

Arrangements for implementing the Health and Safety Policy

NEXT REVIEW 15th April 2023



2. ORGANISATION TO IMPLEMENT THE POLICY

This part of the policy details the individual health & safety responsibilities of the line management within Stonna Limited Ltd and to make the responsibilities and therefore naming individuals to fulfil the roles as described, will help to ensure the highest level of health and safety possible is attained.

Individuals named in this part obviously have a great deal of responsibility and are therefore expected to lead and display a positive attitude towards health and safety matters.

2.1 Managing Director

Will promote a strong and vibrant health and safety culture.

Will monitor the health and safety performance of the Company by receiving information from the operations Director, reviewing audits and carrying out periodic inspections of the company's activities.

Will establish, review and monitor relevant health and safety procedures with the aid of the

Will promote an interest in and an enthusiasm for, health and safety and will set a good personal example.

2.2 Operations Director

Will make adequate financial provision for ensuring that the policy and Company procedures are effectively carried out.

Will cause health and safety issues to be monitored and take such action as necessary to maintain or improve the company's health and safety standards.

Will annually review the company's health and safety policy with the assistance of the Senior Operations Manager.

Will encourage and support employees in their efforts to improve the Company's health and safety performance.

Will promote an interest in and an enthusiasm for health and safety throughout the Company and will set a good personal example.

2.3 Health and Safety Adviser

Will monitor the health and safety performance of the Company's activities and take such action as is necessary to maintain or improve the performance.

2.4 Operations Director

Will monitor the health and safety performance of the contracts under their control and will take such action as is necessary to maintain or improve the performance. Will take such action as is necessary in response to unsafe design details or working procedures raised by the Project or Site Manager.

Will ensure that employees, under their control, are familiar with those parts of the health and safety policy, which affect them or the activities in which they are involved. Will review and recommend, where necessary, adequate and appropriate training and instruction required for staff and labour under their control.

Will support and encourage staff under their immediate control in their efforts to improve health and safety performance.

Will where they are involved in the selection of sub-contractors, assess them to ensure that that meet all health and safety requirements. Record the health and safety performance of sub-contractors for the end of contract review meeting



2.5 Site Manager

Will monitor the general health and safety performance of operatives whilst on site and take such action as is necessary to ensure that Company and statutory rules and standards are complied with at all times and by all persons on site.

Will prior to any activity that creates a significant risk ensure that it is adequately and

Will raise such design details or working procedures that appear to them to be unsafe with

Ensure that project specific risk assessments and method statements are received from contractors in plenty of time to allow a full appraisal of the project specific risk assessments and method statements to ensure they are suitable and sufficient to allow a start on site. Will ensure that any risk assessment or method statement is brought to the attention of the persons, if practicable, who are at risk and ensure that they are aware of all of the preventive and protective measures to be adopted by use of Toolbox Talks.

Will ensure that all operations carried out under their control reflect the details contained in any method statement and or risk assessment produced for that activity and that they conform to general good practice and current health and safety legislation.

Will ensure that staff and operatives under their direct control receive, where necessary,

2.12 All Employees

An employee is anyone who has a verbal or written contract of employment and or works under the direct control of Stonna Ltd This includes agency personal and labour only sub-contractors. All individuals have legal obligations with regard to health and safety under various pieces of legislation. The duties are very general in nature and have a broad application. However, the company has summarized those duties as below.

Every employee whilst at work will:

Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Follow all of the Company's health and safety policies, rules & procedures and with any instruction given by the Company's line management team in relation to health, safety and welfare matters.

Only use machinery, equipment, substance or any article that they have been instructed to and have been trained and are competent in the use and/or application of.

Not knowingly, use any item of plant or machinery where a defect exists which may pose a risk to Health & Safety.

Not knowingly do anything that will damage or render inoperable anything provided in pursuance of health, safety and welfare.

Attend any health & safety related training or instruction and co-operate with the trainer and management team during the said training or instruction.

Not carry out any activity that they consider poses a risk to themselves or others or with which they have reasonable cause to be concerned about, whosoever instructs them.

