

HEALTH & SAFETY POLICY

*Guardtech Cleanrooms Ltd
&
Cleanroom Solutions Ltd*

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1. STATEMENT OF INTENT

The Directors of the Guardtech Group have overall responsibility for the health, safety, and welfare of all employees of Guardtech Group and others who could be affected by our work activities. The Directors of Guardtech Cleanrooms Ltd and Cleanroom Solutions Ltd are committed to this responsibility and expect all employees, regardless of position, to ensure health and safety at work is not compromised by other management pressures.

The Company will comply with the Health and Safety at Work etc Act 1974; and all relevant Regulations subsequently laid under it and meet the standards required therein.

The objectives of this policy are: -

- To prevent accidents and cases of work-related ill health.
- To attain and maintain high standards of health and safety performance throughout the Guardtech Group and strive for continual improvement.
- Encourage the co-operation and involvement of employees, and selected contractors, of the Company to ensure our statutory obligations under health and safety legislation are met.
- To provide visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company.

To achieve these objectives, the company will, so far as is reasonably practicable, ensure: -

- Health and safety risks in the workplace are properly managed, through identification and assessment of those risks.
- The provision and maintenance of plant, and systems of work, that are safe and without risk to health and safety.
- The safe use, handling, storage and transport of articles and substances.
- Clear information, instruction, training, and supervision is provided to employees to ensure they are Competent to carry out their work.
- Maintenance of any workplace under the control of the Company in a condition that is safe and without risk to health and safety.
- The provision and maintenance of means of access to and egress from any workplace that is safe and without risk.
- The provision of suitable and sufficient welfare facilities & personal protective equipment.
- Emergency plans are implemented, including evacuation plans in case of fire or another significant incident.
- The health and safety policy is reviewed and revised regularly.
- Employees are consulted on matters affecting their health and safety.



Date: 17/03/25
Mr Conor Barwise
Guardtech Group
Projects Director



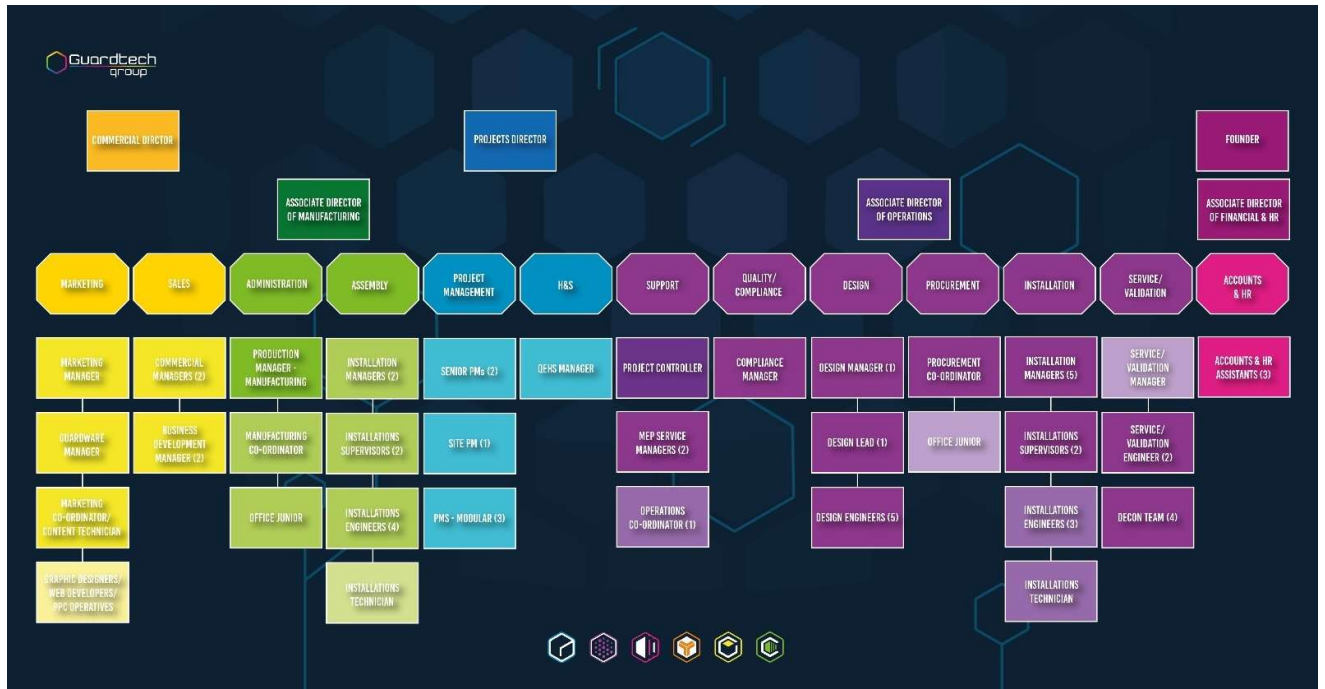
Date: 17/03/25
Mr Joseph Murphy
Guardtech Group
Associate Director of Operations

