

Health & Safety Policy Statement



General Statement of Intent

SRE Ltd recognises the need for, and encourages a healthy work life balance and sees 'down time' and time spent with family as invaluable, not only to the individual, but to the team, the company, our clients and society as a whole. As part of this, providing a safe, secure and healthy working environment is of paramount importance. It is with this in mind that SRE Ltd recognises its duty to comply with the Health and safety at Work etc Act 1974.

SRE Ltd will, as far as reasonably practicable:

- Provide adequate resources to maintain health and safety.
- Carry out risk assessment and review when necessary.
- Provide and maintain systems of work that are safe and without risk to health.
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health
- Provide employees with such information, instruction and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- Carry out health surveillance, where required.
- Ensure that all machinery, plant and equipment are maintained in a safe condition.
- Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Monitor safety performance to maintain agreed standards.

Duties of employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions.
- To co-operate with others in the company to fulfil out statutory duties.
- Not to interfere with, misuse or wilfully damage anything provided in the interests of health and safety.

To ensure that this policy is effective, we will:

- Review it annually, or on significant changes to our business .
- Make any such changes known to employees.
- Maintain procedures for communication and consultation between all levels of employees on matters of health, safety and welfare.

Signed: Malcolm Maclean



Position: Director

Issued: June 2020

Company

Overall Responsibility

I, Malcolm Maclean, as a Director of SRE Ltd, accept overall responsibility for the organisation and planning of health, safety and welfare. I am the company's named in-house competent person in relation to health and safety matters. I will obtain assistance with this responsibility from suitably competent safety and health professional.

I am also responsible for ensuring that the safety policy is implemented within all our work areas. This includes monitoring the workplace to ensure the safe conditions are maintained. Where risks are identified, I ensure that these are controlled, so far as is reasonably practicable.

My management duties include the following:

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- To carry out risk assessment on all identified hazards in their area of responsibility.
- Taking immediate and appropriate steps to investigate and control any risk to Health and Safety arising from the work or activity.
- Bringing to the prompt attention of employees any Health and Safety issue that requires their attention.
- Ensuring that all accidents, incident and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from the workplace at all times.
- The Company has identified Anna Maclean as the employee H&S representative.

Employee Representative

I expect all our employees to:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- Report any hazardous defects to a responsible person without delay.
- Not undertake any task for which authorisation and/or training has not been given.

Arrangements for ensuring Health and Safety is managed in the workplace

The following information provides employees and others reading this document with information on how SRE Ltd is practically managing risks that could harm us and others when we engage in our work activities.

1. Risk Management

The Company accepts that some of its operations may, unless properly controlled, may create risks to employees and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level. This will be achieved through risk assessment.

The Company will take all reasonable steps to ensure that suitable and sufficient risk assessments are carried out which will detail the range of hazards associated with working operations together with how we currently manage the risk and may also state remedial actions required to manage these further. The assessment will be made in accordance with the guidance on risk assessment contained in the Management of Health and Safety at Work 1999 Regulations (as amended).

Any employee who discovers a hazard during working operations should report the hazard to the Director or the H&S representative so that the necessary assessment can be made and if necessary, remedial action can be taken to remove or control the risk to an acceptable level.

The risk assessment will include information regarding the following:

- Details of the activity, operation, site or equipment.
- The significant sources of harm (hazards) to health and safety identified during the assessment.
- A judgement on the level of risk to identified persons.
- The existing control measures currently in place and their level of effectiveness in controlling these risks (with reference and access to works manual or other documentation if appropriate). Recommended actions to further control the risks (if appropriate)
- The people who may be affected by risks identified, in particular any personnel who may be especially at risk.
- The details on actions required to control the risks taken as a result of the assessment.

To obtain the risk rating of Low, Medium or High the Company uses the following tool to assess the risks with the current identified controls in place.

The Likelihood of occurrence can be assessed on a scale of 1 to 5. Decide how severe the injury could be with the current controls in place

- | | |
|---|---|
| 5 | Very Likely- If the work continues as it is there is almost a 100% certainty that the accident will happen. |
| 4 | Likely -The accident will happen if additional factors such as the effects of vibration, wind or human carelessness, etc, precipitate it. |
| 3 | Quite possible- An accident could happen but it is unlikely to happen without additional factors. |
| 2 | Possible- Probability is low that an accident is likely to happen |

- 1 Not likely- There is really no risk present except freak conditions and all reasonable precautions have been taken.

The severity of an incident or accident can be assessed on a scale of 1 to 5 by identifying how likely the person is to be harmed with the current controls in place.

- 5 Very High-Causing Multiple deaths
- 4 High-Causing death or serious injury to an individual, reportable under RIDDOR.
- 3 Moderate-Causing injury or disease capable of keeping an individual off work for 7 days or more and reportable under RIDDOR.
- 2 Slight- Causing minor injury which would allow the individual to continue to work after first aid treatment on site or at a local surgery.
- 1 Nil- No injury or ill health likely to occur.

