange to store only minimal amounts of fuel oils needed for the work or premises. Workers will return any unused fuel to designated storage areas.

All systems of work will be assessed to ensure safety and what to do in emergencies.

3.21.7 Pressure Systems.

(Issue 00).

The Regulations, which are relevant to the Company, relating to pressure systems, include:

- The Pressure Systems Safety Regulations 2000, and,
- The Pressure Equipment Regulations 1999.

Task managers will identify the hazards and assess the risks of any pressure systems for use in the Company's undertakings. They will ensure the integrity of any pressure system equipment supplied for use in the Company's undertakings. They will ensure, it comes through reputable suppliers and meets regulatory standards. Where contractors or subcontractors will supply such equipment, for example an oxy acetylene, welding set, ensure the contractors carry out, their necessary safeguards.

The Company will not allow, within its undertakings, the operation of pressure system equipment unless it has, safe operating limits. Moreover, managers will not allow anyone to exceed these limits, other than where required in tests by competent specialists. As a precaution, where appropriate, it will ensure the fitting of suitable protective and warning devices to the equipment. They will ensure that any installation of pressure system equipment, or its subsequent work and maintenance, complies with the relevant regulatory requirements.

3.21.8 Pressure Cleaners.

(Issue 00).

Task managers will ensure there are necessary precautions set, that will make work with pressure cleaners safe. They will ensure workers receive pressure-cleaning equipment that is suitable for the task, and the task environment. As appropriate, they will ensure workers have suitable and sufficient access equipment and personal protective equipment too.

They will ensure, so far, as it is reasonably practicable, unauthorised persons do not enter a pressure-cleaning zone. This is to prevent their harm from flying debris.

Workers operating pressure-cleaning equipment must wear eye protection during its use, to protect themselves from flying debris.

3.21.9 Maintenance of Work Equipment.

(Issue 00).

These Regulations, may also apply to the Company, relating to maintenance of work equipment:

- The Provision and Use of Work Equipment Regulations (PUWER) 1998, and,
- The Pressure Systems Safety Regulations 2000. (These Regulations cover systems that contain a liquid or gas under pressure).

Managers of work equipment will arrange for its timely, and adequate maintenance. Harsh work environments may wear out equipment faster, so this equipment should receive regular maintenance.

3.22 Working Alone or Unsupervised.

(Issue 00)

Task managers must identify lone/unsupervised working hazards, assess their risks and determine and implement plans on how to avoid or reduce the chance of harm occurring.

No one will work alone or unsupervised if it is assessed that the work is high risk; in such a case, arrange for at least one other person to be present.

People working alone or unsupervised must be provided with enough information, instruction and training to recognise and apply work precautions.

Lone or unsupervised workers, must:

- 1). Ensure someone knows of their whereabouts, especially if their work is remote, isolated or behind closed doors.
- 2). If possible, keep in pre-arranged contact with someone.
- 3). Act, in accordance with safe working procedures, instruction and training, and,
- 4). Never, take unnecessary risk – Seek help or guidance.

3.23 Working at Height.

(Issue 00)

The Regulations, which are relevant to the Company, relating to working at height, include:

- The Working at Height (WAH) Regulations 2005.

Under the WAH regulations, task managers need to identify and assess the risk associated with work at height and apply a hierarchy of means to control risk. The first control measure being, to avoid work at height. They must apply further measures where a previous hierarchy control measure is not 'reasonably practicable' to achieve:

Avoid WAH → **Prevent Falls** → **Minimise Distance and Consequence**

They will plan for use of suitable, well inspected and looked after work at height equipment, and for good training, instruction and supervision. This is essential to ensure safe working practices are achieved and maintained. They must always plan for emergency and rescue procedures too. Task managers must give 'collective' protection measures priority over 'personal' protection measures.

Worksite managers will need to ensure all places of work at height and means of access at height, will be safe, secure, have sufficient strength and stability. This will include platforms, guardrails, toe-boards, barriers and any backing or supports. Platforms must not be overloaded. Scaffolding structures need to be designed to a recognised configuration.

3.23.1 Ladders (Including Step Ladders).

(Issue 00).

Task managers will assess the work at height and only use, or allow the use of ladders for access and egress to such, when the following conditions, apply:

They will ensure more suitable access is not justified, because of the work's low risk, and the short duration of ladder use, or one cannot alter an existing feature on the worksite.

3.23.2 Fragile Surfaces.

(Issue 00).

Task managers will ensure, that no one at work, will pass across, or near, nor work on, from, or near a fragile surface, where it is reasonably practicable to carry out the work safely and under appropriate ergonomic conditions, in another way.

Where this is not reasonably practicable, they shall:

- 1). Ensure, so far, as it is reasonably practicable, the provision and use of suitable and sufficient platforms, coverings, guard rails or similar means of support or protection, which will support or bear any foreseeable loadings, and,
- 2). Where the risk of a person falling, remains, they will take suitable and sufficient measures to minimise the distances and consequences of their fall.

