

HS01 - Safety, Health, Environment & Quality Policy

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Company Safety, Health, Environmental and Quality Philosophy

In the Company's search for excellence in all of its operations, it is recognised by the Directors that they must aim:

to achieve and maintain the best and the safest working environment for all affected by the Company's operations, and

to reduce the environmental impact of its operations to a minimum.

to deliver on time and within budget, meet the customers needs and statutory and regulatory requirements.

This will be done through;

constant training and dissemination of information in matters of safety, health, environmental and quality responsibilities,

the planning, management & monitoring of safe, environmentally responsible working practices which also safeguard the health of those affected, and achieve quality required standards.

the engineering in of safe methods of work and environmentally friendly materials whilst meeting specification.

It is the Directors' aim that this Safety, Health, Environmental & Quality Policy;

provides a Statement of Intent of the Company's safety health environmental & quality culture

supports the development of the Company's human resource

minimises the financial losses which arise from avoidable unplanned events

provides a systematic approach to, and to set out the responsibilities involved in, the identification, assessment and control of risk

defines the safety organisation and the Directors' responsibilities for safety, health, environment & quality

establishes the arrangements to be made for safety and health within the Company

identifies the Impact made on the Company's business by the stated approach to safety, health, environment & quality.

targets ongoing improvement in all areas, measuring performance.

HS02 - Statement of Intent on Safety and Health

The Directors of the Company, through the implementation of the safety, health, environmental & quality Policy, will encourage the Company's employees and subcontractors to constantly aim for the best safety and health management practices that can be achieved and will provide a commitment to continual improvement in the health, safety performance of the company, ensuring that health and safety is never compromised for other objectives.

The Directors recognise that the needs of its employees, and of others for whom the Company provides employment, and the prosperity of the Company, are inextricably linked.

A major aim of the Directors is to ensure, through example and encouragement, that the Company and its employees and others working on behalf of the Company, behave ethically and responsibly, particularly in the fields of safety and health.

The Company, fully accepting its responsibilities for the health, safety and welfare of its employees, subcontractors and others affected by its operations will, so far as is reasonably practicable, act to provide and maintain:

- Arrangements to plan, organise and control those preventive and protective measures found to be necessary by design methodology and risk assessments.
- Arrangements to monitor, measure and review compliance with this policy, and statutory obligations & responsibilities,
- Reduce the burden of unnecessary duplication and paperwork.
- Safe plant and equipment, safe systems of work, and safe working places with safe access and egress for all operations undertaken
- Sufficient information, instruction, training, and supervision. All via clear, concise communication.
- Arrangements for the safe use, handling and storage of all materials.
- Adequate design, methodology and risk assessments that identify the risks to which employees, subcontractors and others affected by its operations are exposed.

The Company will advise, and co-operate with, those whose designs and operations impinge on the Company's own work.

The Company will ensure, so far as is reasonably practicable, that persons not directly in its employment shall not be exposed to risks to their safety and health when they are:

- on the Company's premises
- within areas of work for which the Company is responsible
- affected by materials or components for which the Company has accepted design responsibility.

The Company recognises that no policy can be effective without the full co-operation of its employees and subcontractors. They are reminded, through this policy, that they have a statutory duty to take reasonable care of their own safety and health, and that of others with whom they work or come into contact.

The Company will provide, so far as is reasonably practicable, competent technical advice on safety and health matters to its employees and subcontractors. This provision does not relieve any individual of his/her own, stated, responsibilities.

Employees and subcontractors are required to co-operate with the Company in the implementation of this policy.

The Company will only employ subcontractors, on any of its operations, whose safety and health management competency has been checked and approved.

The Company will only employ, on any of its operations, operatives, supervisors and managers whose competency meets those standards set by the Director responsible for Safety

The Company will issue a copy of this policy to all employees and subcontractors.

This policy will be reviewed annually or as and when changes are required and modified as necessary. Such modifications will be issued to all employees and appropriate subcontractors.

This statement of intent will form part of all safety method statements prepared and issued by the Company.

The Company, whilst not absolving itself from its statutory responsibilities, will use - where appropriate - the services of external health, safety, environmental & quality advisers to assist in the implementation of this policy.

Original Document signed by



TC Millichap

SHEQ Director

Met-clad Contracts Limited, January 2023

E02 - Statement of Intent on Environmental Policy

The Directors of the Company, through the implementation of the safety, health, environmental & quality policy, will encourage the Company's employees and subcontractors to constantly aim for the best environmental management practices that can be achieved and will provide a commitment to continual improvement in the Environmental performance of the company.

