SLOANE

Health and Safety Policy

October 2026

White Building, Cumberland Place,
Southampton SO15 2NP
023 8001 1855
sloanecontracting.co.uk

Registered address: 4th Floor 4 Tabernacle Street
London, United Kingdom, EC2A 4LU
Trading as Sloane Squared Interiors
Registered number 8448887 VAT number 174018814

Contents

Part 1 – General Statement of Intent

Part 2 – Organisation and Responsibilities

Organisation Chart

Health and Safety Responsibilities

Managing Director

Director

Supervisors

All Employees

Contractors Sites

Part 3 – Health and Safety Arrangements

General Arrangements

Health and Safety Assistance

Safety Management System (SMS)

Reviews and Updates

Risk Assessments and Method Statements

Health Surveillance

Training

Consultation and Communication

Management of Contractors

Accidents

Fire

Housekeeping

Welfare Facilities

First Aid

Personal Protective Equipment (PPE)

Drugs and Alcohol

Health Risk Management

Coronavirus: Covid-19

Hazardous Substances (COSHH)

Asbestos

Timber Dust

Noise

Vibration

Manual Handling

Workplace Stress

Safety Risk Management

Office Safety

Display Screen Equipment (DSE)

Driving at Work

Construction Arrangements - CDM

Work at Height

Lifting Operations

Working with Power Tools

Working in Occupied Premises

Safety Policy Communication

Policy Amendment History

Version	Date	Amendment Details
V1.0	23rd August 2022	New client member with HCS Safety, new H&S Policy
V1.1	26th September 2022	Policy updated to include working in new office space and admin assistant added to the organisational chart.
V1.2	13th June 2023	Review/Update for SSIP. Version 2 will be issued with ARM to bring both in line with same date. Iain (Operations Manager) added to Org chart.
V2.0	28th September 2023	Annual review and update.
V3.0	11th September 2024	Annual review and update. Iain/Operations Manager position removed from org chart.
V4.0	17th October 2025	Annual review and update. Stress, spirometry, skin checks added to health surveillance section. Wording amending in management of contractors section for 'These organisations will be required to pass the core criteria for demonstrating competence as approved by the Health & Safety Executive' rather then reference to PAS79.
V5.0	16th October 2026	Annual review and update. No changes required.

Version	Author	Date
V5.0	Nathan Tizard	16th October 2026

Compiled and Updated by

Part 1 – General Statement of Intent

Sloane Squared Interiors Ltd recognises its obligations to ensure the health, safety and welfare of its employees and those affected by its actions. Sloane Squared Interiors Ltd understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.

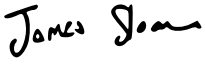
Sloane Squared Interiors Ltd is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy. James Sloane is appointed as the Managing Director responsible for health and safety. They will take responsibility for the effective implementation of this policy

The Company will, so far as is reasonably practicable:

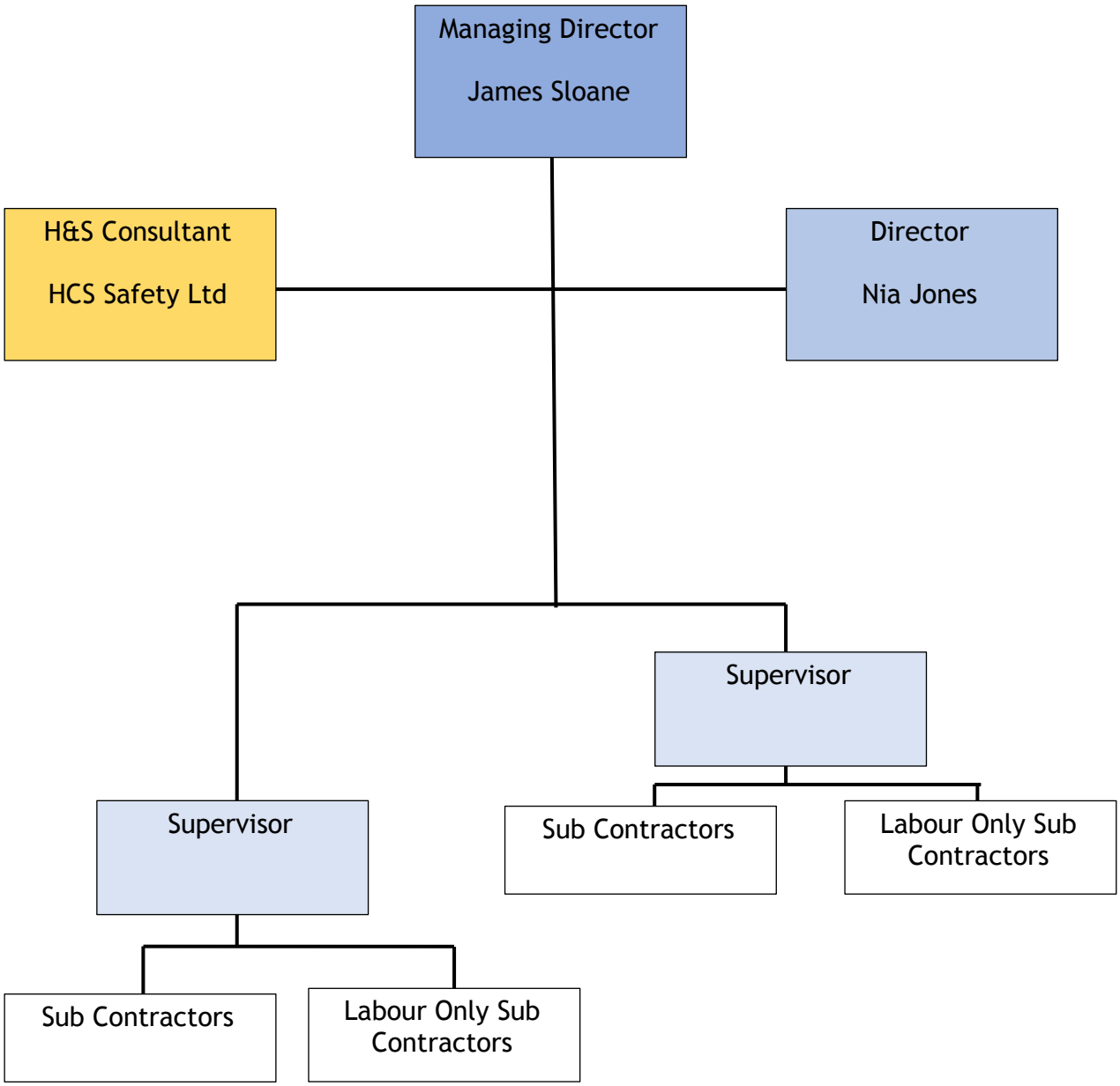
- provide and maintain plant, machinery, equipment, and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name	Signature	Position	Date
James Sloane		Managing Director	17th October 2026

Part 2 – Organisation and Responsibilities

Organisation Chart



Health and Safety Responsibilities

Everyone within Sloane Squared Interiors Ltd has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the management structure chart. All persons within the organisation should be familiar with their health and safety responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

Managing Director

The Managing Director is the director responsible for health and safety and ensures the effectiveness of this policy.

In particular, they will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- authorise health and safety expenditure.
- implement required training for staff at all levels.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- consult with the workforce over any changes that may affect health or safety.
- ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- ensure that plant and machinery used by Sloane Squared Interiors Ltd is to a suitable standard.
- Ensure that records are kept and retained as required by relevant health and safety law.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
- give support and encouragement to all managers for whom they are responsible.
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.

be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare

set a personal example of safe behaviour and acknowledge suggestions for improvement.

Director

The Director is accountable to the Managing Director for implementing the health and safety policy and relevant health and safety legislation within the office over which they have control.

