



Health & Safety Policy

Health and Safety Statement

This Company undertakes to conduct its business in such a way as to ensure the health, safety and welfare of employees, visitors and public.

It is the aim of this Company to satisfy its obligations under Health and Safety Regulations.

The company will as far as be reasonably practicable:

- Prevent exposure to work that is likely to cause injury.
- Reduce the risk of injury to those involved.

Company Responsibilities

- Identify whether formal assessment is required.
- Ensure that risk assessments have been undertaken where required.
- Implement Health and Safety control measures where appropriate.
- Ensure that affected employees are suitably trained and informed.

Employee Responsibilities

- Follow all systems of work laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Attend training, when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager when they believe that there is a risk of injury.

Non-Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety regarding addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are required to adhere to and support the implementation of the policy. The Company will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

This Policy was approved & authorised by:

<i>Name:</i>	<i>George Demianciuc</i>
<i>Position:</i>	<i>Managing Director</i>
<i>Review Date:</i>	<i>9th June 2026</i>



Signature: _____

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the Company has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy review date: **9th June 2026**

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

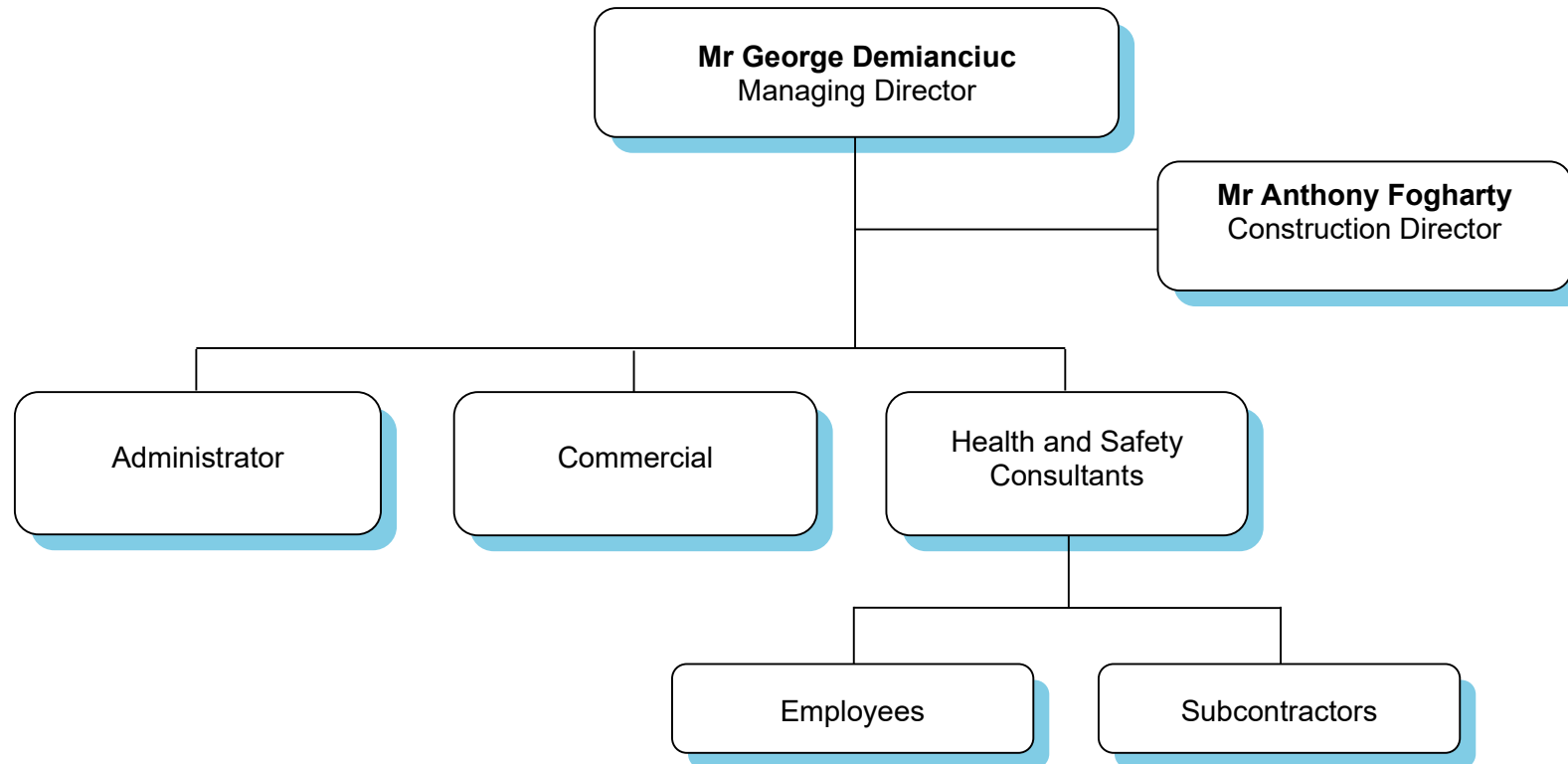
Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.

