By Appointment to
His Majesty King Charles III
Building Conservation Services
SSH Conservation Ltd
Somerset

SSH CONSERVATION
HISTORIC BUILDING & MONUMENT CONSERVATION

Health and Safety Policy

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General Statement

SSH Conservation Ltd ("the Company") is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and associated protective legislation, both as an employer and as a company. To achieve those objectives the Managing Director, supported by BSG (Building Safety Group) as the Company's competent health and safety adviser, is responsible for company health and safety; for keeping workplace health, safety and welfare procedures under constant review; for liaising with the Health and Safety Executive (HSE) wherever necessary; and for keeping the Company abreast of new legislation, UK regulations and British Standards, in order to ensure ongoing compliance with the law.

The main responsibility for health and safety lies with the Managing Director. The Company is bound by any acts and/or omissions of the Managing Director giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of company business.

To comply with its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by the Managing Director, any employees, and everyone working under the Company's direction, including labour-only subcontractors, arising out of and in the course of their work, if caused by negligence and/or breach of statutory duty on the part of the Company.

Where the Company employs staff, terms of employment are set out in their individual contracts. Everyone working for the Company must comply with their individual duties under both the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) and co-operate with the Company to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures on the part of any worker may lead to dismissal or termination of their engagement in the case of serious or repeated breaches; this may be immediate and without prior warning.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an accident book. The Company will comply with its duties towards everyone working for the Company under the Health and Safety at Work etc. Act

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1974 and the Management of Health and Safety at Work Regulations 1999 (as amended), so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of everyone working for the Company.
- Make regular risk assessments available to workers.
- Take appropriate preventive/protective measures.
- Provide workers with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Company's premises, the Company will pay strict attention to its duties under the Health and Safety at Work etc. Act 1974 and the Occupiers' Liability Acts 1957 and 1984. In addition, the Company will also endeavour to conduct its activities with due regard for the environment through the sustainable use of natural, physical and manufactured resources, minimisation of waste and pollution and the promotion of responsible business and working practices.

This policy has been prepared in compliance with section 2(3) of the Health and Safety at Work etc. Act 1974 and binds the Managing Director and everyone working for the Company, in the interests of workers, customers and the public.

Relevant Legislation

Relevant legislation and regulations/Acts used in the creation of this document:

- Health and Safety at Work etc. Act 1974
- Occupiers' Liability Acts 1957 and 1984
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (updated 2022)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Electricity at Work Regulations 1989
- Construction (Design and Management) Regulations 2015
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Control of Lead at Work Regulations 2002
- Health and Safety (Consultation with Employees) Regulations 1996

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Organisation – Duties, Roles and Responsibilities

The Managing Director is the Company's sole director and holds the health and safety responsibilities that larger organisations allocate to directors, contract managers and site managers. Day-to-day supervision on each project is delegated to the lead operative nominated for that project, under the Managing Director's direction.

Managing Director

Jake Motley, the Managing Director, has ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that policy objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. He will also ensure that company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of sufficient resources necessary to maintain sound and efficient health and safety arrangements and ensure that this is communicated to everyone working for the Company.

Managing Director – Implementing the Policy

The Managing Director is responsible for implementing the Company's health and safety policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to, all in compliance with the Company's duties and responsibilities as required by current legislation, including the Construction (Design and Management) Regulations 2015 for all on-site works.

With regard to all activities under the Company's control, the Managing Director will ensure that necessary consideration is always given to the requirements of the Company's health and safety policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety related information.
- Welfare facilities.
- First aid requirements.
- Fire precautions.
- Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents, incidents and near misses and recommend means of preventing recurrence.
- Advise and assist with the safety training of personnel.

Managing Director – Projects and Sites

On each project the Managing Director will be specifically responsible for:

- Ensuring that all activities carried out by workers will not create a risk or hazard to customers, customers' property and/or their employees and others.
- Ensuring that no operation carried out by contractors will place workers, or members of the public, at risk.
- Ensuring that all workers are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all company procedures are always adhered to.

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- Ensuring that close liaison and communication with any contractors working on the project is maintained at all times regarding health and safety.