Inform their employer or a member of the Company's management of any work situation

LIST OF RELEVANT STATUTORY PROVISIONS

The Company will comply with the following legislation when carrying out its undertakings, as well as any other legislation not listed below, but may be relevant from time to time:

1. The Health and Safety at Work etc. Act 1974.
2. The Lifting Operations and Lifting Equipment Regulations 1998.
3. The Construction (Design & Management) Regulations 2015.
4. Employers Liability (Compulsory Insurance) Act 1969 & Regulations 1998.
6. The Dangerous Substances & Explosive Atmospheres Regulations 200



7. The Control of Pollutions Act 1974 and amendment 1989
8. The Control of Lead at Work Regulations 2002.
9. Special Wastes Regulations 1996 (as amended).
10. The Health and Safety (First Aid) Regulations 1981 as amended
11. The Ionising Radiations Regulations 1999.
12. Occupiers Liability Act 1957 and 1984.
13. The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
14. The Work at Height Regulations 2005
15. The Control of Asbestos Regulations 2012.
16. The Control of Noise at Work Regulations 2005
17. The Control of Vibration at Work Regulations 2005

20. The Management of Health and Safety at Work Regulations 1999.
21. The Manual Handling Operations Regulations 1992 (as amended)
22. The Personal Protective Equipment at Work Regulations 1992 (as amended)
23. The Provision and Use of Work Equipment Regulations 1998.
24. The Supply of Machinery (Safety) Regulations 2008 & amendment Regulations 2011
25. The Health & Safety (Signs & Signals) Regulations 1996.
26. The Control of Substances Hazardous to Health Regulations 2002
27. The Food Safety (General Food Hygiene) Regulations 1995, 2005 & 2006.

Arrangements for Health & Safety

3.1 Training

3.4 Supervision & Activity Control

3.5 Safe Place of Work & Housekeeping

3.6 Environmental Protection & Waste Control

3.7 Workforce Involvement

3.8 Occupational Health Control and Personal Protective Equipment (PPE)

3.9 Welfare Arrangements

3.10 Site Security & protection of the Public

3.11 Reporting of Accidents & Dangerous Occurrences

3.12 Monitoring, Audit & Review

3.13 Emergency Arrangements

3.14 Fire Prevention & Control

3.15 Permits to Work

3.16 Public Relations

3.17 Work at Height

3.18 Traffic Management & Pedestrian Segregation

3.21 Asbestos

3.22 Plant & Equipment

3.23 Display Screen Equipment

3.24 Driving at Work



3. ARRANGEMENTS

This section outlines the arrangements, which comprise the main Company Health & Safety

In compliance with the Construction (Design & Management) Regulations 2015, the Company will develop the pre-construction information provided by the Client, through the Principle Designer and co-ordinate the site construction activities when performing the role of Principal Contractor. When on occasions where the Company is the Client and/or Principle Designer the Company will ensure that the duties of these parties as described in the Construction (Design & Management) Regulations 2015 are discharged.

3.1 TRAINING

The Company will ensure that employees are provided with the necessary training they require in order that they are able to carry out their duties, roles and responsibilities competently.

In order to be able to identify individual training requirements the Operations Director will ensure roll specific training requirements have been identified for all employees. For new employees training needs will be identified at 3monthly and 6monthly probationary reviews. The training needs of employees will also be identified by annual appraisals, introduction of

Company and individual training requirements at the regular health and safety and training

In addition to the above all those starting on site for the first time receive site specific health & safety induction training. The site rules will be explained to them and they will be required to sign the rules confirming they understand and agree to abide by them. Toolbox Talks will also be carried out on the Company's construction sites with operatives (including those employed by sub-contractors) on site specific health and safety topics, method statements and risk assessments. A record of these Toolbox Talks will be maintained. Only trained operatives are allowed to operate plant and certain items of equipment. Evidence of competence will be required from direct employees and employees of sub-contractors before being allowed to operate items of plant or equipment.

3.2 RISK ASSESSMENT

The completion of Risk Assessments is a requirement of the Management of Health and Safety at Work Regulations. The regulations place a duty on the employer to carry out a suitable and sufficient risk assessment when a significant risk is identified. The risk assessment should identify those at risk, the level of risk and detail the preventive and protective measures.

Contractors are required to provide copies of their risk assessments for appraisal to ensure that they are suitable and sufficient prior to them commencing any works.