Organisation

Safety Management Structure



Individual responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Managing Director will ensure that: -

- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All Managers and staff fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Liaise directly with the Health and Safety Advisors to ensure total compliance with current legislation and good practice.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work-related tasks.
- Understand and apply the Safety Policy of the Company generally and to ensure the co-ordination of and co-operation between the Company and others concerned.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Joint consultations between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Records are compiled for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources to carry out work safely on behalf of the company.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and notices are provided and displayed in prominent positions.

Managers - It is the duty of all Managers to:

- Understand and apply the Safety Policy of the Company generally and to ensure the co-ordination of and co-operation between the Company and others concerned.
- Ensure the requirements of the Health and Safety at Work Act etc 1974 and other regulations relevant to the safe operation and activities of the Company are observed by all persons under their control.
- Determine so far as is reasonably practicable, safe methods of working, access, lighting, known hazards, fire precautions, allocation of responsibilities.
- Ensure that facilities for welfare sanitation are considered and provided for. Adequate equipment will be available for work to proceed in a safe manner.
- Arrange (as required) for instruction, training, information and the provision of supervision to ensure that employees at all levels are competent.
- Ensure that all persons, under the control of the company are not exposed to risks to their health and safety.
- Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

Duties of the Health & Safety Consultant: -

- To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive Health & Safety Management culture throughout the organisation.
- To inform the Managing Director of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the organisation.
- To carry out, on request, site inspections, the monitoring of all active sites and report their findings, in the form of a written report to the Managing Director responsible for health, safety and welfare.
- To highlight any employee/subcontractor training requirements and, where appropriate, provide such training about Health & Safety, in the form of on-site modular training ("Toolbox Talks") or off-site tuition relating to legal compliance or the avoidance of specific risk.
- To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

Employers' responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration will also be given to our neighbours and the public.

Management will ensure they: -

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

Employees responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with G&D CONTRACTS Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Contract staff responsibilities

The Contract staff: -

- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation whilst working in the United Kingdom.
- Will be made aware of G&D CONTRACTS Limited healthy and safety policy and safety rules.
- Will only perform work that they are qualified to undertake.
- Will ensure that they know, understand and follow G&D CONTRACTS Limited and the client's procedures for reporting accidents, near misses and hazards.
- Will ensure that they know, understand and follow the client's procedures concerning fire, first aid and any other emergency situations that may be present.
- Will ensure that they have read and understand any risk assessments and follow any safe working procedures or safety instructions that cover their work.
- Will ensure that they wear any personal protective equipment provided.
- Will report immediately to management any work equipment that is faulty.
- Responsibilities and duties of sub-contractors/self-employed personnel.
- Will be made aware of the company's health and safety policy, safety rules and: -
- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the company.
- Will co-operate with the company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.
- Will ensure that they sign into reception prior to undertaking any work at the premises.

Arrangements and Procedures

1. Supervision
2. Risk Assessments
3. Workplace & Site Safety, and Welfare
4. Control of Substances Hazardous to Health
5. Asbestos
6. Manual Handling
7. First Aid
8. Accident Reporting
9. Electricity
10. Noise
11. Vibration
12. Working at Height
13. General Work Equipment
14. Fire
15. Computer Screens
16. Personal Protective Equipment
17. CDM 2015
18. Training
19. Drugs & Alcohol
20. Occupational Health
21. Consulting and Communicating with Employees
22. Monitoring Health and Safety

ARRANGEMENTS AND PROCEDURES

1. General Supervision

It will be the policy of the Director of G&D CONTRACTS Ltd ("the Business") that health and safety information relevant to the activities at hand is given to all sub-contractors. Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The Director will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The Business will ensure that its workplace(s) meets the Health, Safety and Welfare needs of all those who will use it, including contractors, members of the public including wherever appropriate, people with disabilities.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Business' office. From the Risk Assessments the Director will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7).