In fulfilling these responsibilities, the Managing Director will ensure that:

- This policy is reviewed in the light of each project's operational requirements.
- The lead operative nominated for each project and everyone working on it know their own and other persons' responsibilities for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and reported where necessary, and preventive actions are provided.
- Safe systems of work are implemented and adhered to, with such safe systems of work being documented and signed.
- Everyone on site is aware of, and implement, all safe working procedures and practices.
- All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions etc.
- All relevant statutory records are regularly maintained and inspected.

The Managing Director also has responsibility for the health and safety of everyone working for the Company on each project.

Managing Director – Advice, Monitoring and Records

The Managing Director, supported by BSG (Building Safety Group), will be responsible for the provision and dissemination of health and safety advice and information to everyone working for the Company, and will maintain close contact with the HSE, BSG and other organisations from which information may be obtained regarding health and safety matters.

The Managing Director will be responsible for the effectiveness of the health and safety policy, safety procedures and practices in relation to the Company's premises and sites, carrying out regular audits and monitoring activities as necessary, supported by BSG's independent site inspections, carried out monthly, or as needed, while projects are running. He will also arrange for auditing of subcontractors' health and safety performance on company premises and sites. The results of such monitoring will be recorded and corrective action, if needed, will be undertaken.

In fulfilling these general responsibilities, the Managing Director has specific responsibility for:

- Ensuring that the Company is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping everyone working for the Company informed of new and developing legislation and other standards.
- Ensuring that lead operatives and subcontractors understand their responsibilities for accident prevention and avoidance of health hazards.
- Through the lead operative nominated for each project, advising where improvements in health and safety standards or practices are appropriate.
- Ensuring that regular health, safety and housekeeping inspections are carried out, covering sites, buildings, plant, equipment, services and fire arrangements, to ensure conformity with regulations and company policies.
- Advising on possible hazards when considering the introduction of new plant/equipment, new materials, new processes or changes in existing ones.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Arranging for the provision of written safe systems of work, including, where necessary, arranging for the development and use of permit-to-work procedures.
- Arranging for the provision of the correct personal protective equipment based on risk assessment.

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- Arranging for the provision of written procedures for contractors.
- Ensuring the provision of first aid, fire safety and emergency procedures.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining the health and safety records required by the Company.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Ensuring that everyone working for the Company receives a copy of this policy statement, including new workers as part of their site induction.
- Checking the health and safety capability of new workers and subcontractors before they are engaged, and whenever their duties change.
- Identifying health and safety training needs and advising on suitable training programmes.

In addition, where workers are given access to, and work within, the premises of other organisations or domestic premises, the Managing Director will liaise with the client or occupier, if required, to ensure that none of the activities performed by workers or contractors will put at risk the health and safety of the employees of those organisations or members of the public.

Competent Persons

The Managing Director, Jake Motley, is the Company's competent person for health and safety, supported by BSG (Building Safety Group) as the Company's competent health and safety adviser, to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when they have had sufficient training and have the relevant skills, knowledge, experience and other qualities to enable them to properly assist in undertaking such duties regarding the organisation's health and safety implementation.

Competent persons have been designated for the responsibilities shown:

Responsibility	Competent person
Company health and safety	Jake Motley, Managing Director, supported by BSG (Building Safety Group)
Vetting of subcontractors' health and safety policies	Jake Motley, Managing Director
Production of construction phase health and safety plan documentation	Jake Motley, Managing Director
Procedures for serious and imminent danger	Jake Motley, Managing Director
Display screen equipment assessments	Jake Motley, Managing Director
Manual handling assessments	Jake Motley, Managing Director
COSHH assessments	Jake Motley, Managing Director
Administration of all risk assessments	Jake Motley, Managing Director
Auditing of health and safety on sites	Jake Motley, Managing Director; independent site inspections by BSG (Building Safety Group), monthly, or as needed, while projects are running
Reviewing of all health and safety related documentation	BSG (Building Safety Group)

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First Aiders

The Managing Director will ensure that sufficient suitably trained first aiders are appointed for the Company's premises and all sites in accordance with the Health and Safety (First-Aid) Regulations 1981, as amended. They will be responsible for taking prompt and appropriate action following any accident, whether to a worker or not.

First aiders will be responsible for the maintenance of the contents of all first aid kits and will ensure that only the items specified are retained in the kits. They will also ensure that these are in date and logs will be kept of any findings.

