

**Altered Images (Contractors) Ltd.** recognise that the health and safety of all its employees, contractors, self-employed associates, visitors, customers, and members of the public are of paramount importance, therefore all reasonably practicable measures will be taken to ensure their safety, control risks and protect the environment.

Senior Management will monitor Health, Safety & Environmental Legislation while considering their responsibilities and setting our Health and Safety Policy objectives.

The Company aims to provide a sound basis for co-operation between Management and employees and will encourage continuous improvement of our Health, Safety and Environmental performance.

Our objectives are to:

- Risk reduction, prevention of injury and identify health and safety hazards and manage those hazards so that the risks are effectively controlled.
- Work to safety standards which satisfy our statutory requirements and reflect good industry working practices, review and develop these standards continuously and revise them accordingly when changes in legislation, industry practice or technology occur.
- Consult with employees on health, safety and welfare issues by ensuring that our employees are trained to understand and carry out their responsibilities. This will involve, but will not be limited to, selection, training, re-training and continuous assessment of employee performance.
- Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

The Company recognise its legal obligations placed on it by the Health & Safety at Work etc. Act 1974 and other Statutory Legislation as may be applicable to our undertaking.

This policy is achieved through the implementation and continuous development of an Occupational Health & Safety System that is reviewed periodically to ensure that it continues to meet the requirements of the international Standard ISO 45001:2018(SSIP)

Employees will be made aware of this facility and are obliged to familiarise themselves with the contents of this Policy as it contains essential information for their health, safety and welfare. Should any employee have any questions on any health and safety related matter they must raise it with their immediate supervisor.

