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SAFEHIGHER SAFETY SYSTEMS LTD – HEALTH AND SAFETY POLICY 2020

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Company Details:

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Health and Safety Policy Statement

Safehigher Safety Systems Ltd ('our Company') is committed to providing and maintaining a working environment that ensures the Health and Safety of our employees, customers, contractors, visitors and the general public where applicable. We want to prevent accidents and illness by making sure that Health and Safety is at the heart of everything we do. To make this happen, we will encourage everyone who works for and/or at our Company to actively support this policy.

Our employees and sub-contractors are of paramount importance. Our Company recognises that the talent and energy of the people who work for the Company are our most valuable asset.

Overall responsibility for Health and Safety lies with the Directors of the Company and as such the directors will ensure that all our employees, personnel and sub-contractors are aware of their responsibilities as well as those of the Company, in respect to health and safety matters.

Our Company recognises our obligations and accepts responsibilities under the Health and Safety at Work Act 1974 and the regulations which affect our activities.

In order to comply with our obligations our Company will:

- Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of our Company employees and others.
- Provide a safe place of work with safe systems of working without risk.
- Maintain plant and equipment.
- So far as is 'reasonably practicable' our Company will ensure that we provide satisfactory financial resources and support needed to meet these objectives and the systems that we have implemented.
- Ensure that effective planning, control, and monitoring of all our workplaces and sites is maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.

Organisation, Duties, Roles and Responsibilities

It is important for our Company to identify and include specific responsibilities in relation to Health and Safety as they relate to each post within the organisation. The following pages (4-8 inc) contain a general description of responsibilities and duties which should be read in conjunction with the particular needs of our Company.

Company Duties:

- To observe the requirements of the Health and Safety at Work Act 1974 and all other statutory requirements, relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers.
- The provision and maintenance of safe equipment/plant and systems of work especially in relation to hazardous and sensitive site operations.
- Ensuring the control of risks to health in handling, storage and the transportation of materials, equipment and substances.
- To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary in order to implement safe systems of work.
- Provide Method Statements to our employees and sub-contractors.
- The provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other persons.
- The provision of Personal Protective Equipment (PPE).
- Encourage participation, involvement and discussion on health and safety matters with all of our employees and sub-contractors.
- To consult with staff and safety representatives on matters relating to Health and Safety at work.
- The provision of adequate Welfare and First Aid Facilities including a trained First Aider as required by the relevant statutory provisions.
- To prevent injury or damage to any person or property while carrying out our activities.
- To implement correct procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013 and to include where appropriate the investigation and reporting of the same.
- To ensure that all site contractors comply with relevant statutory operations.
- To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety (Employees Capabilities) Regulations 2010 are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- To ensure as far as is possible that we do not permit our employees, sub-contractors and others to carry out our activities whilst under the influence of alcohol or controlled substances (drugs). Managers, Supervisors and Employees have a duty of care to our Company and fellow workmates to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect an employee's health and safety, and/or the safety of others.
- To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

Directors Duties:

The Directors of Safehigher Safety Systems Ltd accept ultimate responsibility for Health, Safety, and Welfare throughout our Company in order to ensure the Health, Safety and Welfare of employees and others affected by our Company's operations. In order to achieve this the Directors will:

- Take reasonable steps to familiarise themselves with the activities of the Company and will implement all necessary measures which need to be taken to eliminate or control risks and hazards arising from those activities.
- Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
- Review the Health and Safety Policy annually (or more frequently if necessary) and ensure it is promoted to all employees and others working on behalf of Safehigher Safety Systems Ltd
- Ensure that all employees satisfactorily discharge the Health and Safety responsibilities allocated to them.
- Ensure the availability of expert advice on Health and Safety matters (HSE, Approved Codes of Practice Trade Associations, circulars, etc,)
- Ensure that the Directors and Managers are adequately trained to carry out their Health and Safety duties effectively.
- Ensure the safety performance of Safehigher Safety Systems Ltd is monitored and take action to remedy any identified deficiencies. Establish procedures to deal with office and site emergencies.
- Appoint a suitably trained and competent person to assist him in to carry out his Health and Safety duties.
- Before allocating work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- Ensure that all necessary PPE is provided to employees and encourage subcontractors to obtain and wear PPE (Personal Protective Equipment)
- Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- Set personal examples of Health and Safety awareness.