Workers' Responsibilities

Everyone working for the Company will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They will co-operate with the Company in meeting its statutory duties.
- They will take reasonable care of themselves and others who may be affected by their acts or omissions.
- No one intentionally or recklessly interferes with or misuses anything provided in the interests of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to the lead operative nominated for the project and the Managing Director.
- They are fully conversant with all fire procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to the Managing Director.
- Where a worker identifies any condition which in their opinion is hazardous, the situation will be reported immediately to the lead operative or the Managing Director.
- During the course of their normal duties, workers will use equipment and facilities that are fit and proper for their intended purpose in a safe and correct manner.
- Everyone working for the Company must stop any works that they assess will cause potential harm to themselves or others; this must be reported to the lead operative nominated for the project immediately for further assessment.

Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of everyone working for the Company, and others, whilst at work and as affected by working activities.

Risk Assessments

All premises and activities subject to risk assessments must be assessed in accordance with current legislation using the company documentation provided.

Such assessments will be repeated whenever any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work methods carried out.
- Transfer to new technology.
- Original assessment no longer valid.
- An accident/incident or near miss occurs.

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Assessments will be recorded and records maintained by the Managing Director. The results of all such assessments will be communicated to and be available for inspection by everyone working for the Company.

All assessments will identify necessary protective and preventive measures. The Company shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventive or protective measures identified as a result of risk assessments.

Health & Safety Arrangements for Provision and Use of Work Equipment

Relevant Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

Policy

The Company recognises that work equipment presents many hazards and will ensure that the risks to people's health and safety from equipment that they use at work are prevented or controlled.

Arrangements

Suitability

Any work equipment provided for work will be suitable for its intended purpose. Account will be taken of all reasonably foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself.

UKCA and CE Marking

The Company will ensure that work equipment conforms to the relevant UK regulations relating to safety (UKCA marking, with CE marking accepted where permitted).

Maintenance

Work equipment will be maintained in an efficient state, in efficient working order and in good repair and maintenance will, where appropriate, be carried out in accordance with the manufacturer's recommendations. Where required, a maintenance log will be kept up to date.

Inspection

Where the safety of work equipment depends on the installation conditions, work equipment will be inspected after installation and before it is used for the first time, or after it has been installed at a new location or premises.

Work equipment that is exposed to conditions which may cause deterioration and consequent danger as a result of that deterioration will be inspected at suitable intervals and whenever exceptional circumstances have occurred that may have adverse effects on the safety of the work equipment.

Records of all inspections will be kept until the next inspection has been completed and recorded.

Lifting Equipment

Lifting equipment and accessories, including hoists, gin wheels and gantries, will be thoroughly examined by a competent person in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER): before first use, after installation or assembly at each new location, and at least every 6 months (equipment for lifting people and lifting accessories) or 12 months (other lifting equipment), or in

accordance with an examination scheme. Reports of thorough examination will be kept in the Company's lifting equipment register.

Specific Risks

Where work equipment poses a specific risk to health and safety, the use and maintenance of such equipment will be restricted to persons who have received adequate training and are competent in the operations they have been designated to undertake.

Information and Instructions

Adequate health and safety information will be provided to persons who use work equipment (and those who manage and supervise the use of work equipment) and, where appropriate, written instructions pertaining to the use of work equipment will also be provided.

Training

Adequate health and safety training in the use of work equipment, including any associated risks and necessary precautions, will be provided to persons who use work equipment and persons who supervise or manage the use of work equipment.

Dangerous Parts of Machinery

Effective measures will be taken to prevent access to dangerous parts of machinery or any rotating stock-bars, or to stop the movement of any dangerous machinery or rotating stock-bars and working parts before any part of a person enters a dangerous/hazardous zone. The hierarchy of such measures will include, to the extent that it is practicable:

- Provision of fixed guards; then
- Other guards or protection devices; then
- Jigs, holders, push-sticks or similar protection appliances; then
- Isolation of the equipment; then
- Information, instruction, training and supervision (IITS).

All guards, protection devices and protective appliances will be:

- Suitable for their intended purpose as per the manufacturer's guidance.
- Of good construction, sound material and adequate strength.
- Maintained in an efficient state, in efficient working order and in good repair, and will not increase any risks to health and safety or unduly restrict the view of the operating cycle where such a view is necessary.

