



# Health and Safety Policy

## Purpose

Seven Contractors Ltd (the Employer) is deeply committed to the health and safety of its staff and all those affected by its business operations and visiting its premises. This policy aims to clearly define responsibilities for health and safety matters.

Please note that this policy is a statement of intent and does not constitute a part of your employment contract. The Employer retains the right to amend this policy at its discretion. Regular reviews will be conducted to ensure its effectiveness.

## Legal Compliance

This policy is in full compliance with the Health and Safety at Work etc. Act 1974, the principal legislation governing health and safety in the UK. Our dedication to safety aligns with this Act, reflecting our commitment to providing a secure workplace.

## Responsibilities for Workplace Health and Safety

Achieving a safe workplace is a collective responsibility shared between the Employer and all staff members. This policy applies to all staff, regardless of seniority, tenure, or working hours. This includes employees, directors, officers, consultants, contractors, casual or agency staff, trainees, homeworkers, and fixed-term staff. Specific staff responsibilities are outlined in the "Responsibilities of All Staff" section below.

## Employer Responsibilities

The Employer takes responsibility for:

- Safeguarding the health and safety of staff, those affected by its activities, and visitors.
- Identifying and managing health and safety risks.
- Providing a safe and healthy workplace with secure entry and exit arrangements, especially during emergencies.

- Supplying and maintaining safe working areas, equipment, and systems, including necessary protective clothing.
- Ensuring safe handling, use, storage, and transport of articles and substances.
- Providing comprehensive information, instruction, training, and supervision to enable safe work practices.
- Ensuring health and safety representatives are appropriately trained.
- Delivering health and safety induction and role-specific safety training, including areas such as manual handling, COSHH, working at height, asbestos awareness, gas safety, electrical safety, PPE use, transport safety, risk assessments, accident reporting, and safe equipment use.
- Promoting effective communication and consultation on health and safety matters with staff.
- Providing guidance and instructions during epidemic or pandemic alerts to minimize infection risks.
- Regularly monitoring and reviewing workplace health and safety, implementing necessary changes, and informing all staff accordingly.

The board of directors has overall responsibility for health and safety and has designated the Project Manager / H&S Representative as the Principal Health and Safety Officer with day-to-day responsibilities.

Any concerns related to health and safety should be promptly reported to the Principal Health and Safety Officer.

## Responsibilities of All Staff

General staff responsibilities:

- Take reasonable care for their own health and safety and that of others.
- Cooperate with the Principal Health and Safety Officer and the Employer to ensure compliance with health and safety duties.
- Adhere to health and safety instructions and rules, including safe equipment use.
- Maintain a tidy and hazard-free workplace.
- Promptly report all health and safety concerns to the Principal Health and Safety Officer.
- Cooperate in incident or accident investigations.

## Staff Responsibilities Relating to Equipment

All staff must:

- Follow equipment usage instructions and report any concerns to the Principal Health and Safety Officer.
- Ensure health and safety equipment is not tampered with.
- Refrain from attempting equipment repairs without proper training and authorization.

## Staff Responsibilities Relating to Accidents and First Aid

All staff must:

- Immediately report any workplace accidents involving personal injury to the Principal Health and Safety Officer.
- Familiarize themselves with first aid facilities and trained first aiders, available from the Principal Health and Safety Officer.
- In case of an accident, dial (+44) 0203 745 9850 and request the duty first aider.

The Principal Health and Safety Officer is responsible for accident investigation and reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

## Staff Responsibilities Relating to National Health Alerts

During epidemic or pandemic alerts, staff must comply with all instructions and advice provided by the Employer to minimize infection risks.

## Staff Responsibilities Relating to Emergency Evacuation and Fire

All staff must:

- Familiarize themselves with fire evacuation instructions from the Principal Health and Safety Officer.
- Be aware of fire extinguisher locations, fire exits, and alternative evacuation routes.
- Follow firewardens' instructions during fire incidents or drills.



- Participate seriously in fire drills.
- Keep fire exits and notices unobstructed.
- Notify the Principal Health and Safety Officer of any circumstances hindering evacuation during a fire.

On discovering a fire, staff must immediately trigger the nearest fire alarm and, if possible, call the Project Manager / H&S Representative to report the fire's location. Only trained or competent staff should attempt to extinguish fires.

Upon hearing the fire alarm, staff should calmly evacuate the building, following fire warden instructions, and not re-enter until given clearance by a fire warden.

The Principal Health and Safety Officer oversees fire risk assessments, ensures necessary changes, and conducts regular checks of fire safety equipment.

## Risk Assessments, Hazardous Substances, Display Screen Equipment, and Manual Handling

Risk assessments will be conducted when required, with recommendations implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and risk control measures.

Hazardous substance use will be minimized where possible, with COSHH training provided as needed.

Personal Protective Equipment (PPE) will be provided when other risk control measures are not effective.

Staff using computers for extended periods should take short breaks and may request workstation assessments or eye tests from the Principal Health and Safety Officer.

Manual handling guidance is available from the Principal Health and Safety Officer, and training will be provided where necessary to minimize the risk of injury.



## Non-Compliance with Health and Safety Rules

Any breach of health and safety rules or failure to adhere to this policy will result in disciplinary action, including in line with the Employer's disciplinary policy, which may include immediate dismissal.

Signed and Dated:

*Eduardas Zarkovas*

*Director of Seven Contractors Ltd*

*Date: 02/01/2023*