Site Supervisors and Safety Advisors Duties:

The Safety Advisor and Supervisor are responsible to the Directors for the implementation of our Company's Health & Safety Policy. In accordance with carrying out their duties at our premises and on site they will:

- Assist in carrying out site surveys, site safety inspections and determine health and safety requirements e.g. risk assessments - substances (COSHH), noise level, and manual handling.
- Assist in the preparation of Risk Assessments, Method Statements, Health and Safety Plans including Working at Height, COSHH, Manual Handling, PUWER, LOLER, etc,
- Liaise with the client, principal contractor, CDM co-ordinator and other relevant parties on Health and Safety matters.
- Ensure that the necessary expert advice is available and that recommendations are followed with regard to Health and Safety hazards.
- Determine manual handling requirements and put in measures to provide mechanical lifting aids where appropriate. Consideration as to the effects of noise and the fire precautions should be included.
- Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards (e.g. obtain any necessary work permits that are required)
- Ensure employees and others are capable of carrying out the work tasks assigned to them.
- Before engaging sub-contractors, take into account their understanding and capabilities in Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- Ensure that all electrical equipment supplied is 110v and tested every six months or at regular intervals and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- Ensure that suitable tools and equipment are supplied to all employees and assess the risk of the equipment ensuring the 'provision of protection' and implement safe systems of work and training in their use.
- Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- Ensure that Health and Safety matters are regularly discussed with employees, both on site and at our premises.
- Ensure each site has an 'appointed person' and that injuries are notified where required by regulations and details entered in the Accident Book.

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- Ensure there are sufficient and appropriate fire extinguishers on site and in the office and ensure that employees are trained in their use. Ensure that employees are aware of the fire evacuation and fire provisions at each site and that adequate, welfare facilities are provided and maintained.
- At all times set a personal example in Health and Safety awareness.

Employees Duties:

ALL employees will:

- Take reasonable care of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with our Company (their employer) and/or our Company's appointed or authorised representative, to help ensure our Company's compliance with statutory provisions.
- Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments and Method Statements will be provided for all of our company's activities to ensure that employees have safe systems for carrying out their of work.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible remove hazards yourself.
- NOT use any tools or equipment for which it is not intended or for which you have not been trained or have the experience to use. Ensure that all portable electrical equipment has been periodically inspected; also visual inspections are to be carried out before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- Warn others, particularly new employees and young people of particular known hazards (e.g. particularly all substances used and the correct use of tools)
- Report to the Management any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident, which could have resulted in injury or damage (i.e. near miss etc,)
- Abide by any 'Codes of Practice' etc. issued for your Health and Safety.
- All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Manager.
- If an employee's health is having an adverse effect on their work or/and compromising their own and/or the safety of work colleagues or others thereby causing Management to become concerned, Safehigher Safety Systems Ltd may require an employee to undergo a medical examination.

- Make full use Personal Protective Equipment which will be identified from Risk Assessments and Method Statements carried out by your Manager or the Safe Systems of Work which are included in the Company's Health & Safety Plans or employee handbooks. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for your safety. The Fire Evacuation Procedure will be published on the Office Notice Board. All employees should make themselves familiar with this procedure. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.
- Co-operate with Management to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public. Consultation with Employees Daily site briefings are conducted by the Site Manager each morning on site, these briefings discuss health and safety, relevant site issues, legislation, training, company procedures, site rules, etc, this information is discussed on a verbal basis with involvement from employees. Relevant issues raised at the briefings are brought to the attention of Management and the Directors at board meetings to rectify issues raised and to improve the overall business.
- Will attend a monthly 'Tool Box Talk' and will sign the Tool Box Record of Attendance.