In particular, they will:

be familiar with the health and safety policy and to cooperate in its implementation at all times.

take reasonable care for the safety and health of themselves, fellow team members and any visitors to the office.

comply with the requirements of the office fire risk assessment.

be aware of the identity of the office First Aiders and to seek their assistance in the event of an accident.

keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.

be aware of cable routes and to keep these tidy.

wear appropriate protective clothing when it is necessary.

report all hazards in the office to James Sloane.

attend safety meetings as required.

ensure all accidents or near misses are reported whether persons are injured, or property is damaged or not to James Sloane.

be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.

ensure compliance with this policy in all activities for which they are responsible.

ensure that adequate resources are made available for the safe conduct of all activities under their control.

ensure the provision of adequately trained and competent personnel for all work activities under their control.

when visiting workplaces under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by Sloane Squared Interiors Ltd.

establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.

identify health and safety training needs in conjunction with the directors.

give support and encouragement to all personnel for whom they are responsible.

take note of any comments on health and safety matters raised by staff at all levels and pass these on to the directors as appropriate.

set a personal example of safe behavior.

Supervisors

Supervisors are accountable to their own employers and to managing Director for the implementation of the Company's health and safety policy and site-specific methods of work.

In particular, they will:

ensure that all operatives have signed in and have received a site induction.

ensure that operatives are familiar with risk assessments (and method statements where relevant), carrying out toolbox talks to ensure full understanding if necessary.

ensure that subcontractors and self-employed personnel conduct their activities in a safe manner and comply with safety rules, their risk assessments and other procedures.

encourage operatives to report any hazards observed and any defects in safety standards.

ensure that all plant, tools and equipment used are safe, free from defect and have the required statutory certification, where appropriate.

ensure that all plant operators possess a valid certificate of training for the class of plant to be operated.

ensure that operatives tidy away any debris, packaging materials, off cuts, etc. that could cause a slipping, tripping or other hazard to themselves or other trades.

ensure that personal protective equipment (PPE) is provided and used as required by risk assessments.

co-operate with health and safety personnel in all health and safety matters.

be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.

set a personal example of safe behaviour.

All Employees

All employees will:

- take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- co-operate with Sloane Squared Interiors Ltd in matters of health and safety.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- read and comply with Sloane Squared Interiors Ltd health and safety rules.
- behave in a responsible manner at all times; developing and demonstrating a personal concern for the health and safety of themselves and others.
- report damage to plant, tools or equipment to their immediate supervisor.
- use only plant, tools and equipment for which they have received training and authorisation.
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- ensure that any personal injuries are recorded in the accident book.
- inform their supervisor of any near miss incidents or hazardous situations.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

Contractors Sites

All contractors working on any site where Sloane Squared Interiors Ltd has been appointed them a Sub-Contractor will at all times cooperate with the Principal Contractor and Sloane Squared Interiors Ltd rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- ensure that their activities are conducted safely, without risk to health and in accordance with all relevant health and safety legislation.
- ensure all work activities comply with the specific requirements of Sloane Squared Interiors Ltd clients, where applicable.
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to Sloane Squared Interiors Ltd management team.

ensure that any near miss incidents are reported to the Company management team.

provide trained and competent operatives, and ensure their attendance at any training course arranged by the Company.

ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.

cooperate with the health and safety advisor during inspections and audits.

Part 3 – Health and Safety Arrangements

General Arrangements

Health and Safety Assistance

Sloane Squared Interiors Ltd has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety Ltd provide a retained service which includes the following:

use of SafetyNet, a bespoke online system that allows access to:

training records

the latest Annual Safety Review

records of communication between Sloane Squared Interiors Ltd and HCS Safety Ltd

safety policy document

reports of inspections

editable document library

facility to create new users within Sloane Squared Interiors Ltd

an Annual Safety Review in which we are audited against our safety management system.

the creation and updating of this health and safety policy.

access to a duty advisor over the phone for day to day safety queries.

accident investigations for situations where the injured party is an employee of Sloane Squared Interiors Ltd.

a monthly newsletter to enable Sloane Squared Interiors Ltd to stay up to date with current safety news.

access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.

free seminars and workshops on live issues

exclusive preferential fees for other safety services.

Safety Management System (SMS)

HCS Safety Ltd have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- competent advice
- health & safety policy
- competence and consultation
- working safely
- monitoring and recording

Reviews and Updates

HCS Safety Ltd will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety Ltd advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

This H&S policy has been produced as an interim policy and will be updated once the HCS Safety Ltd Advisor has completed the company Initial Safety Review.

Date of Annual Safety Review Meeting: 07th October 2025

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within Sloane Squared Interiors Ltd will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety Ltd and attending the Annual Safety Forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

Risk Assessments and Method Statements

Sloane Squared Interiors Ltd ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on Sloane Squared Interiors Ltd's behalf will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The person within Sloane Squared Interiors Ltd responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is James Sloane.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

Young Persons' Risk Assessments

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd in producing a young person's risk assessment.

Health Surveillance

It is the aim of Sloane Squared Interiors Ltd that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of Sloane Squared Interiors Ltd will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

- audiometry testing
- vibration monitoring
- stress monitoring
- spirometry (lung function testing)
- skin checks

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Jams Sloane. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

Training

Sloane Squared Interiors Ltd recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix. The training matrix is maintained regularly to ensure that it is kept up to date. The training matrix is maintained by James Sloane.

Induction Training

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- the Company's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods of work.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where required.
- the role and function of the Company health and safety consultant.
- safety consultation procedures.

General Safety Training

General awareness of safety responsibilities is important for personnel at all levels. Sloane Squared Interiors Ltd has adopted the CITB Site Safety Plus and/or IOSH training schemes for the provision of safety awareness training for employees at all levels:

1-day CITB Health and Safety Awareness for Operatives.

2-day CITB Site Supervisors Safety Training Scheme for Supervisors.

-day IOSH Leading Safely for Directors.

Hazard Specific Training

Specific training will be given to those who require it. This may include:

- first aid.
- manual handling.
- asbestos awareness (UKATA or equivalent).
- PASMA scaffold tower training.
- work at height.

Consultation and Communication

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Company's commitment to health and safety.
- feedback on risk assessments and method statements.
- health and safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- specific role based issues.

Management of Contractors

Sloane Squared Interiors Ltd acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as approved by the Health & Safety Executive.

Sloane Squared Interiors Ltd will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.

Self-Employed Labour

The Company will ensure the competence of self-employed persons by ensuring the following:

Each self-employed subcontractor engaged to work on site on behalf of the Company must hold a current CSCS or equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established before allowing the person to start work.

Self-employed persons will be assessed during the first 2 weeks to assess their suitability. The findings will be discussed before a final decision is made as to whether to continue with the engagement.

Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of Sloane Squared Interiors Ltd.

Self-employed workers will be expected to work to Sloane Squared Interiors Ltd's risk assessments and method statements when working on the Company's behalf.

Accidents

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. James Sloane will be informed as soon as possible after the incident. The contact number to call is 07500 894140.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety Ltd for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at http://www.hse.gov.uk/riddor/report.htm.

James Sloane will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety Ltd.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

Specified injuries to workers

a fracture, other than to fingers, thumbs or toes.

amputation of an arm, hand, finger, thumb, leg, foot or toe.

permanent loss of sight or reduction of sight.

crush injuries leading to internal organ damage.

serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).

scalpings (separation of skin from the head) which require hospital treatment).

unconsciousness caused by head injury or asphyxia.

any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injuries to workers

this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Dangerous occurrences

A full list of reportable dangerous occurrences is available on the HSE website. These include:

the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

plant or equipment coming into contact with overhead power lines.

explosions or fires causing work to be stopped for more than 24 hours.

the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.

structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.

failure of a pressure vessel.

serious electrical incidents causing explosion or fire.