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

In the event that any substance suspected to be or containing asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992)

The Director will assess all manual handling operations within the workplaces, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. The Director will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

7. First Aid

(Health and Safety (First Aid) Regulations, 1981)

The Director shall ensure so far as reasonably practicable that they always have access to adequate First Aid provision.

8. **Accident Reporting**

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded in the Business' accident book. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9. **Electricity**

(Electricity at Work Regulations, 1989)

It is the policy of the Business that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. **Noise**

(Control of Noise at Work Regulations, 2006)

The Director will ensure that noisy works do not cause a nuisance to others in the vicinity of their works area. They will always ensure that suitable ear protection is freely available to anyone who needs it.

11. **Vibration**

(Control of Vibration at Work Regulations 2005)

The Director will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12. **Working at Heights**

(Work at Heights Regulations 2005)

Where the business activities involve 'work at height' the Director will assess the task beforehand and will consider the most suitable means of access. Wherever practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary due to the duration of the works. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

It will be the Director's responsibility to ensure that they:

- Provide suitable equipment for the tasks to be done (Reg. 4)
- Ensure that equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)

- Ensure that all equipment and plant shall be inspected as required by Regulation 6
- That the individual is competent to use the equipment (Regs. 8 & 9)

On occasion the Business may need to hire equipment due to either the specialised nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all users are suitably trained in the use of the equipment.

14. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Director to ensure adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Director will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The Director will ensure that they have access to a sufficient supply of PPE when required.

17. **CDM 2015**

(Construction Design & Management Regulations 2015)

As potential Contractors under the Construction (Design and Management) Regulations 2015, the company is aware of its responsibilities. The CDM Regulations require all construction projects to have a construction phase plan (CPP), the company will ensure this is in place before any works commence.

The company will produce a construction phase plan describing how we will manage the various safety aspects of the works. The Managing Director in conjunction with the Supervisor shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The Site Supervisor shall co-ordinate the activities of all operatives to ensure they comply with the construction phase plan including contract Health and Safety requirements and legislation, plus check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety, when appointed.

When/if acting as Principal Contractor the following protocol will be adopted:

- Develop and maintain a Construction Phase Plan as required by The Construction (Design and Management) Regulations 2015
- Through on-site management ensure that every contractor complies with the rules set out in the health and safety plan.
- Ensure co-operation between all contractors.
- Taken steps to ensure that only authorised persons are allowed onto the construction site area.
- Ensure that the particulars of the F10 Notification are displayed in a prominent location on the site where they can be read by any person working on the project.
- Keep the up to date with any information required to go into the health and safety file.

- Oversee and ensure compliance with Management of Health & Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Monitor and ensure all work is carried out in accordance with approved/agreed Risk Assessments and Method Statements and ensure that staff and sub-contractors are appropriately qualified/certified to carry out the work.
- Undertake regular site inspection and feed forward to regular toolbox talks with contract staff and sub-contractors.
- Manage the interface between the construction and the site operations to ensure minimum disruption to operations.

As an employee of this Company, you will be working on site to the requirements of a Construction Phase Plan, and you will be informed through the management structure of the sections of the Plan that impinge on your work activities. You have a duty to comply with the requirements as well as identify to your supervisor hazards and high-risk activities which arise during your work. Wherever possible such hazards should be identified by systematic local planning of your work ensuring that appropriate control measures can be implemented before work is started.

A Construction Phase Plan will be produced for all works including small works; the emphasis is that it:

- is relevant to the project.
- has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but
- is still proportionate to the scale and complexity of the project and the risks involved.

It is important that you understand the requirements of the Construction Phase Plan as it affects your work activities and that you comply with the arrangements made to protect your health and safety including your competence to undertake the work assigned safely.

Remember that the objective of the Construction (Design and Management) Regulations 2015 and other related legislation is to help prevent accidents and ill-health and everyone involved has their part to play in achieving that objectives.

Training

We are committed to ensuring that all our staff have received adequate training in order to be able to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other workers, such as agency temps who may spend time with us. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

Providing adequate training to our staff is a requirement of the Health and Safety at Work Act 1974. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without jeopardising either their health and safety, or that of their colleagues and visitors.

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- all new employees will receive induction training. This is based around our Health and Safety Induction Checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file.
- where an employee's job involves the operation of tools or machinery, on-the-job training will be provided. It is the responsibility of the employee's manager to ensure that this is carried out. This training will also be given if an employee change jobs.
- if new machinery or equipment is purchased, further training is likely to become necessary. If so, this will be arranged before work on the new machinery etc. commences.
- if certain training is needed and it cannot be provided in-house, then the individual employee and their manager will need to identify a suitable course. Staff are expected to find the most cost-effective training available. All reasonable expenses, such as travelling will be reimbursed.

Employees are expected to cooperate with us fully regarding attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this isn't possible, that we will be notified well in advance. Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.

18. Drugs & Alcohol

The company realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The company has a general duty under The Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, the company will also be breaking the law if they knowingly allowed drug related activities on their premises, and they failed to act.

Responsibility

The Managing Director is responsible for carrying out the company's policy; however, it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees, and they should have access to the full policy and be aware of any changes.

Signs of misuse

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

- Unexplained and increased absenteeism
- Instances of unauthorised absence or leaving work early
- Poor time keeping i.e., lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance
- Dishonesty/theft
- Unusual irritability, aggression and mood changes
- Tendency to be confused and fluctuations in concentration & energy.
- Accidents

Company procedure on drugs and alcohol

Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e., un-prescribed) drugs.

If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Managing Director or nominated deputy should decide for the employee to be escorted from the company premises immediately, pending further investigation.

A Manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

Safeguards when dealing with drugs and alcohol problems.

It should be made clear that the company is aware that a person suffering from these problems will be dealt with fairly.

The company realise that: -

- Absence for treatment and rehabilitation will be regarded as normal sickness.
- Relapses may occur.
- The policy will be monitored with consultation with employees and safety representatives.

Drug misuse awareness

All Managers and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available. All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

19. Occupational Health

It is our policy to provide, so far as is reasonably practicable, a healthy working environment for all our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

The legal position

Our general duty to protect the health, safety and welfare of employees is found within Health and Safety at Work etc. Act 1974. In addition, the Management of Health and Safety at Work Regulations 1992 (MHSWR) requires employers to conduct a risk assessment to identify any hazards to health and see what, if any, action is required.

Regulation 6 of MHSWR requires employers to provide employees with health surveillance in some specific circumstances, e.g., where:

- there is an identifiable disease or adverse condition related to the work concerned.
- there is an objective technique available for detecting the health issue concerned.
- there is a reasonable likelihood that the health condition will occur in the circumstances; and
- surveillance is likely to further the protection of the employees covered.

Employers must employ competent persons to determine the programme of surveillance required.

There are also specific requirements for health surveillance under the Control of Substances Hazardous to Health Regulations 2002, the Control of Lead at Work Regulations 2002, the Control of Asbestos Regulations 2012

Health surveillance

Our risk assessments have shown that the following statutory health surveillance is required.

Fitness to work

We recognise the importance of having a workforce which can carry out the work that we require safely. This is important for the employees' own health and safety, as well as their colleagues. For this reason, we retain the right to require any employee working in a safety-critical role to complete a health questionnaire.

This process is carried out via our independent occupational health provider with full respect for medical confidentiality. As the employer we do not have access to medical information without the express permission of the individual employee. We do, however, receive information from the occupational health provider as to whether an individual is fit to carry out a particular role and any adjustments that we need to make.

Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988. Occupational health records are retained confidentially with our independent occupational health provider and in accordance with the Data Protection Act 1998 for 40 years.

Training

If a risk to health is identified, any employees affected will be advised of the measures that will be taken in order to safeguard their health. If this involves any further training, or instruction such as how to wear or maintain personal protective equipment, this will be arranged.

Employee concerns

Should an employee have any occupational health-related concerns, they are encouraged to raise them with the Director in the first instance. The matter will be dealt with promptly and where necessary, advice will be given on any further action required.

If an individual has an injury or illness which appears to be work related, or which the individual is concerned could be made worse by work, we will seek a medical opinion to assist us in evaluating the problem and identifying any practical changes we can make to assist the individual in safely continuing to do their job.

23. Consulting and Communicating with Employees

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

- consult and communicate any proposed change which may substantially affect their health and safety at work, e.g., changing a work procedure.
- decide for getting a competent person to help with compliance with regards to health and safety laws.
- consult and communicate when introducing new technology, tools or working processes.
- consult and communicate when planning health and safety training.
- inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they must deal with a risk or danger.
- consider the use the following means of communication and maintain a record of these where possible:
 - induction training.
 - specific training.
 - safety talks and briefings.
 - memos.
 - safe systems of work.
 - face to face meetings.
 - team meetings.

- telephone and email.

24. Monitoring Health and Safety

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

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

Review Date – 09/06/2026

Signed for and on behalf of G&D Contracts:

X



Gheorghe Demianciuc
Managing Director