



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

SSH Conservation Ltd

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Registered in England & Wales: 16200975

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SSHC Ltd

GENERAL STATEMENT

SSHC Ltd is fully committed to meeting its responsibilities under the **Health and Safety at Work 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 it has appointed designated members of staff to be responsible for company health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the health and safety executive wherever necessary; and to keep the company and its board of directors abreast of new legislation, EU Directives, 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 and the board of directors. **SSHC Ltd** is bound by any acts and/or omissions of the managing director, any executive director or manager, 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, **SSHC Ltd** has arranged insurance against liability for death, injury and/or disease suffered by its employees arising out of and in the course of employment, if caused by negligence and /or breach of statutory duty on the part of the company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** (as amended) and will cooperate with their employer to enable them to carry out their health and safety duties under the HASAW Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may lead to dismissal in the case of serious breaches or repeated breaches; such dismissal may be instant and without prior warning.

In accordance with the **Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013**, **SSHC Ltd** 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 employees under the **Health and Safety at Work Act 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, 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 its employees.
- Make regular risk assessments available to employees
- Take appropriate preventative/protective measures.
- Provide employees 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 Act 1974** and the **Occupier's 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 Act 1974** and binds all directors, managers and employees, in the interests of employees and customers.

Signed



Jake Motley - Managing Director
July 2026

Dated: 21

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

Health and Safety at Work Act - 1974
Occupier's 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)
Display screen equipment regulations – 1992
Fire safety order – 2005
Working at height regulations – 2005
Control of noise at work regulations – 2005
Control of vibration at work regulations – 2005
Electricity at work regulations – 1989
Construction design management regulations - 2015
Control of substances hazardous to health – 2002
Control of asbestos regulations - 2012

Organisation – Duties, Roles and Responsibilities

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

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 throughout the organisation to all employees.

Directors

All Directors will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

Contract Managers

Contract managers are accountable to their director 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 the activities under their control, all such managers 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.

Project / Site Managers

All Site managers will be specifically responsible for:

- Ensuring that all activities carried out by company employees 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 employees, or members of the public, at risk.
- Ensuring that all employees 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.
- Ensuring that close liaison and communication with any contractors working within the department is maintained at all times regarding health and safety.

In fulfilling these responsibilities, all managers will ensure that:

- This policy is reviewed in the light of their particular operational responsibilities.
- They know their own, and other persons responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated, and reported where necessary, and provide preventive actions, they must maintain close liaison with the Director ultimately responsible for the organisation's safety regarding these matters.
- Safe systems of work are implemented and are adhered to with such safe systems of work being documented and signed.
- They are aware of, and implement, all safe working procedures and practises.
- 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.

Managers also have a responsibility for the health and safety of all employees for whom they have an operational responsibility.

Competent Persons

The company will appoint a number of competent persons 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 the relevant skills, knowledge and experience and other qualities to enable them to properly assist in undertaking such duties regarding the organisations health and safety implementation.

The following members of staff have been designated competent persons for the responsibilities shown:

- | | |
|---|---|
| • Company health and safety: | Jake Motley Managing Director |
| • Vetting of sub-contractors health and safety policies: | Nick Sharland Associate |
| Director | & Health and Safety Manager |
| • Production of construction phase H & S Plan documentation | Assigned Contract Manager |
| • Procedures for serious and imminent danger: | Jake Motley Managing Director |
| • Display screen equipment assessments: | Lucy Durnan Associate |
| Director | |
| • Manual handling assessments: | Assigned Site manager |
| • COSHH assessments: | Assigned Site manager |
| • Administration of all risk assessments: | Assigned Site manager |
| • Auditing of health and safety on sites: | Nick Sharland Health & Safety and Contracts Manager |
| • Reviewing of all health and safety related documentation: | Break Point Safety Ltd – Tom |
| Kingsbury | |

Director responsible for Health and Safety

The Director will be responsible for the provision and dissemination of advice and information to the MD, Directors and staff, and will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from which information may be obtained regarding health and safety matters.

This Director will be responsible for the effectiveness of the health and safety policy, safety procedures and practices in relation to the company premises, carrying out regular audits and monitoring activities as necessary. They will also arrange for auditing of sub contractors' health and safety performance on company premises. The results of such monitoring will be recorded and corrective action, if needed, will be undertaken.

In fulfilling these general responsibilities, the Director responsible for health and safety has specific responsibility for:

- Ensuring that the company is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Through line management and supervision, advising where improvements in health and safety standards or practises 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.
- 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 health and safety required by the company.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Ensuring that all employees of the company receive a copy of this policy statement, including new staff receiving it as part of their induction programme.
- Liaising with managers recruiting new employees or changing the job descriptions of existing staff in respect of their capability with regard to health and safety.
- Identifying health and safety training needs and advising on suitable training programmes.