Reportable occupational diseases

carpal tunnel syndrome.

severe cramp of the hand or forearm.

occupational dermatitis.

hand-arm vibration syndrome.

occupational asthma.

tendonitis or tenosynovitis of the hand or forearm.

any occupational cancer.

any disease attributed to an occupational exposure to a biological agent.

Fire

Sloane Squared Interiors Ltd will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be updated annually and after any notable change to the layout or use of the premises. Nia Jones is responsible for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

The fire risk assessment document and records of regular testing can be found with the office landlord.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the premises safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel working on external site locations will co-operate with the Principal Contractor / Client on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager / Client's representative if any fire exit signs need to be removed as part of preparation work.

Housekeeping

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

James Sloane will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Welfare Facilities

As an employer, Sloane Squared Interiors Ltd is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager as soon as possible.

First Aid

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to James Sloane.

A qualified first aider is required to be present in all workplaces, including those away from Sloane Squared Interiors Ltd premises. The Managing Director must ensure that a qualified first aider is available to employees when they are working away form company premises. Information about first aid personnel and facilities must be provided to our employees by the host company Principal Contractor.

Personal Protective Equipment (PPE)

Sloane Squared Interiors Ltd will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

Sloane Squared Interiors Ltd will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

Sloane Squared Interiors Ltd will comply with additional PPE standards required by different Principal Contractors.

Drugs and Alcohol

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. Sloane Squared Interiors Ltd will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.

not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.

take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

Health Risk Management

Sloane Squared Interiors Ltd is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

Coronavirus: Covid-19

The requirement on employers is based on the need to ensure the health, safety and welfare of our employees (and others affected by our work), so far as is reasonably practicable. This means we need to assess the risks based on our individual situations. Control measures for this hazard will be a combination of the following:

Testing & Isolation

We will ask our staff to undertake a lateral flow test if they show symptoms (temperature, persistent cough, loss of taste or smell). If positive, isolate for 5 days and test negative on day 5 and 6 before returning to work.

Vaccination

Vaccination reduces the risk in 2 ways: it reduces the risk of spreading the virus (likelihood) and also reduces the risk of severe disease/ hospitalisation/ death if they do become infected (severity).

We strongly urge all of our staff to ensure they are fully vaccinated. Vaccination status will be reported to Responsible Person.

Reducing Close Contact

We have arranged our workplace to reduce close contact

We will take advantages of technology by arranging on-line meetings where appropriate.

Encourage good hygiene

employees and any other people on our premises will be encouraged to wash hands thoroughly on entry into the premises and frequently throughout the day. This simple but effective measure is one of the most powerful control measures at limiting the spread of this virus.

hand sanitizer (minimum 60% alcohol) will be made available also and should be carried by those who need to travel as part of their job.

the virus can live on some surfaces for up to 3 days, so controlling this risk by instigating hygiene procedures is vital. Regular cleaning of frequent touch point sand shared surfaces will be undertaken.

Ventilation

Maintaining frequent air changes is an important control measure. This will be achieved by:

Keeping windows/ doors open when possible

Provide information, signage and warnings to employees and others

clear warnings and reminders will be posted and updated as needed in the workplace. All employees will be made aware of this policy and the measures that affect them. Visitors to the building will be issued with information relevant to their visit.

Provide personal protective equipment

face coverings may be required in order to reduce the potential spread of the virus. In situations when social distancing is not possible, any need for either face coverings or RPE will be identified on the risk assessment relevant to the work.

Employees Duties

all employees have a duty to take reasonable care of themselves and those affected by their acts or omissions. It is vital that the control measures above are adhered to and that any defects or weaknesses in control measures noted by employees are reported to line management.

Hazardous Substances (COSHH)

Sloane Squared Interiors Ltd will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. Sloane Squared Interiors Ltd will:

make an inventory of chemicals used in our processes.

rationalise these chemicals to reduce the number of different chemicals.

select less hazardous chemicals where it is reasonably practicable to do so.

obtain Material Safety Data Sheets of all chemicals.

produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary.

communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to Sloane Squared Interiors Ltd processes.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Company office were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises. Employees are made aware of the location of the asbestos during the Company induction.

When working on refurbishment projects, or within buildings built prior to 2000, Sloane Squared Interiors Ltd will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and Sloane Squared Interiors Ltd ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

Sloane Squared Interiors Ltd will not be carrying out non-licensed work with asbestos.

Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for the Company's work activities include:

- sanding timber.
- cutting timber.
- routering.
- planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limits for the most common products are:

soft wood dust	5 mg per m^3 over an 8-hour period.
hardwood dust	3 mg per m^3 over an 8-hour period.
MDF (formaldehyde)	2.5 mg per m^3 over an 8-hour period.

In order to reduce exposure below this limit, Sloane Squared Interiors Ltd will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value 80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about noise.
Upper exposure action value 85dB(A)	Introduce controls to eliminate/reduce risk. Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Daily Exposure Limit 87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Sloane Squared Interiors Ltd will protect our employees by taking the following action at the levels indicated below:

<100 points (below Exposure Action Value	Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.
100 - 400 points (at or above Exposure Action Value)	Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.
>400 points (Exposure Limit Value)	Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Sloane Squared Interiors Ltd will take into account the specifics of condition and use that may affect vibration output.

Manual Handling

Manual handling can cause Musculo-skeletal health effects. Sloane Squared Interiors Ltd will operate according to the hierarchy below:

- avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- mechanise the movement of materials and plant by utilising equipment such as mobile cranes, overhead cranes, forklifts, genie lifts and hoists.
- conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- utilise manual lifting aids where possible such as sack trucks, trollies, wheelbarrows, carrying handles.
- provide training in safe lifting techniques.

Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Sloane Squared Interiors Ltd aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Sloane Squared Interiors Ltd aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Sloane Squared Interiors Ltd will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- demands – this includes issues such as workload, work patterns and the work environment.
- control – how much say the person has in the way they do their work.
- support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- change – how organisational change (large or small) is managed and communicated in the organisation.

Sloane Squared Interiors Ltd will undertake research among employees to gauge how well they believe the management standards are being implemented.

Safety Risk Management

Office Safety

Sloane Squared Interiors Ltd appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

wastepaper bins and packing materials will be removed daily.

cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.

training will be provided to employees in the correct use of fire extinguishers, where required.

lighting levels will be suitable for the tasks being undertaken.

shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.

cleaning chemicals will be kept away from foodstuffs in the kitchen area.

Display Screen Equipment (DSE)

Sloane Squared Interiors Ltd will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. Sloane Squared Interiors Ltd will ensure that:

workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.

the daily work routine of users allows for breaks away from the screen and/or changes in activity.

eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.

if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.

training in the use of display screen equipment will be provided to users.

Driving at Work

Sloane Squared Interiors Ltd understands its responsibilities to ensure the safety of employees while they are driving on Company business.

Company vehicles are managed by Nia Jones, who ensures all insurances, driving licences, services and MOT's are provided and regularly reviewed.

James Sloane will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

The Driver

drivers must hold a valid drivers' license that covers the vehicle being driven (HGV, PSV if required)

drivers must also understand the policy on work related road safety and what is expected of them

high risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training

drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings

drivers should how to correctly adjust safety equipment, e.g. seat belts and head restraints

drivers should know how to check washer fluid levels before starting a journey

drivers should know how to ensure safe load distribution, e.g. when delivering materials to site

drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle

drivers should hold the vehicle safety handbook within their vehicles so that it is available when needed

drivers should be aware of the dangers of fatigue and should know what they should do if they start to feel sleepy

drivers must be able satisfy the eyesight requirements set out in the highway code

drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP.