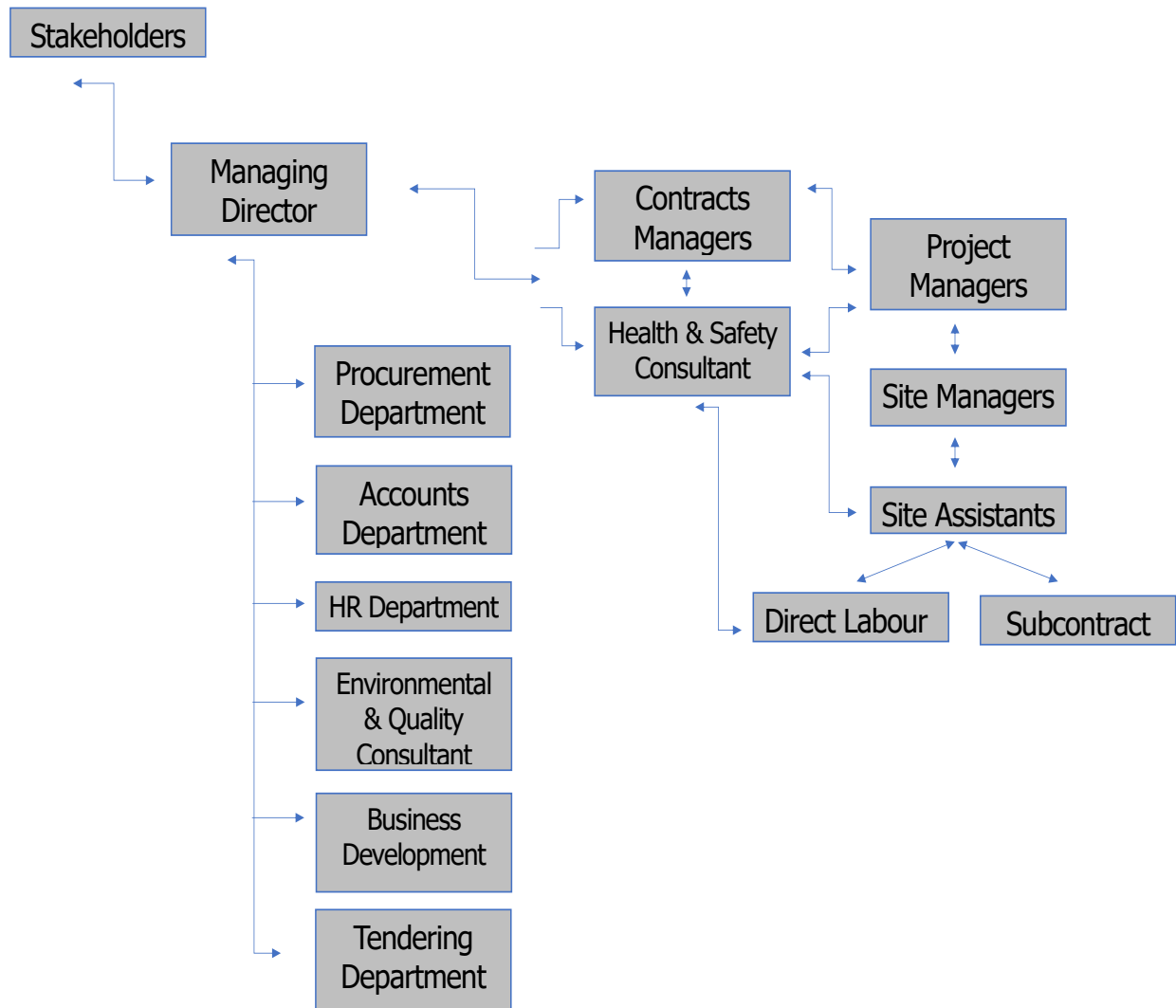
**Signed A Williams**

**A Williams**  
**Managing Director**

**Date 1<sup>st</sup> November 2022**

## **MANAGEMENT ORGANISATION**

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**RESPONSIBILITIES****The Managing Director shall:**

- Have overall responsibility for Health and Safety in the Company.
- Prepare and keep up to date a statement of the Policy for Health & Safety and ensure it is brought to the attention of employees, permanent or otherwise.
- Prepare instructions for the organisation and arrangements for carrying out the Company's Policy, to make each person aware of their responsibilities and the means by which they should carry them out.
- Visit sites to ensure adherence with the company's Health & Safety policy and coordination with clients undertaking.
- Ensure the appropriate training is given to all staff, permanent or otherwise.
- Insist that safe working practices are observed, and that work is planned and carried out in accordance with the relevant statutory requirements and Client requirements.
- Ensure that tenders are adequate to enable total compliance with all relevant duties and statutory obligations i.e., acceptable welfare facilities, risk assessments, Health & Safety inspections, safe working procedures and practices, provision of adequate and appropriate equipment etc, sufficient to prevent serious injury, property damage and wastage.
- Ensure there is suitable and sufficient liaison on Health, Safety & Welfare matters between the Company and others working on the site.
- Institute reporting, investigating, and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any employee failing to discharge satisfactorily their Health & Safety responsibilities.
- Arrange for funds and facilities to meet health and safety requirements and those of the Company Health & Safety Policy.
- Set a personal example when visiting sites by wearing appropriate protective equipment, clothing and footwear.
- Arrange meetings with the Health & Safety Consultant to discuss Company accident prevention, performance, possible improvements etc.

**The Safety Consultant:**

- Advise Management on preparation, promulgation and review of the Company's Health and Safety Policy, including the organisation and arrangements for carrying out the requirements of that Policy.
- Give advice to Management as requested on:
  - Legal requirements affecting Health, Safety and Welfare.
  - Prevention of personal accident injury and property accident damage.
  - Provision selection and use of protective equipment, clothing and footwear.
  - New working methods, materials, equipment, or substances that could reduce risks.
  - Proposed changes in legislation.
  - Potential hazards on new sites prior to commencement of work.
  - Health and Safety factors affecting the selection of plant, materials substances etc.

- Inspection, Testing plus Environment Health working Guidelines, Work Practice and Regulations.
- Carry out regular inspections of sites and workplaces to determine whether the work is being carried out according to Company Policy and the relevant statutory provisions. Provide a Safety Inspection Report to Managing Director
- Advise Management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Major Injuries, and Accident etc., in accordance with Company Policy and legislation
- Assist Management in any dealings with the Health and Safety Executive,
- If required by the Company, carry out investigations of serious accidents in accordance with the Company's Policy.
- Ensure that necessary First Aid equipment is available on Company premises and on sites.
- Provide advice on training requirements and arrange training courses where required
- Endeavour to establish, at all levels within the Company, an understanding that compliance with the regulations and preventions of injury and damage is a profitable and essential integral part of business and operational efficiency.