To allow adequate appraisal of contractor's risk assessments, contractors will be required to provide copies of their risk assessments in plenty of time. Where reasonably practicable contractors are to aim to provide risk assessments 10 days prior to the date on which they wish to commence works. Operatives must receive a briefing on any risk assessments and safe system of work they are working to and sign a briefing record before commencing works.

3.3 CDM

The Company will ensure it carries out its duties in regard to the Construction (Design & Management) Regulations 2015. In order to do this the Company will ensure that the Client is aware of their duties with regard to the Construction (Design & Management) Regulations 2015 prior to commencement of a project.



The Company will ensure that a Principle Designer has been appointed by the Client and that an F10 Notification of Project has been submitted, where applicable, prior to the

When the Company is appointed as Principle Designer then it will ensure that an F10 Notification of Project has been submitted; review with the Client the competency of the designers and any contractors that they appoint, ensure that suitable, sufficient and project specific pre-construction information has been provided and communicate this information to those who require it, ensure the designers coordinate and risk assess their designs and that any residual risks are communicated to relevant people and produced at the end of the project a suitable health and safety file or update it if one already exists.

When performing the role of Principle Contractor, the Company will develop the preconstruction information to produce a Construction Phase Plan. This plan will be reviewed and updated throughout the currency of the project. When appointing contractors, the Company will ensure they are provided with adequate time for planning and given any relevant information from the construction phase plan and ensure that contractors activities are monitored and coordinated throughout the project. The Company will provide suitable welfare facilities from day one of the project and provide the Principle Designer with any information they require for inclusion into the Health and Safety File. For specific roles and responsibilities with regard to CDM please refer to the Organization Section of this policy.

3.4 SUPERVISION & ACTIVITY CONTROL

Responsibility for health & safety lies with contract and line management within the organization. This responsibility is passed through the management chain to the Project / Site Managers who provide direct supervision at site level on a day-to-day basis. Senior Management will provide adequate resources and support to enable the Project / Site Managers to adequately control and co-ordinate activities at site level as detailed in Part 2 “Organization” of this policy.

All high-risk activities are assessed as detailed in the Risk Assessment Procedure. The risk assessment should identify amongst other issues the actual place of work and assess the hazards associated with that place.

High-risk places of work include:

- Working at Height · Confined Spaces · Deep Excavation · Public Highway or Site Haul roads · Demolition Sites · Working with asbestos · Work on live services

Good standards of housekeeping are an essential feature of accident prevention, and therefore are strictly managed by regular cleaning and availability of suitable and sufficient waste bins or skips. Adequate, secure storage arrangements are a prior requisite. Materials are to be stored in a safe and secure manner. Materials are to be managed so that only the minimum amounts of materials are stored on site at any one time.

3.6 ENVIRONMENTAL PROTECTION & WASTE CONTROL

The Operations Director ensures that all relevant legislation is followed regarding the disposal of waste products. An Environmental Management Plan (EMP) an Environmental Risk Assessment and Aspects and Impacts will be produced. The Company is committed to reducing waste going to landfill.

The Operations Director will arrange for regular audits of projects to be carried out to ensure they are complying with current UK legislation. Whenever reasonably practicable the Company will segregate waste materials. Whenever reasonably practicable the Company

3.7 WORKFORCE INVOLVEMENT / CONSULTATION

Workforce involvement and consultation in the management of health & safety is essential

encourages all levels of employee consultation from director level t



site laborer. Probably the most important means of consultation is when the actual construction team discusses the content of a work method statement and risk assessment.

The use of suggestion boxes will also be encouraged to allow those who may wish to remain anonymous to make suggestions on how to improve health and safety standards in the workplace. The Company achieves effective communication and consultation in a number of ways including

Via Health & Safety Inductions.

Via Health & Safety Information Memos/safety alerts.

Via Health & Safety Training Courses.

Via Health & Safety Meetings & Committees

Via Health & Safety Initiatives & Campaigns.

Via regular Staff Meetings.

Via Individual Appraisals which are held annually with each member of staff.