The Vehicle:

vehicles must be fit for the purpose for which they are used

privately owned vehicles should not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT

adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard

planned/preventative maintenance should be carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle

drivers should know how to carry out basic safety checks and ensure this is done at regular intervals

vehicles should not exceed maximum load weight

goods and equipment which are to be carried in a vehicle must be properly secured, e.g. loose tools can distract the driver's attention if allowed to move around freely

windscreen wipers must be inspected regularly and replaced as necessary

safety equipment must be appropriate and in good working order

seatbelts and head restraints must be fitted correctly and function properly

users should be aware of recommended tyre pressures and how to adjust headlamp beam to compensate for load weight

The Journey

employees should plan routes to use the safest roads.

employees should take into account any overhead or width restrictions when planning their journey

employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm

employees should not be driving for excessive periods of time or excessive distances without a break

employees should be aware of weather conditions and act accordingly

employees should ensure their vehicle is equipped with appropriate items in the event of severe weather

Construction Arrangements - CDM

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Sloane Squared Interiors Ltd, will take on the duties of a Contractor. The following summarises these duties.

Responsibilities for all parties under CDM 2015

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Sloane Squared Interiors Ltd will comply with the Contractors' duties we will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only undertake construction work once they are satisfied that the client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects in order to promote health and safety standards.

- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

For projects when the Company is the only contractor we will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

avoid working at height if possible.

use an existing safe place of work.

provide work equipment to prevent falls.

mitigate distance and consequences of a fall.

instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- low level access platforms such as podiums.
- safety decking systems.
- oxford systems.
- work on scaffold.
- safety nets.
- step ladders.
- other ladders incorporating safety mechanisms for stability and security.

Scaffolding

When scaffolding is selected or provided by another for our use we will:

- ensure the scaffold has been erected by a competent organisation.

- ensure the scaffold has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following completion of any section of scaffold, following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant, following any addition or adaptation and at regular intervals not exceeding 7 days.
- ensure the scaffold has been adapted as necessary to suit the differing needs of users.
- ensure the scaffold meets the requirements of the NASC guidance TG20:13, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds.
- any scaffolds that cannot be erected in accordance with TG20:13, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance.
- authorisation from the Principal Contractor must be gained before using any scaffold.

Mobile Access Towers

When mobile access towers are selected, we will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- be aware of the limitations of the equipment, including weather and weight limitations.
- not allow our towers to be loaned to other contractors

Roof Work

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Sloane Squared Interiors Ltd will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised

- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

Fragile Roofs

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform.
- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used; and
- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

Lifting Operations

Sloane Squared Interiors Ltd may use mobile cranes for certain tasks. All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each crane operation will be treated as unique and will be planned on an individual basis. The Company may be responsible for managing lifting operations or may engage the services of a competent contractor for lifting operations. This will be clearly established before the project begins. In either case, a lifting plan will be drawn up by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

the load to be lifted.

the equipment required.

the environment in which the lift will take place.

the competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor will undertake the role of ensuring that the lift is carried out in accordance with the plan.

Working with Power Tools

The person within the Company with responsibility to oversee the safety of tools is the Managing Director; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site.
- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

James Sloane is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
- tools will be stored appropriately in toolboxes or racks with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.
- the use, suitability and condition of work equipment and tools will be regularly monitored by the Supervisor during their site safety inspections.
- personnel are required to report any defects to the Supervisor and not to use any items that are in poor condition.

Use of Abrasive Wheels

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive

wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

Working in Occupied Premises

The Client / building occupier will be consulted prior to any work activity to ensure Sloane Squared Interiors Ltd personnel are fully aware of:

- emergency arrangements including fire procedures and how these interface with Sloane Squared Interiors Ltd activities and emergency arrangements
- any other specific procedures they will have to adhere to while on the premises
- any locations that require specific authorisation.
- any hazardous work activities on the premises that may affect the work force
- access and egress routes that must be maintained to ensure safe passage to all work areas for people and materials.
- how communication between Sloane Squared Interiors Ltd personnel and the Client / building occupier will be managed and maintained
- how the work will be monitored to ensure the effectiveness of the shared arrangements

Client / building occupiers will be kept informed throughout the work, of all activities and where they might affect them, and what precautions will be taken.

Safety Policy Communication

It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, Sloane Squared Interiors Ltd personnel will be expected to read, understand and adhere to this policy.

Non-employees will be asked to read, understand and adhere to relevant sections of this policy.

It is important that you read the policy carefully, as it contains:

- important information on Sloane Squared Interiors Ltd's safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with your line manager. Feedback on the content of this policy from all personnel is welcomed - if you have any suggestions as to how safety could be improved for this Company, please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	

Health and Safety Policy v5.0 Compliance

October 2026

White Building, Cumberland Place,
Southampton SO15 2NP
023 8001 1855
sloanecontracting.co.uk

Registered address: 4th Floor 4 Tabernacle Street
London, United Kingdom, EC2A 4LU
Trading as Sloane Squared Interiors
Registered number 8448887 VAT number 174018814

CONTENTS

Part 1 – General Statement of Intent 5

Part 2 – Organisation and Responsibilities 6
Organisation Chart 6
Health and Safety Responsibilities 7
Managing Director 7
Director 8
Supervisors 9
All Employees 10

Contractors and Self-Employed Subcontractors (SES) – Health & Safety Requirements 11
Cooperation and General Requirements 11
Working Within Sloane RAMS (Project Coordination) 11
Non-Compliance 12

Part 3 – Health and Safety Arrangements 13
General Arrangements 13
Health and Safety Assistance 13
Safety Management System (SMS) 14
Reviews and Updates 14
Risk Assessments and Method Statements 14
Health Surveillance 17
Consultation and Communication 18
Management of Contractors 18
Accidents 19
Personal Protective Equipment (PPE) 22
Drugs and Alcohol 23

Health Risk Management 24
Coronavirus: Covid-19 24
Hazardous Substances (COSHH) 25
Asbestos 26
Timber Dust 26
Noise 28
Vibration 29
Manual Handling 29
Workplace Stress 30

Safety Risk Management 30
Office Safety 30
Display Screen Equipment (DSE) 31
Driving at Work 31
Construction Arrangements – CDM 33
Work at Height 34
Lifting Operations 37
Working with Power Tools 37
Working in Occupied Premises 38

Safety Policy Communication 39

Policy Amendment History

Version	Date	Amendment Details
V1.0	23rd August 2022	New client member with HCS Safety, new H&S Policy
V1.1	26th September 2022	Policy updated to include working in new office space and admin assistant added to the organisational chart.
V1.2	13th June 2023	Review/Update for SSIP. Version 2 will be issued with ARM to bring both in line with same date. Iain (Operations Manager) added to Org chart.
V2.0	28th September 2023	Annual review and update.
V3.0	11th September 2024	Annual review and update. Iain/Operations Manager position removed from organization chart
V4.0	06th January 2026	IR35 compliance wording review and update (subcontractor/SES language, RAMS, training, remedies/termination wording, policy communication).
V5.0	**October 2026**	**No changes.**

Version	Author	Date
V3.0	Nathan Tizard	11th September 2024
V4.0 Compliance	Sloane Contracting	06th January 2026
V5.0	**Sloane Contracting**	**October 2026**

Compiled and updated by



Part 1 – General Statement of Intent

Scope: Applies to all Company personnel and any subcontractors/third parties where relevant to project coordination and site safety.

'Sloane' [trading as Sloane Squared Interiors] recognises its obligations to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and to protect any other persons who may be affected by its activities, including self-employed subcontractors, subcontractor personnel, clients, visitors and the public.

This policy sets out the Company's arrangements, responsibilities and procedures for managing health and safety. It applies to Company employees and, where relevant for coordination and site safety, to subcontractors and other third parties engaged to work on behalf of the Company.