**Contacts Manager:**

- Visit sites to ensure adherence with the company's Health & Safety policy and coordination with clients undertaking.
- Liaise with Project Manager regarding matters of Health & Safety.
- Compile risk assessments and method statements prior to the commencement of the works and update as necessary as the works proceed.
- Compile and collate Health & Safety File, maintain, and keep up to date
- Give advice on safe methods of working.
- Set a personal example when visiting sites by wearing appropriate protective equipment, clothing and footwear.
- Liaise with client as necessary.
- Ensure that all operatives are aware of their responsibilities for the health, safety and welfare of themselves and others.
- Ultimately report back to Managing Director,

**Projects Manager:**

- Visit sites to ensure adherence with the company's Health & Safety policy and coordination with clients undertaking.
- Liaise with Site Manager regarding matters of Health & Safety.
- Compile risk assessments and method statements for the Site Manager prior to the

commencement of the works and update as necessary as the works proceed.  
Compile and collate Health & Safety File, maintain, and keep up to date

- Give advice on safe methods of working.
- Set a personal example when visiting sites by wearing appropriate protective equipment, clothing, and footwear.
- Liaise with client as necessary.
- Ensure that all operatives are aware of their responsibilities for the health, safety and welfare of themselves and others.

**Site Manager:**

- Manage the works safely.
- Prepare and review of risk assessments and method statements,
- Implementation of Safety Plans,
- Implement Site Rules,
- COSHH Register,
- First Aid,
- Provide inductions and maintain safety register,
- Ensure compliance with method statements, Health & Safety Plan, Risk Assessments, MA's and Altered Images Health & Safety Policy,

**Site Assistant:**

- Implement Site Rules,
- First Aid,
- Provide inductions and maintain safety register,

**Direct Labour**

- Expected to conform to company policy and regulations on Health and Safety.
- Recognise their responsibility in law for their own safety and that of other employee's, ensure that the Health and Safety Handbook is understood.
- Provide a DBS check.
- Ensure works are carried out in compliance with all relevant site rules & adhere to safety instructions issued by management
- Always carry out all work according to safe working methods & procedures and in a safe manner.
- Supervise all new members of the team, permanent or casual, particularly apprentices & young people and inform them of the hazards associated with the site, machinery, equipment, or substances.

- Obey safe working procedures
- Report all accidents and damage to management in accordance with the Company's Health and Safety Policy.
- Ensure that all personal injury accidents are reported in the Accident Book
- Ensure that all reportable accidents are reported according to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' and Company Policy
- Ensure that all appropriate personal protective equipment, clothing, and footwear are worn.
- Ensure that the personal protective equipment complies with British and / or European Standards, meets with HSE approval, is adequate and suitable for the task, is the proper size, fit and comfortable to wear
- Do not use any defective plant, machinery, and equipment.
- Ensure that only the correct tools and equipment are used for the job. Do not improvise.
- Be aware of the fire safety precautions and evacuation procedures.

**Subcontractors:**

- Expected to conform to company policy and regulations on Health and Safety, Safety topics,
- Recognise their responsibility in law for their own safety and that of other employee's, ensure that the Health and Safety Handbook is understood.
- Ensure works are carried out in compliance with all relevant site rules & adhere to safety instructions issued by management.
- Always carry out all work according to safe working methods & procedures and in a safe manner.
- Supervise all new members of the team, permanent or casual, particularly apprentices & young people and inform them of the hazards associated with the site, machinery, equipment, or substances.
- Obey safe working procedures.
- Report all accidents and damage to management in accordance with the Company's Health and Safety Policy.
- Ensure that all personal injury accidents are reported in the Accident Book
- Ensure that all reportable accidents are reported according to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' and Company Policy.
- Ensure that all appropriate personal protective equipment, clothing, and footwear are worn.
- Ensure that the personal protective equipment that is worn complies with British and / or European Standards, meets with HSE approval, is adequate and suitable for the task, is the proper size, fit and comfortable to wear.
- Do not use any defective plant, machinery, and equipment.

- Ensure that only the correct tools and equipment for the job are used. Do not improvise.
- Be aware of the fire safety precautions and evacuation procedures.