Likelihood of Occurrence		Severity				
		Very High	High	Moderate	Slight	Nil
		5	4	3	2	1
Very likely	5	25	20	15	10	5
Likely	4	20	16	12	8	4
Quite possible	3	15	12	9	6	3
Possible	2	10	8	6	4	2
Not Likely	1	5	4	3	2	1

Multiply Likelihood score by the Severity Score to obtain a Risk rating figure e.g. L=3 and S=4 means that 3 x 4 = 12. Which is a Medium risk.

If the Risk Rating Figure is between 1 and 5 the risk is rated as LOW, and any recommendations should be implemented with 12 months

If the Risk Rating Figure is between 6 and 12 the risk is rated as MEDIUM, and any recommendations should be implemented within 3 months.

If the Risk Rating Figure is between 15 and 25 the risk is rated as HIGH, and any recommendations must be implemented immediately or work causing the hazard stopped until recommendations can be implemented.

Risk assessments shall be reviewed after any accident, changes in operations or after new people or equipment are involved. All risks assessments shall be reviewed regularly.

Employees will be involved in the risk assessment process and will be made aware of the risks they may be exposed to via induction, normal supervision and during staff meetings. Control measures to manage exposure to hazards shall be communicated to employees through one to one supervision, and at toolbox talks.

Point of work risk assessments will also be used by employees to ensure that remain safe, especially whilst working away from an office environment. Employees are trained to use point of work or 'dynamic' risk assessment to plan work and ensure that safe working conditions are maintained. These assessments are not recorded.

2. Visiting construction sites and other work venues

Employees can at times, work at premises and sites owned and operated by third parties. The company together with the responsible persons for these locations must provide employees with adequate information and advice to understand the risks and the measures needed to protect employees from hazards at these locations.

A safe working procedure has been developed to help keep staff safe.

3. Occupational Driving

Employees are expected to drive as part of their work with the company. Occupational driving has been risk assessed.

A safe working procedure has been developed to help keep employees safe.

Employees use their own vehicles for driving at work. The company shall make annual checks to ensure that employees are adhering to the company safe working procedure.

4. Consultants & Communication with Employees

Although SRE Ltd does not have a formal Health and Safety Committee, all employees are informed by Malcolm Maclean of any changes in legislation or the companies' arrangements to manage safety and health. This is carried out in a general management meeting. This enables the company to ensure consultation and co-operation between Management and employees. Employees will also attend toolbox talks given by Principal Contractors and Clients as and when required. In addition to the above, from time to time the company may employ specialist professionals to deliver specific sessions on safety topics.

The Director will advise employees of the outcome of decisions regarding health and safety matters.

There is a health and safety notice board in the Office where information can be displayed for employees to read.

5. Arrangements for safe use of maintenance of plant equipment

All work equipment will be used and maintained in accordance with the necessary regulations.

6. Maintenance of Plant and Equipment

The Company does not expect employees to maintain any work equipment or plant (for example heating appliances). The Company will liaise with the suppliers of all new equipment and plant to establish how items should be maintained safely. Existing or pre-owned equipment and plant will be maintained according to manufacturers and statutory guidelines at intervals recommended. A record of maintenance and servicing will be kept.

7. Statutory Inspections

In order to safeguard employees using certain types of equipment in the course of their duties, the Company will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement. The inspections will be carried out by a competent person who is experienced in the use and examination of such equipment. The inspections will be recorded.

8. Equipment & Plant Safety

The Company will take all reasonable steps to ensure the safety of all employees working with equipment and plant. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform employees to implement these arrangements. Guidance and supervision will be provided to ensure safe working practices are adhered to. For specific plant, specialist training will be provided and the relevant qualifications obtained by the employees using the equipment. Manufacturers and suppliers guidance for use and operation will be followed.

9. Lifting Equipment

Currently, the Company does not own any lifting equipment and employees are not expected to use any lifting equipment.

10. Use of Hand Tools and Electrical Equipment

All hand tools provided by the Company shall be in good working order, fit for purpose and maintained according to manufacturers instructions. All mains powered tools and equipment will be inspected (Portable Appliance Test) and staff made aware of the risk of use.

11. Arrangements for managing risk from working at height

Staff may use ladders for access or for short duration work. Staff may also use scaffolding to inspect a building or element of a building under construction or for surveying purposes.

All reasonable steps shall be taken by the Company to provide a safe working environment for employees required to carry out their work at height including the provision of necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

All work at height will be risk assessed and the Company will implement appropriate control measures to remove or reduce the risks presented; provide employees with comprehensible and relevant information about the risks and the protective or preventive measures identified by the assessment. All work at height will be planned and carried out in a safe manner.

Use of ladders must be risk assessed and can only be justified if it has been demonstrated that the use of more suitable work platforms is not justified because of the low risk. In most work situations employees will use ladders only as access to working platforms or for attaching monitoring equipment to a building, and this is normally of very short duration. Employees must check that all ladders are secured so as to prevent slipping. A ladder should not be used as a working platform, unless the task is of very short duration.

All ladders owned by the company should be inspected frequently for wear and damage. Defective ladders will be repaired or disposed.

12. Arrangements for managing risks from manual handling

The Company recognises the inherent risk of manual handling injuries on many work activities. To ensure risks are kept as low as practicable, an assessment of risks of injury from lifting and carrying operation will be carried out. Where there is a risk, the company will review all possible options to change the system of work to remove or reduce the risk. This will include providing equipment for moving items.

13. Arrangements for managing risks from Asbestos

Employees are not exposed to asbestos in their normal work activities. The Company will not knowingly undertake any work on asbestos containing materials. This will be subcontracted to a suitable competent contractor. However, to ensure employees are aware of the harmful effects of asbestos and know what to do in an asbestos emergency the Company has provided an Asbestos Awareness Safe Working Procedure for employees to follow.

14. Arrangements for managing risks from exposure to noise and vibration

Employees are not exposed to noise and hand arm vibration in the normal course of their duties. The company will take appropriate measures to protect employees from the harmful effects of exposure to noise and vibration should the need arise.

15. Arrangements for Sub Contractors or Consultants

The Company normally only employs sub contractors or consultants for specialist work. Sub Contractors will be asked to abide by the rules stated below. The Company will check that sub contractors are competent, and can manage health and safety matters appropriately. For example the company can ask to see qualifications, risk assessments, licences, membership to professional or trade associations and references from other employers.

Sub-Contractors or Consultants shall:

- Familiarise themselves and their personnel with the work site and any hazards, which may be encountered.
- Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees and others who may be affected by the activities.
- Comply with these arrangements.
- Comply with all occupational Health and Safety Laws and Regulations applicable to the work being undertaken.
- Provide their own personnel with suitable protective clothing
- Keep their employees within the areas designated for the work being undertaken and the access to it.
- Engage on the Contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.

- Not commence any work designated as 'High Risk' without the appropriate 'Permit to Work' having been issued.
- Ensure their personnel submit to any security checks.
- Ensure that where such requirements are necessary that CDM Regulations are complied with.

16. Arrangements for the safe handling and use of substances

Employees are not normally exposed to hazardous substances in the course of their normal duties. However, all reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health (this may include pre packaged products, petrol, dusts and bacteria) is prevented or if this is not possible, controlled to within statutory limits. The company seeks to replace known hazardous products by alternative safer products when they become available. Where exposure cannot be adequately controlled, appropriate personal protective equipment will be provided free of charge after consultation with employees. All employees will be provided with information and instruction on the nature and likelihood of their exposure to substances hazardous to health and be advised of the measures they need to take to protect themselves.

17. Arrangements for providing information, instruction, training and supervision

In order to secure the health and safety of all employees, the Company will provide health and safety information to new employees, which will be incorporated into general 'new starter' training.

Basic safety information will be provided on the first day of employment so that employees are familiar with procedures once they are at their place of work. Further guidance and training will be put into place as soon as possible after the employee has started work. This will include the health and safety policy, accident reporting, first aid procedures and emergency evacuation. Risk assessments that may identify specific training needs and safe systems of work will be shown to the employee. Safety rules may be set out in the form of safe working procedures, depending on the nature and scope of the work. After a suitable period of time, the training will be refreshed. The Company will assess training needs and will address them as and when required. All training shall be recorded.

All employees will be provided with adequate supervision to ensure that basic safety requirements are complied with. In lower risk work, arrangements will be made for the employee to be in regular contact with supervision by phone.

The Company shall ensure that appropriate safety signs and signals are used throughout the work place to give employees immediate information about hazards, control measures and instructions.

Arrangement for accidents, first aid and ill health issues

1. First Aid

Due to the size of the work team, nature of work and previous accident history, the company has assessed that it does not need a fully qualified first aider. All employees are designated 'appointed persons' in the event of injury or sudden illness, to take charge, of the emergency including calling an ambulance and looking after the injured person until help arrives. The Director or his nominee, will be responsible for arranging for the checks and stocking of first aid kits (located in work vehicles and at the office). Where work is at a site managed by a client or principal contractor, their facilities can also be utilised.

2. Accidents and incident reporting and investigation.

All accidents must be recorded, however minor. The Company has provided an accident book in which all incidents must be noted. It is the responsibility of employees to ensure that they complete an entry in the accident book as soon as possible after the injury or event has occurred. Where the injured person is unable to enter his or her account into the accident book, the appointed person or witness (where relevant) should enter details on the employee's behalf. Accidents will be monitored by the Director. The Director will arrange for all serious accident or incidents to be investigated either 'in house' or by a competent third party to ensure that a recurrence of the event is avoided and recommendations can be made to ensure employees stay safe at work.

The Director or a nominee, will be responsible for reporting all notifiable accidents, incidents and dangerous occurrences (RIDDOR) to the HSE by phone or online within the legal timeframe.

3. Stress

The Company recognises that excessive pressures can have a negative effect on health and performance at work. The Company is committed to promoting good health at work, it is therefore concerned to recognise any negative effects that stress may have on individuals and to provide suitable support mechanisms for employees suffering from the negative effects of stress. Employees have opportunities to raise concerns about stress at one to one meetings with the Director.

4. Health Surveillance

Currently, employees do not engage in work activities that require health surveillance. However, we will ensure that health surveillance of individuals is provided where required and following initial risk assessment, under statutory provisions or where this would be of benefit to maintaining health, safety and welfare. Health Surveillance records will be kept for a period of 40 Years.

5. Fire Safety

As far as is reasonably practicable, all steps shall be taken by the Company to eliminate or reduce the risk from fire and provide general fire precautions to deal with any residual risk. Where appropriate, fire risk assessments are carried out and the significant findings recorded and acted upon.

All employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

All employees must take the following actions:

If you see a fire (or smoke) in the office you must;

- Raise the alarm by shouting Fire Fire Fire.
- Close but do not lock windows and doors.
- Do not stop to collect personal belongings.
- Use the nearest available exit and move away from the building.
- Phone 999 (using a mobile phone or a phone in another office on the complex)
- If possible warn others in the office complex
- Go to the assembly point (Blue 6 bar gate at the main entrance) and report to the person in charge.
- Do not re-enter the building or area until the all clear has been given by a person in charge.
- Do not leave the assembly point unless you have informed someone.

If you hear a fire alarm (siren or shouting) in another part of the office complex you must:

- Be prepared to evacuate the building
- If you need to evacuate follow the arrangements set out above.

Calling the fire service

Any employee member can make the call to the fire service and the following must be observed -

- Immediately you hear the fire warning, phone 999 and ask for fire.
- Wait until the fire service confirm the address before you put the receiver down.

Fire Prevention

It is better to prevent a fire than to have one, therefore it is everybody's responsibility to make sure that any inflammable materials in front of heaters or electrical sockets are removed. Smoking is restricted to designated areas. When using cooking facilities you must monitor them at all times when in use. If you spot a hazard or can offer suggestions for improvements then inform the Director or the H&S Representative.

Ensure that flammable materials, substances and equipment are stored and disposed of correctly.

Fire Systems Maintenance

Where relevant, all equipment, appliances and systems supplied in the office will be maintained and tested by a competent person according to the relevant British Standards.

Off Site Fire Safety

In all cases, employees will adhere to the fire safety plan as produced by the Client or Principal Contractor

Monitoring Health and Safety Arrangement

The Company monitors its health and safety performance and practice by the following methods:

1. Spot Checks and Sampling

The Director will carry out spot checks on employees to ensure safe working practices are being used. These will not be recorded, but will be used to ensure the suitable and sufficient supervision of workers and identify any training needs.

2. Workplace Inspections

The Director, the H&S Representative and external health and safety professionals (when required), will carry out workplace inspections from time to time. These will be recorded and used to identify safe working practices, poor working practices and control of risks.

3. Training Records

There will be an annual review made on all health and safety work related training being carried out by employees. A record of training will be kept.

4. Accident, Incident and Ill Health Records

All accident and incident reports will be reviewed to see if there are any common themes, or to ascertain why an incident occurred. Collating ill health absences may identify work related symptoms.

5. Reviewing Health and Safety Arrangements

It will be the responsibility of the Director to review the Company's health and safety policy, procedures and performance. This will be carried out via an annual review of the policy and procedures. From time to time it may appoint an external health and safety professional to conduct an in depth health and safety audit.

6. External Health and Safety Advice

Specialists and other competent persons have been appointed to assist us in meeting our Health and Safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Currently, specialist advice from Sarah-Jane Moore CMIOSH, an OSHCR registered consultant. Malcolm Maclean can phone or email the consultant whenever the need arises for instance advice. The consultant also attends site and carries out inspections and audits when required.



SRE Main Office | Greenforde Farm
Stoner Hill Road | Froxfield
Petersfield | Hampshire | GU32 1DY
T: +44 (0)1730 710044
E: info@sre.co.uk

SRE London Office | Parkshot House
5 Kew Road | Richmond
Surrey | TW9 2PR
T: +44 (0)20 8332 6633
W: www.sre.co.uk