For the avoidance of doubt, nothing in this policy is intended to create or imply a contract of employment with any self-employed subcontractor. Subcontractors remain independent businesses responsible for their own workforce management, supervision and work methods, subject to complying with client/site rules and working within the agreed project safety arrangements.

Definitions: In this policy, "Company personnel" refers to Sloane employees. "Subcontractor" includes self-employed subcontractors (SES), labour-only subcontractors and subcontract companies (and their personnel) engaged to provide services to Sloane.

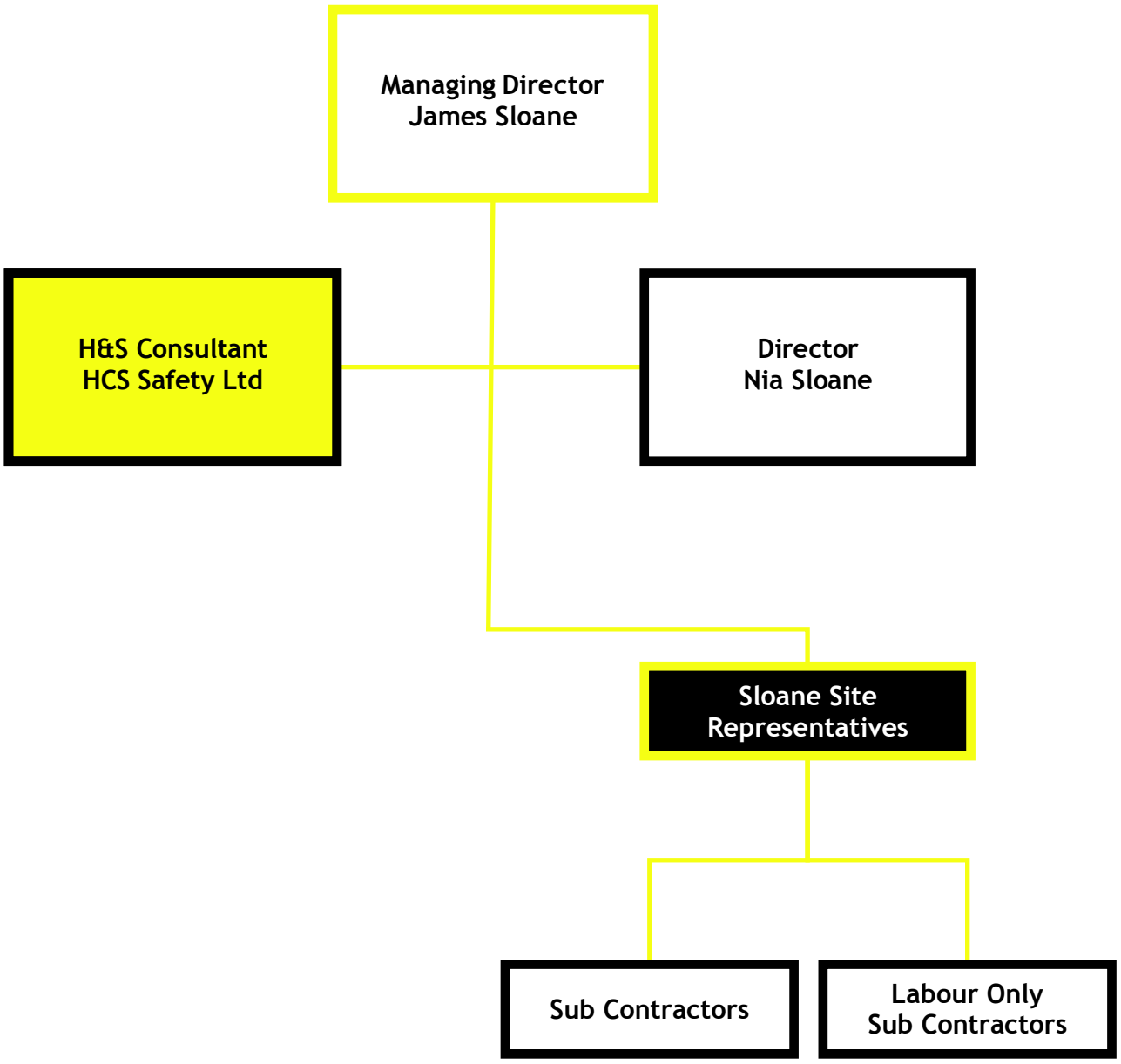
The Company will, so far as is reasonably practicable:

- provide and maintain plant, machinery, equipment, and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.
- This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name	Signature	Position	Date
James Sloane		Managing Director	

Part 2 – Organisation and Responsibilities

Organisation Chart



Health and Safety Responsibilities

Everyone engaged to work on behalf of Sloane has a contribution to make towards implementing this policy, including employees, subcontractors and visitors.

The following section describes the health and safety responsibilities for internal Company roles. Failure by employees to undertake their duties may be treated as misconduct under the Company procedures. Where subcontractors fail to meet agreed health and safety requirements, Sloane may stop work, require corrective action, remove individuals from site and/or terminate the subcontract agreement.

Managing Director

Scope: Applies to Sloane employees in the Managing Director role.

The Managing Director is the director responsible for health and safety and ensures the effectiveness of this policy.

In particular, they will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- authorise health and safety expenditure.
- ensure employees receive appropriate health and safety training and information. For subcontractors, obtain evidence of appropriate, current competence/training for the tasks being undertaken.
- ensure that employees have knowledge of this policy and that they are updated when any changes are made. Where relevant, subcontractors will be briefed on applicable arrangements.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- consult with employees and, where appropriate, with subcontractors over any changes that may affect health or safety.
- ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- ensure that plant and machinery used by Sloane is to a suitable standard.
- ensure that records are kept and retained as required by relevant health and safety law.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
- give support and encouragement to all managers for whom they are responsible.
- For employees, initiate disciplinary action where they do not comply with their duties under this policy or statutory requirements. For subcontractors, Sloane may stop work,

remove individuals from site and/or terminate the contract for breach of health and safety requirements.

- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

Director

Scope: Applies to Sloane employees in director/management roles.

The Director is accountable to the Managing Director for implementing the health and safety policy and relevant health and safety legislation within the office over which they have control.

In particular, they will:

- Be familiar with the health and safety policy and to always cooperate in its implementation at all times.
- Take reasonable care for the safety and health of themselves, colleagues and any visitors to the office.
- Comply with the requirements of the office fire risk assessment.
- Be aware of the identity of the office First Aiders and to seek their assistance in the event of an accident.
- keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.
- Be aware of cable routes and to keep these tidy.
- Wear appropriate protective clothing when it is necessary.
- Report all hazards in the office to James Sloane.
- Attend safety meetings as required.
- Ensure all accidents or near misses are reported, whether persons are injured, or property is damaged or not to Managing Director
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all activities under their control.

- ensure the provision of adequately trained and competent personnel for all work activities under their control.
- When visiting workplaces under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by Sloane Squared Interiors Ltd.
- establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- Identify health and safety training needs in conjunction with the directors.
- Give support and encouragement to all personnel for whom they are responsible.
- Take note of any comments on health and safety matters raised by staff at all levels and pass these on to the directors as appropriate.
- Set a personal example of safe behaviour

Supervisors

Scope: Applies to Sloane employee supervisors. Subcontractor supervisors remain accountable to their own employer and coordinate with the Sloane site contact / project representative.

Sloane employee supervisors are accountable to the Managing Director for the implementation of the Company's health and safety arrangements and site-specific methods of work. Subcontractor supervisors/forepersons remain accountable to their own employer and are responsible for supervising their personnel; they must coordinate with the Sloane site contact / project representative on health and safety matters and comply with the agreed project arrangements.