**Appointed Persons:**

- Ensure compliance to additional requirements such as HTM Regulations. This will include Water, Electrical, Fire Ventilation and Mechanical works

**ARRANGEMENTS****1. Safe Access and Egress**

- An assessment must be made of every work operation in order to eliminate, control, and reduce risk.
- Access and egress will be provided to ensure that all personnel can reach and return from their place of work with due regard to Health and Safety.
- Walkways will be kept free from obstruction, including stairs, ramps, roadways & paths.
- Where anyone can fall a distance liable to cause injury suitable and sufficient working platforms will be provided. Guardrails, Toe-boards & barriers will be provided as necessary to comply with regulations.
- Manholes, Trenches and openings will be protected by covers or fenced off.

**2. Ladders and Step Ladders**

- "A ladder may not be used as, or as a means of access/egress from a place of work unless it is reasonable to do so having regard to: -
  - The nature of the work and its duration.
  - The risks to the safety of any person arising from the use of the ladder".
- Guard rails and toe boards will be provided where any person is to carry out work, (including access/egress to a place of work) where they are liable to fall a distance which may cause injury. If not practicable then safety harnesses or other means of fall arrest equipment will be provided/worn.
- Ladders & stepladders provided will be suitable and of sufficient strength for the purpose they are being used.
- All ladders must be secured, however if not practicable, then arrangements made at the foot of the ladder to prevent it slipping.
- The top of any ladder used as a means of access to another level, will, unless other suitable handholds are provided, extend to a sufficient height above the level so as to provide a safe handhold.
- Ladders and steps should be free from obstruction at the base area.
- Only one person at a time only should use a ladder.
- Ladders should only be used for jobs of short duration and light work.

**3. Site Tidiness**

- Material and equipment will be stored in such a way as to prevent danger to any person in accordance with relevant security rules at the workplace.
- Rubbish and waste will be removed at regular intervals as necessary.
- Nails in timber or other materials will be removed or hammered over.
- Public access and egress will be clearly defined and signposted.

**4. Head Protection**

- "Hard Hats" will be worn at all times when there is a risk of head injury,
- All sites are deemed to be "Hard Hat Areas" unless otherwise indicated by the site supervisor in writing.

**5. Mobile Phones & vehicles**

- Phone calls should never be made or received when driving a vehicle, unless it is stationary, i.e., parked correctly according to road traffic regulations. At all other times the phone should be switched off and a message answering facility employed.
- Only use the mobile phone when it is necessary to do so and do not use for longer than is strictly necessary.
- Never look up numbers or attempt to take notes whilst driving.
- Encourage colleagues and customers to consider safety first and to place calls to the answering service.

**6. Scaffolds, Mobile Towers and Trestle Platforms**

- Guard rails and toe boards will be provided where any person is to carry out work, (including access/egress to a place of work) where they are liable to fall a distance which may cause injury. If not practicable then safety harnesses or other means of fall arrest equipment will be provided/worn.
- Scaffolding including mobile towers will be erected in accordance with the Work at Height Regulations.
- Scaffolding will be inspected at the beginning of every shift, and every 7 days (written report by competent person) if erected in the same place for that period of time or more.
- Notices referring to incomplete scaffolds will be fixed.
- Access ladders will be secured to prevent unauthorised use after working hours.
- Sheeted scaffolds will comply with the amended standards to BSEN 12811-1 with regard to tying in.
- Guardrails, toe-boards or similar will be provided on all scaffolds.
- Scaffold components will be inspected to ensure good condition.
- Design drawings will be available for special scaffolds.



- Mobile towers will comply with the outside 3.5:1 and 4:1 inside ratio, smallest base width to height formula.
- Mobile towers will be moved from the base, and no person will be permitted to remain on platform during the moving or positioning of the tower.
- A thorough survey of the working area must be completed before ladders; scaffolds, mobile towers, etc. are erected to reduce the risk of striking underground/overhead services.

## **7 Plant, Machinery, Electricity and Power Tools**

- Plant & machinery, provided or hired, will be tested and inspected in accordance and regard to the Electricity at Work Regulations and/or PUWER and will be in good condition and serviced regularly.
- Guards covering moving parts will be maintained at all times.
- Hand tools will be kept in a good serviceable condition.
- Training will be given, and certificates issued, in respect of cartridge tools & abrasive wheel machines.
- Electrical equipment will generally be run off a 110volt transformer circuit; however, any 240volt circuits will be protected by Residual Circuit Breakers.
- Defective equipment will not be used and be reported to site management immediately to enable defects to be remedied.
- All portable electrical apparatus will be subject to regular visual inspection by the user or supervisor, with PAT Tests provided at intervals based on risk assessment outcomes.

