

## Health and Safety Policy

The purpose of this document is to provide evidence that requirements under the health and safety policy, as required by section 2 (3) of the health and safety at work act 1974 (and any amended documents), are being adhered to. The general policy of this document is to safeguard the health, safety, and welfare of all employees of Devcon Limited while at work, and to provide, as far as reasonably practical, working environments which are safe and without health risks. Additionally, to confirm that Devcon Limited conducts its undertakings in such a manner to ensure so far as reasonably practical working environments which are safe and without health risks. To also recognise Devcon Limited's obligation to meet all relevant legislative requirements about health and safety, which apply to any company undertakings. Finally, to recognise and arrange its affairs to ensure compliance with the policy.

### General Statement

The employees' health, safety, and welfare are of fundamental importance to Devcon Limited (from now on referred to as 'the company'). They are essential to the efficient operation of its undertakings. The company will provide safe and healthy working conditions for employees and ensure that their work does not endanger anyone else. The responsibility for health and safety at work rests upon all management areas. The company will ensure that this policy is followed throughout the organisation. The company will take all reasonably practicable precautions to ensure the health, safety and welfare of its employees by providing the following:

- A safe working environment by design, construction, operation and maintenance of all plant equipment and facilities.
- Safe systems of work.
- Adequate instruction, information, training and supervision.
- Control of all situations likely to cause damage to property and equipment.
- Control of all activities which may hurt the environment.
- Adequate facilities for the treatment of injuries that occur at work.
- Acceptable means and facilities for consultation between management and employees.

### Individual Responsibilities

#### Managing Director/Principle

For the purposes of this document, the principle describes the person in overall control of the company.

- The managing director/principal has overall responsibility for the health and safety responsibilities of the company. He is responsible for ensuring that the health and safety policy is implemented, effective, and kept up to date.
- He is responsible for setting a personal example to all other staff members by ensuring that whilst visiting sites, he wears the correct protective clothing and adheres to the individual requirements involving access to equipment and the handling of tools etc.
- He should be familiar with reporting accidents and dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and, as necessary, ensure such events are submitted to HSE.
- He must also ensure that medical and emergency arrangements and fire precautions are implemented on all sites.

#### Site Managers and Foremen

- Ensure that all staff are adequately trained in the use of equipment which will be operated by them and prevent untrained staff from carrying out tasks for which they are not trained.
- By regular inspection, be sure that all machinery, access equipment, hazardous substances, and materials are adequately stored, serviced and secured to ensure the safety of employees and other personnel.
- Being aware and making others aware of safe access and egress from the site and always ensuring that such passage/area is kept clear and free from obstructions in an emergency.
- Making sure, where applicable, that precautionary fire equipment is stored, serviced and in an accessible area and is

fully trained in its use together with at least one other employee on site.

- Report all accidents, no matter how minor and ensure they are correctly recorded.
- Make sure that all staff under his supervision wear the required safety equipment and make proper use of safety equipment.
- Managing Activities with Risks to Health Register, collecting Risk Assessments from sub-contractors, and ensuring that these are followed.

### **Employees and Operatives**

- Must cooperate with management to do all in their power to prevent accidents to themselves and others as required by health and safety legislation.
- Only undertake a task for which they have been adequately trained, and do not ask another staff member to do the same.
- Wear protective clothing as required by each task and ensure it is not worn or damaged.
- Be proactive in suggesting ways to improve conditions and point out hazards to management and other employees.
- Immediately report to a supervisor any accidents sustained whilst working, and follow the supervisor's instructions in treating the injury.

### **All Employees**

All employees must comply with health and safety legislation regardless of their position or job title. They must make themselves aware of the requirements of health and safety legislation and use their very best endeavours to ensure that the health and safety of themselves and all others are at all times protected, and where necessary, take appropriate steps to correct any inconsistencies and report any misdemeanours to supervising staff or staff members directly responsible for the health and safety of the company.

It should be clearly understood that whilst an employee may delegate a duty (e.g., maintaining records), he remains responsible for ensuring that it is carried out to enable this policy to be fully effective. The support of all employees is essential.