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

First Aiders

The Managing Director will ensure that sufficient suitably trained First-aiders will be appointed for the company premises and all sites in accordance with the **Health and Safety (First Aid) Regulations 1981**, as amended. They will be responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.

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

Employees Responsibilities

All employees 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 interest of health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their manager.
- 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 management.
- Where an employee identifies any condition which in their opinion is hazardous, the situation will be reported immediately to their manager.
- During the course of their normal duties, employees will use equipment and facilities that are fit and proper for their intended purpose in a safe and correct manner.
- All employees must stop any works that they assess will cause potential harm to themselves or others, this must be reported to a Supervisor immediately for further assessment.

Arrangements and Procedures

The following arrangements and procedures shall be put in place to ensure the health and safety of all employees, 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 the 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.

Assessments will be recorded and records maintained by the Contracts Manager. The results of all such assessments will be communicated to and be available for inspection by all employees.

All assessments will identify necessary protective and preventative measures. The company shall make, and give effect to, any appropriate arrangements for the effective planning, implementation, monitoring and review of any preventative 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 Act - 1974

Management of Health and Safety at Work Regulations - 1999

Provision and Use of Work Equipment Regulations – 1998

Policy

SSHC Ltd recognizes 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 reasonable foreseeable working conditions, inherent health and safety risks where the equipment is to be used and any risks associated with the equipment itself.

C E and UKCA Marking

SSHC Ltd will ensure that work equipment conforms to any relevant UK and European Directive relating to safety.

Maintenance

Work equipment will be maintained in an efficient state, in efficient working order and in good repair and will, where appropriate, be carried out in accordance with 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 affects on the safety of the work equipment.

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

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 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
- Isolations 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 manufacturers guidance.
- Of good construction, sound material and adequate strength.
- Maintained in an efficient state, in efficient working order and in good repair and not increase any risks to health and safety and not 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 to prevent or adequately control the exposure of persons to certain specified hazards arising from the use of work equipment will be taken. The measures taken will, so far as is reasonably practicable, these must be other than the provision of personal protective equipment or adequate information, instruction, training and supervision.

High or Very Low Temperatures

Work equipment, components or an articles or substances which are at high or very low temperatures will be protected so as to prevent burns, scald 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 minimize 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 stabilized 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 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 (SWL) load limits, for specific equipment that is used (Lifting equipment etc)

Records

Records will be kept of:

- Risk assessments undertaken for all works.
- Certificates of conformity with essential safety requirements of UKCA and CE directives.

- Maintenance, inspection and test records and logs will be held and archived.
- Information, instruction and training provided.

HEALTH & SAFETY ARRANGEMENTS FOR WORK AT HEIGHT

SSHC 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 managers and supervisors 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 employees on risks and safe working practices, and not conducting regular refresher training.
- Operator/worker related factors consisting of the following:
- Failure to use PPE, not wearing the required PPE, such as safety helmets and 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 of the SSOW that has been issued due to unforeseen changes in the task and method of works.
 - Physical or personal factors, issues like fatigue, poor eyesight and deterioration of physical condition can increase risks.
- Environmental and equipment factors:
- Equipment instability, using equipment that is inherently unstable or improperly maintained to allow it to function correctly can elevate the likeliness of an incident occurring whilst working at height.
 - Hazardous site conditions, slippery surfaces, fragile materials, poor working platform heights, poor selection of working at height equipment due to lack of design risk management throughout planning.

MANAGEMENT RESPONSIBILITIES:

It is the responsibility of management to:

- FOLLOW the hierarchy for managing risks from working at height.
- AVOID work at height where ever 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 on their use – it must be assessed whether fall prevention or fall arrest systems are to be used regarding 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.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- The area below the work being undertaken is safely secured and contained to prevent injury to persons below.

MANAGEMENT SYSTEMS

Managers in control of any tasks undertaken at work are responsible to ensure

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 within the manufactures / 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 staff 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.
- That 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 for the use of that equipment, and that it is used according to the manufacture's/supplier's instructions.

THIRD PARTY CONTROL

It is the responsibility of management who arrange for any work being 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 managers to challenge contractors if they are posing a risk to SSHC employees, themselves or members of the public who may be affected.

EMPLOYEES RESPONSIBILITIES

Employees 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 employer and this will take into consideration the specific risks of the work being conducted but will not lapse 5 years.
- Not use or operate any work equipment for which they have not been trained in and are deemed competent to use.
- Carry out pre-use checks on equipment that has been provided for work at height.
- Report any defects to their supervisor or manager 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 their supervisor so 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.
- Must stop any works that are being conducted by themselves or others if it has been deemed unsafe and poses a risk to the health or safety of the individual other persons.

CONTROL MEASURES / IMPLEMENTATION

Provide training for staff likely to be working at height.

- Arrange to work in pairs. Supervise / store unused tools, tether all tools and equipment.
- Do not request staff to work at height that they feel uncomfortable to be able to do so.
- Only PASMA qualified staff to erect and use PASMA towers / access platforms.
- Implement a system for regularly checking 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 Act - 1974

Management of Health and Safety at Work Regulations - 1999

Control of Asbestos Regulations - 2012

Policy

SSHC Ltd recognizes the health hazards arising from exposure to asbestos and will protect those employees and other persons exposed to asbestos as far as is reasonably practicable by minimizing exposure through the use of proper control measures and work methods and the provision of appropriate training to employees.

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 ACM's (Asbestos containing materials) 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 asbestos regulation time frame for these checks to be conducted – Annually, and the management plan will need to be reviewed at the same time.

Risk Assessment (work activities)

A suitable and sufficient assessment of employee exposure to asbestos will be undertaken to identify any potential occupational exposure to airborne asbestos during normal work, 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 air borne fibre concentrations will also be undertaken if the risk assessments identify it as being necessary.

Information and Training

Employees 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.

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

Persons (including employees 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 and its condition.
- 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 employees who are exposed to asbestos.
- Results of any surveys or analysis undertaken.
- Training that has been completed by all staff that may be effected.
- Any asbestos that is removed from the premises or site by a LARC (licenced asbestos removal contractor) will have a removal document for non licenced asbestos removal or for licenced asbestos removal, a certificate of reoccupation will be logged in the site asbestos register.

Health & Safety Management Arrangements For The Control of Substances Hazardous to Health (COSHH)

Introduction

SSHC recognises its duty of care to employees and all reasonable steps will be taken to secure the health and safety of employees. These arrangements outline the roles and responsibilities of managers of staff working with hazardous substances and also provide guidance in managing staff that may be exposed to substances hazardous to health. These arrangements also set out specific requirements in order to comply with the CoSHH Approved Code of Practice.

Definition

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Biological agents like bacteria and viruses.
- Dust, gasses, fumes of any kind, when present or a substantial concentration in the air.

Managers Responsibilities

SSHC will ensure that these arrangements are applied consistently within their own area of responsibility, ensuring that:

- A comprehensive inventory of all hazardous substances is available and updated annually or when a new substance is introduced.
- Ensure that an MSDS (Material Safety Data Sheet) is/has been provided by the manufacturer.
- A CoSHH assessment is available for all of the substances which are on the above mentioned list, this assessment must outline control measures that must be implemented when exposed to a substance and methods of correct use must be assessed.
- The above-mentioned assessments are reviewed at regular intervals or before they become invalid.
- Ensure that all tasks/activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible.
- Ensure that engineering controls are properly maintained and monitored in accordance with any relevant legislation to ensure their continued effectiveness (e.g. Local exhaust ventilation, captor hoods etc)
- Inform all employees and others who may work in affected areas of the safe operation of all control measures.
- Safe systems of work are in place so that the health and safety of anyone vulnerable are not endangered by the inappropriate storage, transportation, use and/ or disposal of hazardous substances.
- Personal protective equipment (PPE) is only used as a last resort and to protect against residual risk where control cannot be achieved by any other means.
- Personal protective equipment which is issued to staff is suitable and sufficient for the substance it is designed to protect against.
- Where RPE (respiratory protective equipment) is provided (other than disposable face masks), make arrangements for it to be inspected by a competent person at intervals of no more than 3 months.
- Provide appropriate health surveillance where the need has been identified during the assessment process to those at risk.
- Ensure that where health surveillance is carried out, appropriate health records are made, maintained and kept for a minimum of 40 years.
- Notify employees of the results of any monitoring or health surveillance carried out.
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with.

Employees Responsibilities

All employees have a responsibility for their own health & safety and that of others and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to substances hazardous to health.
- They report any unsafe practice regarding the storage, transportation, use and disposal of hazardous substances to their manager.
- That any members of the public are not exposed to substances hazardous to their health.

Controllers of Premises must:

- Ensure that contractors and others carrying out works on site provide appropriate CoSHH Assessments for any hazardous substances they use, and that copies are available on site for reference/information (e.g. First Aid action, spills, disposal)
- Ensure, so far as is reasonably practicable, that contractors use and store their substances in accordance with the manufacturer's instructions and/or their CoSHH Assessment control measures, and that such substances are not accessible to unauthorised persons.
- Report to their manager any adverse health effect or potential hazard which they believe employees or others may be suffering or exposed to as a result of exposure to substances used by contractors.

HEALTH & SAFETY ARRANGEMENTS FOR PORTABLE APPLIANCE INSPECTION & TESTING

INTRODUCTION

SSHC Ltd recognises its duty of care to provide safe plant & equipment for employees, and all reasonable steps will be taken to ensure all portable electrical equipment is safe to use. These arrangements outline the roles and responsibilities of managers of staff working with portable appliances and provide guidance on fulfilling their legal obligations for protecting employees when 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 handheld 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.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of SSHC to ensure;

- A formal test and/or inspection of each appliance is undertaken by a competent person at the appropriate frequency depending upon the category of appliance or area of use – (Construction 110v appliances, every 3 months and 230v equipment, every month)
- A visual inspection of portable electrical equipment is carried out as per the recommended guidance.
- 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 an employee 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.
- Any equipment which is provided for use by staff who are involved in home working is subject to the same frequency of inspection and testing of 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)

EMPLOYEES RESPONSIBILITIES

It is the responsibility of all employees to ensure;

- They take reasonable care for the health & safety of themselves and other persons who may be affected by the way they carry out their work.
- They inform their manager of any defects or faults on portable electrical equipment 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 must be tested prior to use.
- All employees must store all electrical equipment safely and correctly to mitigate against damages 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

All portable electrical appliances will be tested on an annual cycle, in accordance with HSE guidelines and statutory requirements.

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, they 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 SSHC Ltd.

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 Management Arrangements the provision of welfare facilities Introduction

SSHC Ltd recognises its duty of care to employees and all reasonable steps will be taken to secure the provision of welfare facilities where necessary – for construction sites this will satisfy schedule 2 of CDM (Construction design management regulations 2015).

These facilities will include
Toilets

- Flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks will be used. Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise, separate toilets will be provided in accordance with the needs and requirements that need to be satisfied.

Washing facilities

- Provide washing facilities next to toilets including a supply of potable hot and cold, or warm, water (which should be running water so far as is reasonably practicable)
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.
- Sufficient ventilation and lighting.
- Sinks large enough to wash face, hands and forearms.

Drinking water

- Mains water so far as is reasonably practicable, if this cannot be achieved then there must always be clean drinkable water available.
- Provision of cups or other drinking vessels at the outlet.

Rest facilities

- Shelter from the elements in all seasons.
- Adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (e.g. a gas or electrical heating ring or microwave oven)
- Rest areas are not to be used to store plant, equipment or materials.
- A smoking area must be designated for staff to use whether this is on or off the site boundary.

All facilities that are available for welfare of the persons on site or at the working premises, are to be maintained, and cleaned regularly depending of the frequency assessed by the Site management team, subject to requirement.

HEALTH & SAFETY ARRANGEMENTS FOR MONITORING, AUDIT AND REVIEW

INTRODUCTION

SSHC Ltd recognises its duty of care to its employees and the public and in order to do this carries out ongoing monitoring, audit and review of its health and safety performance.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of **SSHC Ltd** to ensure that they

- 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
- fire safety is addressed
- obtain professional advice

SSHC will ensure that the health and safety systems of the company are being followed and carried out by both proactive and also 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 the use of a dedicated health and safety support company SSHC will enable that they have inspections, audits and reviews on a regular basis.

The health and safety support will also ensure that SSHC are kept up to date with any relevant legislation changes, amendments or updates.

SSHC Ltd, will fulfill its duties as a principal contractor under the CDM Regulations 2015 by the following:-

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

When working for a domestic client, the principal contractor will normally take on the client duties as well as their 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.
- 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.
- 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, that any remedial action required is carried out without delay and that any unsafe equipment is safely immobilised.
- All new equipment introduced to any location conforms to statutory requirements.
- All sub-contractors 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 fire fighting appliances, detection systems and alarms are regularly inspected and tested and a log retained of the same.
- The fire procedures are displayed and reviews 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**.
- That inspections are made under the **Electricity at Work Regulations 1989** of all work activities which use electricity and that, 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/site office.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitors' safety and ensuring that visitors are 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 immediately to the manager responsible for the site as soon as possible after the event.
- All accidents, dangerous occurrences and near misses will be investigated within 24 hours by the Director responsible for Health and Safety.
- The Director responsible for Health and Safety will at periodic intervals analyse accident statistics and produce a report to all Contract and Site Managers.
- 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

SSHC Ltd will ensure that in order to comply with the duty to provide suitably adequate information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:

- Managers at all levels will be included in the health and safety training programme to identify training requirements of staff.
- At inductions for new employees.
- Repeat mandated training at the given regular intervals.
- On transfer or promotion to new duties.
- 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 HR Manager.

Consultation

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

Review

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

Signed

Jake Motley Managing Director
2026

Dated: 21 July

SSH CONSERVATION

HISTORIC BUILDING & MONUMENT CONSERVATION

SSH Conservation Ltd

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