MCD Heritage Ltd

Unit 56, Bolney Grange Business Park, Stairbridge Lane, Bolney, RH17 5PA

Health and Safety Policy

15 April 2025

Rev 5

Tom Tennant

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Record of Policy Amendments/Revisions

Revision	Reviews/Issued by	Date	Section	Amendment Details
1	Tom Tennant	17 June 2021	N/A	Issued to MF and CF for approval.
2	Tom Tennant	5 July 2022	N/A	Annual review completed by TT.
3	Tom Tennant	2 July 2023	N/A	Annual review completed by TT.
4	Tom Tennant	27 June 2024	N/A	Annual review completed by TT.
5	Tom Tennant	15 April 2025	N/A	Annual review completed by TT.

Health and Safety Policy Statement

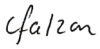
MCD Heritage Ltd recognises its duty under Section 2(3) of the Health and Safety at Work etc Act 1974 to fulfil its obligations to its employees and members of the public who may be affected by its work activities by preparing and reviewing a Health and Safety Policy.

We aim to achieve a working environment which is free of work-related accidents and ill-health. We undertake to fulfil our statutory duties and will:

- Establish and implement a Health and Safety Management system to manage the risks associated with its workplaces and activities.
- Allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- Appoint a competent person or independent Health and Safety Advisor to advise and support us and make sure we are aware of changes in legislation and good practice relevant to our business.
- Carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- Consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- Provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- Make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that employees and visitors are informed of these.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- Provide suitable first aid facilities to afford help to any employee, visitor or member of the public who may have an accident or be taken ill at work or as a result of our activities.
- Provide sufficient funds and resources to meet the requirements of current health and safety legislation.

It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other persons.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Environmental and Sustainability Policy Statement

MCD Heritage Ltd recognise that concern for the environment should be an integral and fundamental part of the business. We are aware of the impact of our day-to-day operations on the environment and our objective is to balance the need to achieve our business aims with an effort towards sustainable environmental improvement, which can be measured and monitored on an ongoing basis.

Our management has a specific responsibility for policy development, co-ordination and evaluation of performance. The environmental policy will be maintained and upheld by management to meet the commitment. Environmental aspects of our processes and activities will be effectively managed in order to protect the health and safety of our employees, customers and the public whilst contributing to the future well-being of the environment.

We will undertake to provide the necessary training and support to all employees to ensure that they understand and are able to fulfil the relevant aspects of the policy in their day to day work. The policy shall be publicly available. We are committed to minimising the impact of our operations on the environment by means of a programme of continuous improvement and in particular will:

- Set clear objectives and targets with the aim of ensuring continual improvement of the company's environmental performance and management.
- Conduct our operations to ensure compliance with all relevant environmental legislation.
- Show a continual commitment to the prevention of pollution through the use of operational controls, training and risk assessment;
- Make efficient use of resources, reuse rather than dispose where possible and promote the use of recycled materials.
- Continually aim to minimise energy consumption through effective energy management.
- Reduce wherever practicable the level of uncontrolled atmospheric emissions.
- Manage and control effluent discharges arising from our operations.

Appropriate resources will continually be made available to ensure that the environmental policy is implemented in full through managerial vigilance and regular review.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Quality Policy Statement

It is the policy of MCD Heritage Ltd to maintain a quality system designed to meet the requirements of ISO 9001:2015 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

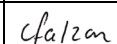
It is the policy of MCD Heritage Ltd to:

- Give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations.
- Comply with all legal requirements, codes of practice and all other requirements applicable to our activities.
- The reduction of hazards, prevention of injury, ill health and pollution.
- Provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met.
- Ensure that all employees are made aware of their individual obligations in respect of this quality policy.
- Maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on “risk”.

This quality policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the quality process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and its impact on customer service.

To ensure the company maintains its awareness for continuous improvement, the quality system is regularly reviewed by “Top Management” to ensure it remains appropriate and suitable to our business. The Quality System is subject to both internal and external annual audits.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Equal Opportunities and Diversity Policy Statement

MCD Heritage Ltd are an Equal Opportunity Employer. The aim of this policy is to ensure that:

- No job applicant or employee receives less/more favourable treatment on the grounds of race, colour, nationality, ethnic origin, sex, marital status or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- Our employment policy is in line with its equal opportunities policy in so far that its intention is to recruit the highest quality of applicants.
- All job applicants who apply for jobs will be treated no differently to any other employee and will be considered only on their ability to carry out the task required.
- Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- All employees will be given equal opportunity and where appropriate, special training to progress within the company. The company is committed to a programme of action to make this policy fully effective.
- Any instances of racial abuse perpetrated by any employee will be treated as a disciplinary offence.

Every employee will be given a copy of this policy on commencing employment with us.

The signatory below is the person responsible for the implementation of Equal Opportunities Policy with regard to our undertakings.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Smoke-Free Policy Statement

It is our policy to comply with the Smoke-free (Premises and Enforcement) Regulations 2006, in that all its workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

Overall responsibility for policy implementation and review rests with the signatory below who will:

- Ensure that all staff understand they are obliged to adhere to and support the implementation of the Smoke-Free Policy.
- Inform all existing staff of their role in the implementation and monitoring of the Policy.
- Ensure that all new employees are given a copy of the Policy at the time of their recruitment or induction.
- Install “No Smoking” signs at the entrances to Company premises and in all smoke-free vehicles as appropriate.

Disciplinary procedures may be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Modern Slavery and Human Trafficking Policy Statement

This statement is made to pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out the steps taken to ensure that slavery and human trafficking is not taking place in its business or any part of its supply chain.

Modern slavery and human trafficking remain hidden blights on our global society. Modern slavery is the term used to encompass slavery, forced and compulsory labour and human trafficking of all ages. Our code of conduct prohibits modern slavery.

All employees have a responsibility to comply with the code of conduct and be alert to the risks brought about by the modern slavery in our business and the wider supply chain. Staff are expected to report any concerns and management are expected to act upon them.

Suppliers (including their subsidiaries or sub-contractors are expected to act in accordance with the code of conduct, or an equivalent of its relevant core principles in the performance of any agreement.

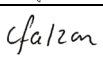
We have a zero tolerance to slavery and human trafficking and we expect all of our suppliers and sub-contractors to comply with and meet our values and standards. We will ensure compliance through management meetings, site visits, internal and external audits.

We have put in place a fair and transparent recruitment and resourcing procedure in relation to our labour practices, false employment and modern slavery in accordance with relevant legislation and standards.

The requirements made of the supply chain to modern slavery are communicated and contracted upon through our code of conduct and sustainable procurement policy. We expect all suppliers to conduct right to work checks of their workforce in accordance with the Immigration and Asylum Nationality Act 2006, which will be reinforced when a worker attends their first site induction where their papers are verified.

We will seek to work in partnership with all suppliers to tackle and combat the threat of human trafficking and modern-day slavery throughout our supply chain, in accordance with international environment, social and ethical standards.

In order to ensure the highest level of understanding of the risks associated with modern slavery and human trafficking in our supply chain, we provide information and training for all staff members.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

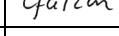
Harassment Policy Statement

MCD Heritage Ltd recognise that harassment is against the law under the Equality Act 2010. We are committed to providing a workplace where everyone is treated with dignity and respect and will deal with any cases of harassment that do occur.

Bullying and harassment will not be tolerated and may be treated as a disciplinary offence.

We will:

- Provide training for all managers and supervisors in all aspects of our policies and procedures concerning dealing with grievance and disciplinary matters including harassment.
- Set out the standards of behaviour expected from employees while they are working both on and off premises, including those working away from their base location. These standards will also apply to visitors to the organisation.
- Lead by example, placing importance on the behaviour of senior management through to employees.
- Set out the definition of harassment and list those behaviours which are not acceptable, and which will not be tolerated.
- Maintain fair procedures for dealing promptly, fairly, confidentially and sensitively with complaints from members of staff, applying clear grievance and disciplinary procedures.
- We will investigate any complaints promptly and objectively and will take complaints seriously. All circumstances will be considered before reaching a conclusion.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Anti-Bribery and Corruption Policy

MCD Heritage Ltd is committed to ensuring that its business is conducted according to ethical, professional and legal standards in a fair, honest and open manner. We will endeavour to ensure that this is reflected in every aspect of business that we undertake, so that we bring integrity to all our dealings.

Bribery and corruption expose MCD Heritage Ltd, its employees and business partners to the risk of criminal prosecution in addition to harming MCD Heritage Ltd reputation. Accordingly, MCD Heritage Ltd operates a zero tolerance of all forms of bribery and corruption. It is vital that we ensure that our employees and those who work on our behalf understand their responsibilities and operate to high ethical standards.

A bribe is an inducement or reward that is offered, promised or provided in order to gain improperly any commercial, contractual, regulatory or personal advantage. Bribery is a criminal offence. Examples that may be made directly or indirectly through a third party.

- The direct or indirect promise, offering or authorisation of anything of value.
- The offer or receipt of any kickback, loan, fee, reward or other advantage.
- The giving of aid, donations or voting designed to exert improper influence.
- Payments for lavish or inappropriate entertainment or travel.
- Favours including offers of employment.
- Facilitation payments.
- Inflated commissions.
- Fake consultancy agreements.

"Anything of value" includes cash, gifts, travel expenses, entertainment, offers of employment, provision of free services, and business meals. It may also include event sponsorships, consultant contracts, fellowship support and charitable contributions made at the request of, or for the benefit of, an individual, his or her family, or other relations, even if made to a legitimate charity.