2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

Persons responsible for safety

The Guardtech Group Directors are responsible for the health, safety, and welfare of all employees of Guardtech Cleanrooms Ltd and Cleanroom Solutions Ltd and will fulfil all legal duties imposed on them, as the Employer, by relevant legislation. Some responsibilities, for health and safety functions, such as monitoring and inspections, required by group procedures, will be delegated to others. The specifics of these delegated duties will be clear in the Guardtech procedures.

Company organisational structure



Company Wide operations. Authority is delegated to the Projects Director for defining, deploying, and monitoring Guardtech' Operations strategy to enable the company and its departments to have safety focused strategic plans and compliance regimes.

The Projects Director

Taking a key leadership role in Guardtech and the Operational Departments safety programme and ensuring the provision of systems which ensure that safety never becomes subordinate to operational matters and is adequately resourced.

- Championing operations health and safety at Board level.
- Supporting all Departments and functions to monitor safety performance across the business.
- Requiring safety orientated objectives as part of the annual business plans reviews, monitoring performance, and ensuring that safety is given the highest priority within Guardtech' operational plans.
- Ensuring that the annual business plans for all departments are sufficiently resourced to achieve compliance with Guardtech' safety Policy and management systems and include resources to be considered for identified improvements.
- Ensuring that all Departments safety policies, standards, procedures, and practices contribute to the success of Guardtech' safety Policy and management systems and that those procedures etc are suitably monitored and reviewed.
- Ensuring that there is liaison with and monitoring of those selected contractors and any business partners whose performance might affect Guardtech' overall health and safety performance and reputation.
- Communicating, where required, with the HSE and other official agencies in pursuance of his duties and or regard to statutory requirements.
- Carrying out periodic safety related inspections of the departments under the post holder's control.

Contracts Management. Authority is delegated to the Projects Director to implement and oversee the the Company Health and Safety Policy and associated procedures on site. The projects Director is responsible for ensuring all projects are suitably planned, that the principles of CDM are followed on all projects and monitoring health and safety performance on site, providing feedback into the relevant health and safety forums and business planning processes. The Projects Director is responsible for ensuring the Principal Contractors duties, in 2.3 of the CPP, are carried out.

The Projects Director

- Taking a key leadership role in Guardtech and the Operational Departments safety programme and ensuring the provision of systems which ensure that safety never becomes subordinate to operational matters and is adequately resourced.
- Championing operations health and safety, and specifically construction site safety, at Board level.
- Requiring safety orientated objectives as part of the annual business plans reviews, monitoring performance, and ensuring that safety is given the highest priority within Guardtech' operational plans.
- Ensuring that the annual business plans for all departments are sufficiently resourced to achieve compliance with Guardtech' safety Policy and management systems and include resources to be considered for identified improvements.
- Ensuring that there is liaison with and monitoring of those selected contractors and any business partners whose performance might affect Guardtech' overall health and safety performance and reputation.
- Communicating, where required, with the HSE and other official agencies in pursuance of his duties and or regard to statutory requirements.
- Liaising with the commercial and design departments to ensure the principles of the CDM regulations are complied with on all Guardtech sites.
- Ensuring that construction phase plan standards, procedures, and practices contribute to the success of Guardtech' safety Policy and management systems and that those procedures etc are suitably monitored and reviewed.
- Ensure feedback from Post project reviews are fed into the health and safety improvements process, where improvement opportunities are identified.
- Carrying out periodic safety related inspections of the operational site under the post holder's control.

