






Health and Safety Policy

SOLP0002 v2.4

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SOL

Health and Safety Policy

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Approved By	Paul Muncaster
Position	Managing Director
Signed	
Date	31.1.2024
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Document Change Control

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Introduction

This policy document has been prepared to define the way that SOL Services intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 74. This Act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

SOL Services Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments, and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors, and general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.



Health and Safety Policy Statement

This Health and Safety Policy Statement recognises obligations under the Health and Safety at Work Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of SOL Services Ltd and its operating businesses.

SOL Services has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the acts or omissions of the Company, its employees, or as a result of SOL Services activities. SOL Services fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries, and damage to health.
- Providing and maintaining safe working environments that mitigates risk to health, safety, and welfare to an acceptable level. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training, and supervision for them to understand their role within the Company.
- Setting standards that as a minimum comply with the relevant statutory requirements relating to health, safety, and welfare with regards to the effect on employees, contractors, visitors, and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes, or premises are introduced, adequate guidance, instruction, training, and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders, and the public. This policy will be reviewed annually and updated as required to conform to current legislation.



This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.

The Directors, Managers, and Supervisors will enforce this Policy. The Director for Safety, Mr Paul Muncaster is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Organisation for Health and Safety

General Organisation

Arrangements for health, safety and welfare will be organised by SOL Services.

The Director for Safety has overall responsibility for health and safety.

The Director for Safety has appointed All Day Safety Services Ltd who are responsible for monitoring the Company's Health and Safety Policy and for giving comprehensive advice with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare in the Company are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety, and welfare matters, including revision of this Policy.

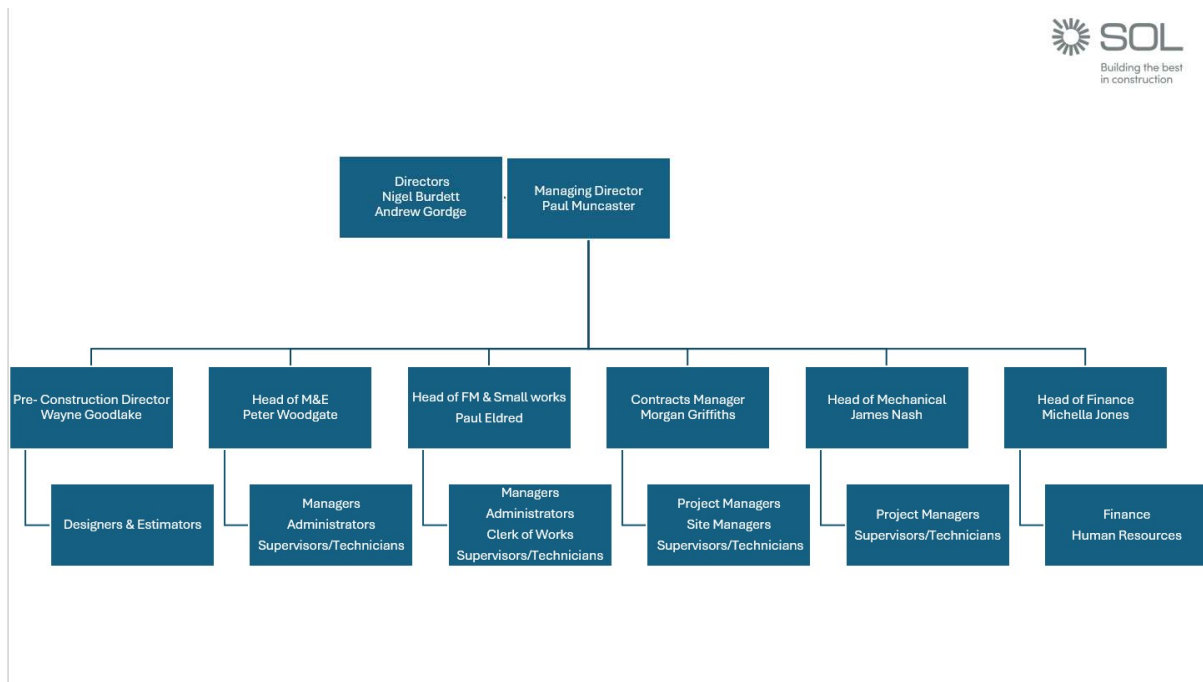
All employees are expected to set a personal example and take reasonable care for the health, safety, and welfare of themselves and of others who may be affected by their acts or omissions.

Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by an appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety, and welfare matters.

All employees should be aware of and have knowledge of the legislation, best practice, and equipment relevant to their work activities.

Consultation

Employees will be consulted in accordance with the Information and Consultation of Employees Regulations 2004 whenever there are changes in the Company's work procedures. Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.



Responsibilities for Health and Safety

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

Responsibilities of the Director for Safety

- To have overall responsibility for health and safety within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company.
- To appoint competent persons to manage health and safety within the Company.
- To act as a focal point within the Company regarding health and safety matters.
- To ensure that the health and safety policy is up to date with current legislation.
- To arrange external contracts for risk assessments relating to SOL Services Premises including:
 1. Health and Safety
 2. Fire
 3. Asbestos
- To arrange specialist health and safety training courses, as required.



- To ensure contractors employed by the Company are vetted for Health & Safety prior to establishing a contract.
- To ensure that serious accidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

Responsibilities of all other Managers and Site Supervisory Staff

- To ensure the health, safety, and welfare at work of employees, by providing and maintaining:
 1. Relevant risk assessments.
 2. Safe Systems of Work.
 3. Safe plant or equipment.
 4. Safe working sites for our employees and subcontractors and engage specialist professionals in relation to Fire, HSEQ, Asbestos and Water risk assessments as appropriate.
 5. Safe methods of handling, transporting articles and substances.
 6. Supervision, training, instruction, information.
 7. Health and Safety records.
 8. Safe places of work and safe access/ egress.
 9. Safe and healthy working environment.
 10. Adequate personal protective clothing and safety equipment.
 11. Welfare facilities.
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.
- To ensure that other people, including sub-contractors, visitors, and members of the public, do not have their health and safety placed at risk as a result of the Company's activities.
- If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/ egress to their work.

Responsibilities of Office and Site Management

- To ensure all employees have access to the health, safety, and environmental policy.
- To ensure that a Fire Marshal is nominated and trained.
- To ensure that a first aider/s is available, and name/s published.
- To maintain a Health & Safety notice board.
- To arrange for DSE assessments of all workstations.
- To arrange and maintain regular servicing and/or testing of office portable electrical appliances and firefighting equipment.
- Maintain records, including employees' health and safety training, accident investigations, DSE assessments etc.

Responsibilities of Employees procuring equipment, goods or services

- Purchase equipment, materials and services that are to the standards required by Company policy and meet the Health and Safety requirements.
- To ensure that all suppliers provide full information on any hazards associated with the equipment, materials or service supplied and any precautions required.
- To ensure that sub-contractors have received lists of responsibilities and Company policy statement in accordance with this policy.



Responsibilities of the Office/site Fire Marshal

- To ensure that the firefighting equipment, signage, and fire evacuation procedures are in place/ displayed and not misused.
- To regularly inspect the means of escape and ensure no obstructions.
- On hearing the fire alarm:
 1. Supervise the evacuation of personnel from your area.
 2. Check all rooms, stores, and toilets to ensure full evacuation.
- Ensure that assistance is arranged for disabled persons in your area.

Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident book are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation that will be carried out by All Day Safety Services.

Responsibilities of All Employees

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- To work safely at all times taking responsibility for your own safety and the safety of our colleagues, contractors, customers and the public.
- Not to interfere with intentionally or recklessly, or misuse anything provided in the interests of health, safety, or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to the Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/ Supervisor, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).


Responsibilities of Sub-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with SOL Services to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements.
- Comply with all site specific rules and inductions.

Responsibilities of All Day Safety Services Limited

- Advise SOL Services on the preparation and review of the company Health and Safety Policy.
- To provide advice on the following:
 1. Legal requirements affecting health, safety, and welfare.
 2. Personal protective clothing and equipment.

3. Working methods, equipment, or materials, which could reduce risks.
 4. Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment, and sub-contractors.
 5. Specialist services including substances hazardous to health, noise, asbestos removal, development of health and safety plans for site work.
- Carry out inspections of sites and workplaces as notified by SOL SERVICES.
 - Carry out investigations of serious accidents.
 - Assist SOL Services in notifying and dealing with the Health and Safety Executive, with regard to Reportable Accidents, dangerous occurrences etc.




CERTIFICATE OF REGISTRATION


REGISTERED ORGANISATION
CONSIDERATE CONSTRUCTORS SCHEME


PRESENTED TO:
Sol Services Ltd

FOR THE REGISTRATION PERIOD:
29 Jan 2018 to 09 Jun 2024

This Organisation has been registered with the Considerate Constructors Scheme and has committed to adhering to the Scheme's Code of Considerate Practice in each of the following sections:



RESPECT THE COMMUNITY


CARE FOR THE ENVIRONMENT


VALUE THEIR WORKFORCE

Amit Oberoi
Amit Oberoi
Executive Chairman

ISSUE DATE: 12/06/2023
ORGANISATION ID: 2221



Certificate of Registration

This document certifies that the Management System of

S o l Services Ltd
Unit 8 Enigma Building Bilton Road Milton Keynes Buckinghamshire MK1 1HW




have been assessed and approved by Citation ISO Certification Limited to the following management systems, standards and guidelines:-

ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018

The scope of the Management System applies to the following:-
The provision of construction, refurbishment and maintenance solutions to private and public sectors

Original approval: 24/08/2022
Current certificate: 24/08/2023
Certificate expiry: 23/08/2026
Certificate number: 403082022

Alma Smart
On behalf of Citation ISO Certification Limited.

Muspole Court, Muspole Street, Norwich, Norfolk, NR3 1DJ

This certificate remains valid while the holder maintains their management system in accordance with the published Standard. To check the validity and status of this certificate please visit www.PQAI.com or email: ISOcertification@pqi.com. This Certificate is the property of Citation ISO Certification Limited and must be returned in the event of suspension.



Arrangements for Health and Safety Introduction

The general details of SOL Services arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Safe System of Works.

Internal Communications



All relevant safety information will be provided at all workplaces where employees are located. This will include:

- H&S Policy.
- HSE Law poster.
- Employer's Liability insurance certificate.
- Fire safety instructions.
- Names of Fire Marshal/s & the First Aider/s.
- Safe System of Works and Risk Assessments
- Other safety instructions relevant to that workplace.

Health and Safety Policy

- The health and safety policy will be reviewed annually to ensure that it is effective.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the health and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.

Training

Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.

- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks. Any training gaps should be reported to Nicole Jolliff who has been designated as the SOL Services training lead.
- Where necessary, management and supervisory staff should identify training requirements and arrange appropriate courses with the SOL Services training lead.
- Health and Safety records of training provided will be maintained.
- The Health and Safety Policy statement will be displayed on a health and safety notice board.

Risk Assessment

Management and supervisory staff on consultation with operatives are required to carry out risk assessments of work activities, which pose a significant risk to health and safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action
- The findings of risk assessments will be recorded and where necessary, will be used to develop safe systems of work.
- A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
- All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.



Environmental Control

SOL Services is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.

Appropriate arrangements to protect the environment, will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances.
- Waste minimisation (promoting reuse, recover and recycling).
- Identified waste disposal routes under Duty of Care.
- Monitoring and review of environmental performance.

Safe Place of Work

SOL Services will make adequate arrangements to ensure that all workplaces are maintained in a orderly and safe condition.

- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
- Where a hazard cannot be eliminated, a hazard warning sign will be displayed.

Company Safety Rules

The statutory requirements are viewed by the Company being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, the following safe operating practices and procedures are Company policy and must be strictly adhered to by all employees regardless of the nature of their specific duties. Wilful disregard by any employee (or other person for whom the company is responsible) for these Company safety rule may be considered gross misconduct, sufficient cause for immediate dismissal. Some of these rules are statutory requirements, for example: -

- SOL Services operate and maintains that a safety helmet is to be worn on construction sites at all times.
- Appropriate Personal Protective Equipment (PPE) shall be worn without exception wherever necessary.
- Instructions will be given to persons working on or visiting sites by Site Supervisors/Agents, particularly concerning the wearing of PPE.
- No person may wear plimsolls or other soft-sole footwear but must wear adequate sturdy footwear to BS EN 345/346 (BS1870).
- Safety harnesses/lanyards used by trained operatives working at heights when it is impracticable to provide safe working platforms.
- No person may wear shorts or cut down trousers of any description on site or within the construction works area.
- All ladders and steps will be kept in good repair; all damaged ladders must be removed from the workplace. All ladders in use must be secured when in use.
- Only competent persons are permitted to erect, dismantle, or alter scaffolding in any way. Scaffolders must hold a current Certificate of Training Achievement.
- Scaffold and other temporary structures should be erected, maintained and inspected in line with HSE guidelines



- Abrasive wheels and cutting discs may only be changed by persons who have been trained and appointed in writing by their employer, in accordance with the Provision and Use of Work Equipment Regulations 1992-8. Training in the mounting of abrasive wheels will be carried out by the Safety Adviser or trained representative.
- Fire-fighting equipment is provided in all places of work. All employees must be aware of the location of fire extinguishers and of their method of operation.
- All access equipment must be kept in good repair.
- All injuries, no matter how slight, must be reported to the Site supervisor immediately and to Nicole Jolliff.
- Untidy working methods create unacceptable risks and must be avoided at all times. Keep your work area tidy.
- Persons under the age of 18 years may not drive any vehicle on site. No person will be allowed in the cab other than the operator. No person shall drive any vehicle for which they do not hold an appropriate licence.
- No person other than the driver shall ride on a dumper unless on a properly constructed seat. Seatbelts must be worn at all times.
- Anyone known to be under the influence of alcohol or drugs shall not be allowed on site. Persons with symptoms of alcohol or drug abuse are encouraged to discuss personal or work-related problems with their line manager.
- No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, or other cause that might expose the individual or others to injury.
- Horseplay, scuffling and other acts, which tend to endanger the safety or wellbeing of employees, are prohibited.
- Company Safety Rules - These are not exhaustive, and each site can add its own specific Site Rules with the authority of the Safety Adviser according to each site requirements.

Plant/ Machinery/ Equipment

- All reasonable steps will be taken to secure the health and safety of employees who use, operate, or maintain plant, machinery, and equipment.
- SOL Services acknowledges that work can be hazardous, and it is therefore the company's intention to reduce the risks as far as is possible.
- All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service, and maintenance, as recommended by the manufacturer or competent engineer.
- Records of the inspections, service, and maintenance, including statutory inspections will be maintained.

Work at Height

In compliance with the **Work at Height Regulations 2005** SOL Services will ensure that all activities which can be described as working at height i.e. described as any workplace where there is a change in levels. E.g. one step above floor level or on a 'hop-up' or high level flooring etc. will be carried out in such a way that will prevent a fall from height. The Company will have the risks for such work suitably and sufficiently assessed.

- Carry out a risk assessment to identify the risks involved in work at height and processes to eliminate or control the risks.



- All work must be carried out as planned and in accordance with the relevant standards and risk assessments.
- SOL Services will provide any information, instruction, and training that an employee may require to carry out his or her skill in a safe manner when working at height.
- Ensure that the Manager responsible for ancillary plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
- All safety equipment, staging, safety belts, harnesses, anchorage's, etc. must be inspected **not less frequently than weekly** and any defects noted during inspections or reported by operatives shall be attended to immediately.
- Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

Ladders & Step Ladders

All reasonable actions will be taken by SOL Services to ensure the safety of employees who work with ladders or stepladders.

- Any work activity using ladders or stepladders will be risk assessed and as a result of that assessment suitable equipment will be provided.
- Control measures will be introduced to reduce the risks to a minimum.
- Ensure all equipment used are clearly identified and regularly inspected and maintained.
- Information and training will be provided to employees.
- Ensure that all ladders and stepladders are from reputable manufacturers and suppliers and that they conform to the relevant British and European standards.

Noise

- Noise at work will be reduced as far as is reasonably practicable.
- Notwithstanding, where practicable, noise levels will be maintained below the first action level of 80 decibels.
- All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

Hazardous Substances

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.

- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/ job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.



- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IET) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

Fire Prevention & Evacuation Procedures

- A fire risk assessment will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate:
 1. Means of fire detection.
 2. Raising the alarm in the event of a fire.
 3. Firefighting equipment.
 4. Installation of emergency lighting
- Appropriate measures will be implemented for regular maintenance, servicing, and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types, and use of fire equipment). These procedures will be practised regularly, and records will be maintained.
- A copy of the Fire Evacuation Procedures will be displayed on wall in the offices and all staff will be made aware of them.
- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly, and records will be maintained.