Via Toolbox Talks

3.8 OCCUPATIONAL HEALTH CONTROL AND PERSONAL/PROTECTIVE EQUIPMENT (PPE)

Arrangements are in place to assess the effects of any substances hazardous to health and

Under the Control of Noise at Work Regulations 2005 assessments are made to ascertain noise levels and all relevant precautions are taken to avoid or protect against excessive noise levels. All machines will be fitted with manufacturers approved silencers. Hearing protection will be available to all who require or request it on site.

Vibration

Under the Control of Vibration at Work Regulations 2005 the vibration risks to employees will be assessed and control measures will be put in place to reduce the level as is reasonably practicable. Where ever possible machine attachments will be employed over hand held

Where reasonably practicable the Company will avoid manual handling. The Company will provide mechanical means to transport loads to or as near to their final positions as reasonably practicable. Mechanical means may include the use of tele handlers to transport materials around site and lift up onto loading bays etc. or cranes to lift materials into position, or the use of construction hoists to lift materials up to height and thus reduce or eliminate the need to manual handle materials to the absolute minimum. Kerbs and paving slabs will be laid using mechanical kerb and slab laying devices. Where it is not possible to avoid manual handling, then, where reasonably practicable, manual handling aids will be used, such as sack trucks, board trolleys, pallet trucks etc. Where manual handling is unavoidable then the Company will assess the task and ensure arrangements are put in place to reduce the risk of injury from manual handling to as low as is reasonably

Where reasonably practicable alternative methods of construction will be used which do not create dust. Where this is not possible, dust will be controlled in the following ways,

- Spraying and dampening down the work areas to minimize airborne dust.
 - Use of appropriate vacuum extraction to collect the dust and prevent it becoming airborne.
- Where operatives are involved in processes that create dust they will be required to wear the appropriate respiratory protection which will be an FFP3 respirator as a minimum. Operatives using such protection will be required to have undergone face fit testing for the



be avoided and suitable vacuums or wet brushing techniques used instead to reduce the risk of exposure to harmful dusts. Vacuums must be fitted with either an H or M Class HEPA filter.



Personal Protective Equipment

Only when the adoption of reasonable engineering or management control are unable to reduce a hazard to an acceptable level, will personal protective equipment be supplied and used by the operative. Arrangements will be made to control such issue to ensure that the operatives are competent to use such equipment. Company employees who require it will be issued personal protective equipment free of charge. Those persons using cut off saws to mechanically cut stone, masonry or concrete products will be required to wear fit tested FFP3 respirators as well as using a wet cut technique to protect against silica. Those persons using mechanical saws to cut timber or any other product where wet cutting is not possible and which creates harmful dust when cut will be required to wear face fit tested FFP3 respirators as well as having a suitable dust extraction unit fitted to the saw (which must be fitted with either an H or M Class HEPA filter). The minimum Personal Protective Equipment required on one of the Company's construction sites is a safety helmet, high visibility vest or jacket, pair of protective footwear with toe and sole protection, a suitable pair of gloves for the task being undertaken and suitable eye protection for the tasks being undertaken. Where external workers are working in the rain, and where task specific eye protection is not required, then the wearing of general-purpose eye protection may be relaxed for those external workers only. General purpose eye protection must be worn again by those

3.9 WELFARE ARRANGEMENTS

Welfare arrangements provided on site will be in compliance with Schedule 2 of The Construction (Design & Management) Regulations 2015 as well as any additional requirements of the client. The Company has made a commitment to improving standards of welfare wherever practicable by developing a "standard of welfare provision". The extent and provision of welfare facilities is normally assessed during the pre-start meeting. The minimum allowable welfare provision on site will be: Site Manager office/s, canteen / mess facilities (including water boiling and food heating facilities and fridge), toilet facilities (plumbed in where reasonably practicable), drying room and storage containers, hot and cold running water and first aid facilities. The numbers and sizes of facilities will be dependent on the size and nature of the individual project. Welfare provision in offices & other workplaces will conform to the Workplace (Health, Safety & Welfare) Regulations 1992. Suitable arrangements will be made to ensure that welfare facilities are maintained and kept in a clean and hygienic condition at all times.

3.10 SITE SECURITY & PROTECTION OF THE PUBLIC

All reasonably practical measures are taken to prevent unauthorized access and secure any interface with the public. Particular attention is paid to preventing children being injured on a site.

Measures considered include:

- Fencing/hoarding to prevent unauthorized access to site.
- Removing ladder access or boarding over.
- Securing and immobilizing all Plant and Equipment.
- Stacking any items which can fall or topple e.g. drain rings or pipes, in a way not to cause danger.
- Backfilling or securely fencing deep excavations.
- Covering manholes securely.
- Ensure any voids are adequately guarded or covered to prevent falls.
- Spoil heaps and sand piles will be as low as possible and battered & sealed to a safe angle of repose.
- Bricks and blocks will be stored as low as possible and damaged packs placed on the ground.

3.11 REPORTING OF ACCIDENTS & DANGEROUS OCCURREN



Accident & Dangerous Occurrences are reported to the Operations Director or Line Manager, who is responsible for completing the Accident Book, The Operations Director must

investigate and complete the Internal Accident Report Form and forward to the Managing Director immediately. The Managing Director will decide if further investigation is required by the Health and Safety Advisor. The Health & Safety Advisor will then review the circumstances and decide if further investigation over and above that already carried out is required. Any accidents that are reportable under the Reporting of Injuries, Deaths & Dangerous Occurrences Regulations 2013 will be reported by the Health & Safety Advisor

3.12 MONITORING, AUDIT & REVIEW

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas. These include weekly site safety inspection reports completed by the Site Manager. The Operations Director will carry out their own formal, independent audit on a monthly basis.

The Managing Director will arrange for regular health and safety inspections to be carried out on all parts of the Company's activities and arrange for written reports to be provided. These reports and all subsequent corrective actions are reviewed by Senior Management. Health and Safety is an agenda item at the weekly plant and labor meeting where day-

A regular Health & Safety Meeting is held with the Safety Directors to discuss and resolve

Quarterly Safety Committee and Review Meetings will be held by Senior Management to assess performance and set objectives, as part of a continuous improvement program. Annually the Site Managers will undergo a health and safety appraisal with the assistance of the Contracts Managers. The Contract Managers will also undergo a health & safety appraisal by the relevant Director. The health and safety performance of sub-contractors is monitored and reviewed throughout the project at regular progress review meetings. At the end of each project, a Post Contract Review meeting is held and during this meeting not only is the health and safety performance of sub-contractors reviewed, but also any health and safety issues and any health and safety lessons learnt are discussed and information is distributed to all who require it.

3.13 EMERGENCY ARRANGEMENTS

An assessment will be made of the risk of serious and imminent danger, at the workplace and control measures for dealing with the emergencies established.

Specific arrangements will be made for:

- Communication with Emergency Services
- First Aid arrangements
- Fire fighting capability
- Evacuation and assembly arrangements

- Rescue from height
- Rescue from confined spaces

The Company will follow the guidelines set out in the Construction Confederation's & Fire Protection Association's document Fire Prevention on Construction Sites, The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, 9th Edition and HSG 168 Fire Safety in Construction and the Regulatory Reform (Fire Safety) Order 2005.

The Company will appoint competent fire marshals in all its offices and construction sites who will carry out regular inspections of firefighting equipment, fire alarms and emergency

The Company will ensure that all facilities, equipment and devices provided in respect of fire safety will be adequately maintained.



All fire extinguishers will be serviced annually and fire alarm and emergency light systems will

PERMITS TO WORK

Certain activities will require a permit to work prior to their being carried out. These activities will generally be identified through risk assessment; however, there are certain activities that DENIZ Contractors Ltd always requires a permit to work to be carried out prior to them commencing. These include:

1. Any excavation.
3. Entry into any confined space.
4. Work on live electrical circuits.

3.16 PUBLIC RELATIONS

All levels of management are responsible for dealing with and setting up procedures for recording initial inquiries, complaints etc., from the general public. All communication will be dealt with courteously and expeditiously

The Company recognizes that work at height is a high-risk activity if suitable control measures are not put in place. The Company will therefore follow the Work at Height

Use work equipment or other measures to prevent falls where work at height cannot be avoided.

Use the most suitable work equipment for the task.

Where the risk of a fall cannot be eliminated, work equipment or other measures will be used to minimize the distance and consequences of a fall should one occur.

Additional measures will include ensuring that all operatives are work at height trained.

3.18 Traffic Management & Pedestrian Segregation

In order to safe guard pedestrians from mobile plant and equipment on site, prior to the start of each project a traffic management plan will be developed and implemented. Where reasonably practicable the vehicle and pedestrian entrances for sites will be separate. Where reasonably practicable pedestrian routes will be segregated from vehicle routes on site.

Where reasonably practicable all vehicles and mobile plant will be capable of all round vision or under the control of a banks man whilst maneuvering on site.

All vehicles and mobile plant on site will be fitted with the appropriate hazard warning devices, such as flashing beacons and/or reversing warning alarms.

All personnel on site will be required to wear high visibility vest or jacket.

3.19 Foreign Workers

The Company recognizes that there are an increasing number of foreign workers now working on construction sites within the United Kingdom. Not all these foreign workers are fluent English speakers and therefore the Company requires that, where reasonably practicable, all agencies or sub-contractors bringing workers onto its sites who are not fluent in English also provide a translator to be present with them at all times in order that safety instructions and rules are effectively communicated to them. Where reasonably practicable

The Company reserves the right to carry out audits of eligibility to work in the UK at any of its sites or offices.



Alcohol & Drugs

The Company forbids anyone working on its construction sites or offices to be under the influence of alcohol or non-prescription drugs or to consume alcohol or non-prescription drugs whilst at work.

The Company reserves the right to eject anyone suspected of being under the influence of alcohol or non-prescription drugs from its premises or sites.

The Company requires all drivers and plant operators to have zero levels of alcohol or non-prescription drugs in their system whilst at work.

Any employee found to have consumed or be under the influence of alcohol or non-prescription drugs whilst at work will be subject to disciplinary action.

The Company reserves the right to carry out random drug and/or alcohol testing on any worker, working at a Company site or office.

4.17 Asbestos

Before carrying out any work in or demolition of an existing building a full Refurbishment/Demolition Survey will be carried out or obtained from the Client. Only competent and licensed contractors will remove asbestos containing materials and a clean air/reoccupation certificate will be required prior to other work continuing in the affected area or building.

If suspected asbestos containing materials are uncovered during a project, work is to cease immediately, the area is to be sealed and locked off and a licensed and competent contractor is to be employed to carry out a survey and have samples sent to a HSE approved laboratory for analysis. Only when it has been confirmed that either there is no asbestos containing materials present or that all asbestos containing materials have been

Where asbestos containing materials are to be left in place, then the site manager must

All workers are to be asbestos awareness trained.

4.18 Plant & Equipment

The Company operates inspection records for Lifting Appliances, Lifting Accessories These items of plant and equipment will be inspected daily before use by the authorized competent person on site. Lifting accessories will be thoroughly inspected at least every six months. The Company also operates daily pre-operational and maintenance inspection records for, excavators, fork lift trucks, dumpers, MEWPs and ride on rollers. These inspection records are to be completed by the driver/operator of the fork lift truck, dumper or ride on roller only. All checks should be carried out prior to the start of the day and before starting

Once accepted on site the item of plant must be inspected visually daily and a weekly inspection recorded on the Small Plant Inspection Register. This record must be held on site file.

Any item of plant or equipment where a defect exists which prevents its safe use is to be taken out of service immediately.

4.19 Display Screen Equipment

All workstations will be assessed and analyzed. This will include the equipment, furniture, work environment, the work being undertaken and any special needs of the user. All workstations will meet as a minimum the requirements set out in the schedule to the Health and Safety (Display Screen Equipment) Regulations 1992.





The Company will provide any necessary information and training to ensure employees can use display screen equipment and workstations safely and know how to make the best use of it avoid health problems



Driving at Work

It is the responsibility of each individual to ensure that they have the correct licenses and insurance to drive at work, and that the vehicle is serviceable and roadworthy and does not present a risk to other road users. Driving under the influence of drugs or alcohol is forbidden. Any health matters likely to influence driving are to be discussed with a Director.

Stonna Ltd will conduct all of its Health and Safety business following the HSE recommended model from HSG65. Plan, check, do, act.

Signed...

A square image showing a handwritten signature in blue ink on a light-colored background.

Dated...15/04/2022

Stonna Ltd.