Resourcing for health and safety. Authority is delegated to the Associate Director of Finance and HR who is accountable to the other directors for defining deploying and monitoring the financial aspects of Guardtech' business planning process to enable the Company and its departments to have safety focused business plans. The Associate Director of Finance and HR has prime responsibility for supporting the board to comply its legal duties.

Associate Director of Finance and HR

- Taking a leading role in Guardtech' safety programme and providing systems which ensure that safety does not become subordinate to financial matters and is adequately resourced.
-
- Ensuring that the policies, standards, procedures, and practices of the departments under his control contribute to the success of Guardtech' safety Policy and management systems.
- Ensuring that during the Guardtech' business-planning process the finance department takes full account of the expenditures required by other functions to fulfil the Company's objectives and that safety has a high priority.
- Ensuring that necessary expenditure on safety is in line with the Guardtech safety policy and is included within the approved Capital expenditure budget and approval system.
- Requiring safety orientated objectives as part of the annual business plans, monitoring performance, and ensuring that safety is given the highest priority within development plans
- Ensuring that the finance function considers the safety integrity of key changes in financial organisational structure and business processes
- Ensuring that the Finance departments Policies, standards, and procedures are set and complied with and that they contribute to the success of Guardtech Safety Policy and management system.

Commercial activities. Authority is delegated to the Commercial Director to Assist their fellow Directors in Planning for health and safety. The Commercial director is responsible for ensuring sufficient project planning can take place to satisfy the requirements of the CDM Regulations. The Commercial Director should be familiar with the requirements of CDM and Liaise with the Projects Director on CDM application.

Commercial Director

- Taking a key leadership role in Guardtech' safety programme and ensuring the provision of systems, which ensure that safety never becomes subordinate to Commercial matters and is adequately resourced
- Ensuring that the policies, standards, procedures, and practices of the departments under their control contribute to the success of Guardtech' safety policy and management systems.
- Ensuring that the annual business plans for Commercial functions are sufficiently resourced to achieve compliance with Guardtech' safety Policy and management systems
- Requiring safety orientated objectives as part of the annual business plans, monitoring performance, and ensuring that safety is given the highest priority within development plans

- Ensuring safety requirements are discussed and addressed at the initial setting up of a contractual agreement.
- Ensuring that the Company's good health and safety image is promoted externally to potential clients at every opportunity.

Associate Director of Operations

- The Associate Director of Operations will assist the Projects Director in the fulfilment of their duties.
- The Associate Director of Operations may, where delegated in writing, assume the duties of the Projects Director in their absence.

Design Managers

Design managers will support Directors in achieving the principles of the CDM regulations, providing design solutions that, so far as is reasonably practicable, remove or reduce hazards through the design process.

Site project managers and supervisors

- Ensure all site personnel receive a site induction prior to commencing work on site
- Ensure employees and subcontractors comply with the Company Health and Safety Policy.
- Ensure and maintain high standards of health and safety performance on site.
- Foster a positive health and safety culture amongst all employees and selected contractors.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure that regular surveys of sites, facilities, plant, and equipment are conducted, so as to maintain safety standards.
- Immediately bring to the attention of the Directors matters relating to health and safety standards or performance.
- Advise and support clients, contractors, etc. and their safety officers with regard to the Company Health and Safety Policy and all prevailing legislation.
- Maintain all registers and records on site, as required by current legislation.
- Communicate health and safety matters to employees and subcontractors via induction training or toolbox talks.
- Assist the Directors with other duties, as required.
- Assist in the maintenance of a positive health and safety culture by leading by example.
- Bring to the attention of the Directors any incidents, accidents, or dangerous occurrences whether they result in injury or ill health, or just have the potential for injury or ill health.

Note. Specific site management responsibilities are to be included in the construction phase plan Section 2.4.

Health and safety assistance, advice, and guidance

The Projects Director will seek advice from a competent and qualified person to assist Guardtech in complying with all Regulations relating to health and safety at work which apply to the company.

The Health and Safety Advisers to the Guardtech Group are RLJ Solutions Health & Safety Consultants Ltd and are available on jez.daniels@me.com

The appointed site manager may contact RLJ Solutions at any time for health and safety advice and they must notify the Projects Director of any area where he feels that expert advice is required in order that they may fulfill their duties with respect to health and safety.