- Appointed persons will be identified to take control in the event of an emergency incident.

First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property, nominated 'suitable person(s)' i.e., trained First Aiders at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:
 1. First aid kits.
 2. Eyewash stations near chemicals or batteries.
 3. A suitable place or room for the administration of simple first aid procedures.
- All employees, contractors and visitors will be informed of the name of the First Aider and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Following a serious accident and injury SOL Services will ensure the scene of the incident has been cordoned off to prevent any evidence being damaged, destroyed or tampered with. Machinery and other equipment will be impounded and not used until the investigation is complete.
- The Enforcing Authority (HSE) must be informed when:
 1. Any person dies as a result of or in connection with work.
 2. Any person suffers a major injury or disease as a result of or in connection with work.
 3. A person is incapacitated for work for more than 7 consecutive days not including the day of the accident as the result of an accident at work.
 4. Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.
 5. There is a dangerous occurrence at work. (Even when no one is injured). Dangerous occurrences include incidents involving, lifting equipment, pressure systems, overhead electric lines, electrical incidents causing explosion or fire, explosions, biological agents, radiation generators and radiography, breathing apparatus, diving operations, collapse of scaffolding, train collisions, wells and pipelines or pipeline works. [Dangerous occurrences - RIDDOR - HE](#)

In addition, an accident resulting in a Fatality, a Major Injury or in absence from normal work for more than seven consecutive days must be reported to the Safety Adviser immediately by the quickest practicable means on 01256 651144 or 07968 515151

- All accidents must be reported to the Safety Advisor. The Safety Advisor will ensure where necessary a full accident investigation is undertaken, completion of the F2508 HSE notification form and sent to the Companies Head Offices at:



SOL Services Ltd.
Unit 8 Enigma Building
Bilton Road
Milton Keynes
MK1 1HW

Tel: 01908 649977 - OPTION 1

Welfare Facilities

In compliance with the Construction Design & Management Regulations 2015, and only under the circumstances of SOL Services being Principal Contractor, SOL Services will provide: Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors, and visitors, including:

- Toilet facilities.
- Washing facilities.
- Accommodation for clothing.
- Facilities for rest and to eat meals.
- Drinking water.
- A suitable method for heating food.
- Clothes washing facilities and Dryer for specific PPE

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility.
- Ventilation.
- Lighting.
- Cleanliness/ hygiene

Welfare facilities on site must have arrangements and procedures for the proper use and maintenance of those facilities and be developed and communicated to all parties and recorded in the site Health and Safety Files.

Manual Handling

- SOL Services will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
- Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:
 1. Provision of mechanical aids, (trolleys, etc.).
 2. Provision of sufficient persons to undertake lift.

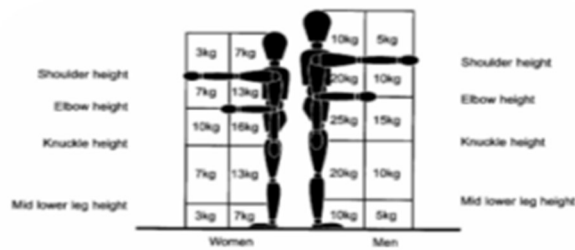


Figure 22 Lifting and lowering

3. Provision of proper handles, handholds.
4. Provision of a carrying device.
5. Secure items, to prevent load shifting.
6. Reduce the size of load to be lifted.
7. Provision of PPE
8. Provision of manual handling training.
9. Provision of manual handling information. (Posters, etc.)
10. Posters giving guidance in lifting technique should be displayed.

Personal Protective Equipment

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors, and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/waistcoats, safety footwear and other PPE as directed.

Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
- In certain cases, lone working is not permissible, and the worker will be physically supervised, i.e., young person, person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

Protection of the Public

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of SOL Services activities.

Young Persons

In accordance with the Management of Health and Safety at Work Regulations 1999, SOL Services shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person, and are



informed of any restrictions and necessary precautions to be taken within areas where they will work.

- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience, and immaturity.
- Copies of the risk assessments and control measures taken, for young persons under 16 years of age, will be sent to their parents or guardians.

New and Expectant mothers.