In particular, they will:

- Ensure that all operatives have signed in and have received a site induction.
- Ensure that operatives are familiar with risk assessments (and method statements where relevant), carrying out toolbox talks to ensure full understanding if necessary.
- Ensure that subcontractors and self-employed personnel conduct their activities in a safe manner and comply with safety rules, their risk assessments and other procedures.
- Encourage operatives to report any hazards observed and any defects in safety standards.
- Ensure that all plant, tools and equipment used are safe, free from defect and have the required statutory certification, where appropriate.
- Ensure that all plant operators possess a valid certificate of training for the class of plant to be operated.
- Ensure that operatives tidy away any debris, packaging materials, off-cuts, etc. that could cause a slipping, tripping or other hazard to themselves or other trades.
- Ensure that personal protective equipment (PPE) is used as required, which is outlined within the risk assessments.

- Co-operate with health and safety personnel in all health and safety matters.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- set a personal example of safe behaviour.

All Employees

Scope: Applies to Sloane employees only.

All employees will:

- take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- co-operate with Sloane in matters of health and safety.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- read and comply with Sloane health and safety rules.
- behave in a responsible manner at all times; developing and demonstrating a personal concern for the health and safety of themselves and others.
- report damage to plant, tools or equipment to their immediate supervisor.
- use only plant, tools and equipment for which they have received training and authorisation.
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- ensure that any personal injuries are recorded in the accident book.
- inform their supervisor of any near miss incidents or hazardous situations.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

Contractors and Self-Employed Subcontractors (SES) – Health & Safety Requirements

Scope: Applies to subcontract companies and self-employed subcontractors (SES) engaged on Sloane projects.
All subcontract companies and SES engaged by Sloane to undertake works on any project shall, at all times, cooperate with the Principal Contractor, the Client's site rules, and Sloane's health & safety arrangements for the purpose of coordinating safe work activities.

Cooperation and General Requirements

- Sign-in (Policy & RAMS): Review and sign to confirm understanding of Sloane's Health & Safety Policy and the project RAMS / site arrangements applicable to the works.
- Provide documentation: Provide a copy of their Health & Safety Policy (where applicable) and any risk assessments, procedures and method statements relating to the work to be undertaken, and/or supporting information needed to confirm their safe working approach (e.g., task training certificates, equipment details, SDS/COSHH where relevant).
- Work safely and legally: Ensure their activities are conducted safely, without risk to health, and in accordance with all relevant health & safety legislation and site rules.
- Client requirements: Ensure all work activities comply with the specific requirements of Sloane clients and the Principal Contractor, where applicable.
- Accident / incident reporting: Ensure that all accidents or injuries sustained as a result of their activities are recorded in the site accident book (where available) and reported to the Sloane project contact without delay. Ensure near miss incidents and hazards are reported promptly.
- Competence and evidence: Provide evidence of appropriate, current training/competence (e.g., CSCS, task certificates). Sloane may require attendance at project-specific briefings / toolbox talks to communicate site rules and coordination arrangements.
- PPE: Ensure that their employees/operatives are provided with appropriate personal protective equipment and that it is used as required by the task and site rules.
- Inspections and audits: Cooperate with Sloane and the Health & Safety Advisor during inspections and audits, and support reasonable requests for information necessary to verify compliance.

Working Within Sloane RAMS (Project Coordination)

Sloane prepares the overall RAMS for its contracted scope and for coordination with client and Principal Contractor requirements. Subcontract companies and SES are required to work within those RAMS while on Sloane projects.
This does not remove subcontractor responsibility for how they carry out their trade tasks. Each subcontract company / SES remains responsible for their own work methods and must ensure the way they carry out their tasks is safe and consistent with Sloane's RAMS.
Sloane will review this during induction or pre-start discussions to confirm that the subcontractor's chosen approach does not conflict with the RAMS, site rules, or client

requirements. Where a subcontractor's approach may conflict, the subcontractor must raise this with the Sloane project contact before starting the task so safe coordination can be agreed.

Non-Compliance

Where a subcontract company or SES fails to meet site rules or Health & Safety requirements, Sloane may require work to stop, restrict access to the work area, request corrective action, or terminate the engagement/contract in line with contractual arrangements and site rules.

Part 3 – Health and Safety Arrangements

General Arrangements

Health and Safety Assistance

Sloane has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety Ltd provide a retained service which includes the following:

- use of SafetyNet, a bespoke online system that allows access to:
  - training records
  - the latest Annual Safety Review
  - records of communication between Sloane and HCS Safety Ltd
  - safety policy document
  - reports of inspections
  - editable document library
  - facility to create new users within Sloane

- an Annual Safety Review in which we are audited against our safety management system.
- the creation and updating of this health and safety policy.
- access to a duty advisor over the phone for day-to-day safety queries.
- accident investigations for situations where the injured party is an employee of Sloane.
- a monthly newsletter to enable Sloane to stay up to date with current safety news.
- access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- free seminars and workshops on live issues
- exclusive preferential fees for other safety services.

Safety Management System (SMS)

HCS Safety Ltd have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet. The SMS is divided into broad headings as follows:

- competent advice
- health & safety policy
- competence and consultation
- working safely
- monitoring and recording

Reviews and Updates

HCS Safety Ltd will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety Ltd advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within Sloane will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety Ltd and attending the Annual Safety Forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

Risk Assessments and Method Statements

Scope: Applies to employees and subcontractors engaged on Sloane projects, for coordination and interface safety.

Sloane ensures that risk assessments and method statements (RAMS) are prepared for tasks that involve significant risks and/or where required by the client. Sloane prepares the overall RAMS for its scope and for project coordination. Self-employed subcontractors (SES) will work within Sloane's RAMS; each SES remains responsible for their own work methods and must ensure that the way they carry out their tasks is safe and consistent with Sloane's RAMS, site rules and client requirements. This will be confirmed during induction or pre-start discussions to ensure their chosen approach does not conflict with the RAMS or client requirements. Where subcontract companies provide their own task-specific RAMS, Sloane will review and agree them to ensure safe coordination and interface control.

The person within Sloane responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated regularly is James Sloane.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all persons affected by the risks. Employees and subcontractors will be briefed on the relevant arrangements, and may be asked to sign to confirm they understand the controls and that their planned work methods will not conflict with the RAMS, site rules or client requirements.

Young Persons' Risk Assessments

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd in producing a young person's risk assessment.

Health Surveillance

It is the aim of Sloane that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of Sloane will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

- Audiometry testing
- Vibration monitoring

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Jams Sloane. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

Training

Scope: Employee training is managed by Sloane. Subcontractors are responsible for their own training/competence and must provide evidence as required. Project briefings/toolbox talks apply to all persons on site.

Sloane recognises the importance of ensuring that employees have adequate health and safety training. Subcontractors and self-employed subcontractors are responsible for maintaining their own training and competence, and must provide evidence of appropriate, current competence for the tasks they undertake when requested.

On recruitment, employees are assessed for their individual training needs. Evidence of previous training is obtained and any further training required is identified and recorded on the training matrix. The training matrix is maintained by the Managing Director.

Induction Training

Before commencing work, all persons engaged on Sloane projects (employees and subcontractors) must complete the relevant site induction(s) and receive a project safety briefing/toolbox talk covering site rules, interfaces, emergency arrangements and the applicable risk controls. In addition, employees will receive a Company induction that includes:

- the Company's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods of work.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where required.
- the role and function of the Company health and safety consultant.

- safety consultation procedures.

General Safety Training

General awareness of safety responsibilities is important for personnel at all levels. Sloane has adopted the CITB Site Safety Plus and/or IOSH training schemes for the provision of safety awareness training for employees at all levels:

1-day CITB Health and Safety Awareness for Operatives.

