



# **HEALTH & SAFETY POLICY OF ADVANTIV LIMITED**

## **PART 1 - General Statement of Policy**

- 1.1 Advantiv Limited acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2 Advantiv Limited recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to it's operation
- 1.3 Advantiv Limited will do all that is reasonably practicable to provide and maintain:
  - Safe places of work
  - Safe methods and systems of work
  - Safe plant and equipment
  - Personal protective equipment relevant to working tasks
  - A safe and healthy working environment
- 1.4 Advantiv Limited will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.
- 1.5 Advantiv Limited will provide adequate time, money and other resources to ensure our legal obligations for Health and Safety are met.
- 1.6 Advantiv Limited will seek the full co-operation and support of employees in maintaining standards of health and safety.

**Signed:**



**Date of Review:** 21.01.25

**Name:** Alistair Crouch

**Position:** Director

**Comment:** Updated to reflect R.I.D.D.O.R regulation 2013 and Construction (Design and Management) Regulations 2015. Reference pages 7,9 and 11.

## **PART 2 – Organisation and Responsibilities**

### **2.1 Head of Company**

Alastair Crouch has overall responsibility for health and safety in Advantiv Limited, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

### **2.2 Health and Safety Co-ordinator / Representative**

Named person responsible for H&S: Alastair Crouch

Experience /qualifications of above person:

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

### **2.3. Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

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

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails and memo's posted on the staff notice board.

### **3.2 Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **3.3 Risk Assessments**

Alastair Crouch will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from Alastair Crouch if required. Alastair Crouch ensures operators are provided with appropriate instruction and training on risk assessments.

### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### **3.5 Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### **3.6 Welfare Facilities**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### **3.7 Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Alastair Crouch In order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

### **3.8 Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Alastair Crouch

### **3.9 Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by Alastair Crouch, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

COSHH assessments will be carried out by Alastair Crouch and copies will be provided to employees before work is carried out. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions.

Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location. An inventory of all substances and materials hazardous to health is held at head office.

Instruction will be provided to new and existing employees on the safe handling of substances that are potentially hazardous to health and taught how to adequately risk assess their usage under COSHH Regulations 2002 (as amended in 2003/2004).

### 3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work. First Aid boxes will be checked weekly and replenished as is necessary by Alastair Crouch.

Head Office – the first aid box is located at reception. The names of the first aiders are displayed in the reception area and in the kitchen.

**Qualified First Aider / Appointed Person:** Graham Boxall

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to Alastair Crouch as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;

- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

### 3.11 Asbestos

Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact Alastair Crouch for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

**Remember, if you are uncertain as to the content of the material, stop work and seek advice.**

### 3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

### 3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is: Alastair Crouch. The person with responsibility to ensure that the evacuation arrangements are in place and tested is: Alastair Crouch.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

### **3.15 Construction (Design and Management) Regulations 2007**

Advantiv Limited recognises that anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. Advantiv Limited understands that all contractors have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordinations of the work, underpinned by good communication and co-operation between all those involved.

#### **For all projects Advantiv Limited will:**

- (a) Check clients are aware of their duties;
- (b) Satisfy ourselves that we and anyone we employ or engage are competent and adequately resourced
- (c) Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site;
- (d) Ensure that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- (e) Provide workers under our control (whether employed or self employed) with any necessary information, including about relevant aspects of other contractor's work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- (f) Ensure that any design work we do complies with regulation 11;
- (g) Comply with any requirements listed in Schedule 2 and Part 4 of these Regulations that apply to our work
- (h) Co-Operate with others and co-ordinate our work with others working on the project
- (i) Ensure that our workforce is properly consulted on matters affecting their health and safety; and
- (j) Obtain specialist advice (for example from a structural engineer or structural hygienist) where necessary when planning high risk work – for example that could result in structural collapse or work in contaminated land.

## **Planning and managing construction work**

Advantiv Limited will always plan, manage, supervise and monitor our own work and that of our workers to ensure that it is carried out safely and that health risks are also addressed. The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where Advantiv Limited identifies unsafe practices, we will take appropriate action to ensure health and safety.

In Advantiv Limited is overseeing the work for a domestic client then we will ensure that the work of the various contractors is properly co-ordinated and that there is good co-operation and communication.

## **Site induction, information and training**

Advantiv Limited will not start work on a construction site until we have been provided with basic information. This should include information from the client about any particular risks associated with the project ( including information about existing structures where these are to be demolished or structurally altered), and from designers about any significant risks associated with the design.