They will ensure the fixing of prominent warning notices, so far, as it is reasonably practicable, at approaches to the place, where people, may pass across, or near, or work on, from, or near, a fragile surface. Where this is not reasonably practicable, they will make people aware of the hazard by other means.

3.23.3 Falling Material and Objects.

(Issue 00).

Task managers will take suitable and sufficient steps, where necessary, to prevent injury to any person, so far, as it is reasonably practicable, from the fall of any material or object.

Where it is not reasonably practicable, they will take suitable and sufficient steps to prevent any falling material, or object from striking people, which is liable to cause personal injury.

They shall:

- 1). Ensure, people do not throw, or tip materials or objects from height, in circumstances where it is liable to cause injury, and,
- 2). Ensure, they arrange to store materials or objects, in a way that will prevent risk to people arising from its collapse, overturning or unintended movement.

3.23.4 Danger Areas.

(Issue 00).

Task managers will act where the worksite contains an area in which, owing to the nature of the work, there is a risk that an object may fall and strike someone or a person at work may fall a distance, which is liable to cause personal injury.

They shall ensure, so far, as it is reasonably practicable, they equip these places with devices to prevent unauthorised people from entering, and clearly identify these areas.

3.24 Young People (Under 18's).

(Issue 00)

The Regulations, which are relevant to the Company, for 'young' people, i.e., employees who are under eighteen years' old, include:

- The Management of Health and Safety at Work (MHSW) Regulations 1999.

Task managers will protect young people at work, against risk to their health and safety, which are a consequence of their lack of experience, or absence of awareness of existing, or potential risk, or the fact that they are not yet fully mature.

They will coordinate with workers, and others, as necessary, to identify hazards, and assess the special nature of a young person's risk of harm from those hazards. They will reduce, young people's risk to, the lowest level reasonably practicable.

Therefore, they shall, in accordance with the risk assessment, ensure young people receive suitable and sufficient, information, instruction and training.

They will provide parents, or guardians, of young people below school leaving age, with a copy of the risk assessment relevant to their child's work.

They will ensure young people are closely supervised.

Those managing work will not, allow young people to operate work equipment, unless they first receive sufficient training, or they are under adequate direct supervision.

In addition, they will not, permit young people to carry out work, (under the circumstances expressed within the MHSW Regulations), unless, it is necessary as part of their training, or they are under adequate direct supervision, and the work risk has been reduced, to the lowest level, reasonably practicable.

4.0 Check and Review Performance, and Act.

(Issue 00)

This section sets out the arrangements of how the Company will measure health, safety, quality and environmental performance standards, (including accident investigation), review and learn from any failings.

It is important to note that the Company will develop the arrangements set out in this document into site-specific risk assessment and planning documents.

4.0 Monitoring Worksite Health and Safety.

(Issue 00)

Task managers will carry out daily proactive and reactive workplace monitoring. This includes monitoring occupational health, and any health-surveillance needs too, where the Company's work causes, or could cause people adverse health effects. They will question staff about their experiences. They will ask for suggestions about making improvements. They will be responsive to any issues.

The objective of monitoring is to determine whether the Company will meet its health and safety objectives, legal requirements and will prevent accidents or ill-health. The aim is to act upon what is observed and to achieve continual health and safety improvements.

4.0.1 Monitoring Contractors or Subcontractors.

(Issue 00).

Contractors or subcontractors must be courteous, as offensive, threatening, or violent language or behaviour is unacceptable. This includes, but is not limited to incidents relating to age, gender, sexual orientation, disability, appearance, ethnicity or religion.

They will be monitored by task managers, on all matters relating to health and safety, who will determine any need to investigate poor performance or any incident and take proportionate action, including a potential investigation. Where there is a serious and imminent danger, or they fail to co-operate, they will be asked to stop work. In all cases, they will be told of matters of concern and of the remedial action, necessary to improve.

The contractor or subcontractor must co-operate with any investigation. While they are under investigation, they may have their work suspended. The Company may request, in writing, that they attend a formal meeting to discuss matters of concern with the aim of a reasonable solution or outcome.

4.1 Health and Safety Reviews.

(Issue 00)

JHS Health and Safety Consultants Ltd will keep the Company abreast of relevant changes in health and safety legislation, change and best practice and with any other notable health and safety information too. They will help the Company to carry out an annual review of our health and safety policy and arrangements, and as necessary, will update the associated documents.

JHS Health and Safety Consultants Ltd has a webpage where the Company's senior personnel can undertake an annual health and safety review. This will help them to grasp what they can do to improve the Company's health and safety performance.