The company has an established system of adjusting the work demands for all new and expectant mothers. In many cases simple work environment adjustments, special arrangements for manual handling or prevention of long periods of standing or sitting are all that need to be assessed and changed.

- Individuals must confirm their condition as soon as possible for an individual assessment to be implemented.
- A comprehensive policy on the arrangements has been set out including assessments for office workers within the company. This is available from head office.

Visual Display Screen Equipment

- Any Employee who uses display screen equipment for a significant part of their normal work (for example, an Employee who on average and in total, uses a computer for 2 hours per day) shall have their display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs, and wrists aches. Adequate chairs, work surfaces and equipment shall be provided (e.g. footrest or back roll).
- VDU Employees are encouraged to take periodical breaks from using the equipment.
- Upon request, once a year, a VDU Employees shall receive a voucher for (or be reimbursed on production of a receipt for the cost of) an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only and a normal appliance cannot be used, the Employer shall bear the cost of such basic appliance (e.g. the cheapest frame and basic lenses for glasses).
- VDU Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, VDU Employees shall attend training on the safe use of display screen equipment. Any VDU Employee who wishes to get information relating to health and safety aspects of display screen equipment should contact the health and safety officer.
- Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

Alcohol, Smoking & Drug use

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of SOL Services that alcohol or drugs are prohibited on site. In the office, alcohol may only be consumed at social events, with prior consent from Senior Management. On such occasions non-alcoholic options must be available for those who drive.

It is also the policy of SOL Services that smoking is prohibited on the premises. Anyone wishing to smoke cigarettes will be required to step outside the building or project perimeter.



- Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace.
- Any persons found to be smoking or under the influence of alcohol or drugs on the premises and/ or in the workplace will face disciplinary procedures that may result in an official written warning or charges of gross misconduct and dismissal.

Stress

Stress at work is a complex issue involving stressors both positive and negative and an individual's ability to cope.

- SOL Services recognise some of the stressors that can lead to stress. Including
 1. bullying
 2. long working hours
 3. low morale, etc.
 4. and as a company will do their utmost to reduce the impact of stressors to individuals.
- SOL Services have a responsibility to control the health, safety, and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (i.e., lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.
- It shall be SOL Services policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

Records and Archiving

Records will be maintained of all necessary health and safety documentation.

This will include:

- Health and Safety Policy
- Procedures documents – i.e. Safe systems of work
- Risk assessments
- COSHH assessments
- Statutory documentation (inspections, reports etc.)
- Inspection records
- Accident Book
- Other relevant health and safety documents.

Monitoring at the Workplace

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- Appointed safety advisors of All Day Safety will visit and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety, and welfare to



all employees. Reports will be presented to the Site Supervisor on completion of the inspection, and a copy of the inspection report will be issued/ sent to the Operations Director.

- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/ or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be responsibility of the Director for Safety.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the appointed safety advisors.

SOL Services Work Vehicles

- Only competent, authorised Employees who hold a valid driving licence may drive the SOL Services vehicles (including battery operated vehicles such as forklift trucks).
- Drivers must comply at all times with all relevant and applicable legal provisions and requirements (whether they drive on the un-adopted roads, construction sites or on public roads).
- Employees and other authorized persons must never drive under the influence of alcohol or drugs (including certain medications). Smoking or vaping in company vehicles is prohibited.
- Employees and other authorised persons must not use mobile phones whilst operating the vehicle, those persons which the company considers may need to utilise the phone will have **integrated hands-free** systems fitted. The use of mobile phones whilst driving by any other means is prohibited and may be considered suitable grounds for gross misconduct
- Driving is limited to work-related activities, unless otherwise approved in writing and in advance by the SOL Services Director/s.
- All fuel must be kept in appropriate storage.
- An Employee who becomes aware of any fault or defect in any vehicle must report this immediately to Nicole Jolliff. If the fault is potentially dangerous (e.g. in the breaking system), the vehicle must be made incapable of use until fully repaired and all potential users must be made aware of the fault (e.g. for example - through a visible notice on the vehicle saying "FAULTY VEHICLE - DO NOT USE").

Sub-Contractors

- Sub-contractors (if used) shall be assessed to determine that they are competent and resourced to carry out their particular type of work.
- SOL Services will monitor a sub-contractor' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract





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