### **Subcontractors**

All Subcontractors will be required to:

- Comply with the Health & Safety at Work Act 1994, COSHH Regulations and the Construction Health, Safety & Welfare Regulations 1996, and other relevant regulations issued about the Works and execution thereof. COSHH assessments of all materials supplied by the Sub Contractor will be provided to the Company's Contracts Manager and the Sub Contractors Safety Policy and Method Statement.
- Have particular regard for other persons who may work on or visit the site and those who live or pass near the site, whose health and safety may be affected by the operations.
- Ensure that their employees engaged in the works are provided with a safe workplace, safe plant and equipment and that they are instructed on a secure working system, including wearing protective headgear in high-risk areas.
- Provide all personal protective equipment as necessary for each of their employees and ensure that said equipment is utilised as required.
- Deal immediately with any matters the Company's Safety Representatives raised during their regular inspections.
- Ensure that all their plant operators are trained and competent in the use of the plant that they are to operate. All registers must be completed as necessary to comply with current Health and Safety legislation, and all drivers must hold currently approved certifications.
- Promptly report in writing all accidents suffered by any of their employees which occur on-site to the Companies Site Management, and if any of their employees shall be absent from work for more than three days as a result of any site accident, shall submit Form 2508 (or the appropriate form used at the time) to the Factory Inspection and deliver a copy to the Company's Site Management.
- Report immediately to the Site Manager if an Improvement Notice or a Prohibition Notice is issued by H M Factory Inspection under the Health & Safety at Work Act, etc., concerning any work or equipment on the site.
- Ensure that new entrants to the industry receive proper instructions and that all employees are trained with health and safety at work in mind.
- Where use is made of erected scaffolding, not make alterations or adjustments.
- Ensure that all PPE, including safety helmets, safety boots, gloves, and high visibility jackets, are supplied to their staff and worn at all times unless otherwise instructed by the site manager.

## **Arrangements**

### **Information, Instruction And Training**

- The company will provide all training as required to each staff member and, until such training has been given, will only expect staff members to carry out duties they have been trained to undertake.
- Ensure that all technical instruction relating to mechanical and electrical equipment is made available to and read by employees required to work on such equipment.
- Adequately service, clean and test mechanical and electrical equipment to ensure the safety of the operatives.
- Review the ongoing training needs of staff.

### **Fire Precautions**

- Where necessary, ensure that adequate fire safety equipment is on-site and tested annually.
- Train staff in adequately handling such equipment in the event of a fire.
- Clear all flammable materials from working areas where localised hot works are undertaken before starting work.

### **Health and Welfare Facilities**

- Where necessary, ensure that adequate welfare facilities are made available and that such facilities are kept clean and free from obstruction.

### **First Aid**

- Ensure that the company nominates a trained person to deal with all incidents and that they adequately report and record them in an accident book.

### **Protective Clothing and Equipment**

- The company ensure that protective clothing and equipment are worn and personnel are correctly protected to carry out their work before starting.
- All safety equipment authorised to be used by the company and its Subcontractors will comply with British Safety Standards.

### **Control of Substances Hazardous to Health (COSHH)**

- The company undertakes to ensure that all substances are correctly labelled, noting the material, the hazard, and the correct use of the substance.
- Training will be provided to all staff required to use hazardous substances to carry out their daily duties.

### **Noise**

- Warning notices will be displayed to inform employees affected by high noise levels that they must wear suitable ear protection.
- The requirements of the Noise at Work regulations will be adhered to.

### **Records**

- At each workplace, staff will be aware of the location of registers for keeping statutory records.

## **CDM 2015**

### **Devcon undertakes to**

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase

- check that anyone we appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

## **Safe Working Methods**

### **Risk Assessments**

Risk assessments are undertaken for each contract to reduce the risk of injury or illness in the workplace to a minimum. Employees who undertake the tasks will read and understand these assessments. The employees must comply with the control measures in the risk assessment, as failure to do so could result in disciplinary action.

### **Safety Signage**

All work will be undertaken according to Health and Safety requirements, including displaying appropriate signs where there is a risk to employees and the general public.

### **Asbestos**

The company recognises that some work will uncover asbestos-based materials. Under these circumstances, they will take every precaution to ensure that the work being undertaken is ceased immediately and that the appropriate persons are notified of the presence of dangerous material. Further work will not resume until the materials have been removed or made safe by encapsulation, as recommended by qualified engineers.