A major aim of the Directors is to ensure, through example and encouragement, that the Company and its employees and others working on behalf of the Company, behave ethically and responsibly, in matters affecting the Environment.

The Company, fully accepting its responsibilities for matters within its control that affect the Environment will, so far as is reasonably practicable, take action to provide and maintain:

- Measures, found to be necessary by assessment, to use materials and methods of work that minimise any detrimental effect on the environment.
- Arrangements to monitor, measure and review compliance with this policy, and statutory obligations & responsibilities,
- Promote the use of recyclable and renewable materials
- Overall reduce our carbon footprint by all practical means, packaging and waste reduction, energy usage reduction, selection of materials with active involvement with major suppliers.
- Control noise and dust emissions
- Plant and equipment that minimises any detrimental effect on the environment.
- Sufficient information, training, instruction and supervision on matters affecting the environment
- Adequate environmental impact assessments which identify the effect on the environment of all materials and methods of work that could have a detrimental effect on the environment.

The Company will advise, and co-operate with, those whose designs and operations impinge on the Company's own work.

The Company will ensure, so far as is reasonably practicable, that persons not directly in its employment shall not be exposed to environmental risks when they are:

- on the Company's premises
- within areas of work for which the Company is responsible
- affected by materials or components for which the Company has accepted design responsibility

The Company recognises that no policy can be effective without the full co-operation of its employees and subcontractors. They are reminded, through this Policy, that they have a duty to consider the environmental impact of their actions.

The Company will provide, so far as is reasonably practicable, competent technical advice on environmental matters to its employees and subcontractors. This provision does not relieve any individual of his/her own, stated, responsibilities.

Employees and subcontractors are required to co-operate with the Company in the implementation of this policy.

The Company will only employ subcontractors, on any of its operations, whose competency has been checked and approved.

The Company will issue a copy of this Policy to all employees and subcontractors.

This policy will be reviewed annually or as and when changes are required and modified as necessary. Such modifications will be issued to all employees and appropriate subcontractors.

The Company, whilst not absolving itself from its statutory responsibilities, will use - where appropriate - the services of external health, safety, environmental & quality advisers to assist in the implementation of this policy.

Original document signed by

A handwritten signature in black ink, appearing to read 'T. C. Millichap'.

TC Millichap

SHEQ Director

Met-clad Contracts Limited, January 2023

QM02 - Statement of Intent on Quality Policy

The Directors of the Company, through the implementation of the safety, health, environmental & quality policy, will encourage the Company's employees and subcontractors to constantly aim for the best quality management practices that can be achieved and will provide a commitment to continual improvement in the Quality performance of the company.

A major aim of the Directors is to ensure, through example and encouragement, that the Company and its employees and others working on behalf of the Company, provide defect free products and services to its customers on time and within budget.

The Company, fully accepting its responsibilities for matters within its control that affect quality will, so far as is reasonably practicable, take action to provide and maintain:

- Develop and improve the quality management system
- Continually improve the effectiveness and compliance levels of the IMS with better defined procedure and automation through digitalisation.
- Improve and enhance customer satisfaction
- Ensure customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
- Communicate throughout the organisation the importance of meeting customer needs and all relevant statutory and regulatory requirements
- Establish the Quality Policy and set Quality Objectives at relevant functions, levels and processes
- Ensure that the Management Reviews set and review the Quality, and report on the internal audit results as a means of monitoring and measuring the processes and the effectiveness of the Quality Management System
- Ensure the availability of resources to achieve these aims.

The structure of the Quality Management System is defined in the Quality Manual.

The Company recognises that no policy can be effective without the full co-operation of its employees and subcontractors. They are reminded, through this Policy, that they have a duty to consider impact on quality of their actions.

The Company will provide, so far as is reasonably practicable, competent technical advice on quality matters to its employees and subcontractors. This provision does not relieve any individual of his/her own, stated, responsibilities.

Employees and subcontractors are required to co-operate with the Company in the implementation of this policy.

The Company will only employ subcontractors, on any of its operations, whose competency has been checked and approved.

The Company will issue a copy of this Policy to all employees and subcontractors.

This policy will be reviewed annually or as and when changes are required and modified as necessary. Such modifications will be issued to all employees and appropriate subcontractors.

The Company, whilst not absolving itself from its statutory responsibilities, will use - where appropriate - the services of external health, safety, environmental & quality advisers to assist in the implementation of this policy.

Original document signed by

A handwritten signature in black ink, appearing to read 'T. C. Millichap'.

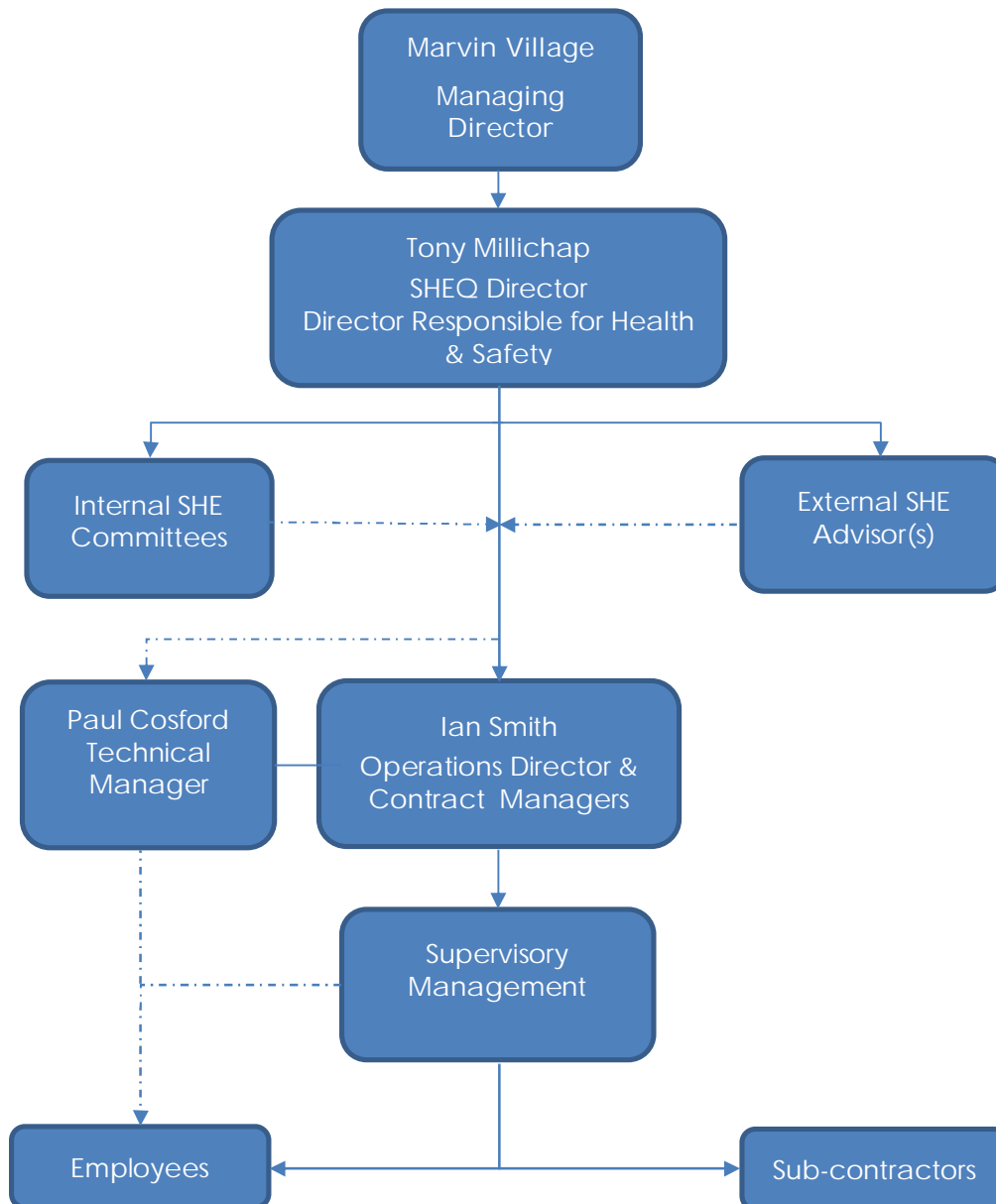
TC Millichap

SHEQ Director

Met-clad Contracts Limited, January 2023

Organisation and Management Responsibilities

The Management Structure of the Company, with regard to Safety, Health, Environment & Quality (SHEQ), is shown below.



The management structure for individual contracts undertaken by the Company is provided in the safety method statement prepared for each contract.

The SHEQ responsibilities for the Managing Director, Directors and SHEQ Advisors are included in this SHEQ Policy.

The SHEQ responsibilities for all other employees, and for the SHEQ Committee are included in the Company SHEQ manuals.

Staff Responsibilities

In defining the responsibilities of the Directors of the Company, cognisance has been given to the Health and Safety Commission document: *Directors' Responsibility for Health and Safety*.

The Directors accept and adopt the concept that:

In the context of effective corporate governance, managing corporate risk is a key issue for all directors and senior managers.

Effective management of health and safety risks will help:

maximise the well-being and productivity of all people working for an organisation.

stop people getting injured, ill or killed through work activities.

improve the organisation's reputation in the eyes of customers, competitors, suppliers, other stakeholders and the wider community.

avoid damaging effects on turnover and profitability.

encourage better relationships with contractors and more effective contracted activities; and

minimise the likelihood of prosecution and consequent penalties.

In following the recommendations of the HSC document, a Director responsible for Health and Safety is nominated annually by the Chairman.

The following Directors' responsibilities are defined, to ensure that the Safety, Health and Environmental Policy (SHE Policy) of the Company is implemented:

Managing Director

shall ensure, through encouragement, example and the provision of sufficient resources, that the Directors of the Company are able to implement the Company's SHEQ philosophy and SHEQ policy within their areas of responsibilities.

- shall, each year – on the review of this Policy – nominate one of the Directors to be the Director responsible for Safety.
- shall each year – on the review of this Policy – approve the appointment of the Company's SHEQ advisors.

shall ensure, through encouragement and example, and the provision of any necessary facilities, that the Directors of the Company are able to implement the Company's SHEQ philosophy and SHEQ policy within their areas of responsibilities; and that they are able to ensure that the requirements of these are communicated to and understood by all employees and subcontractors.

He shall ensure, in particular, that:

- an organisation for safety, health, environmental and quality management is established, maintained and understood by the Directors of the Company.
- the Company's SHEQ policy is established and maintained by the SHEQ advisors, and is reviewed by the Directors of the Company at least annually
- he monitors and reviews the effectiveness of the SHEQ policy.
- suitable, sufficient and appropriate training in health, safety, welfare, environmental & quality issues is made available to all employees, on recruitment and at appropriate times thereafter.
- he, at all times, sets a good personal example in matters of safety and health, and in matters affecting the environment & quality.

He shall also ensure that a SHEQ management system and procedures are established, issued and maintained.

Operations Director

shall ensure, in addition to the above, that:

- a safety method statement and risk assessments are prepared and issued for each project on which the Company is employed.
- safe systems of work, and suitable procedures for carrying them out, are included in all safety method statements and risk assessments.
- any plant and equipment needing to be designed for a specific task is designed by a competent person able to accept legal responsibility for such design; that a design assessment is carried out by that person, and that all instructions for use are prepared by that person.
- responsible for ensuring that the company complies fully with its duties under the Construction (Design and Management) Regulations
- he arranges safety inspection visits to each site at least once each month and arranges for a written safety report to be issued.
- a site safety induction talk is given to all employees and subcontractors on each site on which the Company is employed, at the commencement of work
- site safety toolbox talks are given at a reasonable frequency on each site on which the Company is employed.

Technical Manager

shall ensure, in addition to the above, that:

- a design assessment is carried out for each project on which the Company is employed as a designer, or for which the Company tenders and prepares a design.

SHEQ Director

Shall ensure, in addition to his other responsibilities as a Director, that:

- all accidents, and dangerous incidents, are investigated and reported, and that their causes are established with a view to eliminate recurrence.
- a report is prepared and issued to the board of Directors on every fatal, or potentially fatal, accident or dangerous occurrence.
- the 'arrangements' outlined later in this document, are in place.
- using advice from the Company's SHEQ Advisors, he ensures that senior managers are aware of the implications of all current and new SHEQ legislation.

Department Managers

Shall ensure, in addition to their other responsibilities that:

- Implement and comply with Company safety policy and ensure that responsibility allocated to each level of employee is discharged.
- Be aware of the Health and Safety at Work Act, and other regulations relevant to the company's activities.
- Take note of accident investigation procedure and act to prevent similar occurrence.
- Take disciplinary action against any employees failing in their responsibilities to Health and Safety, after ensuring that no employee is penalised for refusing to work on the grounds of Health and Safety.
- Ensure all new employees receive company induction and it is recorded on the record of training.
- Ensure that safe working practices are always observed.

Contracts Managers/Site Managers

Shall ensure, in addition to their other responsibilities, that:-

- they implement and comply with Company safety policy and legal requirements within their area of operation.
- prepare and submit method statements for contracts under their control. In addition they will be responsible for ensuring that the company complies fully with its duties under Construction (Design and Management) Regulations 2015
- carry out comprehensive risk assessments using the company format for risk assessment.
- ensure that working methods and conditions are in accordance with Company safety policy and statutory requirements.
- instruct site operatives in their responsibilities and ensure they are understood and encourage suggestions for improvement of Health and Safety for discussion and contracts management meetings.
- ensure all registers and records are maintained and reports are submitted as necessary.
- ensure all plant and equipment is properly checked and maintained.
- ensure operatives receive adequate Health and Safety training to fulfil their responsibilities including the duty to stop work if they consider their or others health and safety may be at risk.
- ensure all new employees receive company induction.
- ensure all site operatives attend site specific inductions to inform them of emergency procedures by the Main Contractor.
- ensure that adequate PPE is issued and signed for and used.
- investigate all accidents and injuries and provide a report to the Director Responsible for Health and Safety.

Operatives

Shall ensure, in addition to their other responsibilities, that :-

- they comply with Contracts/Site Managers instructions, Company safety policy and current legal requirements.
- use correct tools and equipment and where necessary wear the correct PPE.
- take care of tools, equipment and PPE and report any defects to site management.
- do not take unnecessary risk and avoid unsafe actions.
- develop a personal concern for your health and safety and that of others.
- refrain from irresponsible behaviour on site.
- report all accidents and incidents to site management.
- do not misuse anything provided for your health, safety and welfare.
- co-operate with management on all matters relating to health and safety.

Operatives are expected to fulfil certain duties and responsibilities under the Health and Safety at Work Act 1974 and all other regulations relevant to the company's activities.

Operatives are therefore obliged to:

- Take reasonable care for their own Health and Safety and that of others.
- Co-operate with the employer and competent persons.
- Not misuse safety devices and equipment.
- Make correct use of work equipment, machinery, substances and PPE.
- Report safety short comings and hazardous conditions to the employer.
- Stop work if they consider that their or others Health and Safety may be at risk if they continue and report the same to Site Management.

Staff

Shall ensure, in addition to their other responsibilities, that:-

- Comply with Company Safety Policy and other legal requirements.
- Be aware of the requirements of Health and Safety under the Health and Safety at Work Act 1974 and all other regulations relevant to the company's activities.
- Develop a personal concern for your Health and Safety and that of others.
- Stop work if you consider your Health and Safety or that of others may be at risk and report to your Manager.
- Do not take unnecessary risks and avoid unsafe behaviour.
- Refrain from irresponsible behaviour.
- Report all accidents and incidents.
- Do not misuse anything provided for Health, Safety and Welfare.
- Understand the fire regulations and the action to take in the event of a fire.
- Use PPE where necessary.

Employees are expected to fulfil certain duties and responsibilities under the Health and Safety at Work Act 1974 and all other regulations relevant to the company's activities.

Staff are therefore obliged to:

- Take reasonable care of their own Health and Safety and that of others.
- Co-operate with the employer and competent persons.
- Not misuse any safety devices and equipment.
- Make correct use of work equipment, machinery, substances and PPE.
- Report safety short comings and hazardous conditions to the employer.
- Stop work if they consider that their or others Health and Safety may be at risk if they continue and report the same to Management.

Assistance provided to the Directors

To assist the Directors in the implementation of the SHEQ Policy:

[Safety, Health, Environmental & Quality Manuals](#)

SHEQ procedures and manual are provided which define the responsibilities of:

- Contract Managers etc.
- Supervisory Management
- All Employees
- Subcontractors

SHEQ advisors (including Company Safety, Health, Environment and Quality Managers)

[SHEQ Advisors' Responsibilities](#)

The SHEQ advisors shall ensure that, through their experience and the proper use of the resources provided by the Company, they are able to influence and improve the Company's SHEQ philosophy and SHEQ policy within their areas of responsibility.

They shall ensure in particular that:

- they are familiar with all Statutory Regulations and Legislation relevant to the work for which they are responsible
- they establish, maintain, monitor and review, and update as necessary, within the limits of their remit from the Company, the Company's SHEQ management system.
- they similarly establish, maintain and update as necessary all Company SHEQ documents and publications.
- they advise and co-operate with any Director of the Company in achieving the Company's required level of safe working.
- they assist the Director responsible for Safety in the execution of his duties and responsibilities
- they carry out competently, and only within their area of competence, any task entrusted to them by the Company. They shall not undertake any task that is outside their area of competence.

Arrangements

The following arrangements shall always be in place to ensure that the Company's SHEQ Policy is carried out; and that the statements of intent and the SHEQ policy itself are brought to the attention of all employees and subcontractors.

The Director responsible for Safety shall be responsible for ensuring that these arrangements are in place.

Systems and Documentation

The Company SHEQ Policy, incorporating statements of intent, shall be issued to all employees.

A Safe Working Practice Manual(s) shall be prepared covering each area of the Company's operations determined by the Director responsible for Safety in conjunction with the Company's SHEQ Advisors, and shall be issued to all employees.

The Company's SHEQ policy, together with the relevant SHEQ manuals / procedures and code of safe working practice, shall be issued to all Subcontractors as a part of the order documentation for each specific Contract.

The Company's SHEQ Policy, or the Statements of Intent, shall be issued to any Third Party on request.

The Company's SHEQ Advisors shall provide an ongoing support, information dissemination and advisory service, and training, on all SHE matters relating to the Company's normal activities, within the limits of their remit from the Company.

General Duties

The following matters are brought specifically to the attention of all concerned with the implementation of the Company's SHEQ Policy.

Each employee has a Statutory Duty while at work:

- to take reasonable care of the safety and health of himself and of other persons who may be affected by his acts or omissions at work.
- as regards any duty or requirement imposed on his employer or any other person, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
- to undergo any health checks, eye and hearing tests required by the Company.

General Arrangements

The following arrangements shall be in place at all times to ensure that the requirements of the appropriate Regulations are met:

- The methods of providing health surveillance as required by Regulation 6 of the *Management of Health and Safety at Work (MHSW) Regulations - 1999* shall be included in the SHE Manuals and shall also be considered in the preparation of Risk Assessments.
- The competent help required to be available by Regulation 7 of the *MHSW Regulations - 1999* shall be provided by the Company's SHE advisors.
- The Procedures for danger required to be provided by Regulation 8 of the *MHSW Regulations - 1999*, relevant to each area of operation, shall be included in the SHE Manuals; or, in the case of construction sites, in the site safety induction.
- The information for employees required to be provided by Regulation 10, and the Information for temporary workers as required by Regulation 15, of the *MHSW Regulations - 1999* shall be included in the Company SHE policy, SHE manuals / procedures and safety instruction manuals.
- The methods of providing the co-operation and co-ordination between employers required by Regulation 11 of the *MHSW Regulations - 1999* shall be included in the SHE manual.
- The methods of ensuring that information is provided to visiting employees, as required by Regulation 12 of the *MHSW Regulations - 1999* shall be included in the SHE manual.
- The methods of assessing the capabilities of employees and Training to be provided, as required by Regulation 13 of the *MHSW Regulations - 1999*, shall be included in the Company SHE policy.
- Employee's duties, as established in Regulation 14 of the *MHSW Regulations - 1999* shall be set out in the relevant SHE manual.
- The duties imposed on the Company by the *Construction (Design and Management) Regulations - 2015* and the means of satisfying those duties, shall be set out in the SHE Management System and Procedures.
- The duties imposed on the Company by the *Workplace (Health, Safety & Welfare) Regulations - 1992* or workplaces involving construction work on *Construction Sites, these are amended by the Quarries Regulations 1999, the Health and Safety (Miscellaneous Amendments) Regulations 2009, the Work at Height Regulations 2005 and Work at Height (Amendment) Regulations 2007, and the Construction (Design and Management) Regulations 2015*, and the means of satisfying those duties shall be set out in the SHE Management System and Procedures, and in each Safety Method Statement issued.

Statutory Regulations

A List of current Regulations, applicable to the Company's main construction operations, is maintained in specific registers.

All current Regulations, applicable to all of the Company's operations are kept and maintained by the Director responsible for Safety.

It is the responsibility of the Director responsible for Safety, using advice from the Company's SHEQ Advisors, to ensure that Senior Managers are aware of the implications of all current and new SHEQ Legislation.

Planning for Safety and Health

The preparation of a SHEQ Safe Working Practice Manual ensures that a systematic approach is made to planning preventive and protective measures. Risks are identified and methods of work established which minimise them.

The establishment of, and compliance with, a SHEQ Management System including the necessary Procedures ensures that a systematic approach is made to all aspects of the management of SHEQ matters on each Construction Project in which the Company has an involvement.

The preparation of a Safe Working Practice Manual, ensures that the Company's safe methods of work on site are established and made known. This code of Practice will be referred to during the preparation of each Safety Method Statement.

The preparation of Design Assessments ensures that, on projects for which the Company is responsible for any design element, all risks which the designed component impose on those affected by its erection, use or dismantling are identified. Methods of work to minimise such risks shall be established

The preparation of Safety Method Statements for each Construction Project on which the Company works, similarly ensures that a systematic approach is made, identifying all risks and setting out methods of work to minimise them. Reference is made to the Safe Working Practice Manual and to Specific Risk Assessments during preparation. The provision of Safe Methods of Working, Safe Places of Work and of Safe Access and Egress is given priority.

Organisation

The management structure and organisation to ensure a satisfactory implementation of the Company's SHEQ policy is identified in this Document.

Control, Monitoring and Review

Systems to ensure the satisfactory control, monitoring and review of SHE matters are identified in this SHEQ Policy.

The Company may retain external SHEQ advisors to assist the Director responsible for safety in carrying out these duties.

Other systems and procedures to ensure the satisfactory control, monitoring and review of safety, health and environmental matters are identified in the SHEQ manuals and procedures.

This policy will be reviewed at least annually and after every incident or change in legislation which causes rise to review.

Accident Reporting and Recording Procedures

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) apply and is a requirement under the law and failure to comply with that law is an offence.

All employees should be made aware that these regulations require the reporting of such accidents, incidents and dangerous occurrences irrespective of injury.

The following procedures must be adopted

A full page per incident accident book is kept at the company offices and all accidents are reported and recorded in this book.

Where injury occurs to an employee or sub-contractor, or if there is a dangerous occurrence such as structural collapse, fire, explosion, acts of violence to or by personnel or incident which may threaten life or health the details must be entered into the accident book.

The person responsible for health and safety will check the RIDDOR requirement and notify the Health and Safety Executive if the incident is notifiable or dangerous.

Reporting allows trends to be identified by the Company and the Health and Safety Executive

All accidents have to be reported to the Company's insurers in order that appropriate and timely action can be taken in accordance with the civil liability rules.

The company has a procedure in place for investigating accidents which is carried out by the Contracts Manager and the report details remedial steps required. Recommendations arising from the report should be reviewed by Senior Management and implemented as soon as possible.

All accidents and incidents are noted and statistics kept for record purposes.

Management of Asbestos

It is the intention of the company to ensure that neither its employees, sub-contractors nor unconnected personnel are exposed to asbestos in any form, and thus eliminate the possibility that such persons will contract any terminal and debilitating cancers and other diseases that are associated with the inhalation of the fibres given off by asbestos containing materials if they are inadvertently disturbed.

The company restricts its involvement with asbestos to ensuring it finds out if asbestos containing materials are present on site, its operatives and sub-contractors are familiar with the areas where asbestos containing materials may be found and what to do if they are.

If the building being works upon is existing as opposed to new build the Contracts Manager will approach the client and enquire if there is an asbestos register prior to producing risk assessments.

Assuming the ACM's are removed or can be avoided, there remains a small residual risk that hitherto undetected examples may still be present. The company as part of its commitment to training will progressively educate its frontline employees on techniques of how to recognise ACM's, where they might be found, and what to do if a suspect material is encountered.

If a suspect material is encountered, operatives must notify their supervisor immediately. Work in the area is to be stopped immediately and Directors alerted. The company will, in liaison with the client, arrange for samples to be removed and sent away for analysis by competent personnel. If ACM's are present then a way forward will be agreed with the client prior to any work recommencing.

Should operatives ever be engaged in low level ACM removal, they must undergo regular professional health surveillance and screening to ensure they remain unaffected by the material and can safely continue to carry out such works.

Risk Assessments

In accordance with Regulation 3 of the *Management of Health and Safety at Work Regulations - 1999*, assessments are carried out of the risks to the Safety and Health of Employees whilst at work, and of other persons who may be affected by work carried out by the Company.

Model Risk Assessments*, or Specific Risk Assessments, are carried out for use on each Project on which the Company works in order to identify Risks encountered on all sites and peculiar to that particular project or site. These Risk Assessments are issued to all employees, or others, identified to be at risk.

All Risk Assessments are referred to in Safety Method Statements.

Model and/or Special Risk Assessments shall be carried out, and issued to all employees, or others, identified to be at risk, in accordance with the appropriate Regulations, which cover those risks presented by:

Noise - Manual Handling - Substances Hazardous to Health.

Special Risk Assessments and Safe Working Procedures shall be prepared for any abnormal and particularly hazardous operation, which employees or others may be required to carry out, and are issued, to all employees, or others, identified to be at risk. Such activities will typically include:

Working with Lead - Working with Asbestos - Exposure to Weill's disease.

Impact on the Company's Business

The Directors recognise that the Company's SHEQ policy impacts on all areas of the Company's operations, performance and results. The table below sets out some of the areas in which this impact is anticipated to be beneficial.

<p>Company Strategy Business Philosophy Company Strategy Company image in the Industry and Community Management Training Promotion of positive SHEQ Culture</p>	<p>Marketing and Design Company image - positive influence at Tender Stage Promotion of positive SHEQ Culture Safety costed into all tenders Component design for safety (CDM Regs)</p>
<p>Finance Company image - influence on Insurance Safety costed into all Projects Loss control and Risk Reduction strategies Reduction in costs of accidents</p>	<p>Human Resources Company image - attracting quality candidates Selection, Training & Development Promotion of positive SHEQ Culture Communication at all levels Involvement at all levels</p>
<p>Information Company image - quality of Information Dissemination of information to all levels Development of Safe Methods & Practices Use of Information Technology Promotion of positive SHEQ Culture</p>	<p>Site Operations Reduction in number of accidents Company image in the field Safety costed in Development of Safe Methods & Practices Use of best available technology Training of operatives Promotion of positive SHEQ Culture Communication at all levels Involvement at all levels</p>

Record of Changes to this Document

Issue No.	Date of Issue	Summary of Changes
1	1 October 2001	Original
2	1 November 2003	Reviewed – no changes
3	1 January 2005	Reviewed – no changes
4	10 February 2005	Safety Organisation Chart amended
5	4 th January 2006	Safety Organisation Chart Amended
6	3 rd January 2007	Safety Organisation Chart Amended
7	7 th January 2008	Reviewed – no changes
8	8 th January 2009	Reviewed – Safety Organisation Chart Amended
9	17 th June 2009	Various regulations amended
10	4 th January 2010	Reviewed – no changes
11	20 th January 2011	Safety Organisation Chart amended, inclusion of HSQ Manager
12	31 st October 2011	Safety Organisation Chart amended, remove HSQ Manager & Estimating Director
13	3 rd January 2012	Reviewed – Title Change (Operations Director to become Contracts Director
14	27 th March 2012	Environmental policy statement of intent amended
15	18 th April 2012	Company Structure changed
16	28 th November 2012	Company Structure changed
17	18 th January 2013	Reviewed – No Changes
18	17 th January 2014	Commitment to continual improvement statement added to Health, Safety and Environmental policy.
19	30 th May 2014	Regulation references amended and approved code of practice for risk assessments paragraph removed as the referred to document has been removed.
20	18 th November 2014	Roles and responsibilities of Department Managers, Contracts Managers/Site Managers, Operatives and Staff added
21	12 th May 2015	Arrangements for Accident Reporting and Recording Procedure and Management of Asbestos added
22	12 th May 2015	CDM Regulations notes amended to 2015 version
23	20 th November 2015	Management structure chart updated Statement included that Health and Safety shall never be compromised for other objectives
24	9 th May 2016	CDM regulations note changed on page 11 to 2015 version
25	2 nd May 2017	Management structure chart changed to incorporate Contracts Director
26	December 17	Organogram updated, references to competency and procedures manual removed as now incorporated into safe working practice manual. SHEQ Director updated
27	December 18	Organogram updated, some document references updated, removed unnecessary emphasis.
28	January 2020	Annual review & incorporation of Quality to reflect fully integrated management system (9001,14001,45001)
29	January 2021	Operations Director named.
30	January 2022	Adjustments to Statements of Intent to better align objectives and targets.
31	January 2023	Reviewed and no changes