2-day CITB Site Supervisors Safety Training Scheme for Supervisors.

1-day IOSH Leading Safely for Directors.

Hazard Specific Training

Specific training will be given to those who require it. This may include:

- first aid.
- manual handling.
- asbestos awareness (UKATA or equivalent).
- PASMA scaffold tower training.
- work at height.

Consultation and Communication

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees and subcontractors are encouraged to provide feedback on any health and safety issues and where they believe the Company can improve current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Company's commitment to health and safety.
- feedback on risk assessments and method statements.
- health and safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- specific role based issues.

Management of Contractors

Sloane acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

Sloane will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.

Self-Employed Subcontractors (SES)

Sloane will carry out pre-engagement competence and compliance checks before engaging any self-employed subcontractor (SES).

Pre-start checks may include verification of CSCS (or equivalent) at an appropriate level, relevant experience, references, task-specific certificates and evidence of competence for the works to be undertaken.

- Sloane may review and monitor work outputs for health and safety and quality and may cease the engagement and/or remove individuals from site if requirements are not met.
- Self-employed subcontractors will work within Sloane's RAMS. Each SES is responsible for their own work methods and must ensure that the way they carry out their tasks is safe and consistent with Sloane's RAMS, site rules and client requirements. Sloane will review this during induction or pre-start discussions to confirm that their chosen approach does not conflict with the RAMS or client requirements.
- Self-employed subcontractors must comply with the applicable sections of this policy, the Principal Contractor's site rules and any agreed project arrangements, including attendance at project briefings/toolbox talks where required.

Accidents

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. James Sloane will be informed as soon as possible after the incident. The contact number to call is 07500 894140.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety Ltd for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at http://www.hse.gov.uk/riddor/report.htm.

James Sloane will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety Ltd.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

Specified injuries to workers

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalpings (separation of skin from the head) which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injuries to workers

- this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Dangerous occurrences

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- explosions or fires causing work to be stopped for more than 24 hours.
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.

- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- failure of a pressure vessel.
- serious electrical incidents causing explosion or fire.

Reportable occupational diseases

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

Fire

Sloane will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be updated annually and after any notable change to the layout or use of the premises.

Nia Jones is responsible for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

The fire risk assessment document and records of regular testing can be found with the office landlord.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the premises safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel working on external site locations will co-operate with the Principal Contractor / Client on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager / Client's representative if any fire exit signs need to be removed as part of preparation work.

Housekeeping

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

James Sloane will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Welfare Facilities

As an employer, Sloane is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager as soon as possible.

First Aid

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to James Sloane.

A qualified first aider is required to be present in all workplaces, including those away from Sloane premises. The Managing Director must ensure that a qualified first aider is available to employees when they are working away form company premises. Information about first aid personnel and facilities must be provided to our employees by the host company Principal Contractor.

Personal Protective Equipment (PPE)

Sloane will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

Sloane will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

Sloane will comply with additional PPE standards required by different Principal Contractors.

Drugs and Alcohol

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. Sloane will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- For employees, suitable action may include disciplinary action up to dismissal. For subcontractors/self-employed subcontractors, Sloane may stop work, remove individuals from site and/or terminate the contract in breach of this policy.

Health Risk Management

Sloane is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

Coronavirus: Covid-19

The requirement on employers is based on the need to ensure the health, safety and welfare of our employees (and others affected by our work), so far as is reasonably practicable. This means we need to assess the risks based on our individual situations. Control measures for this hazard will be a combination of the following:

Testing & Isolation

- We will ask our staff to undertake a lateral flow test if they show symptoms (temperature, persistent cough, loss of taste or smell). If positive, isolate for 5 days and test negative on day 5 and 6 before returning to work.

Vaccination

Vaccination reduces the risk in 2 ways: it reduces the risk of spreading the virus (likelihood) and also reduces the risk of severe disease/ hospitalisation/ death if they do become infected (severity).

- We strongly urge all of our staff to ensure they are fully vaccinated. Vaccination status will be reported to Responsible Person.

Reducing Close Contact

- We have arranged our workplace to reduce close contact
- We will take advantages of technology by arranging on-line meetings where appropriate.

Encourage good hygiene

- employees and any other people on our premises will be encouraged to wash hands thoroughly on entry into the premises and frequently throughout the day. This simple but effective measure is one of the most powerful control measures at limiting the spread of this virus.
- hand sanitizer (minimum 60% alcohol) will be made available also and should be carried by those who need to travel as part of their job.
- the virus can live on some surfaces for up to 3 days, so controlling this risk by instigating hygiene procedures is vital. Regular cleaning of frequent touch point sand shared surfaces will be undertaken.

Ventilation

Maintaining frequent air changes is an important control measure. This will be achieved by:

- keeping windows/ doors open when possible
- provide information, signage and warnings to employees and others
- clear warnings and reminders will be posted and updated as needed in the workplace. All employees will be made aware of this policy and the measures that affect them. Visitors to the building will be issued with information relevant to their visit.

Provide personal protective equipment

- face coverings may be required in order to reduce the potential spread of the virus. In situations when social distancing is not possible, any need for either face coverings or RPE will be identified on the risk assessment relevant to the work.

Hazardous Substances (COSHH)

Sloane will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. Sloane will:

- make an inventory of chemicals used in our processes.
- rationalise these chemicals to reduce the number of different chemicals.
- select less hazardous chemicals where it is reasonably practicable to do so.
- obtain Material Safety Data Sheets of all chemicals.
- produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary.
- communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to Sloane processes.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Company office were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises. Employees are made aware of the location of the asbestos during the Company induction.

When working on refurbishment projects, or within buildings built prior to 2000, Sloane will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and Sloane ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

Sloane will not be carrying out non-licensed work with asbestos.

Timber Dust

Timber dust is released during machine cutting activities. The processes that would cause most concern for the Company's work activities include:

- sanding timber.
- cutting timber.
- routering.
- planing.

When timber is cut mechanically, a mixture of inhalable (larger) and respirable (smaller) particles are released. Respirable dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- occupational asthma.
- nasal cancer.
- lung cancer.

The Workplace Exposure Limits for the most common products are:

- soft wood dust 5 mg per m3 over an 8-hour period.
- hardwood dust 3 mg per m3 over an 8-hour period.
- MDF (formaldehyde) 2.5 mg per m3 over an 8-hour period.

In order to reduce exposure below this limit, Sloane will:

- avoid producing the dust – at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source – by using suitable extraction equipment.
- clean up using industrial vacuum equipment instead of sweeping where possible.
- issue the correct RPE. FFP3 (Filtering Face-Piece) masks will filter out 95% of the particulate.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value 80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about noise.
Upper exposure action value 85dB(A)	Introduce controls to eliminate/reduce risk. Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Daily Exposure Limit 87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. Sloane will protect our employees by taking the following action at the levels indicated below:

<100 points (below Exposure Action Value	Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.
100 – 400 points (at or above Exposure Action Value)	Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.
>400 points (Exposure Limit Value)	Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Sloane will take into account the specifics of condition and use that may affect vibration output.

Manual Handling

Manual handling can cause Musculo-skeletal health effects. Sloane will operate according to the hierarchy below:

- avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- mechanise the movement of materials and plant by utilising equipment such as mobile cranes, overhead cranes, forklifts, genie lifts and hoists.
- conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- utilise manual lifting aids where possible such as sack trucks, trollies, wheelbarrows, carrying handles.

- provide training in safe lifting techniques.

Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Sloane aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Sloane aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Sloane will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- demands – this includes issues such as workload, work patterns and the work environment.
- control – how much say the person has in the way they do their work.
- support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- change – how organisational change (large or small) is managed and communicated in the organisation.