## **8. Health, Welfare and First-Aid**

- Welfare facilities will be provided in accordance with, and regard to The Construction (Design & Management) Regulations 2007 from Day 1 of any project.
- Toilets will be provided on site, which will be well ventilated and will be kept in a clean and orderly condition.
- Washing facilities will be provided on site close to the above and these facilities shall include hot and cold clean running water, soap, and towels.
- Facilities will be provided with a wholesome supply of drinking water, a method of boiling water, and provision for preparing and eating a meal.
- Storage areas will be provided for tools, materials, and flammable substances.
- First-aid kits will be provided (suitable for the number of persons who may be on site), and each site will have at least one first aid trained person
- COSHH assessments will be available on site to identify any special welfare requirements.

## **9. Accident and Emergency Procedures**

- An Accident Book will be available in the main office. It is site management's duty to ensure that **any** injury is reported and recorded in the Accident Book.
- **All** injuries to be entered in Accident Book & all notifiable injuries and dangerous occurrences to be reported under RIDDOR
- Managing Director to be notified of all accidents
- First-aider and First-aid kit to be available on site
- Site Documentation: -
  - The HSE "What you should know" poster.
  - Details of the location of nearest accident and emergency department.
  - Emergency fire procedures.
  - Site emergency plan.
  - Safety Plan. (Where required, under The Construction Design and Management regulations).
  - COSHH Assessments. (Including sub-contract operations).
  - Manual Handling Assessments. (Including sub-contract operations).
  - Risk Assessments for all work activities. (Including sub-contract operations).
  - Full details of site address, telephone numbers, etc.

## **10 Misconduct - Subject to Disciplinary Procedures**

- Failing to look after themselves or others, thereby causing danger by their acts or omissions, contrary to the spirit of this policy including: -
  - Evidence relating to violation of The Company Safety Policy or current Health & Safety legislation.
  - Symptoms of drug and alcohol abuse.
  - Unauthorised use of company vehicles.
  - Unauthorised operation of plant, machinery and equipment.
  - Abuse of welfare facilities.
  - Horseplay.
  - Removal of any device provided to aid health and safety.
  - Unauthorised removal of any warning signs or notices.
  - Smoking or using naked flame in prohibited places.
  - Damage or abuse of any safety equipment.
  - Unauthorised repairs to any plant, machinery, equipment.
  - Removal of materials, plant, machinery, equipment from company premises, without site authorisation.
  - Failure to wear /use personal protective equipment.
  - Wearing unsuitable clothing for work.

## **11 COSHH - Hazardous Substances**

- Assessments shall be made of all hazardous substances to be used by the company. Any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment shall be provided with sufficient information, instruction, and training to enable them to undertake their duties.

- Assessments of hazardous substances must:
  - Assess the hazards and risks to health
  - Avoid use of substance
  - Substitute safer materials for hazardous ones
  - Provide engineering controls (exhaust ventilation, dust extraction)
  - Select work practices to reduce risk (use brush rather than spray)
  - The use of Personal Protection Equipment where long term solutions are impractical
- If there is a recognisable health risk, the company shall inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.
- Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored.
- Assessments shall be reviewed regularly recorded and a copy maintained.

## **12. PPE – Personal Protective Equipment**

- The Personnel Protective Equipment Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:
- Before work starts the contract/workplace manager will ensure that any special protective clothing or equipment required is ordered and available for use on site and that sub contractors are made aware of the company policy on the wearing of safety helmets/gloves/eye protection/high visibility clothing etc.
- The site/workplace supervisor will ensure that adequate supplies of all necessary protective clothing or equipment are available on site/workplace for issue as required and that when issued to employees a record is kept.
- The site/workplace supervisor will ensure that any necessary protective clothing is provided before employees are set to work.
- All supervisory and management staff will set a good example in the wearing of safety helmets, protective footwear etc and will use all necessary protective clothing and equipment where required.
- Employees shall inspect their Personal Protective Equipment before each use.
- Equipment found to be defective shall not be used and arrangements made to replace the equipment.