In addition, guards and protection devices will:

- Not be easily by-passed or disabled.
- Be situated at a sufficient distance from the danger/hazardous zone and be constructed/adapted to allow replacement, repair or maintenance work, but only in the area where such work is necessary, and where possible without dismantling the guards or protective devices.

Protection against Specified Hazards

Appropriate measures will be taken to prevent or adequately control the exposure of persons to certain specified hazards arising from the use of work equipment. The measures taken will, so far as is reasonably practicable, be other than the provision of personal protective equipment or of information, instruction, training and supervision.

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High or Very Low Temperatures

Work equipment, components, articles or substances which are at high or very low temperatures will be protected so as to prevent burns, scalds or sear injuries through contact with the offending surface.

Controls and Control Systems

Where appropriate, work equipment will be fitted with adequate controls and control systems to minimise exposure to the risk from work equipment; signage will be implemented where necessary.

Isolation from Sources of Energy

Work equipment, where appropriate, will be provided with suitable, clearly identifiable and readily accessible means to isolate it from all sources of energy.

Stability

Work equipment that might collapse, overturn or fall over will be stabilised within the work environment where necessary for the purposes of health or safety.

Lighting

Suitable and sufficient lighting will be provided, considering the operations carried out on a particular piece of equipment.

Maintenance Operations

Work equipment, so far as is reasonably practicable, will be constructed or adapted to allow maintenance work that involves a risk to health and safety to be carried out while the work equipment is shut down. Where this is not possible, maintenance work will be carried out in such a way that the person doing the maintenance work is not exposed to health and safety risks, and appropriate measures will be taken for their protection.

Markings and Warnings

Work equipment will be marked in a clearly visible manner with markings and will incorporate any warnings or warning devices that are appropriate for reasons of health and safety. Warnings will be unambiguous, easily perceived and easily understood.

These markings will also include all safety conformity information and operational controls, and safe working load (SWL) limits, for specific equipment that is used (lifting equipment etc.).

Records

Records will be kept of:

- Risk assessments undertaken for all works.
- Declarations of conformity (UKCA marking, or CE marking where permitted) under the relevant UK regulations.
- Maintenance, inspection and test records and logs, which will be held and archived.
- Reports of LOLER thorough examinations of lifting equipment (hoists, gin wheels, gantries), kept in the lifting equipment register.
- Information, instruction and training provided.

Health & Safety Arrangements for Work at Height

The Company recognises that accidents can arise from working at height. Falls from height can be a cause of injury and absence from work and may result in permanent disability and death. These arrangements

provide the Managing Director and the lead operative nominated for each project with guidance for managing all work at height.

These arrangements were produced by following the Work at Height Regulations 2005.

Definition of Working at Height

Working at height is any task where a person could fall and cause injury, and it includes work above or below ground level.

For example:

- Falls from ladders
- Falls from open edges
- Falls through roof lights
- Falls through fragile roofs
- Falls from scaffolding or similar access equipment
- Falls into a void

The most common factors identified in falls from height incidents involve management and supervision failures:

- Provide safe systems of work for the working at height task.
- Insufficient safety measures: neglecting to provide necessary safety equipment or implement basic safety protocols.
- Ensure that the safe systems of work issued are followed.
- Lack of supervision: insufficient oversight of on-site work and failure by supervisors to fulfil their responsibilities.
- Poor housekeeping: neglecting site management and housekeeping standards, which can create a hazard to workers whilst at height.
- Inadequate training and communication: failing to properly educate workers on risks and safe working practices, and not conducting regular refresher training.

Operator/worker related factors consist of the following:

- Failure to use PPE: not wearing the required PPE, such as safety helmets, harnesses etc.
- Complacency and unsafe behaviour: becoming desensitised to risks, engaging in careless or negligent actions, or making misjudgements.
- Unauthorised operations: performing tasks without the proper authorisation or training, or working outside the safe system of work (SSOW) that has been issued due to unforeseen changes in the task and method of works.
- Physical or personal factors: issues such as fatigue, poor eyesight and deterioration of physical condition can increase risks.

Environmental and equipment factors:

- Equipment instability: using equipment that is inherently unstable, or not properly maintained to allow it to function correctly, can increase the likelihood of an incident occurring whilst working at height.
- Hazardous site conditions: slippery surfaces, fragile materials, poor working platform heights, and poor selection of working at height equipment due to a lack of design risk management throughout planning.

Managing Director's Responsibilities

It is the responsibility of the Managing Director to:

- FOLLOW the hierarchy for managing risks from working at height.

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- AVOID work at height wherever possible.
- Use work equipment, or other measures, to PREVENT falls where they cannot avoid working at height; collective protective measures must be assessed before personal protective measures.
- Where the risk of a fall cannot be eliminated completely, use work equipment or other measures to MINIMISE the distance and consequences of a fall, should one occur.

Planning Work at Height

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height. Whenever possible, avoid working at height if it is reasonably practicable and safer to do so another way.
- Ensure that the work is properly planned, organised and appropriately supervised to be as safe as is reasonably practicable, and ensure all work at height is only carried out by trained, competent persons.
- Undertake risk assessments and implement the necessary control measures for any work at height activities.
- Plan for emergencies and rescue.
- Choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.
- Where a residual risk exists, provide personal protection such as a harness and suitable training in its use – it must be assessed whether fall prevention (restraint) or fall arrest systems are to be used with PPE harnesses.
- Ensure all work at height takes account of weather conditions that could endanger health and safety.
- Ensure the place where work at height is conducted is safe/segregated from other works or environmental hazards.
- Ensure equipment for work at height is appropriately inspected and tagged where necessary by a trained and competent person.
- Ensure the risks from fragile surfaces are properly controlled.
- Ensure the risks from falling objects are properly controlled.
- Ensure the area below the work being undertaken is safely secured and contained to prevent injury to persons below.

Management Systems

The Managing Director is responsible for ensuring appropriate management systems are in place to ensure the following:

- Systems exist to ensure the regular maintenance and inspection of work equipment is undertaken as required by the manufacturers'/suppliers' instructions and appropriate records are maintained.
- Risk assessments for any work undertaken "at height" take account of the equipment provided for that work.
- Reports of all accidents/incidents involving work at height are investigated and reported as outlined within the Health and Safety Policy.
- All workers are provided with relevant information, instruction and training with regard to the risks identified and any safe systems of work/working procedures implemented to eliminate or reduce the risk of harm from work at height.
- Adequate warnings are provided for the use of the equipment against specific hazards.
- The use of work equipment is restricted only to persons specifically trained and competent in the use of that equipment, and it is used according to the manufacturer's/supplier's instructions.

Third Party Control

It is the responsibility of the Managing Director, when arranging for any work to be carried out by contractors on the Company's premises or sites of work, to ensure it is properly supervised. It is also the responsibility of the Managing Director and the lead operative nominated for each project to challenge contractors if they are posing a risk to workers, themselves or members of the public who may be affected.

Workers' Responsibilities

Workers have a duty of care for their own and others' safety and should:

- Attend and follow training for working at height regularly; this will be in line with a frequency recommended by the Company, will take into consideration the specific risks of the work being conducted, and the interval will not exceed 5 years.
- Not use or operate any work equipment which they have not been trained to use and are not deemed competent to use.
- Carry out pre-use checks on equipment that has been provided for work at height.
- Report any defects to the lead operative or the Managing Director regarding any work equipment that has been provided for work at height.
- Follow any safe working procedures/RAMS (risk assessments and method statements) that have been provided to carry out work at height safely.
- Familiarise themselves with any significant findings of risk assessments and raise any concerns over control measures with the lead operative so that a dynamic assessment can be conducted where deemed necessary.
- Not interfere with any measures put in place for the health and safety of themselves or others.
- Stop any works that are being conducted by themselves or others if they have been deemed unsafe and pose a risk to the health or safety of the individual or other persons.

Control Measures / Implementation

Provide training for workers likely to be working at height.

- Arrange to work in pairs. Supervise/store unused tools; tether all tools and equipment.
- Do not request workers to work at height where they feel uncomfortable doing so.
- Only PASMA-qualified workers to erect and use PASMA towers/access platforms.
- Implement a system for regularly checking the safety of work at height tools/equipment.
- No lone working at height to be conducted.

Health & Safety Arrangements for Work with Asbestos

Relevant Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012

Policy

The Company recognises the health hazards arising from exposure to asbestos and will protect workers and other persons exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods and the provision of appropriate training to workers.

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Arrangements

Asbestos Survey (Premises)

Reasonable steps will be taken to determine the location of materials containing asbestos in premises used for work purposes that are within the control of the Company.

Where appropriate, a survey will be carried out by a competent person to identify the location of any asbestos-containing materials (ACMs) within the premises.

A record of the survey will be kept up to date and a periodic check kept on the condition of the asbestos or presumed asbestos material in line with the time frame in the asbestos regulations for these checks to be conducted – annually – and the management plan will be reviewed at the same time.

Risk Assessment (Work Activities)

A suitable and sufficient assessment of worker exposure to asbestos will be undertaken to identify any potential occupational exposure to airborne asbestos during normal work, or following accidental damage or disturbance.

Workplace Sampling

As necessary, arrangements will be made to undertake physical sampling of any material which is suspected of containing asbestos fibre, to determine the nature and concentration of any such asbestos.

Workplace monitoring to determine airborne fibre concentrations will also be undertaken if the risk assessments identify it as being necessary.

Information and Training

Workers who are liable to be exposed to asbestos will be provided with information, instruction and training about the risks from asbestos and the precautions that should be observed.

Workers who work in buildings where there is a possibility of the presence of asbestos and whose work may expose them to asbestos will be required to be instructed to recognise asbestos or possible asbestos and will be instructed in the appropriate actions.

Persons (including workers and contractors) who may encounter asbestos will be informed of its location and condition.

Records

Records will be kept of the following:

- Location and condition of asbestos or presumed asbestos.
- Results of monitoring of the condition of any asbestos or presumed asbestos.
- Risk assessments undertaken and plans of work in respect of work that may involve exposure to asbestos.
- Health surveillance of workers who are exposed to asbestos.
- Results of any surveys or analysis undertaken.
- Training that has been completed by all workers who may be affected.
- Any asbestos that is removed from the premises or site by a LARC (licensed asbestos removal contractor) will have a removal document for non-licensed asbestos removal or, for licensed asbestos removal, a certificate of reoccupation, which will be logged in the site asbestos register.

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Health & Safety Arrangements for the Control of Substances Hazardous to Health (COSHH)

The Company controls exposure to substances hazardous to health in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and their Approved Code of Practice. A COSHH assessment is completed for every hazardous substance used or generated in the work – including lime, consolidants, biocides and respirable crystalline silica from cutting and dressing stone – using the Safety Data Sheet (SDS) supplied by the supplier under UK REACH. Exposure is kept below the workplace exposure limits in HSE EH40, PPE is used only as a last resort, and RPE (other than disposable) is face-fit tested and thoroughly examined at least every 3 months. Lead-based paint and leadwork are controlled under the Control of Lead at Work Regulations 2002.

Full arrangements, including responsibilities, health surveillance and requirements for contractors, are set out in the COSHH Arrangements (SSH-POL-04).

Health & Safety Arrangements for Portable Appliance Inspection & Testing

Introduction

The Company recognises its duty of care to provide safe plant and equipment for everyone working for it, and all reasonable steps will be taken to ensure all portable electrical equipment is safe to use. These arrangements outline the responsibilities of the Managing Director and of workers using portable appliances, and provide guidance on fulfilling the Company's legal obligations for protecting workers at work.

Definition

'Portable electrical appliance' is taken to be an item of equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket. It includes equipment that is either hand-held or hand-operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply.

Extension leads, plugs and sockets, and cord sets which supply portable equipment are classed as portable equipment since they operate in the same environment and are subject to the same use as the equipment they serve.

Company Responsibilities

It is the responsibility of the Company to ensure that:

- A formal inspection and test of each appliance is undertaken by a competent person at the intervals in the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment: 110V site tools – combined inspection and test every 3 months; office and workshop equipment – inspection and test annually.
- 110V site tools receive a user check before each use and a formal visual inspection monthly.
- All portable electrical equipment is labelled with a date indicating the last test date, and the date after which it must not be used unless re-tested.
- Any electrical equipment which a worker brings in to use as part of their job role is subject to the same frequency of inspection as other workplace electrical equipment.
- All electrical equipment which requires testing and/or inspecting is logged in the asset register and made available on the day of testing.
- Records of inspections/testing are maintained using the asset register.

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- Any equipment which is provided for home working is subject to the same frequency of inspection and testing as the Company's in-house electrical equipment.
- Any equipment which is deemed unsafe and needing repair or disposal is removed from use, with the plug removed, and labelled accordingly.
- All electrical equipment is disposed of in accordance with the Waste Electrical and Electronic Equipment Regulations (WEEE Regulations).

Workers' Responsibilities

It is the responsibility of all workers to ensure that:

- They take reasonable care for the health and safety of themselves and other persons who may be affected by the way they carry out their work.
- They inform the lead operative or the Managing Director of any defects or faults on portable electrical equipment with which they have been provided for work (including agile/mobile workers).
- Any portable electrical equipment they bring in from home which is to be used as part of their job role is subject to the same frequency of inspection as other portable electrical equipment and is tested prior to use.
- They store all electrical equipment safely and correctly to mitigate against damage and wear.
- Any electrical protection device provided for their safety is used in accordance with the instruction/training they receive.

Inspections and Testing of New Electrical Equipment

Portable electrical appliances will be inspected and tested at the intervals set out above (110V site tools every 3 months; office and workshop equipment annually), in accordance with HSE guidance and the IET Code of Practice.

The following types of modified appliances must NOT be used until tested:

- Hand tools and any associated leads
- Cleaning equipment and any associated leads
- Equipment manufactured or modified on site or at a similar establishment

Due to the negligible failure rates for all other new equipment, it may be used without testing until that type of equipment is next due for testing.

The Contractor

The contractor is the nominated contractor to undertake the tests, as selected by the Company.

Identification of Equipment

The contractor will identify each portable electrical appliance with a unique number permanently affixed to the appliance. The individual sockets of multi-socket boards/blocks and extension leads will be individually identified. The number, together with a description of the appliance, will be entered into a database in line with the asset register for temporary items on site.

Health & Safety Arrangements for the Provision of Welfare Facilities

The Company provides, or confirms the provision of, suitable welfare facilities on every site in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2015 – toilets, washing facilities, drinking water and rest facilities – and ensures they are maintained and cleaned regularly. Where the Company works under a principal contractor, welfare provision is confirmed at pre-start stage; where it is principal contractor or the only contractor, it provides or arranges the facilities itself.

Full arrangements are set out in the Welfare Arrangements (SSH-POL-05).

Health & Safety Arrangements for Monitoring, Audit and Review

Introduction

The Company recognises its duty of care to everyone working for it and to the public and, in order to fulfil this, carries out ongoing monitoring, audit and review of its health and safety performance.

The Company's Responsibilities

It is the responsibility of the Company to ensure that it will:

- carry out risk assessments;
- provide necessary training and information;
- monitor health and safety performance;
- comply with accident/incident reporting (RIDDOR);
- ensure first aid training is available;
- ensure fire safety is addressed;
- obtain professional advice;
- ensure lifting equipment (hoists, gin wheels, gantries) receives LOLER 1998 thorough examinations, recorded in the lifting equipment register.

The Company will ensure that its health and safety systems are being followed and carried out by both proactive and reactive monitoring. Proactive monitoring will be carried out through regular workplace inspections, safety audits, performance review etc. Reactive monitoring will also take place through accident/incident investigation, risk assessment review etc. as and when necessary.

Through BSG (Building Safety Group), its health and safety adviser, the Company will ensure that it receives independent site inspections monthly, or as needed, while projects are running, together with audits and reviews of its health and safety documentation.

BSG will also ensure that the Company is kept up to date with any relevant legislation changes, amendments or updates.

CDM 2015 – Duties as Contractor

When working as a contractor (including as a specialist subcontractor), the Company will fulfil its duties under regulation 15 of the CDM Regulations 2015 by the following:

- not carrying out construction work unless satisfied that the client is aware of its duties under CDM 2015;
- planning, managing and monitoring the work under its control so that it is carried out without risks to health and safety;
- complying with the directions of the principal designer and principal contractor and with the parts of the construction phase plan relevant to its work;
- where there is only one contractor, preparing a construction phase plan before the construction phase begins;
- providing everyone working under its control with a suitable site induction and the information, instruction, training and supervision they need;
- not beginning work on site unless reasonable steps have been taken to prevent unauthorised access;
- ensuring welfare facilities meeting Schedule 2 are provided for its workers, so far as they are within its control;

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- co-operating and co-ordinating with the client, the principal contractor and other contractors, as also required by regulation 11 of the Management of Health and Safety at Work Regulations 1999 (co-operation and co-ordination).

CDM 2015 – Duties as Principal Contractor

Where appointed principal contractor, the Company will fulfil its duties under regulations 12–14 of the CDM Regulations 2015 by the following:

- plan, manage, monitor and co-ordinate 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 before the construction phase begins, implement it, 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 they 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;
- co-ordinate the work of all contractors, and co-operate with them, the client and the principal designer, in accordance with regulation 13 of CDM 2015 and regulation 11 of the Management of Health and Safety at Work Regulations 1999;
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and co-ordination of the pre-construction phase.

When working for a domestic client, the principal contractor will normally take on the client duties as well as its own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the principal contractor must work to them as 'client' under CDM 2015.

Specific Operational Policies and Procedures

All company policies and procedures issued in the interests of health and safety will be regarded as supplementary to this policy. These include those pertaining to:

- Control of Substances Hazardous to Health Regulations 2002 (COSHH) assessments (see the COSHH Arrangements, SSH-POL-04).
- Display screen equipment assessments.
- Provision of personal protective equipment.
- Written safe systems of work.
- Journeys to and from sites.
- Dust and noise.
- Fire safety, fire prevention and emergency evacuation procedures.

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- Control of contractors and the use of permits-to-work.

Specific procedures will be maintained for ensuring that the following requirements are met:

- All buildings, plant and equipment meet statutory requirements, any remedial action required is carried out without delay and any unsafe equipment is safely immobilised.
- All new equipment introduced to any location conforms to statutory requirements.
- All subcontractors who work on or in any of the Company's premises or sites are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
- All firefighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- The fire procedures are displayed and reviewed at frequent intervals, with regular tests of the procedures.
- No new chemicals/substances will be purchased or brought onto the premises or sites until their hazards are assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- Inspections are made under the Electricity at Work Regulations 1989 of all work activities which use electricity and, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.

Visitors to Company Premises or Sites

Visitors to any location may be unaware of the risks associated with the site; therefore all visitors must:

- On arrival, sign in at reception/the site office.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and for ensuring that the visitor is aware of any hazardous process or situation that they may be exposed to.
- On leaving, sign out.

Reporting and Investigating of Accidents and Dangerous Occurrences

All accidents, no matter how minor, will be reported on the Company Accident Report Form, with copies being sent to the Managing Director.

- All accidents, dangerous occurrences and near misses will be reported to the lead operative nominated for the project and to the Managing Director immediately, or as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the Managing Director.
- The Managing Director will at periodic intervals analyse accident statistics and share the findings with lead operatives and BSG (Building Safety Group).
- Jake Motley, the Managing Director, is responsible for making notifications under RIDDOR to the HSE.

Where an employee of another company or organisation is involved in an accident, a copy of the Accident Report Form will be sent to their employer.

Training

In order to comply with the duty under section 2(2)(c) of the Health and Safety at Work etc. Act 1974 and regulation 13 of the Management of Health and Safety at Work Regulations 1999 to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably

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practicable, the health, safety and welfare of everyone working for the Company, the Company will ensure that adequate health and safety training is provided as follows:

- The Managing Director will be included in the health and safety training programme and will identify the training requirements of workers.
- At site inductions for new workers.
- Repeat mandated training at the given regular intervals.
- On a change of duties or responsibilities that exposes a worker to new or increased risks.
- On introduction of new technology.
- On changes in the safe systems of work conducted.
- When training needs are identified through the risk assessment process.

All training will be recorded in line with this policy arrangement; this will be the responsibility of the Managing Director. Training records are maintained and available on request.

Consultation

The Company consults everyone working for it on matters affecting their health and safety, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996, through site inductions, toolbox talks and direct discussion with the Managing Director.

Any worker with a health and safety concern must inform the lead operative nominated for the project initially. If, after investigation, the problem is not corrected in a reasonable time, or the lead operative decides that no action is required and the worker is not satisfied with the explanation, the worker may then refer the matter to the Managing Director for further intervention.

Review

Notwithstanding the above, this policy will be reviewed on an annual basis.

Approval

This document is approved by the Managing Director and is reviewed at least annually, or sooner following a significant change in legislation, the business or its activities.

Signed	Signed copy held on file
Name	Jake Motley
Position	Managing Director, SSH Conservation Ltd
Date	22 October 2026

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