Sub-Contractors Duties:

Sub-contractors must submit a copy of their Health and Safety Policy, current training records and Insurances for inspection by Safehigher Safety Systems Ltd and provide other evidence of competency as may be required and be able to demonstrate knowledge of the requirements of the Health and Safety at Work Act 1974, Regulations and Approved Codes of Practice. The following requirements must also be met by any Company sub-contracted to Safehigher Safety Systems Ltd. ALL Sub-contractors employed by Safehigher Safety Systems Ltd will:

- Comply with our Company's Health, Safety and Welfare Policy.
- Carry out their assigned work in strict accordance with our Site Specific Risk Assessment and Method Statement.
- Comply with our Company policy on PPE.
- Hold a current First Aid Qualification.
- NOT carry out any works and/or operations for which they have not had adequate training and/or are not qualified.
- NOT use any tools and/or equipment for which they have not had adequate training and/or are not qualified.
- Only use Scaffolding and other Access Equipment that has been identified in the site specific Method Statement.
- NOT alter and/or adjust any 'fixed' scaffold provided for their use.
- NOT bring plant or equipment on to site unless it has been identified for use on a given site in accordance with the site specific Method Statement.
- NOT use or take onto site power tools or portable electrical equipment rated higher than than 110 volts. All transformers, generators, extension leads, plugs, and sockets must be in good condition and to the British Standard for Industrial use and where required PAT tested and certificated.
- Ensure that an assessment of noise levels of plant, equipment and/or operations has been carried.
- Report any potential hazards and dangerous situations.
- Report accidents, injuries and/or near miss incidents immediately to Safehigher Safety Systems Ltd.
- Make proper use of the welfare facilities provided and ensure that they maintain their own personal hygiene to an acceptable level.
- Keep work places and areas as clean and tidy as is reasonably practical.
- Ensure that debris and waste material etc, are cleared as work proceeds.

Protection of Young Persons – Health and Safety (Young Persons) Regulations 1997:

Safehigher Safety Systems Ltd are aware of the Health and Safety (Young Persons) Regulations 1997. We understand and accept our responsibility to ensure that every young person (under 18 years of age) employed by our Company will be protected at work from any risks to their health and safety which may be greater due to their lack of experience. It is our Company policy that all any employee under 18 years of age **are prohibited** from operating the equipment listed below unless attending approved training under the direction of a qualified and competent person:

- Mobile plant
- Lifting equipment
- Acting as Banksman / Slinger in lifting operation

The Workplace (Health, Safety & Welfare) Regulations 1992

The Workplace Health, Safety & Welfare Regulations 1992 cover a wide range of basic Health and Safety issues. It is the policy of Safehigher Safety Systems Ltd to ensure that our workplaces meet the health, safety, and welfare requirements of all our employees, contractors, visitors and where applicable, the general public.

At ***our premises and other work locations*** we will ensure that the following Health and Safety considerations and/or facilities are provide and maintained for employees and visitors:

- Ventilation
- Heating
- Lighting
- Washroom, Toilets and general Welfare facilities.
- Canteen and/or somewhere for employees to take breaks.
- A supply of clean drinking water.
- First Aid Box
- Fire Doors, Fire Alarms, Fire Drill and Fire Fighting Equipment
- Fire Fighting Equipment
- Access routes, thoroughfares, ramps, doors, floors, entrances and exits
- Signage
- Work Stations including Chairs, Desks and Computer Screens
- Electrical Equipment
- Waste Disposal, Litter Bins, etc,

At ***our premises and other work locations*** we will ensure that the following Health and Safety considerations are taken to mitigate risks to employees, and all other persons from:

- Trip Hazards - (mats, carpets, steps, leads, cables, slippery floor surfaces etc,.) So far as is reasonable practicable, our Company will take effective measures to ensure that no person is put at risk from trip hazards likely to cause personal injury.
- Falling objects - So far as is reasonably practicable, our Company will take effective measures to ensure that no person is put at risk of being struck by a falling object likely to cause personal injury.
- Falls from height - So far as is reasonably practicable, our Company will take effective measures (guardrails, edge protections, barriers, etc,) to ensure that no person is at risk of falling from ***any*** height likely to cause personal injury.

Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulation 3)

Safehigher Safety Systems understands and accepts our duties and obligations under the Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulations (3) The regulation concerns the examination of work activities where it is suspected a hazard may exist in the workplace. A systematic assessment of the hazard will be carried out in order to determine the degree of risk. Upon the identification of the risk, preventative measures will be implemented, operated and maintained in order to negate and/or mitigate health and safety risks to employees and others effected by our work activities. It is the responsibility of our management to ensure that risk assessments are carried out for all our activities. In order to meet our Company's duties and obligations in respect of The of Health and Safety at Work Regulations 1999, Regulation (3) Safehigher Safety Systems Ltd will:

- Make a suitable and sufficient assessment of the risks to the health and safety of our employees (including sub-contractors) to which they are exposed whilst they are at work to include where appropriate persons not in our employment when our activities are likely to affect others.
- Monitor on an ongoing basis risks and review/amend risk assessments when it is suspected that a risk assessment is no longer valid and/or appropriate
- Make specific risk assessments in respect of the employment of young and inexperienced persons.
- Take into consideration the nature, complexity, duration, practical and logistical requirements of the work activity when assessing risk.
- Take into consideration the nature, degree and duration of exposure to weather, physical, biological elements and chemical agents when assessing work activities.
- Take into the consideration the form, use and range of work equipment and the way in which it is to be handled and used when assessing risk
- Record the findings of Risk Assessments
- Encourage employees to provide views and opinions of the risk and hazards associated with their work activities to assist in ensuring that risk assessments are as comprehensive and relevant as possible.

It is Safehigher Safety Systems Ltd policy that full, relevant and adequate Health and Safety Training is provided to all our employees in accordance with The Health and Safety at Work Act etc, 1974 and all subsequent statutory provisions and/or regulations made under and within the Framework of the HSWA 1974 Act and in particular:

- The Management of Health and Safety at Work Regulations 1999 (as amended, 2003, 2006) – These regulations require our Company to identify situations and provide suitable training for employees where health and safety considerations are particularly important, eg when people start work, or when exposed to new or increased risks and where existing skills may have become outdated or need updating.
- The Health and Safety (Training for Employment) Regulations 1990 – These regulations require our Company to ensure that new and inexperienced employees are provided with suitable and adequate health and safety training.
- The Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 require our Company to consult our employees, or their representatives, on health and safety issues. Representatives appointed under either of these sets of regulations are entitled to time off with pay for training in their duties.

All new employees receive induction training.

Existing employees are provided with retraining in line with specific re-certification schedules and/or new/updated statutory requirements and/or in line with management decisions relating to our Company's training policy and/or promotion of employees.

Our Company reviews training requirements on a regular basis.

ALL of our company's **Management Personnel and Company Employees** have received induction training which included:

- Their duties and responsibilities in accordance with statutory requirements (HSAWA 1974, The Workplace (Health, Safety & Welfare) Regulations 1992, etc.,
- PPE – Wearing, Use and Care of (in accordance with The Personal Protective Equipment Regulations 2002)
- Site Safety Awareness - CSCS
- Working at Height - CSCS (in accordance with The Working at Heights Regulations 2005 - amended 2007)

- Basic First Aid (in accordance with The First Aid Regulations 1981)
- Manual Handling (in accordance with The Manual Handling Operations Regulation 1992)
- Fire Drill – (in accordance with The Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety Employees' Capabilities (England) Regulations 2010)
- Accident, Near Miss, Disease and Dangerous Occurrence Reporting (in accordance with The Notification of Accidents and Dangerous Occurrences Regulations 1980 and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

In addition to our Induction Training, ***ALL of our Directors, Management, Supervisors and a number of Employees*** have received training in:

- Preparing Risk Assessments - The Management of Health and Safety at Work Regulations 1999, Regulation 3)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 and amendments 2003/2004
- Electricity at Work - The Electricity at Work Regulations 1989
- The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998
- Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998
- The Health and Safety (Display Screen Equipment) Regulation 1992
- Control of Noise at Work Regulations 2005.
- The Control of Vibration at Work Regulations 2005
- Control of Asbestos Regulations 2006
- The Site Waste Management Plans Regulations 2008
- Environment Protection Act 1990

Management and Employees with specialist duties and roles have received specific training and are certificated/accredited as follows:

- IPAF (International Powered Access Federation) - To operate Mobile Elevating Work Platforms
- FASET (Fall Arrest Safety Equipment Training)
- PASMA (Pre-fabricated Access Suppliers and Manufacturers Association)
- Various Material and Product Manufacturer Accreditation

First Aiders (Health and Safety (First Aid) Regulations 1981)

Safehigher Safety Systems Ltd understands and accepts that as Employers we have a legal duty to our employees to ensure they receive immediate attention if they are injured or taken ill at work. Our legal duty does not distinguish whether the injury or illness is caused by the work an employee is doing, an employee is still entitled to receive immediate attention which may require an ambulance to be called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work. In order to meet the requirements of The Health and Safety (First Aid) Regulations 1981) we have implemented the following measures:

- It is our Company's Policy that ALL our employees receive basic First Aid Training to 'Appointed Person' level in order to be able to give immediate assistance to casualties with both common injuries or illnesses and in particular those injuries or illnesses that are likely to arise from specific hazards at work.
- Our employees are often required to work remotely (away from our premises) in line with the nature of our Company's activities. All of our Company Vehicles are fitted with a basic First Aid Kit.
- Our Company has implemented First Aid Provision which is maintained to be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel will be available at all times whilst employees are at work (at our premises) or traveling to or from a remote (away from our premises) site.
- Our Company has established procedures to ensure that we are able to summon an ambulance or other professional help when required.
- Our employees frequently work at the premises of client companies or site locations. On these occasions our employees will (by specific arrangement with client companies, site managers etc,) have access to First Aid provision in addition to that which our Company provides.
- First Aid provision within our Company will be periodically reviewed particularly after any operating changes to ensure that provision remains appropriate.
- Our employees are often required to work remotely (away from our premises) in the nature of our Company's activities. All of our Company Vehicles are fitted with a basic First Aid Kit.

Manual Handling Policy - The Manual Handling Operations Regulation 1992

Due to the nature of our work activities, materials are often required to be moved manually at our Company's work places and on site. Safehigher Safety Systems Ltd will Risk Assess manual handling activities and where practicable will provide mechanical aids in order to reduce or lighten the manual handling of materials and loads.

ALL Safehigher Safety Systems Ltd employees have undertaken manual handling training. Employees are also encouraged to take suitable rest breaks. Managers and supervisors will always consider an individual's capabilities into account when assigning manual handling tasks.

Safehigher Safety Systems Ltd will:

- Ensure that adequate risk assessments are carried out to identify hazards associated with manual handling.
- Provide suitable training in manual handling for ALL employees.

The Working at Heights Regulations 2005 (amended 2007)

It is the policy of Safehigher Safety Systems Ltd to avoid working at height wherever and whenever it is possible.

However due to the nature of our Company's product and services portfolio (Lifeline Systems, Guardrails, Edge Protection etc,) working at height is often unavoidable. When we are required to work at height our Company will conduct a specific 'Working at Height' risk assessment to identify the specific hazards and the degree of risk. We will then take all reasonable steps practicable to mitigate the risks and hazards identified by our specific risk assessment in order to ensure that:

- All work at height is properly planned, organized and carried out in strict accordance with the work specific Risk Assessment, Method Statement and all other arrangements put in place to mitigate the risk to our employees, sub-contractors and others who may be affected by our activities.
- All our employees, sub-contractors involved in work at height are competent, trained and appropriately certificated where and when applicable (IPAF, IRATA, FASET, PASMA etc,)
- Edge protections, scaffolds, fall prevention and/or fall arrest equipment is deployed and used correctly and that any such equipment is inspected and maintained in accordance with appropriate requirements.
- We do not carry out work on fragile or unstable work surfaces unless proper control measures (safety netting, lifelines, stagings etc,) to eliminate and/or significantly mitigate the risks of falling through have been implemented and suitable equipment deployed.

Accident Reporting Policy - Accident Reporting (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Safehigher Safety Systems Ltd understands and accepts its legal duties under RIDDOR that require our Company to report and record work related accidents and near misses promptly and to take action as necessary to prevent further occurrences.

It is our understanding that RIDDOR applies to all work activities but not all incidents are reportable. If we are uncertain that an accident, dangerous occurrence or disease is reportable a Director will contact the Incident Contact Centre (ICC) on 0845 300 99 23 for confirmation as to whether an Accident/dangerous occurrence, disease etc, is reportable.

However, it is our Company's Policy that **ALL** Accidents (no matter how minor the injury) will be recorded in the accident book located in our office as soon as is reasonably practicable.

For the purposes of this Safety Policy, it is assumed that in the event of an accident and/or near miss/dangerous occurrence, immediate action (First Aid, Ambulance, Police HSE etc,) will be taken on the ground at the site of the incident in accordance with site management arrangements including contacting emergency services, the safety plan, site and employee induction training, first aid training and reporting obligations.

On report to our offices of a **minor** accident (the person involved was either able to continue work or was able to continue work within 3 working days) and/or near miss and/or dangerous occurrence, an immediate investigation will be carried out by Management in order to establish the cause of the accident and/or near miss/dangerous occurrence in order to take positive and prompt steps to avoid any such further incident. An entry will be made in the accident book and a report detailing the incident and actions taken will be held on file. Depending on the incident, a prescribed period of monitoring will follow in order to ensure that measures taken to prevent further occurrences have been effective.

The report and record will include:

- Name/s of those involved.
- Calendar and Demographic details of the accident, dangerous occurrence, near miss etc, (date, where, when etc,)
- Work activity of those involved.
- Circumstances leading up to, during and after the accident, dangerous occurrence, near miss etc,
- Injury details and/or consequences of the accident.
- Detailed description of a dangerous occurrence and/or near miss.

- The actions taken following an accident, dangerous occurrence, near miss etc, in order to prevent a re-occurrence (this will include in every instance a circulation of the report throughout the Company in order to ensure that both management and employees are aware of actions taken and preventative steps in order to avoid a re-occurrence (as a minimum a Toolbox Talk will be conducted in the shortest possible time frame)
- Monitoring measures taken to ensure that preventative actions have been effective.

On report of a **serious** accident (the person involved was unable to continue work and was still unable to work after a period of 3 working days) and/or dangerous occurrence, near miss etc, the Director responsible for Health and Safety and our Safety Advisor, will instigate an immediate investigation and will liaise and co-operate fully with all relevant parties involved dependant on the severity of the incident (eg: the client, Principal Contractor, CDM Co-ordinator, emergency services, Police, HSE, insurers and the injured parties family and/or representative/s) all as required to meet our legal duties and obligations. Following a serious accident and notwithstanding any other legal duty and/or obligation by our Company to assist with any other legitimate /investigation enquiry, an entry will be made in the accident book and a report detailing the incident will be held on file and made available to legitimate parties in accordance with our legal duties and obligations. Any other information that we are obliged to provide to legitimate parties will also be made available in order to meet our legal duties and obligations. A prescribed period of monitoring will follow in order to ensure that measures taken to prevent further occurrences have been effective.