Kickbacks are typically payments made in return for a business favour or advantage. Kickbacks usually involve the return of a percentage of a sum of money already requested or received, typically as a result of pressure, coercion or a secret agreement. A kickback can be initiated and received by a corrupt individual, usually simultaneously with or after the completion of a business transaction.

Facilitation payments are typically small, unofficial payments made to secure or expedite or facilitate a routine government or administrative action by a government official. They are not commonly paid in the UK but are common in some other jurisdictions.

Our Principles

MCD Heritage Ltd opposes all forms of bribery and corruption, large as well as small, whether initiated by corrupt officials or corrupt companies or individuals. MCD Heritage Ltd prohibits the offer, gift or acceptance of a bribe in any form, including kickbacks on any portion of a contract payment, facilitation payments or the use of other routes or channels to provide improper benefits to customers, agents, contractors, suppliers or employees of any such party.

MCD Heritage Ltd also prohibits any MCD Heritage Ltd Personnel or business partner from arranging or accepting a bribe, facilitation payment or kickback from customers, agents, contractors, suppliers, or employees of any such party, for their own benefit or that of their family, friends, associates or acquaintances.

MCD Heritage Ltd Personnel must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by MCD Heritage Ltd.

All MCD Heritage Ltd Personnel have been instructed that, if they are confronted with a request or demand for an improper payment or other violation of MCD Heritage Ltd policy, the request or demand must be immediately rejected and reported to the board of directors of MCD Heritage Ltd.

MCD Heritage Ltd Personnel shall comply with all internal procedures notified to them from time to time governing the award of material contracts to suppliers of goods or services to MCD Heritage Ltd. These procedures will include such safeguards as may be imposed from time to time to ensure adequate transparency around the commercial terms on which goods and services are supplied and, where appropriate, the benchmarking of those terms.

This policy has been formally adopted by MCD Heritage Ltd that is committed to preventing bribery and corruption. Its aim is to establish a culture within MCD Heritage Ltd and with our business partners in which bribery and corruption are never acceptable.

It is MCD Heritage Ltd ultimate responsibility to oversee the development and implementation of MCD Heritage Ltd Anti-Bribery and Corruption programme to ensure its effective implementation throughout MCD Heritage Ltd to employees, associated companies and business partners.

Gifts and Hospitality

Giving and receiving ordinary and usual business hospitality and entertainment and promotional or other business expenditure which seeks to improve the image of MCD Heritage Ltd and its services or to establish or cement cordial relations is recognised as an established part of doing business. This MCD Heritage Ltd policy does not prohibit reasonable and proportionate hospitality and promotional or other similar business expenditure (offered or received) intended for any of the foregoing purposes.

The policy does prohibit the offer or receipt of gifts, hospitality or expenses whenever they could influence or be perceived to be capable of influencing the outcome of a contractual or material business transaction. This may be the case if timed around particular business decisions.

Employees' responsibility

The prevention, detection and reporting of bribery is the responsibility of all employees and MCD Heritage Ltd is committed to: -

- Encouraging employees to be vigilant and to report any suspicion of bribery.
- Providing employees with suitable channels of communication and ensuring that sensitive information is treated appropriately.
- Investigating instances of alleged bribery and assisting the police and other appropriate authorities in any resultant prosecution.
- Taking disciplinary action against any individual(s) involved in bribery.

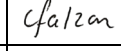
Monitoring and Review

It is the ultimate responsibility of the Board to routinely refresh and reinforce this policy and its underlying principles and guidelines as to its adequacy and effectiveness.

Conclusion

All staff are responsible for the success of this policy and should ensure they use it to disclose any suspected concerns or wrongdoing to the HR Manager or any Board Director.

Failure to comply with this policy may result in disciplinary action, including dismissal (employees), or appropriate sanctions (business partners) in addition to civil or criminal charges.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Privacy Policy

MCD Heritage Ltd are committed to protecting the privacy and confidentiality of your personal information. This Privacy Policy outlines how we collect, use, disclose, and store your personal information. By interacting with our website, services, or providing us with your personal information, you consent to the practices described in this policy.

Collection of Personal Information

We may collect various types of personal information when you engage with MCD Heritage Ltd, including but not limited to:

- Name, address, email address, and telephone number.
- Financial information necessary for billing and payment purposes.
- Project details and specifications.
- Employment history and qualifications for job applications.
- Any other information voluntarily provided by you.

Use of Personal Information

We may use your personal information for the following purposes:

- Providing and improving our construction services.
- Communicating with you regarding project updates, invoices, and other service-related matters.
- Processing payments and managing financial transactions.
- Evaluating job applications and conducting background checks.
- Responding to your inquiries, requests, or complaints.
- Conducting research and analysis to enhance our services.

Disclosure of Personal Information

We may disclose your personal information to third parties in the following circumstances:

- Contractors, subcontractors, and suppliers involved in your construction project.
- Service providers who assist us in operating our business (e.g., payment processors, IT support).
- Legal and regulatory authorities when required by law or to protect our rights and interests.
- Third parties in connection with the sale, merger, or acquisition of our company.

Data Security

We implement appropriate technical and organisational measures to safeguard your personal information against unauthorised access, disclosure, alteration, or destruction. We regularly review our security practices and update them as necessary to ensure the ongoing protection of your data.

Data Retention

We retain your personal information for as long as necessary to fulfil the purposes for which it was collected, as well as to comply with legal obligations. We will securely delete or anonymize your personal information when it is no longer needed.

Cookies and Tracking Technologies

Our website may use cookies and similar tracking technologies to enhance your browsing experience. These technologies may collect information about your device, browsing behaviour, and preferences. You can manage your cookie preferences through your browser settings.

Third-Party Websites

Our website may contain links to third-party websites. This Privacy Policy does not apply to those websites, and we are not responsible for their privacy practices. We encourage you to review the privacy policies of any third-party websites you visit.

Your Rights

You have the right to access, correct, or delete your personal information. If you would like to exercise any of these rights, please contact us using the information provided below.

Contact

If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

MCD Heritage Ltd, Unit 56, Bolney Grange Business Park, Stairbridge Lane, Bolney, RH17 5PA

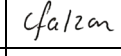
Email: info@mcdgroupltd.co.uk

Phone: 01444 246 366

Changes to the Privacy Policy

We may update this Privacy Policy from time to time. The revised version will be posted on our website, and the "Last updated" date at the beginning of the policy will reflect the most recent changes. We encourage you to review this policy periodically to stay informed about how we handle your personal information.

By using our services or providing us with your personal information after any modifications to this Privacy Policy, you signify your acceptance of those changes.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Net Zero Policy

Introduction

MCD Heritage is committed to minimising its carbon footprint and contributing to the global effort to combat climate change. This Net Zero Policy/Roadmap outlines our plan to achieve net-zero greenhouse gas emissions by 2050 across all our operations, including our historic sites, museums, and administrative functions. This roadmap is designed to guide our organization through the transition to a sustainable, carbon-neutral future while preserving and promoting cultural heritage.

Setting the Target

MCD Heritage commits to achieving net-zero greenhouse gas emissions by 2050. This target aligns with global efforts to limit global warming to 1.5°C and is consistent with the Paris Agreement.

Baseline Assessment

To understand our current carbon footprint, we will conduct a comprehensive greenhouse gas emissions inventory. This assessment will include Scope 1 (direct emissions), Scope 2 (indirect emissions from purchased energy), and Scope 3 (indirect emissions from sources such as transportation, supply chain, and visitor travel) emissions. This baseline assessment will serve as the foundation for our mitigation efforts.

Reducing Emissions

Energy Efficiency: Implement energy-efficient technologies and practices across all sites and facilities, including lighting upgrades, HVAC system improvements, and building retrofits.

Renewable Energy: Transition to 100% renewable energy sources for our operations. This includes on-site renewable installations and purchasing renewable energy certificates (RECs).

Transportation: Promote sustainable transportation options for staff and visitors, such as electric vehicle charging stations, bike-sharing programs, and public transit partnerships.

Supply Chain: Collaborate with suppliers to reduce emissions within the supply chain, favouring environmentally responsible products and services.

Visitor Engagement: Educate visitors about sustainable practices, encourage public transportation use, and offer carbon offset programs.

Preservation and Restoration

While reducing emissions, MCD Heritage will also uphold its mission of preserving and promoting cultural heritage. This includes:

Conservation: Implement sustainable preservation and restoration techniques that minimize environmental impact.

Sustainable Tourism: Promote responsible and sustainable tourism practices among visitors.

Digital Initiatives: Enhance digital access to heritage resources to reduce the need for physical travel.

Offsetting Emissions

Recognising that some emissions may be challenging to eliminate entirely, we will invest in high-quality carbon offset projects to balance our remaining emissions. These projects will align with our mission and values, focusing on biodiversity conservation, reforestation, and community development.

Monitoring and Reporting

We will establish a robust monitoring and reporting system to track progress towards our net-zero target. Regularly assess and report on emissions reductions, energy consumption, and sustainability initiatives. These reports will be made publicly available to ensure transparency and accountability.

Collaboration and Innovation

Collaborate with peer organizations, governmental bodies, and the private sector to share best practices, leverage resources, and foster innovation in the field of sustainable cultural heritage preservation.

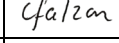
Funding and Resources

Allocate necessary financial resources and personnel to implement this Net Zero Policy/Roadmap effectively. Seek external funding opportunities, grants, and partnerships to support our sustainability initiatives.

Review and Update

Periodically review and update this roadmap to incorporate new technologies, best practices, and evolving sustainability goals.