### **Roof Access/Working**

All works at roof height will be undertaken with safety equipment to prevent falling. If there is no safety handrail in position, a harness will always be used. Information regarding safe working on roofs will be provided, and if necessary, the company will advise the employer of Health and Safety requirements before attending. Lone roof working is not permitted.

### **Scaffolding**

Where work cannot be undertaken from the ground safely by ladder, it is essential to ensure that the company informs the employer (Client) of the need to scaffold.

Scaffolding should be erected to provide a suitable working platform from which a job can be completed safely. Working platforms must be appropriately constructed and offers adequate space for the operative, his tools and materials.

If the company provides its scaffolding, a complete method statement will be made available on the erection and operation of such equipment before the erection is undertaken.

If the company does not provide its scaffolding, it will ensure that the supplier will prove that they are competent to deliver, erect and dismantle such equipment without any hazard to the health and safety of the company's employees or the general public.

The company confirms that all staff are adequately trained for platform working and will, at all times, secure themselves to the equipment with safety harnesses and wear hard hats, all of which will be supplied under the Protective Clothing and Equipment section of this policy.

### **Ladders**

Work undertaken from ladders should be at most the height of 2 meters without handrail support. Where a ladder is the best form of access, the following safety provisions will be undertaken.

- The foot of the ladder will be supported on a firm surface and not rest on loose material or equipment.
- Ladders will not be pitched at a greater angle than 1:4.
- The ladder's base will always have warning notices to warn passing pedestrians.
- The top of the ladder shall be securely fixed to the structure so that it will not slip whilst the ladder is being secured; the base will be held secure by another.
- It is necessary to ensure that the correct type of ladder is used and that employees know the different functions of varying ladder grades.

- All ladders will be checked every six months to ensure they are in good
- condition. Damaged ladders or ladders with missing rungs must not be used.
- The top of the ladder must always rest against a firm surface.
- Heavy items should not be carried up a ladder access for such loads must be made separately.
- Where stepladders are being used, the top platform must not be used unless there are appropriate handles.

### **Drilling, Sawing and Sanding**

Works involving the creation of dust or material particles will only be undertaken using appropriate dust masks, ear protectors and goggles. They will not be undertaken in confined areas but in well-ventilated, well-lit spaces.

### **Mechanical and Electrical Equipment**

All equipment requiring connection to an electrical supply will be checked annually for safe working, and certificates of inspection will be available upon request. In addition, the company confirms that:

- Circuit breakers will be used at all times.
- Portable electrical equipment will not be used without an RCD.
- Cutting blades of all types will be properly sharpened and set correctly in the equipment.
- Non-compatible items should not be attempted to be married.
- Guards will be used on disk-cutting tools and secured to a bench or desk if the manufacturer requires them.
- Machining that causes sparks will only be undertaken in an area free from oil, dust, and waste material which may easily ignite.
- All tools will be correctly cleaned, oiled at the end of use and stored securely.

### **Non-Mechanical Plant and Equipment**

The company undertakes to ensure that all non-mechanical plant and equipment are adequately checked to ensure it is in good condition and is stored safely at the end of the working day in a secure place. This includes handheld tools such as saws, screwdrivers, etc.

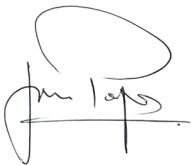
### **Method Statements**

To comply with the Health and Safety at work act 1974 s2 (2a-e), contractors must produce and work to a comprehensive written 'method of work' statement. A copy of the method statement must be held where works are undertaken and retained for future reference. It should be made available for inspection before or after completing the work. If at any time during the execution of the task it is found that it is necessary to deviate from the prepared and agreed-on method statement, information must be made available immediately before the task is continued, and agreement by either the Safety Advisor, employer/client or his agents obtained.

The company expects employees to conform to this policy, comply with the relevant sections of the health and safety at work act 1974 and exercise all reasonable care for their health and safety and that of others who may be affected by their actions and omissions.

As such, a copy of this document has been and will continue to be provided to employees.

The policy will be reviewed annually and kept up to date, particularly as the legislation changes and in line with any changes to the company's size or nature. Next review date is 15 May 2025.



**L N Pope**

Managing Director

16 April 2024