The report and record will include:

- Name/s of those involved.
- Calendar and Demographic details of the accident, dangerous occurrence, near miss etc, (date, where, when etc,)
- Work activity of those involved.
- Risk Assessments, Method Statements, Safety and Control Measures.
- Circumstances leading up to, during and after the accident, dangerous occurrence, near miss etc,
- Injury details and/or consequences of the accident.
- Detailed description of a dangerous occurrence and/or near miss.

Safehigher Safety Systems Ltd understands and accepts its legal duties under RIDDOR that require our Company to report where it is likely that an employee has contracted or made worse, a reportable disease as a result of their employment with our Company.

Safehighier Safety Systems Ltd understands and accepts its legal duties under RIDDOR that require our Company to report where it is likely that an employee has contracted or made worse, a reportable disease as a result of their employment with our Company.

- **Carpal Tunnel Syndrome:** where the employee's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the employee's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the employee's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the employee's work involves regular use of percussive or vibrating tools, or holding materials which are subject to percussive processes, or processes causing vibration.
- **Occupational asthma:** where the employee's work involves significant or regular exposure to a known respiratory sensitiser.
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the employee's work is physically demanding and involves frequent, repetitive movements
- **Occupational cancer:** any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation)
- **Exposure to a biological agent:** any disease (including any acute reaction requiring medical treatment) attributed to an occupational exposure to a Biological Agent

Safehigher Safety Systems Ltd as CDM Co-ordinator - Duties - The Construction (Design and Management) Regulations 2007

When acting as CDM Co-ordinator, Safehigher Safety Systems Ltd shall take reasonable steps to ensure that the arrangements made for managing the project (including the allocation of sufficient time and other resources) by persons with a duty under these Regulations (including the client himself) are suitable to ensure that:

- The work can be carried out so far as is reasonably practicable without risk to the health and safety of any person.
- The requirements of Schedule 2. are complied with in respect of any person carrying out the construction work.
- Any structure designed for use as a workplace has been designed taking account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in the structure.
- The client shall take reasonable steps to ensure that the arrangements referred to above are maintained and reviewed throughout the project.

Safehigher Safety Systems Ltd as Designer - Duties - The Construction (Design and Management) Regulations 2007

Safehigher Safety Systems Ltd is aware that:

In designing any structure for use as a workplace a designer shall take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, ***and materials used in, the structure.***

A designer is required to take all reasonable steps to provide with his design sufficient information about Aspects of the design of the structure or its construction or maintenance as will adequately assist clients, other designers, and contractors to comply with their duties under these Regulations.

When Safehigher Safety Systems Ltd are responsible for preparing and/or modifying design elements we will avoid foreseeable risks to the health and safety of any person who will and/or may:

- Carry out the work.
- Be liable to be affected by the work.
- Be liable to clean any window or any transparent or translucent wall, ceiling or roof in or on a structure.
- Maintain the permanent fixtures and fittings of a structure.
- Use a structure designed as a workplace.

Safehigher Safety Systems Ltd will ensure that any design elements/and or materials for which our Company has design responsibility, will be designed where possible to:

- Eliminate and/or reduce hazards which may give rise to risks.
- Give collective measures priority over individual measures.

Safehigher Safety Systems Ltd as the Principal Contractor - Duties – The Construction (Design and Management) Regulations 2007

Safehigher Safety Systems Ltd is aware that under Construction (Design and Management) Regulations 2007 'The principal contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and includes suitable and sufficient measures to address such risks, including any site rules.

Where Safehigher Safety Systems Ltd is appointed by the Client as Principal Contractor, the following arrangements will apply to the work/project for which we have been appointed as Principal Contractor, we shall:

- Before the start of the construction phase, prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started, so far as is reasonably practicable, without risk to health or safety, paying adequate regard to the information provided by the designer under regulations 11(6) and 18(2) and the pre-construction information provided under regulation 20(2)(b).
- From time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be carried out so far as is reasonably practicable without risk to health and safety
- Arrange for the construction phase plan to be implemented in a way which will ensure, so far as is reasonably practicable, the health and safety of all persons carrying out the construction work and all persons who may be affected by the work.
- Every contractor engaged in the work and/or on the project shall plan, manage and monitor the construction work carried out by them or under their control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Every contractor engaged in the work and/or on the project shall ensure that any sub-contractor whom they appoint or engage is aware of the minimum and maximum amount of time which will be allowed them for planning and preparation before they begin construction work.
- Every contractor shall provide all workers under their control with any information and training which they need for the particular work to be carried out safely and without risk to health including:

- suitable site induction, where not provided by any principal contractor.
- information on the risks to their health and safety identified by his risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations 1999, or arising out of the conduct by another contractor of his undertaking and of which he is or ought reasonably to be aware of.

- The measures which have been identified by the risk assessment as the measures the contractor needs to take to comply with the requirements of health, safety and prohibitions imposed upon them by an/or under the relevant statutory provisions.
- Any site rules.
- The procedures to be followed in the event of serious and imminent danger to workers.
- The identity of the persons nominated to implement those procedures.
- Every contractor shall provide all of their employees with any health and safety training which they require in accordance with regulation 13(2)(b) of the Management of Health and Safety at Work Regulations 1999.
- Every contractor shall ensure, so far as is reasonably practicable, that the requirements of schedule 2 are complied with throughout the construction phase in respect of any person at work who is under their control.

Environmental Policy - Environmental Protection Act 1990 and The Site Waste Management Plans Regulations 2008

Safehigher Safety Systems accepts our Company's legal duty to comply with the Environmental Protection Act 1990, The Site Waste Management Plans Regulations 2008 and all other statute law, legislation, regulations and/or codes of practice applicable to our Company's activities in respect of the environment and waste disposal. The Environmental Policy of Our Company is intended to ensure (so far as it is reasonably practicable) that our activities will be carried out with a commitment to protecting the environment. This is a fundamental principal of our Company ethos and is encapsulated within our Environmental Policy. This commitment is expected from our all our employees, management and Sub-Contractors without exception.

Our environmental policy is based on our Company's ethos that environmental concern is equal to or has greater priority than any other of our Company's objectives.

Our Company will endeavour to comply with all relevant environmental statute law, legislation and regulations.

Our Company's employees and sub-contractors have a legal and moral obligation to carry out their duties with concern for the environment. It is a condition of employment that all our employees comply with our Environmental Policy.

All Sub-Contractors working for Safehigher Safety Systems Ltd are required to adopt environmental standards consistent with those our Company and they are expected to achieve comparable levels of performance as a condition of their contract.

In the event of an incident for which our Company is directly or indirectly responsible which damages or threatens to damage the environment, our Company will take immediate and appropriate action, whatever that may entail, to make good, and/or take positive steps to avoid a recurrence.

Due to the nature of our activities and on a day to day basis, it is our Company's attention to ***The Site Waste Management Plans Regulations 2008*** that help us to ensure that we safeguard the environment. Safehigher Safety Systems Ltd will take all reasonable steps to ensure that:

Ant waste materials generated at our premises and any other site on which we have been working will be dealt with in accordance with the 'waste duty of care' in section 34 of the Environmental Protection Act 1990 (3) and the Environmental Protection (Duty of Care) Regulations 1991(4)

Our Company will ensure that waste is sorted and is prioritised as follows:

- Priority 1 - For re-use
- Priority 2 - For recycling
- Priority 3 - For proper disposal

COMPANY DECLARATION

The Directors of Safehigher Safety Systems Ltd confirm their commitment to implement the Company's Health and Safety Policy in respect of the Company's activities on a daily and ongoing basis.

The Health and Safety Policy will be reviewed annually or more often as required particularly when there has been a change in our activities and/or working practices or when an accident or near miss has occurred. Our Company will also review our health and safety policy in line with new and/or updated legislation, regulations and/or codes of practice.

Signed for on behalf of Safehigher Safety Systems Ltd:

Managing Directors Signature: **GHaggarty** Graeme Haggarty

Date: 4th January 2021 (valid to 4th January 2022)