By following this Net Zero Policy/Roadmap, MCD Heritage will not only reduce its environmental impact but also contribute to the broader efforts to combat climate change while preserving and promoting our valuable cultural heritage.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Whistleblowing Policy

The purpose of this policy is to encourage and facilitate the reporting of any suspected wrongdoing within MCD Heritage, ensuring that all employees feel safe and secure in raising concerns about unethical or illegal practices. This policy aims to protect whistleblowers from retaliation and to promote a culture of transparency and accountability within our organisation.

Scope

This policy applies to all employees of MCD Heritage, including full-time, part-time, temporary staff, and contractors. It covers any concerns raised regarding misconduct, illegal activity or violations of internal policies that occur within the company.

What is Whistleblowing?

Whistleblowing involves reporting concerns about unlawful, unethical, or inappropriate behaviour within the organisation. This can include, but is not limited to:

- Fraud or financial misconduct
- Bribery or corruption
- Health and safety violations
- Environmental harm
- Bullying, harassment or discrimination
- Any action that compromises the integrity of MCD Heritage

How to Raise a Concern

Employees are encouraged to report their concerns through any of the following channels:

1. **Direct Supervisor**

If comfortable, employees should first approach their immediate supervisor.

2. **Whistleblowing Officer**

Employees can report concerns directly to the designated Whistleblowing Officer (details below).

3. **Anonymous Reporting**

For those who prefer anonymity, concerns can be submitted through a designated anonymous email address or suggestion box located at head office.

4. **Whistleblowing Officer**

The Whistleblowing Officer is responsible for managing and investigating reports of wrongdoing. Contact details for the Whistleblowing Officer are as follows:

Tom Tennant
Head of HSEQ
07738 238220
tom.tennant@mcdheritage.co.uk

Investigation Process

Upon receiving a report, the Whistleblowing Officer will:

1. Acknowledge receipt of the concern within five working days.
2. Conduct an initial assessment to determine the appropriate course of action.
3. If warranted, an investigation will be initiated, ensuring confidentiality and fairness throughout the process.
4. Investigations will be conducted without bias and completed as promptly as possible.

5. Employees will be informed of the outcome of the investigation, where appropriate.

Protection of Whistleblowers

MCD Heritage is committed to protecting whistleblowers. Employees who report concerns in good faith will not face retaliation or adverse action as a result of their disclosure. Any form of harassment or punishment against whistleblowers will result in disciplinary action.

Misuse of the Policy

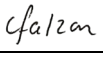
Employees should ensure that any concerns reported are based on genuine and reasonable belief. Misuse of this policy, such as knowingly making false allegations, may lead to disciplinary action.

Review of Policy

This whistleblowing policy will be reviewed annually to ensure its effectiveness and relevance to the organisation and to incorporate any necessary amendments.

Policy Adoption

This Whistleblowing Policy has been approved by the management of MCD Heritage. All employees will receive a copy and will be expected to acknowledge their understanding of the policy.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Corporate Social Responsibility (CSR) Policy

The purpose of this Corporate Social Responsibility (CSR) Policy is to outline MCD Heritage's commitment to responsible business practices that contribute positively to society, the environment and the economy. This policy reflects our dedication to sustainable development, ethical conduct, and community engagement as a principal contractor within the construction industry.

Scope

This policy applies to all employees of MCD Heritage, including full-time, part-time, temporary staff, and contractors. It governs our operations and interactions with clients, suppliers, communities and the environment.

Commitment to CSR

MCD Heritage is committed to:

1. **Ethical Conduct**

Upholding the highest standards of integrity and ethics in all business dealings.

2. **Environmental Stewardship**

Minimizing our environmental impact through sustainable practices, waste reduction and the responsible use of resources.

3. **Community Engagement**

Actively participating in and contributing to the communities in which we operate, fostering positive relationships and supporting local initiatives.

4. **Employee Welfare**

Promoting a safe, healthy and inclusive work environment where all employees are valued and encouraged to develop professionally and personally.

Environmental Responsibility

MCD Heritage recognises the importance of reducing our environmental footprint. We commit to:

- Implementing sustainable construction practices that reduce waste and resource consumption.
- Complying with all relevant environmental regulations and guidelines.
- Promoting the use of eco-friendly materials and technologies.
- Encouraging recycling and responsible disposal of construction materials.

Social Responsibility

MCD Heritage is dedicated to making a positive impact on society. Our social responsibility initiatives include:

- Supporting local charities and community programs through donations, volunteering and sponsorships.
- Engaging with local stakeholders to understand their needs and incorporating their input into our projects where feasible.
- Promoting fair labour practices and ensuring that all subcontractors adhere to ethical employment standards.

Employee Engagement and Welfare

We believe our employees are our most valuable asset. To support their welfare, MCD Heritage commits to:

- Providing a safe and healthy work environment that complies with all health and safety regulations.
- Offering training and development opportunities to enhance professional growth and skill development.
- Encouraging diversity and inclusion in the workplace, ensuring equal opportunities for all employees.

Compliance and Reporting

MCD Heritage will ensure compliance with all applicable laws, regulations, and industry standards. We encourage open communication regarding our CSR efforts and invite feedback from employees and stakeholders.

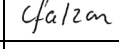
Regular reports on our CSR initiatives and progress towards our goals will be made available to employees and relevant stakeholders.

Monitoring and Review

This CSR Policy will be reviewed annually to assess its effectiveness and adapt to evolving societal, environmental and industry standards. Updates will be communicated to all employees, and training will be provided as necessary.

Policy Adoption

This Corporate Social Responsibility Policy has been approved by the management of MCD Heritage. All employees are required to comply with this policy and integrate its principles into their daily operations.

Print Name	Position	Sign	Date
Michael Falzon	Director - CEO		15 April 2025
Charlie Falzon	Director - COO		15 April 2025

Duties and Responsibilities

Directors - CEO/COO

As the persons ultimately responsible for Health and Safety they will:

- Demonstrate visible commitment, promoting the Policy's aims and objectives.
- Ensure that adequate resources are available.
- Monitor Policy implementation and Company health and safety performance.
- Sign the Health and Safety Policy statement annually.

Senior Management - Operations Manager/Head of HSEQ/Senior Principal Surveyor/Senior Project Manager

As senior management they will:

- Lead on Health and Safety promoting responsible attitudes and active management.
- Ensure the policy and standards are effectively implemented.
- Ensure adequate resources are provided to address risks and concerns.
- Monitor safety performance and drive further improvement.

Site Management - Project Manager/Site Manager/Site Supervisor

As Managers these persons must:

- Maintain the workplace in a safe condition.
- Ensure all safety policies and procedures are effectively implemented.
- Ensure staff are adequately trained and instructed.
- Ensure risks are assessed, reduced and communicated.
- Monitor the behaviour of staff to ensure rules and procedures are followed.

Responsible Person for Fire

The responsible person for fire must:

- Ensure a fire risk assessment is carried out.
- Communicate fire risks to staff.
- Put in place and maintain appropriate fire safety measures.
- Plan for an emergency.
- Ensure suitable training is provided to staff, Fire Wardens and Head Fire Warden.
- Ensure information and instructions are given to all staff.

All Employees

It shall be the duty of every employee while at work:

- To take reasonable care of themselves and of other people who may be affected by their acts or omissions at work.
- To co-operate with their employer in achieving statutory provisions.
- To report shortcomings in health and safety arrangements.
- To report hazards to the appropriate person.

Arrangements Summary

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Accidents, Incidents and Near Misses	Senior Management and Site Management
Asbestos	Senior Management and Site Management
Competence	Senior Management and Site Management
Confined Spaces	Senior Management and Site Management
Consulting and Communicating with Employees	Directors and Senior Management
Coronavirus	Senior Management
Display Screen Equipment	Senior Management
Driving	Senior Management
Drugs and Alcohol	Directors and Senior Management
Electrical Equipment and Installations	Senior Management and Site Management
Fire Safety	Senior Management and Site Management
First Aid	Senior Management and Site Management
Hand Arm Vibration	Senior Management and Site Management
Hazardous Substances	Senior Management and Site Management
Homeworking	Senior Management
Lifting Operations and Lifting Equipment	Senior Management and Site Management
Lone Working	Senior Management and Site Management
Managing Contractors	Directors, Senior Management and Site Management
Managing Risk	Directors and Senior Management
Manual Handling	Senior Management and Site Management
Monitoring	Directors, Senior Management and Site Management
New and Expectant Mothers	Directors and Senior Management
Noise	Senior Management and Site Management
Permits to Work	Senior Management and Site Management
Personal Protective Equipment (PPE)	Senior Management and Site Management
Pressure Systems	Senior Management and Site Management
Provision and Use of Work Equipment	Senior Management and Site Management
Safe Systems of Work (Method Statements)	Senior Management and Site Management
Safety Signs, Signals and Notices	Senior Management and Site Management
Statutory Examinations	Senior Management and Site Management
Stress	Directors and Senior Management
Training and Information	Directors, Senior Management and Site Management
Travel	Senior Management
Violence and Aggression	Directors, Senior Management and Site Management
Visiting and Working in Other Employers' Environments	Directors, Senior Management and Site Management
Visitors	Senior Management and Site Management

Arrangement	Person/Persons responsible for the implementation and management of the arrangement
Waste Disposal	Senior Management and Site Management
Water Management (Legionella and Legionnaires')	Senior Management and Site Management
Work at Height	Senior Management and Site Management
Working Time	Directors, Senior Management and Site Management
Workplace Facilities	Directors, Senior Management and Site Management
Workplace Transport	Directors and Senior Management
Young Persons	Directors and Senior Management
Access and Boundaries	Senior Management and Site Management
Cranes	Senior Management and Site Management
Demolition, Dismantling and Structural Alteration	Senior Management and Site Management
Emergency Procedures on Site	Senior Management and Site Management
Excavations	Senior Management and Site Management
Fire on site	Senior Management and Site Management
Good Order, Storage Areas and Waste Materials	Senior Management and Site Management
Hoists	Senior Management and Site Management
Lighting	Senior Management and Site Management
Monitoring and Reviewing on Site	Directors, Senior Management and Site Management
Occupational Health Risks	Directors, Senior Management and Site Management
Prevention of Drowning	Senior Management and Site Management
Powered Access Equipment	Senior Management and Site Management
Roof Work	Senior Management and Site Management
Scaffolds	Senior Management and Site Management
Site Management and Supervision	Directors, Senior Management and Site Management
Site Rules	Directors, Senior Management and Site Management
Site Traffic and Mobile Plant	Senior Management and Site Management
Site Welfare Facilities	Directors, Senior Management and Site Management
Slips and Trips	Senior Management and Site Management
Temporary Works	Senior Management and Site Management
Tools and Machinery	Senior Management and Site Management
Work Affecting the Public	Senior Management and Site Management

Arrangements

Accidents, Incidents and Near Misses

We recognise the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We are committed to complying with this legislation and will:

- Keep records of work-related accidents, incidents and near misses.
- Investigate where necessary all work related accidents, incidents and near misses; and
- Report under RIDDOR in case of reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, occupational diseases, dangerous occurrences and reportable gas incidents.

Asbestos

We recognise the requirements of the Control of Asbestos Regulations 2012. We are committed to complying with this legislation and will:

- Risk assess and survey buildings where required for asbestos, pre-2000 build year.
- Identify whether asbestos is present and determine its type and condition before managing the asbestos or starting work in a building that might contain asbestos.
- For refurbishment and demolition works complete a risk assessment to determine whether it is possible to carry out the building or maintenance work avoiding the risk of asbestos exposure all together, if this is not possible appropriate controls will be identified and implemented such as a refurbishment and demolition survey, removal or encapsulation.
- Where asbestos is to be removed, identify whether a licenced contractor is required for its removal (if the work is not licensable, decide if the work needs to be notified); and
- Ensure that anyone who could be exposed to asbestos fibres at work are suitably trained.

Competence

We recognise the requirements of the Health and Safety at Work Act etc 1974 and The Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Take account of the competence of relevant employees and contractors as part of the risk assessment process and training plan.
- Consider all the factors of competence such as training, skills, experience, knowledge, attitude and ability as part of the risk assessment.
- Only appoint competent contractors to carry out works on our behalf.
- Appoint a competent person to help meet health and safety duties.

Confined Spaces

We recognise the requirements of the Confined Spaces Regulations 1997. We are committed to complying with this legislation and will:

- Carry out a risk assessment to identify hazards including presence of poisonous or flammable gas, or lack of oxygen supply. Suitable control measures will be identified and implemented to manage the risks of working in confined spaces.
- Provide information and training to all employees who are required to work in confined spaces as part of their job role.
- Provide suitable PPE for carrying out this work, and make sure that employees are trained in how to use it correctly, and make sure it is worn.

Consulting and Communicating with Employees

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Consult and communicate any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Make arrangements for getting a competent person to help with compliance with regards to health and safety laws.
- Consult and communicate when introducing new technology, tools or working processes.
- Consult and communicate when planning health and safety training.
- Inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.
- Consider the use the following means of communication and maintain a record of these where possible:
  - Induction training
  - Specific training
  - Safety talks and briefings
  - Memos
  - Safe systems of work
  - Face to face meetings
  - Team meetings
  - Telephone and email

Coronavirus

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- Carry out suitable and sufficient risk assessments of the risks presented by Coronavirus that could impact on employees and those persons not employed but who could be affected by the activities of the organisation.
- Consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information.
- Ensure control measures from the risk assessment are implemented.
- Inform employees and others of the risks associated with Coronavirus in relation to their work and provide information and training on the hazards and controls.
- Obtain and stay abreast of advice and information from reliable governmental sources where required.
- Monitor, share and review risk assessments and their effectiveness on a regular basis or when the activity, situation, equipment, or premises changes.
- Treat people equally in relation to Coronavirus in the workplace.
- Encourage the application of controls travelling to and from work.

Display Screen Equipment

We recognise the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We are committed to complying with this legislation and will:

- Identify employees to whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply.
- Analyse workstations to assess and reduce risks, either by self-assessment, or by arranging for a competent person to carry out a risk assessment.
- Make sure controls are in place and that records are kept of assessment and actions taken.
- Inform and consult with employees about the risk associated with DSE work and provide information and training on working safely and comfortably.
- Provide eye and eyesight tests on request, and special spectacles (subsidised) if needed.
- Review the assessment when the user, their work, or the DSE changes.

Driving

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Carry out a risk assessment of the risks to health and safety of employees who drive as part of their work activities, and in order to assess the risks to others as a result of this activity. Ensure that this risk assessment is regularly reviewed.
- Consult with employees regarding the risks arising from their work, proposals to manage these risks and provision of training and information.
- Ensure that all employees who are required to drive as part of their duties have a valid driving licence.
- Ensure that all employees who are required to drive as part of their duties are medically fit to undertake this work, and are capable and competent to do so.
- Ensure that vehicles provided by us are regularly maintained and are roadworthy in compliance with road traffic legislation.
- Make sure that routes are planned, and work schedules are realistic and allow for breaks for drivers.
- Ensure that the appropriate insurance is in place and maintained.

Drugs and Alcohol

We recognise our duties under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of its employees.

We understand that if it were to allow any employee to continue working while under the influence of excess alcohol and this places the employee or others at risk, we could be prosecuted. Similarly, if we knowingly allow an employee under the influence of drug misuse to continue working and the resulting behaviour of that employee placed either him/herself or others at risk, we could be prosecuted.

We will:

- Publish the rules and restrictions on the use of alcohol and drugs use and include this information as part of induction training.
- Provide information to employees about their health and use of drugs and alcohol.
- Provide training to Managers and employees about how to identify the behaviours that might indicate a problem resulting from drug or alcohol misuse and how to deal with these.
- Offer confidential support to any employee who may be concerned about their use of alcohol and drugs and the effect this may have on them at work.
- Consult with management and employees and share information on how any cases of misuse at work will be dealt with, involving disciplinary procedures and, in the case of law-breaking, reporting to the Police.

Electrical Equipment and Installations

We recognise the requirements of the Electricity at Work Regulations 1989. We are committed to complying with this legislation and will:

- Carry out a risk assessment to cover all those using or working with electricity in the course of our work.
- Ensure that employees working on, or with, electrical equipment or systems are competent for the task and have suitable training, skill and knowledge.
- Ensure that the electrical installations in the workplace are safe, having been installed to an acceptable standard, and are maintained in a safe condition.
- Provide safe and suitable equipment, seeking alternatives to electrical equipment if the working environment and conditions render working with electrical equipment unsafe or high risk, and providing a safety device (RCD) where electricity continues to be used.
- Maintain all electrical equipment, at a suitable frequency dependent upon the type of use the equipment has.
- Replace or repair all equipment that is reported as damaged or not working properly.
- Provide information to employees on what portable appliances are and how they should be checked prior to use.
- Ensure temporary electrics are certified and re inspected every 3 months.

Fire Safety

We recognise the requirements of the Regulatory Reform (Fire Safety) Order 2005. We are committed to complying with this legislation and will:

- Ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation.
- Carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities.
- Ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.
- Provide training to staff about the fire escape routes and exits available in case of emergency and carry out regular fire drills.
- Provide training and information to employees on how to reduce the risks of fire in the workplace and how these can be managed, for example by good housekeeping and ensuring that they use work equipment safely and appropriately, and refresh this training regularly, at least annually.
- Install suitable fire detection equipment to premises as appropriate and make sure that this is maintained regularly.
- Install the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly.
- Carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed.
- Review the fire risk assessment annually or more often if there are changes in the workplace.

First Aid

We recognise the requirements of the Health and Safety (First Aid) Regulations 1981. We are committed to complying with this legislation and will:

- Provide adequate and appropriate equipment, facilities and personnel to ensure that their employees receive immediate attention if they are injured or taken ill at work.
- Carry out an assessment of first aid needs appropriate to the hazards and risks of the workplace(s) and the workforce.
- Where first aiders are provided, we will ensure that they have undertaken suitable training and have an appropriate first aid qualification, and that they remain competent to perform their role.
- Inform employees of the arrangements that have been made in connection with the provision of first aid, to include the location of equipment, facilities and personnel.

Hand Arm Vibration

We recognise the requirements of the Control of Vibration at Work Regulations 2005. We are committed to complying with this legislation and will:

- Provide information and training to employees so that they know what the risks are from hand arm vibration on site, and what they need to do to avoid those risks.
- Carry out a risk assessment to identify and assess the risks to employees from prolonged use of vibrating tools.
- Select suitable work methods and plant in order to reduce the exposure to hand-arm vibration as much as possible.
- Use reduced-vibration tools whenever possible.
- Make sure that vibrating tools are properly maintained and that records of maintenance are kept.
- Arrange health surveillance as identified through the risk assessment process.

Hazardous Substances

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002.

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to hazardous substances by:

- Identifying all substances or products in use by us during its work processes which are classified as hazardous.
- Carrying out a risk assessment of each of those substances or products.
- Identifying and implementing control measures in order to reduce the risks to employees and others as a result of using those substances or products.
- Considering alternative, less hazardous substances or products if their use cannot be eliminated altogether.
- Making sure that those control measures are used during the work processes by implementing regular checks and monitoring.
- Providing information and training for employees on the safe use of the substances or products that remain in use after risk assessment has taken place.
- Offering health surveillance to those employees who use substances and products which are identified as being harmful to health.
- Putting into place an Emergency Plan in the event of any incident involving hazardous substances, including illness, accident, spillage or combustion and making sure that employees are trained to this Plan.

Homeworking

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Carry out a risk assessment of the work activities undertaken by homeworkers.
- Address any remedial actions which arise from the risk assessment.
- Make sure that homeworkers have suitable working conditions at home, and that, if any equipment is supplied by us, this is checked regularly and maintained in good condition.
- Provide any personal protective equipment (PPE) if this is needed.
- Ensure that homeworkers have regular contact with their manager and are included in all communications and training as appropriate.

Lifting Operations and Lifting Equipment

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Lifting Equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. The LOLER Regulations cover a range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists, and accessories such as chains, slings, and eyebolts.

We are committed to complying with this legislation and will:

- Carry out a risk assessment of all lifting tasks to identify hazards and measures which can be taken to eliminate or reduce the risks to employees from these tasks.
- Ensure that all lifting equipment is sufficiently strong, stable and suitable for the proposed use, and that it has been installed properly.
- Ensure that the load and anything attached to are suitable.
- Ensure that all lifting equipment is positioned or installed to prevent risk of injury, either from the equipment, or the load falling or striking people.
- Ensure that all lifting equipment is visibly marked with appropriate safety information, for example safe working loads, and that all accessories are marked in the same way.
- Ensure that all lifting operations are planned, supervised and carried out in a safe manner by competent persons.
- Ensure that equipment used for lifting people is marked accordingly and is fit for purpose.
- Make sure that all lifting equipment is thoroughly examined before use for the first time, and at regular intervals of either six months (accessories and equipment used for lifting people) or annually (all other equipment) by a competent person.
- Carry out any repairs or maintenance as determined by the thorough examination report, engaging a competent person to do this work.
- Provide training for all users of lifting equipment to ensure that they are competent to operate it safely, and refresh this training at appropriate intervals, at least annually or in accordance with licensing requirements.
- Implement a system of pre-use checks for all equipment to be completed by the operator to ensure that there are no obvious defects prior to starting work.
- Operate a reporting procedure for employees to report problems or defects while working on machinery.

Lone Working

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Carry out a risk assessment to consider potential risks of lone working and the measures needed to control the risks and make a record of the results.
- Ensure that risks are removed where possible, or if not possible, will put in place measures to control the risks to make sure that lone workers can carry out their tasks safely.
- Consult with employees, and any safety representatives.
- Provide training, instruction and supervision on the tasks to be carried out, any equipment to be used, and emergency procedures.
- Ensure that lone workers have access to first aid facilities or are provided with first aid kits and training.
- Provide supervision and monitoring to ensure that the lone worker is continuing to work safely and has the correct equipment and protective personal equipment (PPE) as necessary.
- Put into place suitable and effective methods of communication to ensure that the lone worker can be accounted for and communicate with his or her manager in an emergency, or to obtain help if needed.
- Review the risk assessment at least annually, or more frequently if tasks or working conditions change.

Managing Contractors

We recognise the requirements of the Health and Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations and Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- Assess skills, knowledge, experience, training and organisational capability of contractors prior to engagement.
- Maintain an approved contractors list or maintain a system for assessing the competence of contractors.
- Engage competent contractors.
- Communicate to contractors the importance of health and safety.
- Provide clarity on the work required and the standards expected.
- Risk assess the work with the contractor and obtain method statement and safe systems of work as deemed necessary.
- Ensure short cuts are not taken.
- Allocate sufficient time and resources for the work.
- Be prepared to stop work if not safe.
- Engage directly with contractors when addressing health and safety, both positive and negative.
- Monitor contractors' performance.
- Obtain contractor health and safety plans and hold a pre-start meeting to enable co-ordination and communication before and during the work.
- Communicate relevant emergency procedures with the contractor.
- Communicate risks to all staff and others that could be affected by contractor works.

Managing Risk

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- Make suitable and sufficient risk assessments of the risks that could impact on employees and those persons not employed but who could be affected by its undertakings.
- Ensure the five steps of risk assessment are followed.
- Ensure control measures are implemented.
- Inform employees and others of the risks associated with their work and provide information and training on the hazards and controls.
- Ensure only competent persons perform risk assessments.
- Obtain advice from competent persons where required.
- Monitor and review the effectiveness of risk assessments.
- Review risk assessments on a regular basis or when the activity, situation, equipment or premises changes.

Manual Handling

We recognise the requirements of the Manual Handling Operations Regulations 1992. We are committed to complying with this legislation and will:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided using the HSE TILE methodology (Task, Individual, Load, Environment);
- Reduce the risk of injury from those operations as far as is reasonably practicable.
- Consult with their employees and provide suitable and sufficient training and supervision in manual handling.
- Review risk assessments regularly or when tasks change.

Employees also have duties under these Regulations, and we will ensure that employees commit to:

- Follow systems of work in place for their safety.
- Use equipment provided for their safety properly.
- Co-operate with their employer on health and safety matters.
- Inform their employer if they identify hazardous manual handling activities.
- Take care to make sure they do not put others at risk.

Monitoring

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- Establish systems for the inspection and auditing of Health and Safety performance on a regular basis.
- Monitor and review accident and incident near miss reports on a regular basis and implement changes where required.
- Promote with all employees the positive outcomes from reporting accidents, incident and near misses.
- Monitor the performance and effectiveness of Health and Safety training.
- Monitor the performance and effectiveness of risk assessments and safe systems of work.
- Monitor relevant legislation and the impact this will have on activity and operational areas.
- Monitor and act upon any shortcomings in Health and Safety management and performance.
- Actively monitor the performance of contractors.

New and Expectant Mothers

We recognise the requirements of the Management of Health and Safety at Work Regulations 1992. We are committed to complying with this legislation and will:

- Carry out or review relevant risk assessments to assess the health and safety risks to a new or expectant mother, and once these are identified, to put into place measures to address and control those risks.
- Review this risk assessment on a regular basis, at least annually, or more often if there are changes to the workplace, or to the work carried out there.
- Upon receipt of written notification that an employee is a new or expectant mother, we will immediately take into account any risks identified in the workplace risk assessment, and, if these risks cannot be avoided by taking necessary preventative and protective measures, then we will take the following action:
  - Temporarily adjust her working conditions and/or hours of work; or, if that is not possible.
  - Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible.
  - Suspend her from work on paid leave for as long as necessary, to protect her health and safety and that of her child.
- Provide suitable rest facilities for pregnant or breastfeeding workers, these being located, wherever possible, near to the toilets and affording the ability to lie down if necessary.
- Provide more frequent rest breaks for pregnant workers, the timing and frequency of which will be discussed and agreed.
- Hold regular discussions with the new and expectant mothers, giving the opportunity to raise concerns and address any health and safety risks or changes.

Noise

We recognise the requirements of the Control of Noise at Work Regulations 2005. We are committed to complying with this legislation and will:

- Provide information and training to employees to make sure that they are aware of the risks from noise, and what they need to do to avoid those risks.
- Carry out a noise risk assessment to identify and assess the level of exposure of employees at work.
- Consider whether noise can be reduced by using different working methods of selecting quieter plant, including by fitting silencers to plant, breakers and other machinery where this is possible.

- Keep people not involved in the work on site away from the source of the noise wherever possible.
- Provide suitable hearing protection and make sure that this is worn in noisy areas.
- Mark out zones on site where hearing protection must be worn.
- Arrange health surveillance for people as identified through the risk assessment process.

Permits to Work

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- Implement a Permit to Work, documented control system whereby written confirmation is obtained that specific actions have been carried out before a high-risk activity is undertaken.
- Keep records which clearly show, for each worker involved:
  - Issue of the Permit by a competent, authorised, person.
  - Receipt of the Permit by the competent worker.
  - Clearance of the Permit by the competent worker; and
  - Cancellation of the Permit by the competent, authorised, person.
- Make sure that the records are produced and retained.

Personal Protective Equipment (PPE)

We recognise the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended). The provision and use of Personal and Protective Equipment (PPE) is also covered by some specific legislation.

We are committed to complying with this legislation and will:

- Consider the hazards identified in the risk assessments carried out for each type of work or task and decide whether these risks can be controlled in ways other than the use of PPE. PPE will always be a last resort.
- Make sure that the right type of PPE is chosen for each task in order to afford adequate protection to employees and recognise that different types of PPE may be required for each job or task.
- Make sure that where more than one item of PPE needs to be worn at a time, the items are compatible with each other, for example eye protection worn with a respirator.
- Consider whether the use of PPE will increase the overall level of risk or add any new risks, for example face masks making communication more difficult.
- Choose good quality PPE products which are CE marked, as required by the Personal Protective Equipment at Work Regulations 1992 (as amended), and which are chosen for their suitability to each task or job.
- Provide training and instruction to the wearers of PPE, making sure that they clearly understand why they need to wear it, make sure they use it in accordance with manufacturers' instructions, and that they understand its limitations.
- Replace PPE items when they become worn or damaged and are no longer fit for purpose.
- Provide storage for employees to keep their PPE when it is not in use.