Sloane will undertake research among employees to gauge how well they believe the management standards are being implemented.

Safety Risk Management

Office Safety

Sloane appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.
- training will be provided to employees in the correct use of fire extinguishers, where required.

- lighting levels will be suitable for the tasks being undertaken.
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

Display Screen Equipment (DSE)

Sloane will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. Sloane will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.
- eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.
- if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- training in the use of display screen equipment will be provided to users.

Driving at Work

Sloane understands its responsibilities to ensure the safety of employees while they are driving on Company business.

Company vehicles are managed by Nia Jones, who ensures all insurances, driving licences, services and MOT's are provided and regularly reviewed.

James Sloane will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

The Driver

- drivers must hold a valid drivers' license that covers the vehicle being driven (HGV, PSV if required)
- drivers must also understand the policy on work related road safety and what is expected of them
- high risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training
- drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings

- drivers should know how to correctly adjust safety equipment, e.g. seat belts and head restraints
- drivers should know how to check washer fluid levels before starting a journey
- drivers should know how to ensure safe load distribution, e.g. when delivering materials to site
- drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle
- drivers should hold the vehicle safety handbook within their vehicles so that it is available when needed
- drivers should be aware of the dangers of fatigue and should know what they should do
- if they start to feel sleepy
- drivers must be able satisfy the eyesight requirements set out in the highway code
- drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP.

The Vehicle:

- vehicles must be fit for the purpose for which they are used
- privately owned vehicles should not be used for work purposes unless they are insured
- for business use and, where the vehicle is over three years old, they have a valid MOT
- adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard
- planned/preventative maintenance should be carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle
- drivers should know how to carry out basic safety checks and ensure this is done at regular intervals
- vehicles should not exceed maximum load weight
- goods and equipment which are to be carried in a vehicle must be properly secured,
- e.g. loose tools can distract the driver's attention if allowed to move around freely
- windscreen wipers must be inspected regularly and replaced as necessary
- safety equipment must be appropriate and in good working order
- seatbelts and head restraints must be fitted correctly and function properly

- users should be aware of recommended tyre pressures and how to adjust headlamp beam to compensate for load weight

The Journey

- employees should plan routes to use the safest roads.
- employees should take into account any overhead or width restrictions when planning their journey
- employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm
- employees should not be driving for excessive periods of time or excessive distances without a break
- employees should be aware of weather conditions and act accordingly
- employees should ensure their vehicle is equipped with appropriate items in the event of severe weather

Construction Arrangements – CDM

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), Sloane, will take on the duties of a Contractor. The following summarises these duties.

Responsibilities for all parties under CDM 2015

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Sloane will comply with the Contractors' duties we will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.

- only undertake construction work once they are satisfied that the client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects to promote health and safety standards.
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

For projects when the Company is the only contractor we will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.

- instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- low level access platforms such as podiums.
- safety decking systems.
- oxford systems.
- work on scaffold.
- safety nets.
- step ladders.
- other ladders incorporating safety mechanisms for stability and security.

Scaffolding

When scaffolding is selected or provided by another for our use we will:

- ensure the scaffold has been erected by a competent organisation.
- ensure the scaffold has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following completion of any section of scaffold, following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant, following any addition or adaptation and at regular intervals not exceeding 7 days.
- ensure the scaffold has been adapted as necessary to suit the differing needs of users.
- ensure the scaffold meets the requirements of the NASC guidance TG20:13, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds.
- any scaffolds that cannot be erected in accordance with TG20:13, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance.
- authorisation from the Principal Contractor must be gained before using any scaffold.

Mobile Access Towers

When mobile access towers are selected, we will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).

- be aware of the limitations of the equipment, including weather and weight limitations.
- not allow our towers to be loaned to other contractors

Roof Work

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. Sloane will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- access routes to and from the roof, including emergency access and egress
- the specific locations of work to be done on the roof.
- how falls are to be prevented, or the distance and consequences of that fall minimised
- how falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- how risks to health will be controlled.
- how other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- what equipment will be needed.
- what competence and/or training is needed.
- who will supervise and check that the control measures are effective.

Fragile Roofs

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions

will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- work from underneath the roof using a suitable work platform.
- where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- if access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used; and
- where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.

Lifting Operations

Sloane may use mobile cranes for certain tasks. All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each crane operation will be treated as unique and will be planned on an individual basis. The Company may be responsible for managing lifting operations or may engage the services of a competent contractor for lifting operations. This will be clearly established before the project begins. In either case, a lifting plan will be drawn up by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

- the load to be lifted.
- the equipment required.
- the environment in which the lift will take place.
- the competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor will undertake the role of ensuring that the lift is carried out in accordance with the plan.

Working with Power Tools

The person within the Company with responsibility to oversee the safety of tools is the Managing Director; however, the operatives must ensure the safe use, care, and

maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site.
- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

James Sloane is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
- tools will be stored appropriately in toolboxes or racks with cutting edges protected.

- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.
- the use, suitability and condition of work equipment and tools will be regularly monitored by the Supervisor during their site safety inspections.
- personnel are required to report any defects to the Supervisor and not to use any items that are in poor condition.

Use of Abrasive Wheels

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

Working in Occupied Premises

The Client / building occupier will be consulted prior to any work activity to ensure Sloane personnel are fully aware of:

- emergency arrangements including fire procedures and how these interfaces with Sloane activities and emergency arrangements
- any other specific procedures they will have to adhere to while on the premises
- any locations that require specific authorisation.
- any hazardous work activities on the premises that may affect the workforce
- access and egress routes that must be maintained to ensure safe passage to all work areas for people and materials.
- how communication between Sloane personnel and the Client / building occupier will be managed and maintained
- how the work will be monitored to ensure the effectiveness of the shared arrangements

Client / building occupiers will be kept informed throughout the work, of all activities and where they might affect them, and what precautions will be taken.

Safety Policy Communication

Scope: Applies to all persons engaged on behalf of Sloane (employees and subcontractors) when relevant to their work and site safety.

It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, all persons engaged to work on behalf of Sloane (including subcontractors) are expected to read, understand and comply with the parts of this policy relevant to their work, as well as the Principal Contractor's site rules and agreed project arrangements.

Non-employees (including subcontractors and self-employed subcontractors) will be asked to read, understand and adhere to the relevant sections of this policy. Subcontractors remain independent businesses responsible for their own workforce management, supervision and work methods. Sloane's role is to coordinate health and safety arrangements, communicate site/client requirements and manage interfaces between trades.

It is important that you read the policy carefully, as it contains:

- important information on Sloane's safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with the Sloane site contact / project representative. Feedback on the content of this policy from employees and subcontractors is welcomed – if you have suggestions as to how safety could be improved, please pass these on.

Where requested, please sign and date below to confirm that this policy has been communicated to you and that you will comply with the relevant arrangements while working on Sloane projects. Signing does not create an employment relationship.

Name (Print)	**Company**	**Status / Role**	**Signature**	**Date**

Site / Project: _____ **Document Version:** H&S Policy v5.0

Compliance **Date:** _____

Safety Policy Communication

Scope: Applies to all persons engaged on behalf of Sloane (employees and subcontractors) when relevant to their work and site safety.

It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, all persons engaged to work on behalf of Sloane (including subcontractors) are expected to read, understand and comply with the parts of this policy relevant to their work, as well as the Principal Contractor's site rules and agreed project arrangements.

Where requested, please sign and date below to confirm that this policy has been communicated to you and that you will comply with the relevant arrangements while working on Sloane projects. Signing does not create an employment relationship.

Name (Print)	Company	Status / Role	Signature	Date

Site / Project: _____ **Document Version:** H&S Policy v5.0 Compliance **Date:** _____