Advantiv Limited will ensure, so far as is reasonably practical, that every workers has:

- (a) A suitable induction; and
- (b) Any further information and training needed for the particular work

## ***Induction***

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements which have been put in place for their control. On non-notifiable sites, induction be provided by Advantiv Limited, or by arrangement with the main contractor on site.

Induction is not intended to provide general health and safety training, but it should include a site specific explanation of the following:

- a) Senior management commitment to health and safety;
- b) The outline of the project;
- c) The individual's immediate line manager and any other key personnel
- d) Any site-specific health and safety risks, for example in relation to access, transport, site contamination, hazardous substances and manual handling;
- e) Control measures on site including:
  - (i) Any site rules,
  - (ii) Any permit to work systems
  - (iii) Traffic routes,
  - (iv) Security arrangements,

- (v) Hearing protection zones,
  - (vi) Arrangements for personal protective equipment, including what is needed, where to find it and how to use it,
  - (vii) Arrangements for housekeeping and materials storage,
  - (viii) Facilities available, including welfare facilities,
  - (ix) Emergency procedures, including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
- f) Arrangements for first aid;
  - g) Arrangements for reporting accidents and other incidents;
  - h) Details of any planned training, such as 'toolbox' talks;
  - i) arrangements for consulting and involving workers in health and safety, including the identity and role of any:
    - (i) appointed trade union safety representatives,
    - (ii) representatives of employee safety,
    - (iii) safety committees;
  - j) Information about the individual's responsibilities for health and safety.

### ***Reporting incidents***

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require the 'responsible person' to notify any death, reportable injury, disease, or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer, or, for the self employed, the contractor (Advantiv Limited) or principal contractor.

### **Additional duties for notifiable projects**

In the case of notifiable projects, Advantiv Limited will also:

- (a) Check that a CDM Co-ordinator has been appointed and HSE notified before they start work (having a copy of the notification of the project to the HSE is normally sufficient);
- (b) Co-operate with the principal contractor, CDM Co-ordinator and other working on the project or adjacent sites;
- (c) Tell the principal contractor about risks to other created by our work;
- (d) Provide details to the principal contractor of any contractor whom Advantiv Limited engages in connection with carrying out the work;

- (e) Comply with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan;
- (f) Inform the principal contractor of any problems with the plan or risks identified during our work that have significant implications for the management of the project;
- (g) Tell the principal contractor about accidents and dangerous occurrences;
- (h) Provide information for the health and safety file

Advantiv Limited will co-operate with the principal contractor, and assist them in the development of the construction phase plan and its implementation. Where Advantiv Limited identifies shortcomings in the plan, Advantiv Limited will inform the principal contractor.

On notifiable sites Advantiv Limited will promptly inform the principal contractor about risks to other site workers or members of the public resulting from our work. This includes anything, for example from risk assessments and written systems of work, which might justify a review or update of the construction phase plan. Advantiv Limited will also provide details to the principal contractor of any other contractors who we engage to assist in the carrying out of the work. Principal contractors must be in a position to know who is working on the site. Advantiv Limited recognises that principal contractors also have duties relating to the provision of information to contractors, and they will not be in a position to discharge these duties if they are not told that such contractors have been engaged.

Advantiv Limited will also provide information about RIDDOR incidents to principal contractors so that they can monitor compliance with health and safety law, and if necessary review the arrangements for the management of health and safety.

On notifiable projects, site induction should be provided by the principal contractor, but Advantiv Limited will co-operate with the principal contractor to ensure that an adequate site induction is provided.

Advantiv Limited recognises that should Advantiv Limited be involved in design work, including for temporary works, we also have duties as designers.

#### 4. HIV/AIDS POLICY

4.1 In accordance with current recommendations, the Company is committed to ensuring there will be no discrimination against applicants or employees on the grounds that they have AIDS or are HIV positive.

4.2 Consideration will be given to making reasonable adjustments to allow continuation at work if required.

4.3 If it becomes known that an employee has AIDS the Company will ensure that adequate support is provided and will make reasonable arrangements to enable continuation of work.

4.4 Any employee whose performance suffers or are absent because of AIDS will be treated in the same way as individuals with any other serious illness.

4.5 Employees will not be dismissed because they have AIDS or re-deployed to alternative employment unless they request it or medical advice states that this is in the employees best interests.

4.6 Employees who are HIV positive or have AIDS are not required to inform the Company, however, if it became known, confidentiality will be maintained. Breaches of this confidentiality will constitute a disciplinary offence.

4.7 Any acts of discrimination on the grounds of AIDS or HIV status must be reported to the Managing Director.