Pressure Systems

We recognise the requirements of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

We are committed to complying with this legislation and will:

- provide safe and suitable equipment ensuring that it is suitable for its intended use and that it is correctly installed by a competent person.
- ensure that the pressure system has been made of suitable materials for the liquids or gases that will be contained.

- ensure that a Safe System of Work is produced for use and maintenance of the pressure system, and make sure that appropriate staff are trained accordingly.
- ensure that there is a set of operating instructions for all the equipment and for the control of the whole system including emergencies.
- ensure that employees who will be using the equipment have access to the instructions for safe use and have been trained and are competent before being allowed access to the equipment. New employees, after initial training will be closely supervised.
- ensure that suitable protective devices have been fitted to the pressure vessels or pipework and that these have been adjusted to the correct settings and are kept in good working order at all times and cannot be altered other than by an authorised person.
- make sure that any warning devices fitted are able to be clearly seen or heard, as appropriate.
- ensure that all pressure equipment and systems are properly maintained, with a maintenance programme in place for the system as a whole.
- carry out regular checks of the equipment to look for any indications of wear, corrosion or problems with the system.
- ensure that the system has a written scheme of examination and that the system has been examined by a competent person in accordance with the Pressure Systems Safety Regulations 2000.

Provision and Use of Work Equipment

We recognise the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

We are committed to complying with this legislation and will:

- Ensure that the work equipment provided by us for use by its employees whilst they are at work is suitable for use, and safe for the purpose and conditions in which it is to be used.
- Ensure that the work equipment provided is maintained in a safe condition for use so that the health and safety of employees or others is not placed at risk.
- Carry out inspections of the equipment to ensure that it is and continues to be safe for use. The inspections will be carried out by a competent person and a record kept.
- Eliminate or control any risks created by using the work equipment by:
  - Providing suitable guarding or protection devices.
  - Providing system control devices such as stop buttons.
  - Providing suitable Personal Protective Equipment (PPE) for users of the work equipment where these are required.
  - Producing and implementing a formal Safe System of Work (SSOW) for the use of each type of equipment or task, and any maintenance or cleaning that needs to be carried out.
  - Providing suitable and sufficient training, instruction, and information about the specific work equipment, and ensuring employees have the correct skills before allowing them to work with the equipment.
- Ensure that an effective planned maintenance programme is established to ensure that all equipment remains safe to use and is reliable. Maintenance will be carried out by a competent person.
- Implement a reporting procedure for employees to notify any problems or defects in equipment or machinery to ensure that this is taken out of use and repaired or replaced.
- Provide safe working areas for the use of work equipment which protect both the user of the work equipment and others who may be affected by their work, setting up any necessary signage, barriers, or marked areas.

Safe Systems of Work

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- Ensure that, following the completion of risk assessments or task analysis, a Safe System of Work is produced by a competent person for each task or type of work where deemed necessary by the assessment.

- Consult with employees who undertake the tasks or work to make sure that all aspects of risk and hazards are accounted for.
- Set out the Safe System of Work as a step-by-step procedure for carrying out each task safely, taking into account the risks and control measures identified in the risk assessment, equipment needed for the task, the working environment, emergencies and the skills that are required by employees carrying out the work.
- Ensure that Safe Systems of Work are in place in advance of the work.
- Ensure that all employees are trained to the Safe Systems of Work, and sign to say that they have understood the document and will follow the instructions.
- Ensure that suitable and sufficient supervision is in place to ensure that the Safe Systems of Work are adhered to and enforced.
- Address any instances of non-conformance with the Safe Systems of Work.
- Review Safe Systems of Work, and amend as necessary, should the task or type of work change.

Safety Signs, Signals and Notices

We recognise the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

We are committed to complying with this legislation and will:

- Ensure that safety signs are provided and maintained where there is a significant risk to health and safety identified in a risk assessment that has not been removed or controlled by other methods and where a sign can further reduce the risk.
- Make sure that employees receive sufficient information, instruction and training about the meanings of safety signs and that these are clearly explained. The consequences of not following the warning or instructions given by signs will also be explained.
- Make sure that safety signs are selected and effectively used to take account of any special requirements such as visual or hearing impairments, or work environment.
- Ensure that the signs are regularly checked or inspected to make sure that they remain in good condition, and are legible or visible, and free of damage. Any signs which are worn or defective will be replaced or repaired.

Statutory Examinations

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998.

We are committed to complying with this legislation and will:

- Identify the equipment in use which, in addition to regular maintenance and inspection requires statutory Inspections in order to comply with the Regulations above.
- Ensure that Statutory Inspections are carried out by a competent person at the intervals specified for each type of equipment.
- Keep a record of the equipment inspected and copies of the inspection records and certificates.
- Where required, maintain written schemes of examination.

Stress

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations to protect its employees from stress at work

We are committed to complying with this legislation and will:

- Carry out a risk assessment to identify the risks of stress to employees.
- Train managers and supervisors to be able to recognise the signs of stress in employees and to take action.
- Talk to employees about the potential causes of stress for them while they are at work and encourage them to approach their managers if they feel they are not coping.
- Regularly review the issue of stress at work by including this on agendas for relevant meetings.

Training and Information

We recognise the requirements of the Health and Safety at Work Act etc 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- Provide training in the following ways:
  - Induction training.
  - Specific training.
  - Safety talks.
  - Briefing meetings.
- Will provide information through these training sessions and via:
  - internal memos.
  - face to face meetings.
  - notice boards and displays.
  - health and safety signage.
  - contracts, job descriptions and role profiles.
  - risk assessments and safe systems of work.

Travel

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- Ensure that, if travel for work is required, that this is necessary in the interests of the business and cannot be avoided by communicating by other means such as teleconferencing, phone, email or correspondence.
- Check Home Office guidance where travel overseas is required, to seek guidance on travel to the intended destination.
- Ensure that the route of travel is planned, tickets and accommodation are booked in advance, and that sufficient time is included in the itinerary to allow the travelling employee to rest.
- Make sure that any employee travelling abroad has up to date vaccinations as necessary.
- Ensure that suitable and adequate travel insurance is in place.
- Ensure that an individual risk assessment has been carried out to assess the suitability of the member of staff to travel, paying particular attention to the destination country or region of travel.
- Put into place arrangements to keep in touch with the travelling employee, enabling them to notify their Manager or other appointed person that they are safe, and maintaining contact with us.

Violence and Aggression

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996.

We are committed to complying with this legislation and will:

- Consult with employees to assess whether they feel threatened at work and the extent of this and discuss the results with employees.
- Use the findings of the consultation to carry out a risk assessment to identify the hazards of violence and aggression in the workplace, identifying those employees most at risk and situations which might give rise to violent or aggressive behaviour.
- Implement a procedure for dealing with incidents and getting help.
- Keep records of incidents, including verbal abuse and threats, to include: -
  - An account of what happened.

  - The location of the incident.
  - Details of the victims, assailants and any witnesses.
  - The outcome, including any working time lost to the individuals affected and to us as the employer.
- Encourage employees to report incidents promptly and fully.
- Provide training to employees to help them spot early signs of aggression and how to avoid or cope with it, following the procedures to get help.
- Review the risk assessment regularly, or if there is any change to the work, tasks, or following an incident.

Visiting and Working in Other Employers' Environments

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design Management) Regulations 2015.

We are committed to complying with this legislation and will:

- Carry out a risk assessment for each job type involved in working in other employers' environments where a risk exists.
- Plan visits to other employers by obtaining, in advance, details of contacts on the site, reporting arrangements on arrival, and particular safety requirements, for example, Personal Protective Equipment (PPE), or site induction training.
- Consult with those employees required to visit other employers' environments, and make sure that they understand that they must follow the health and safety procedures in place at the host site.
- Provide any specific PPE required prior to the visit, and make sure the visiting employee has been trained in its use.
- Put into place arrangements for the employee to keep in contact, in order to report any problems or issues, and to report safe arrival and departure.

Visitors

We recognise the requirements of the Health and Safety at Work Act etc 1974 and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- Operate a signing in and out procedure for visitors who will be visiting or working on our premises.
- Accompany or escort visitors during their visit as deemed necessary.
- Provide basic health and safety information to visitors upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting procedures, and routes to be taken around the premises.
- Ensure that, where appropriate, visitors are provided with the relevant induction training prior to starting work.
- Provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

Waste Disposal

We recognise the requirements of the Waste Regulations 2012, and the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006.

We are committed to complying with this legislation and will:

- Avoid the production of unnecessary waste.
- Identify the types of waste produced or created and assess how this will be managed.
- Dispose of waste in accordance with current legislative requirements in a responsible way and maintain evidence of waste transfer notes.

Water Management (Legionella and Legionnaires)

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC)

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to Legionella and Legionnaires' disease by:

- Identifying and assessing sources of risk through the risk assessments process through a competent person.
- Manage the risks to ensure they are prevented or controlled.
- Keeping records such as a waterlog book of measures taken to include the assessor's findings, control schemes, operation of the system, monitoring and testing of the system.
- Completing notifications where required for certain systems such as cooling towers and condensers.

Work at Height

We recognise the requirements of the Work at Height Regulations 2005.

We are committed to complying with this legislation and will:

- Work from ground level whenever possible.
- make sure that work at height is properly planned, supervised and carried out by competent people.
- Carry out a risk assessment for each task where working at height is involved;
- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- Ensure that only staff who have been trained in working at height are permitted to carry out such tasks.
- Make sure that the correct type of equipment is used for each working at height task.
- Implement an emergency and rescue plan for work at height and make sure that all employees who work at height are trained to this plan.
- Carry out regular inspections and checks of all equipment used for working at height and keep records of these checks.
- Repair or remove from use any equipment found to be defective or unsuitable for use.
- ensure that employees do not work alone on working at height tasks.

Working Time

We recognise the requirements of the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- Ensure that the maximum weekly working time limit is not exceeded.
- Implement night work limits.
- Complete health assessments for night work.

Workplace Facilities

We recognise the requirements of the Workplace Health, Safety and Welfare Regulations 1992. We are committed to complying with this legislation and will ensure that every workplace under our control complies with the Workplace Health and Welfare Regulations in particular to:

- The maintenance of the workplace, equipment, devices and systems.
- Effective and suitable ventilation being provided.

- A reasonable temperature being provided in relation to the work carried out.
- Suitable and sufficient lighting and emergency lighting being provided.
- A clean workplace, furniture, furnishings and fittings to be kept and maintained with arrangements made for disposal of waste materials to avoid accumulation.
- Provision of sufficient room dimensions and space in order to work safely.
- Provision of suitable workstations and seating.
- Provision of floors and traffic routes that are fit for purpose, well maintained and safe for use to include areas where there is a risk of a person falling shall be securely covered or fenced.
- The windows, doors, gates and walls (transparent or translucent) being of safe material, protected against breakage of that material and be appropriately marked to make it apparent. Doors and gates will be suitably constructed to ensure their safe use and operation.
- Windows, skylights and ventilators to be in a safe position and be operationally safe including their cleaning.
- Traffic and pedestrian routes to be organised in such a way that they can circulate in a safe manner.
- Escalators and moving walkways functioning safely, fitted with safety devices, identifiable and accessible emergency stops.
- Suitable and sufficient sanitary conveniences shall be provided and readily accessible that are ventilated, lit, clean, and securable.
- Suitable and sufficient washing facilities being provided that are clean and accessible with clean, hot and cold water, suitable cleaning materials, means of drying, ventilated and lit.
- Separate male and female facilities except where facilities are only used by one person at a time and can be secured from the inside.
- An adequate supply of wholesome drinking water being supplied, accessible and clearly marked as drinking water.
- Suitable and sufficient accommodation for clothing where special clothing is worn or for clothing which is not worn during working hours as well as facilities for changing such clothing.
- Provision of suitable and sufficient rest and eating facilities.

Workplace Transport

We recognise the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992.

We are committed to complying with this legislation and will:

- Carry out a risk assessment to assess risks to pedestrians and vehicles and to ensure that control measures that are in place are adequate.
- Plan traffic routes to provide the safest route between places where vehicles travel, ensuring that pedestrian safety has been designed into the layout of the traffic route, and record this formally as a Traffic Management Plan.
- Regularly review both the risk assessment and Traffic Management Plan to ensure that these remain current, or in the event of change, or following an incident or near miss.
- Ensure that vehicles provided for workplace use are suitable for the tasks they will be used for; suitable for the environment in which they will be used; used only for suitable operations under suitable conditions; provided with horns, lights, reflectors, alarms and where appropriate, reversing aids; provided with seat belts; checked daily for basic safety; maintained in accordance with manufacturers' instructions and kept in good working order.
- Ensure that the employees operating the transport are trained and competent, with training refreshed regularly; informed about site rules, including parking, speed limits, loading, unloading, securing loads and trained to carry out basic safety checks on the vehicle; authorised to drive by having the correct class or type of licence for the vehicle concerned; actively supervised and monitored.
- Ensure that a Safe System of Work for all tasks involved with Workplace Transport is in place and that all employees are trained and sign to show their understanding.
- Provide protection for pedestrians by way of marked or barriered safe routes or safe areas and restriction from areas of high levels of vehicle movement.

- Implement speed limits on site.
- Install suitable signage to depict speed limits, traffic route directions, pedestrian routes or safe spaces.
- Ensure that pedestrians or workers on site wear hi-visibility vests or jackets.

Young Persons

We recognise the requirements of the Health and Safety at Work Act etc 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- Carry out or review relevant risk assessments for all staff and workers under the age of 18 at the commencement of their employment, taking into account the tasks and work they will be undertaking.
- Provide a copy of the risk assessment to the young person's parent or carer.
- provide clear and sufficient training and supervision to ensure that the young person does not put themselves or others at risk.
- Make sure that young persons are treated in the same way as all other employees with access to the same facilities, training and conditions.
- Make sure that young persons know to report any health and safety concerns.

Construction Specific Arrangements

The hazards below are most commonly found on construction sites and therefore will be managed through documents such as risk assessments, method statements, construction phase plans, suitable control measures and as identified in specific documents relating to that hazard:

Construction Design Management as Principal Contractor

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- 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, 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 co-ordination of the pre-construction phase.

Construction Design Management as Principal Designer

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing Health and Safety File) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the "client" in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and co-operates, co-ordinating their work wherever required.
- Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Construction Design Management as Designer

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Make sure the commercial "client" is aware of the "client" duties under CDM 2015 before starting any design work.
- When preparing or modifying designs:
  - Take account of any pre-construction information provided by the "client" (and principal designer, if one is involved).
  - Eliminate foreseeable health and safety risks to anyone affected by the project (if possible);
  - Take steps to reduce or control any risks that cannot be eliminated.
- Provide design information to:
  - The principal designer (if involved), for inclusion in the pre-construction information and the Health and Safety File.
  - The commercial "client" and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared.
- Communicate, co-operate and co-ordinate with:
  - Any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond.
  - All contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

Construction Design Management as Contractor

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Make sure the "client" is aware of the "client" duties under CDM 2015 before any work starts.
- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor.
- Provide appropriate supervision, information and instructions to workers under their control.
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access.
- Ensure suitable welfare facilities are provided from the start for workers under their control and maintain them throughout the work.
- Ensure that, in addition to the above responsibilities, contractors working on projects involving more than one contractor must:
  - Co-ordinate their work with the work of others in the project team.
  - Comply with directions given by the principal designer or principal contractor.

  - Comply with parts of the construction phase plan relevant to their work.
- Ensure that, where a contractor is the only contractor working on a project, a construction phase plan is drawn up before setting up the site.
- Ensure that, when working as the only contractor for a domestic client, we take on the "client" duties, as well as our own as contractor.

Access and Boundaries

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Make sure that all persons working on site can get to their place of work safely.
- Ensure that access routes are free from obstructions and are clearly signposted.
- Ensure that any holes are clearly marked and protected with covers to prevent falls.
- Ensure that any temporary structures are stable, adequately designed, braced and that they are not overloaded.
- Ensure that permanent structures remain stable during any refurbishment or demolition works.
- Make sure the site is tidy, and materials are stored safely.
- Make sure that lighting is adequate, particularly inside buildings, or where work is being carried out after dark.

Tower / Mobile Cranes

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. We are committed to complying with this legislation and will:

- Risk assess requirements and needs with regards to cranes.
- Create a lifting plan.
- Make sure that the crane is suitable for the job.
- Ensure that the lift has been properly planned by an appointed person.
- Make sure that the crane is on a firm, level base and that the riggers are properly set.
- Appoint a Crane Lift Supervisor who will be responsible for controlling the lifting operation on site.
- Ensure that the crane driver and signaller are trained and competent.
- Make sure that the load is secure.
- Make sure that the signaller/slinger has been trained to give signals and attach loads correctly.
- Make arrangements to make sure that the crane driver can see the load or that there is a signaller Provided to help.
- Make sure that all persons are stopped from walking or working beneath a raised load.
- Ensure that the crane has a current report of thorough examination and a record of inspection.
- Ensure a competent slinger/signaller is appointed with a suitable means of communication to enable blind lifts to be carried out safely.

Demolition, Dismantling and Structural Alteration

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure that all demolition, dismantling and structural alteration is carefully planned and carried out in way that prevents danger by persons with the relevant skills.
- Ensure information is received from commercial clients pertaining to the building's structure, including stability and structural form and any significant design assumptions, suggested work methods and sequences.
- Ensure a competent person is instructed to do a thorough structural survey and assessment before any load-bearing parts of a structure are altered.

- Ensure a competent person decides the method and design of temporary supports.
- Ensure demolition or dismantling arrangements are written down before the work begins and that a sequence is identified to prevent accidental collapse of the structure.
- Consult with the structural engineer or temporary works engineer before any structural alterations are made.

Emergency Procedures on Site

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Produce written procedures for evacuating the site in case of emergency including fire or rescue from a confined space.
- Provide training to all employees working on site and visitors to site, in the emergency evacuation procedures.
- Ensure that there is a means for raising the alarm, and that this is in full working order at all times.
- Make sure that there is a way to contact the emergency services from site at all times.
- Make sure that there are adequate escape routes and that these are kept clear at all times.
- Ensure that there is adequate provision for first aid.

Excavations

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Risk assess proposed excavations and devise a safe system of work.
- Where necessary identify the need for a temporary works design.
- Make sure that there is adequate support for the excavation, or that it has been battered back to a safe angle.
- Ensure that a safe method of putting in the support is employed, without people working in an unsupported trench.
- Provide safe means of access and egress for the excavation for example by a sufficiently long, secured ladder.
- Provide barriers of suitable construction or other suitable protection to stop people falling in the excavation.
- Provide properly secured stop blocks to prevent tipping vehicles from falling in.
- Consider whether the excavation might affect the stability of neighbouring structures or services.
- Make sure that materials, spoil and plant are stored away from the edge of the excavation to reduce the chance of a collapse.
- Appoint a competent person to regularly inspect the excavation and keep records of these inspections.