Nevertheless, each year the Company's senior personnel will hold a health and safety review meeting. At this meeting they will look at the Company's policies and its health, safety, quality and environmental performance standards, to see how it performs against these, what the gaps are, and what needs developing. They will set a plan of action for improvements.

5.0 Appendices.

Appendix 1. Company Roles. (Issue 00)

Name and Position:	Role(s):
Chris Lewis (The Director)	<ul style="list-style-type: none">• Overall and final responsibility for health and safety.• Health and Safety Document Control Manager.• Project Manager.• Vehicle Manager.• Environmental Manager.• Quality Performance Manager.• Designs Manager.• Fire Responsible Person.• RIDDOR Responsible Person.

Appendix 3. Health and Safety Policy Statement.

Lewis Construction Ltd.

The main aim of this policy is to keep anyone affected by the Company's undertakings, safe and healthy. This statement acts to endorse, that health and safety will be considered a part of routine Company management.

Company aims, include:

- 1). Setting targets as to what is acceptable accident, incident and ill-health statistics.
- 2). Provision of adequate financial resources towards continuous health and safety improvements within the Company.
- 3). Provision of adequate resources to people, with key health and safety roles or responsibilities within the Company, to up-skill and fulfil their duties effectively.
- 4). Safeguarding the Company by making its employees (or workers) aware of the benefits from working efficiently and safely.
- 5). Identifying and prioritising the Company's work-hazards for risk-evaluation, and,
- 6). Acting to achieve or improve upon the minimum legal standards required to eliminate, or control risk at work.

To achieve Company aims, and in accordance with the Health and Safety at Work Act 1974, so far, as it is reasonably practicable, its objectives include:

- 1). Provision and maintenance of safe plant and equipment with systems of work that are safe and without risk to health.
- 2). Ensuring all articles and substances that the Company uses, stores, handles or transports is done so safely and without risk to health.
- 3). Providing information, instruction, training and supervision to the Company's employees (or workers) and others, where affected by Company undertakings.
- 4). Maintaining the Company's worksites, including places for access and egress, in a safe condition, and without risk to health, and,
- 5). Providing and maintaining work environments that are without risk to health and ensuring adequate arrangements for the welfare of the Company's staff.

Date: September 2024.

Overall and final responsibility: The Director.

Signature:



Appendix 4. Environmental Policy Statement.

Lewis Construction Ltd.

The main aim of this policy is to comply with environmental laws and to protect and improve the environment. It is important to adhere to best practice on environmental law to avoid causing harm. This statement acts to endorse, that environmental issues will be managed as a part of routine Company management.

Company aims, include:

- 1). Showing strong leadership and commitment to protecting the environment.
- 2). Sourcing and providing environmentally efficient resources.
- 3). Communicating and working with others to prevent pollution, reduce energy use and waste, and to reuse and recycle, and,
- 4). Enabling anyone working on behalf of the Company to commit to protecting the environment.

To achieve Company aims, objectives include:

- 1). Providing adequate and constructive information, instruction and training to relevant people regards environmental matters.
- 2). Ensuring anyone working on behalf of the Company will take the necessary measures to protect the environment.
- 3). Taking ownership and learning from any environmental failings and acting to avoid repeats.
- 4). Arranging for timely reviews of the environmental performance and establishing new goals for continual improvements to environmental protection, and,
- 5). Acting upon any new goals to improve environmental protection.

Date: September 2024.

Overall and final responsibility: The Director.

Signature:



Appendix 5. Quality Policy Statement.

Lewis Construction Ltd.

The main aim of this policy is to comply with trade standards and provide good quality services and materials to clients. This statement acts to endorse, the importance of managing 'quality' as a part of routine Company management. It also highlights the significance of delivering good quality works that are fit for purpose and which suit relevant people's needs.

Company aims, include:

- 1). Showing strong leadership and commitment to the provision of quality services, and materials and finishes.
- 2). Enabling others, when working on behalf of Company undertakings, to commit to the provision of quality services, materials and finishes.
- 3). Being responsible for checking the standards of any designs, which the Company intends to use in construction work.
- 4). Providing adequate and timely resources.
- 5). Communicating and working with others to achieve good quality outcomes.

To achieve Company aims, objectives include:

- 1). Providing adequate and constructive information, instruction and training to relevant people regards quality matters, which includes safe designs.
- 2). Ensuring others working on behalf of Company undertakings to manage the risks related to the standards of quality on offer.
- 3). Taking ownership and learning from quality failings and acting to avoid repeats.
- 4). Monitoring the Company's quality performance standards.
- 5). Undertaking at least an annual review of the performance of quality objectives and establishing new goals for continual quality improvement.
- 6). Acting upon any new goals for quality improvements, and,
- 7). Arranging for timely audits on contracts relating to quality and performance.

Date: September 2024.

Overall and final responsibility: The Director.

Signature:

