

HEALTH AND SAFETY POLICY

1. GENERAL POLICY

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we do business as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

HEALTH AND SAFETY GENERAL POLICY STATEMENT

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these goals. The General Policy Statement is brought to the attention of all employees by publication in the main policy manual and in the Employee Safety Handbook. It may also be included on notice boards in our premises. Any updates will be communicated at time of revision.

ORGANISATION

This part of the Policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Records and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

RELEVANT LEGISLATION

This page sets out details of the main statutes and regulations affecting health and safety at work that are currently in force.

SAFETY ARRANGEMENTS

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible. This should be read alongside DAS Fire Integrated Management System (IMS).

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded.

We accept that we cannot transfer our responsibility for managing health, safety and welfare within the workplace to others outside our employ. Use of the above documents will aid our success in fulfilling these responsibilities.

SAFETY RECORDS

Appropriate records will be maintained in relation to:

- Health & Safety System and Procedures review
- Internal Audits
- Statutory examination periodic inspection and testing of work equipment including hired equipment
- Fire safety management at Bramley office
- Health and Safety training records
- Accident investigation reporting and investigation

PERIODIC REVIEW

Our Health and Safety General Policy Statement and this policy are reviewed periodically. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and are good practice relevant to our business.

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2. HEALTH & SAFETY GENERAL POLICY STATEMENT

DAS Fire recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Managers and Supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved through:

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

In support of this policy we have prepared a responsibility chart and specific arrangements.

Health and Safety Management forms part of our Integrated Management System which conforms to ISO 9001:2015 (Quality Management) and ISO 14001:2015 (Environmental Management) as well as ISO 45001:2018.

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3. ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE

Although the Managing Director has overall responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Managing Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

GENERAL

- Provide and resource an effective health and safety management system
- Make arrangements to consult with employees on health and safety matters
- Arrange and maintain appropriate Employers’ Liability Insurance cover
- Ensure that health and safety implications are considered when acquiring new equipment and machinery
- Ensure that contractors (when used) are competent and monitored during work
- Ensure that a process is in place to identify and report hazards
- Ensure that all employees receive appropriate health and safety training
- Provide measures to protect the health and safety of employees working alone
- Monitor the health and safety performance of the organisation

OCCUPATIONAL HEALTH

- Ensure that adequate procedures are in place to identify and address occupational health risks
- Ensure that the measures required to reduce and control employees’ exposure to occupational health risks are in place and used
- Implement measures to reduce stress within the workplace

ACCIDENTS, INCIDENTS AND FIRST AID

- Record accidents and incidents
- Complete accident and incident investigations, identify causes and measures for prevention
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority
- Ensure that adequate first aid arrangements are in place

FIRE AND EMERGENCY ARRANGEMENTS

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises
- Employees are aware of the fire and evacuation arrangements and other emergency procedures
- Emergency equipment is provided, tested and maintained appropriately
- Adequate Fire Risk Assessments are completed

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RISK ASSESSMENT

Ensure that:

- Risk assessments are completed to enable safe systems of work are implemented for all activities that pose a significant risk of harm
- Risk assessments are documented
- The outcomes of risk assessments are carefully explained to the workforce

PREMISES

- Provide a suitable and safe working environment for employees with adequate welfare facilities
- Ensure that the fixed electrical installation is adequately installed and maintained
- Introduce and maintain measures to control and manage the risks from asbestos
- Ensure good housekeeping standards are instigated and maintained
- Provide suitable and sufficient maintenance of the facilities provided within the workplace

EQUIPMENT

Ensure that:

- All equipment provided by the organisation is suitable and properly used
- All work equipment is adequately maintained and safe
- Portable electrical appliances are adequately maintained, inspected and tested
- Appropriate hand tools are provided and maintained
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use

SUBSTANCES

Ensure that:

- All substances are used safely
- All substances are appropriately stored

LINE MANAGER RESPONSIBILITIES

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the roles they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities..

EMPLOYEE AND WORKERS' RESPONSIBILITIES

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that company policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at sites (where applicable).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment
- Report any Near Misses (events or circumstances that had the potential to cause damage, injury or illness, but did not occur thanks to a correction action and/or timely intervention) incidents, accidents and non-conformances to your Line Manager and/or Operations Director.
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.

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- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

MONITORING

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Records, internal audit and management reviews. The Managing Director has overall responsibility for this, but some of the routine tasks may be delegated.

Monitoring and reviews help us to check the effectiveness of our Safety Management System.

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RESPONSIBILITY TABLE

This Responsibility Table shows the allocation of responsibility for particular health and safety issues by positions.

Key: MD: Managing Director(s); OD: Operations Director; PM/DD: Project Managers &/or Divisional Directors

Safety Arrangements	MD	OD	PM/DD
Managing Safety & Health at Work	✓		
Accident, Incident, Ill Health Reporting and Investigation	✓	✓	✓
Workplace H&S Consultation - One-to-one		✓	✓
Risk Assessment and Hazard Reporting		✓	✓
Substance & Alcohol Abuse		✓	✓
Purchasing		✓	✓
Lone Working		✓	✓
Health & Safety Training		✓	✓
Personal Protective Equipment		✓	✓
Safe Systems of Work		✓	✓
Action on Enforcing Authority Reports	✓	✓	
Equality and Disability Discrimination Compliance		✓	✓
H&S Information for Employees		✓	✓
Fire Safety - Arrangements and Procedures		✓	✓
First Aid		✓	✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment	✓	✓	✓
The Control of Hazardous & Non Hazardous Waste		✓	✓
Access, Egress, Stairs & Floors		✓	✓
Windows, Glass & Glazing in the Workplace		✓	✓
Workplace Signs		✓	✓
Company Premises	✓		
Electrical Safety		✓	✓
Hand Tools		✓	✓
Office Equipment		✓	
Storage of Chemical Substances & Agents	✓	✓	✓
Slips, Trips & Falls		✓	✓
Abrasive Wheels	✓	✓	✓
Work at Height		✓	✓
Permits to Work		✓	✓
Live Electrical Work		✓	✓
Isolation & Lock-Off Procedures		✓	✓
Occupational Road Safety		✓	✓
Safety Harnesses, Lanyards & Fall Arrest Equipment		✓	✓
Manual Handling		✓	✓
Display Screen Equipment & DSE User Eye Tests & Spectacles		✓	
Legionella Control		✓	✓
Use of Chemical Agents & Substances	✓	✓	✓
Asbestos at Work-No Survey & Off Site Risk		✓	✓
Asbestos at Work-No Premises & Off Site Risk	✓	✓	✓
Control of Noise at Work		✓	✓
Stress in the Workplace		✓	✓
Aggression & Violence in the Workplace		✓	✓
Project Safety for Travelling & Multi-Site Workers		✓	✓
Contractor Control & Management		✓	✓
CDM - Contractor or Subcontractor		✓	✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others, and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

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3. RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, details of the main statutes and regulations affecting health and safety at work in force when this policy was prepared. Some of those listed will not apply to our operations, but we need to be aware of them should circumstances change.

Detail of main statutes and regulations affecting health and safety at work applicable to our operation, on a day to day basis, are identified in the list below.

- Building Regulations 2010 (as amended)
- Building Safety Act 2022
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989 Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990

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- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Further detail and access to the specific wording of legal requirements is available from our third party HR Advisors, Peninsula, 24 Hour Advice Service on 0844 892 2785.

Note: Although the UK has left the EU, by virtue of the European Union (Withdrawal) Act 2018 and associated legislation, the European Regulations listed here remain in force until replaced by domestic legislation

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3. HEALTH & SAFETY ARRANGEMENTS

This section should be read in conjunction with DAS Fire IMS, providing further H&S Training; Communication/Consultation; Monitoring/Auditing/Review; Accident Reporting/Investigation; Fire/Emergency Procedures; First Aid, and Work Equipment arrangements.

MANUAL HANDLING

We will reduce as far as possible the need to carry out manual handling and limit the weight of objects that have to be handled manually. Risk assessments and method statements will be implemented, where applicable, detailing safe methods of working to avoid the risk of injuries associated with manual handling.

Risk assessments and method statements are communicated to personnel as part of site inductions, manual handling training is provided to relevant personnel and walkways are kept clear and free of obstructions.

Manual handling training is provided via Toolbox Talk by the Project Managers/Divisional Directors to ensure that all personnel are aware of safe methods of handling. Sub-Contractors are required to demonstrate similar levels of awareness and competence.

Manual handling activity will be monitored, where undertaken, during Site Safety Audits. Any concerns identified will be reported and recorded appropriately.

ASBESTOS

A survey was undertaken at DAS Fire Bramley Office that shows asbestos was not used in the construction c1986.

When operating on client controlled sites, management of asbestos identification is assessed by the client.

All DAS Fire staff receive Asbestos Awareness training which lays out how to identify and manage potential asbestos containing materials. Training is carried out annually and training records are retained.

EQUIPMENT / PAT TESTING

Site Equipment

Company owned portable electrical equipment shall be inspected prior to use. Equipment is primarily supplied by Sub-Contractors who adhere to DAS Fire safety requirements providing documented proof of checks/calibration etc.

Any faulty, or potentially faulty, equipment shall be labelled and withdrawn from use. The Project Managers/Divisional Directors shall ensure that appropriate repairs, and any necessary testing, are carried out successfully before allowing the equipment to be returned to use.

All personnel have a responsibility to check all equipment prior to use and raise any concerns with their line manager accordingly.

Electrical supply and equipment provided in welfare facilities shall be safety tested prior to use on site and the Project Managers/Divisional Directors shall keep a copy of the test certificate.

Hired Equipment

The Project Managers/Divisional Directors shall ensure that all hired equipment is provided with records/confirmation of the necessary safety testing and that any information, installation and/or training necessary is provided by the hirer to ensure safe use of the equipment.

Office Equipment

The Service Director shall ensure that all office equipment requiring electrical safety testing, is listed on a register and that this testing is carried out by a competent person and is recorded. Any faulty equipment shall be labelled and withdrawn from service and the Service Director shall ensure that it is repaired by an appropriate person prior to returning it to service.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

General requirements for PPE, relating to site activity, have been assessed as part of our overall risk assessments. Necessary PPE is issued, or confirmed to be already provided and adequate, by the Project Managers/Divisional Directors who will ensure stock of necessary PPE is always available. Further supplies are held at DAS Fire offices.

Risk assessments generally indicate potential need for:

- Hard Hats
- High Visibility Vests
- Safety boots

Consideration should be given to full length shirts and trousers to be worn in periods of sunny weather and waterproof clothing is to be worn for outside working in wet weather.

The Project Managers/Divisional Directors shall ensure, on a continuous basis, that correct PPE is being worn by employees and Sub-Contractors' employees on site.

The Project Managers/Divisional Directors shall ensure that hard hats are replaced every two years, or more frequently where necessary.

It is the responsibility of the individual employees to report any deficiencies in PPE to their Manager.

Requirements for additional or different PPE shall be assessed by the Project Managers/Divisional Directors as necessary for specific types of site work, as part of the risk assessment, for the works being undertaken. In such cases, the required PPE shall be reviewed to ensure that it is compatible and any additional training required in its use and maintenance shall be identified and provided.

WELFARE FACILITIES

The following welfare facilities...

...are provided at DAS Fire office:

- Toilets
- Washing facilities
- Towels and soap
- Hot and cold running water
- Drinking water
- Means of heating food

... shall be provided on sites:

- Toilets
- Washing facilities
- Towels and soap
- Hot and cold running water
- Drinking water
- Means of heating food
- Canteen/rest area
- Means of drying/storing clothes

Welfare Facilities provided by the Client on site

Where welfare facilities are provided by the Client or others, the Project Managers/Divisional Directors shall ensure that they are adequate, identify any rules/restrictions regarding their use and ensure that employees/Sub-Contractors are made aware of these.

Welfare Facilities provided by the Company on site

The Project Managers/Divisional Directors shall ensure that the welfare facilities are adequate prior to commencement of works and that they are maintained in a clean and tidy condition for the duration of the contract. Safety testing in terms of electrical and gas connections to the welfare facilities shall be carried out prior to their being used.

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COSHH

The Company has carried out COSHH assessments for all substances frequently used in, or generated by, the Company's operations. The findings from these COSHH assessments are incorporated in generic and project specific risk assessments. These COSHH assessments are explained to employees as part of the company/site induction and are readily available for reference (e.g. included in the site health and safety file).

Substances are generally limited to commonly used construction materials, or arising from operations on site, e.g. dust, or in situ materials.

Tool box talks remind personnel of potential hazards and confirm the need for there to have been a COSHH assessment for any potentially hazardous substance. All personnel are instructed to alert their Manager to any additional substance which may not have been covered by the above or to any circumstance where the control measures specified in the assessment may not be adequate or have not been implemented. Where a COSHH assessment is required, one will be carried out and communicated to ensure all relevant personnel are aware of hazards, risks and control measures.

Sub-Contractors are required to provide COSHH assessments on any substances that they use, or generate, on site identifying hazards and the measures necessary to prevent or limit exposure. Site inductions will include confirmation of the potential hazards and necessary controls.

DUTIES OF A CONTRACTOR UNDER THE CONSTRUCTION, DESIGN AND MANAGEMENT (CDM) REGULATIONS 2015

Responsibilities as a Principal Contractor

It is noted that under the 2015 CDM Regulations, the Client must appoint a Principal Contractor where more than one contractor is appointed to a contract. This appointment is no longer dependant on whether or not a contract is notifiable.

The company generally manages its responsibilities as a Principal Contractor under the Regulations as follows:

1. Identification and review at tender/quotation stage of provided Pre-Construction Information on contract specific hazards, risks, restrictions, etc. Ensuring that specific requirements are identified and met.
2. Ensuring that the Client is aware of their responsibilities under the CDM Regulations. Confirmation of the Client's Brief, including arrangement of pre-start meeting(s) as necessary.
3. Co-operation and liaison with the Principal Designer, via pre-start and progress meetings as appropriate.
4. Development and issue of an appropriate Health and Safety Plan and receipt of approval by the Client of this plan and implementation and updating of this plan as required through the project. Issue of this plan to other contractors.
5. Ensuring that necessary resources are identified and provided to the contract and programmed appropriately to allow adequate planning and preparation by the company and by other contractors. Ensuring effective co-ordination of activities.
6. Liaison with the Principal Designer in relation to any ongoing design work, identification of any changes; design changes or unforeseen circumstances that could affect health and safety to the Principal Designer and amend the plan etc as necessary
7. Develop, issue/display and enforce site rules.
8. Displaying the F10, if it is a notifiable contract.
9. Ensuring adequate welfare facilities are provided.
10. Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training.

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11. Ensuring only competent and adequately resourced contractors are appointed.
12. Provide relevant information to contractors and ensure that they are aware of the minimum time allowed for them to plan and prepare.
13. Ensuring that contractors provide the necessary information to demonstrate competence of their personnel and Sub-Contractors, proof of necessary testing/inception etc of plant and equipment and adequate and sufficient risk assessments and method statements, prior to allowing them to carry out related activities.
14. Ensuring all personnel are provided with a site induction.
15. Ensuring that all site personnel (company personnel and other contractors’ personnel) are briefed on requirements and reminded of key site safety issues as appropriate.
16. Ensuring the necessary level and type of supervision is identified and provided, by the company and by other contractors.
17. Ensuring necessary arrangements to restrict entry to the site to authorised people.
18. Ensuring that all necessary plant and equipment and PPE as identified in the method statements is provided and tested/inspected/examined as required.
19. Monitoring health and safety performance on site and ensuring compliance with the Construction Phase Plan and Site Rules.
20. Ensuring effective consultation with the workforce. Ensure measures in place to actively engage site personnel in contributing to the management of health and safety on site.
21. Providing the required information to the Principal Designer for inclusion in the Health and Safety File. If the Principal Designer’s appointment ceases before the construction work is complete, make arrangements with the Client to take over the completion of the File

Responsibilities as a Contractor

These apply where the company is appointed as a contractor on a contract where another company is appointed as the Principal Contractor or where the company is the sole contractor involved in the contract and therefore there is no requirement for a Principal Contractor to be appointed.

As a contractor working under the control of a Principal Contractor

The company generally manages its responsibilities as a contractor under the Regulations as follows:

1. Identification at tender stage of any information provided on contract specific hazards, risks, restrictions, etc. Ensuring that specific requirements are identified and met.
2. Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training.
3. Ensuring the necessary level and type of supervision is identified and provided.
4. Ensuring only competent adequately resourced Sub-Contractors are appointed.
5. Ensuring that all necessary plant, equipment and PPE, as identified in the method statements is provided and tested/inspected/examined as required.
6. Ensuring that all site personnel (company employees and company Sub-Contractors) are briefed on requirements and reminded of key site safety issues as appropriate.

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7. Ensure that site personnel comply with site rules by monitoring and responding to any concerns/issues raised by the Principal Contractor or other contractors.
8. As required, co-ordinate activities with other contractors (exchanging information as necessary) and fully co-operate and comply with the Principal Contractor’s arrangements to manage health and safety on site.
9. Ensure all company site personnel and company Sub-Contractors receive a site induction from the Principal Contractor and are briefed against relevant risk assessments and method statements.
10. Ensure sufficient time is allocated for the necessary planning and preparation of site work activities and for carrying out those activities.
11. Ensure effective consultation with the workforce –company personnel and company Sub-Contractors.

As a sole contractor on a project

The company generally manages its responsibilities as a sole contractor under the Regulations as follows:

1. Identification at tender stage of any information provided on contract specific hazards, risks, restrictions, etc. Ensuring that specific requirements are identified and met.
2. Ensuring that the Client is aware of their responsibilities under the CDM Regulations.
3. Development and issue of an appropriate Construction Phase Plan and receipt of approval by the Client of this plan and implementation and updating of this plan.
4. Ensuring adequate welfare facilities are provided.
5. Ensuring all company personnel appointed to the contract are competent and the provision of adequate information, instruction and training.
6. Ensure all personnel are provided with a site induction.
7. Ensuring the necessary level and type of supervision is identified and provided.
8. Ensure arrangements to restrict entry to the site to authorised people.
9. Ensuring that all necessary plant, equipment and PPE, as identified in the method statements is provided and tested/inspected/examined as required.
10. Ensuring that all site personnel are briefed on requirements and reminded of key site safety issues as appropriate.
11. Ensure that site personnel comply with site rules by monitoring.
12. Ensure sufficient time is allocated for the necessary planning and preparation of site work activities and for carrying out those activities.
13. Ensure effective consultation with the workforce.

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Responsibilities as a Designer

On design and build projects, the company can be responsible for management of the design and has responsibilities as a Designer. The company’s arrangements for ensuring that these responsibilities are met are detailed in the company’s accredited quality management system and can be summarised as follows:

- Ensure that the Client is aware of their responsibilities
- Confirm Company competence to carry out the required design work and/or assess and confirm competence of design sub-consultants in accordance with the quality management system
- Confirm project specific requirements in accordance with the quality management system
- Co-operate and co-ordinate with the Client, Principal Designer and other Designers as required
- Take into account the general principles of prevention when carrying out design work
- Ensure information is provided on unavoidable unusual and/or significant risks, using the company Design Risk Assessment Form or other required format
- Liaise with Principal Designer and other designers to identify any further risks and necessary measures to avoid/reduce risk

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SAFETY ARRANGEMENTS – FURTHER GUIDANCE

The Health and Safety Arrangements contained within this Policy are not exhaustive. Further “Safety Arrangements” documents are maintained (updated as/when required) and available from our Health and Safety Advisors, Peninsula. Below is an example of the areas covered. Should you require specific advice or guidance on any of the topics covered below or, any other area of Health and Safety, please contact Operations Director in the first instance.

Safety Arrangements Table

Ref. Number	Title	Publication Date
SA1-1	Managing Safety & Health at Work	v1
SA1-3	Accident, Incident, Ill Health Reporting and Investigation	v2
SA1-5	Workplace H&S Consultation - One-to-one	v1
SA1-6	Risk Assessment and Hazard Reporting	v2
SA1-8	Substance & Alcohol Abuse	v1
SA1-9	Purchasing	v1
SA1-13	Lone Working	v3
SA1-14	Health & Safety Training	v1
SA1-15	Health & Safety of Visitors	v1
SA1-17	Personal Protective Equipment	v1
SA1-20	Safe Systems of Work	v1
SA1-21	Action on Enforcing Authority Reports	v1
SA1-22	Equality and Disability Discrimination Compliance	v2
SA1-23	H&S Information for Employees - UK	v1
SA 2-1	Fire Safety - Arrangements and Procedures	v2
SA3-1	First Aid	v2
SA3-2	Welfare, Staff Amenities, Rest Rooms & the Working Environment	v2
SA3-6	The Control of Hazardous & Non Hazardous Waste	v3
SA3-9	Access, Egress, Stairs & Floors	v2
SA3-10	Windows, Glass & Glazing in the Workplace	v1
SA3-11	Workplace Signs	v1
SA3-15	Premises	v2
SA4-1	Electrical Safety	v2
SA4-3	Hand Tools	v1
SA4-4	Office Equipment	v1
SA4-5	Storage of Chemical Substances & Agents	v1
SA4-8	Slips, Trips & Falls	v1
SA4-13	Abrasive Wheels	v1
SA4-20	Work at Height	v3
SA4-22	Permits to Work	v1
SA4-25	Live Electrical Work	v1
SA4-26	Isolation & Lock-Off Procedures	v1
SA4-31	Occupational Road Safety	v2
SA4-37	Safety Harnesses, Lanyards & Fall Arrest Equipment	v1
SA5-9	Manual Handling	v3
SA5-11	Display Screen Equipment & DSE User Eye Tests & Spectacles	v2
SA5-12	Legionella Control	v1
SA5-14	Use of Chemical Agents & Substances	v2
SA5-16G	Asbestos at Work-No Survey & Off Site Risk	v1
SA5-16J	Asbestos at Work - No Premises & Off-Site Risk	v1
SA5-17	Control of Noise at Work	v1
SA5-18	Stress in the Workplace	v1
SA5-19	Aggression & Violence in the Workplace	v1
SA7-1	Project Safety for Travelling & Multi-Site Workers	v1
SA7-2	Contractor Control & Management	v1
SA7-4e	CDM- Contractor or Subcontractor	v2

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