Fire on Site

We recognise the requirements of the Fire Regulatory Reform Fire Safety (Order) 2005. We are committed to complying with this legislation and will:

- Ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation as well as HSG168 Fire Prevention on Construction Sites and the Joint Code of Practice Fire Prevention on Construction Sites.
- Carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities.
- Ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.
- Provide training to staff about the fire escape routes and exits available in case of emergency and carry out regular fire drills.
- Provide training and information to employees on how to reduce the risks of fire on site and how these can be managed.
- Ensure suitable means of raising an alarm are in place on site throughout construction.
- Install the correct fire-fighting equipment on site and ensure adequately maintained.
- Carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed.

Good Order, Storage Areas and Waste Materials

We recognise the requirements of The Environment Protection Act 1990 (including Duty of Care regulations), The Controlled Waste (England and Wales) Regulations 2012; The European Waste Framework Directive 2008 and The Carriage of Dangerous Goods Regulations 2009. We are committed to complying with this legislation and will:

- Ensure that a good standard of housekeeping is maintained across the site.
- Ensure that effective arrangements for material storage are in place including the segregation of waste streams, for example flammable liquids and gases.
- Ensure waste is cleared away regularly in line with environmental legislation for disposal.

Hoists

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure that any hoist selected has been designed by a competent person including temporary works designs.
- Ensure that equipment is installed by a competent contractor.
- Ensure that any person operating the hoist has been adequately trained.
- Make sure that all hoists are inspected by a competent person and that records of these inspections are kept.
- Ensure that the hoists are subjected to a thorough examination and the reports kept.

Lighting

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure arrangements are made to identify appropriate lighting for the site.
- Ensure that adequate arrangements are in place for the provision and maintenance of lighting; and
- Monitor and review lighting conditions.

Monitoring and Reviewing on Site

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure adequate arrangements are in place for the supervision of workers.
- Maintain all controls in good working order, for example scheduling maintenance and inspection.
- Monitor controls to ensure they are effective, for example by making sure work methods are being used and are effective.
- Take action to rectify identified problems or concerns.

Occupational Health Risks

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Risk assess work activities and ensure that the following is adequately considered:
  - Respiratory diseases (including asthma, chronic obstructive pulmonary disease (COPD) and silicosis).
  - Occupational cancer (from all routes of exposure).
- Implement identified control measures, for example controlling construction dust with on-tool extraction.
- Consult with employees and provide suitable and sufficient training on occupational health risks and controls to be in place.
- Ensure adequate arrangements are in place for the supervision of workers.

Prevention of Drowning

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Erect barriers to stop people from falling into water or other liquid where this is a risk of drowning.
- Ensure sufficient signage is installed around any bodies of water warning of the risk of drowning.
- Ensure a means to raise an alarm is in place for anyone who has fallen into water.
- Provide personal flotation devices, for example lifejackets.
- Ensure an assessment is undertaken to identify appropriate emergency and first-aid arrangements, for example, provision of grab and throw lines or defibrillator.

Powered Access Equipment

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015), Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and Work at Height Regulations 2005. We are committed to complying with this legislation and will:

- Ensure that a competent person installs any powered access equipment.
- Provide suitable and sufficient training for operators to ensure that they are competent.
- Make sure that the Safe Working Load for the equipment is clearly marked.
- Appoint a competent person to carry out inspections of the equipment.
- Ensure that the equipment has adequate, secure guard rails and toe boards or other barriers to prevent people and materials falling off the equipment.
- Take precautions to prevent people being struck by the moving platform, any projections from the building, or falling materials.

Roof Work

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015) and Work at Height Regulations 2005 We are committed to complying with this legislation and will:

- Risk assess roof work and follow the hierarchy of controls for working at height.
- Make sure that edge protection is in place to stop materials or people falling.
- Provide nets on industrial roofing works, to stop people falling from the leading edge of the roof and from partially fixed sheets.
- Make sure that a competent person safely rigs any nets used.
- Make sure that any fragile surfaces are identified, such as fibre cement sheets and roof lights.
- Make sure that any fragile surfaces are provided with barriers, covers or working platforms to stop people falling through them.
- make sure that either people are kept away from the area below the roof work or, if this is not possible, to install additional precautions to stop debris falling onto them.

Scaffolds

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015) and Work at Height Regulations 2005. We are committed to complying with this legislation and will:

- Ensure that all basic scaffold is installed in line with TG20:13.
- Ensure scaffolders erect scaffolds in accordance with SG4:15.
- Ensure more complex scaffolding is designed by a competent contractor.
- Make sure that only competent people erect, alter and dismantle scaffolds.
- Ensure that a competent person inspects the scaffolding at least once a week if the scaffold is more than two metres high, and after every alteration or if it has been damaged following extreme weather.

- Keep records of the inspections and handover certificates.

Site Management and Supervision

We recognise the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure the level of site supervision is adequate.
- Provide adequate resources, instruction and training to help site managers and supervision discharge their health and safety responsibilities.

Site rules

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure site rules are established and communicated to all relevant persons through formal site inductions (including "client" rules, where applicable).
- Display copies of site rules in key locations such as in the welfare areas.

Site Traffic and Mobile Plant

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Risk assess and plan for the management of site traffic and plant in relation to pedestrian movement.
- Keep vehicles and pedestrians apart as far as possible.
- Make sure that there is adequate clearance around moving plant and vehicles.
- avoid reversing vehicle.
- Make sure that vehicles and plant are properly maintained, and that parts such as steering lights, handbrakes and footbrakes are working properly.
- Ensure drivers are trained and check that they are competent to operate vehicles and plant.
- Make sure that loads are properly secured.
- Make sure that passengers are only carried in vehicles and on plant that are designed to carry them.
- Make sure that plant and vehicles are not used on dangerous slopes.

Site Welfare Facilities

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure that toilets are available and that they are maintained in a clean condition and are properly lit.
- Ensure that there are washbasins which are large enough to wash up to the elbow, hot and cold (or warm) running water, soap and towels.
- Provide somewhere to change, dry and store clothing.
- Ensure there is a rest area where workers can sit, make hot drinks and prepare food.
- Provide drinking water and cups.
- Make sure that everyone who needs to use the welfare facilities can easily and safely access them.

Slips and Trips

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure the risk of slips and trips is considered in work activity specific risk assessments to reduce the risk to as low as reasonably practicable.

Temporary Works

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure temporary works are in accordance with BS5975 Code of Practice for Temporary Works procedures and the permissible stress design of falsework.
- Designate a responsible person for temporary works, this person being the overall charge of this subject matter.
- Formally appoint in writing a designated individual who will carry out the duties of the Temporary Works Co-ordinator (TWC) who will be responsible for the implementation of the company temporary works procedure.
- All sites will have a temporary works site register to record all Temporary Works requirements.
- Ensure specific Temporary Works designs will have a suitable design brief which provides relevant information on which the designer is to base their design.
- Ensure Temporary Works designs must be prepared and checked by competent designers.
- Ensure for all Temporary Works designs the independence between the designer and design checker, as defined by the design check category, will be appropriate for the complexity of the Temporary Works design.
- Ensure that Temporary Works are only implemented in accordance with a design that has been checked and issued for construction.
- Ensure that Temporary Works will be inspected by the Temporary Works Co-ordinator or Temporary Works Supervisor during construction and prior to use to ensure it is in accordance with the latest version of the design with a permit to use being issued where necessary.
- Ensure whilst in use all Temporary Works will be inspected at regular intervals by the Temporary Works Coordinator or Temporary Works Supervisor to ensure they remain in accordance with the latest version of the design. Legal requirements for inspections of Temporary Works including excavations and scaffolding will be complied with.
- Ensure that any changes to Temporary Works designs proposed on site or any changes in the information on which a Temporary Works design has been based which become apparent on site are referred back to the Temporary Works designer so that the design can be revised and updated as necessary. (Temporary Works Coordinator)
- Ensure that all Temporary Works will be inspected by the Temporary Works Coordinator or Temporary Works Supervisor prior to dismantling to ensure that the appropriate tests and checks have been carried out to demonstrate that the Temporary Works are no longer required with a permit to dismantle being issued where necessary.

Tools and Machinery

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure that the right tools and machinery for each task are provided and are being used for each job.
- Ensure that guarding is in place to protect employees from dangerous parts, for example gears, chain drives, projecting engine shafts.
- Ensure that all tools and machinery are maintained in good repair and that all guarding is secured, and all safety devices are working correctly. Records to be kept of service or repair.
- Provide training to all employees who use tools and machinery to ensure that they are competent in the use of the tools and machinery they need to use.

Work Affecting the Public

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- Ensure that the work is fenced off from the public.

- Make sure that roadworks are barriered off and lit, and a safe alternative route is provided;
- Ensure that the public are protected from falling material.
- Provide a safe route through roadworks or pavement scaffolding for people with prams, wheelchair users and visually impaired people.
- When work has stopped for the day:
  - Make sure that the boundary is secure and undamaged.
  - Make sure all ladders are removed or their rungs boarded so that they cannot be used.
  - Make sure excavations and openings are securely covered or fenced off.
  - Make sure all plant is immobilised to prevent unauthorised use.
  - Make sure bricks and materials are safely stacked.
  - make sure that flammable or dangerous substances are locked away in secure storage places.