RLJ Solutions will provide regular updates to the Company on any health and safety matters that apply to their activities.

As a minimum the Projects Director will seek advice annually, for policy and arrangements review.

Guardtech Group Employees

All employees of Guardtech Group have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

All employees of Guardtech Group will: -

- Co-operate with the Person responsible for safety, and the Contract Director to enable them to comply with their legal duties.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Company in the interests of health and safety.
- Comply with requirements of the Guardtech Group Health and Safety Policy and actively promote a positive health and safety culture throughout the Company.
- When on site, follow all site safety rules and procedures.
- Make themselves aware of all site first aid and emergency procedures.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Use and maintain, in a serviceable condition, all plant and equipment in accordance with the training provided.
- Ensure all accidents are entered in the accident book held in the Main Office or the accident book held on site, if working on site.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to Ensure appropriate investigation can be undertaken.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.

- Use and maintain, in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by their employer.

All subcontractors who undertake work on behalf of The Guardtech Group

All subcontractors of Guardtech Group have a duty to ensure the health and safety of themselves and others that may be affected by their acts or omissions. Contractors' duties are included in the CPP Section 2.5.

Guardtech Group will select competent contractors, hold a list of preferred contractors, and will monitor contractors' performance. Contractor performance reviews will be a component of project reviews and will feed into the health and safety improvements process.

The CDM Construction Phase Health and Safety Plan (CPP), Section 2.7, contains a process for selecting contractors, reviewing risk documentation and dealing with underperforming contractors on site, this will take precedence over the project review process.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

The corner stone of any successful, workplace health and safety philosophy are Identification, Evaluation and Control of hazards; however, the degree to which it is successful is dependent on three factors.

- The ability of the organisation to identify all of the hazards that are present
- The ability of the organisation to implement satisfactory control measures whenever necessary.
- The level of commitment from all personnel within the organisation to accept the rules, regulations and safe working practices and procedures that have been established

The attainment, maintenance, and continual improvement of health and safety standards within the Guardtech Group will be achieved by: -

- The identification of hazards associated with the activities undertaken by the Company.
- Implementation of effective procedures, which include, precautions and control measures to eliminate, reduce or control the risk of harm.
- Communicating hazards and risks arising from our activities, along with procedures, precautions and controls, to all who could be affected.
- Employing competent people, through training, experience, knowledge and where required, supervision.
- Involving employees and contractors in our health and safety processes.
- Creating a culture of openness, collaboration, and involvement.

Management of Health and Safety at Work Regulations 1999

Hazard and risk identification and *Communication of health and safety matters*

The Company's Health and Safety Policy and performance will be reviewed annually, or earlier, if the need arises.

Concerns over the standards of health and safety within the Company or issues relating to health and safety are to be brought, immediately, to the attention of supervisors and / or managers, or, where required the Directors responsible for health and safety matters.

Health and safety information, where it relates to the activities of The Guardtech Group will be communicated throughout the Company as it becomes available by the quickest possible means.

Duties under the CDM Regulations 2015.

Guardtech Group will fulfil its duties under the CDM regulations by applying the principals of CDM to all projects, whether notifiable or non-notifiable.

Guardtech Group have developed a Construction Phase Health and Safety Plan (CPP) document number GTG-QHS-F-016, that will consider all construction processes within a project and provide risk management measures for those processes.

Guardtech Group will provide the clients of their projects with suitable and sufficient information, through the Principal Designer, in the form of a health and safety file.

Training and competence

All new employees of the Company will be selected through an application process, with personnel selected against a job description, leading to an interview process. Candidates will be selected based on their suitability against the job description, specific training, experience, and knowledge.

All newly employed people will receive induction training, as soon as reasonably practicable but ideally on their start date. Records will be held at the Main Office. The Projects Director or Associate Director of Operations will arrange induction routines with the relevant departments, in advance of the new starter's employment date. The induction will be completed using the guidance on form HR004, each new employee will receive a copy of the employee handbook, HR001.

Site specific induction training will be provided to employees whenever work commences on a construction site. Records of these inductions will be held on site, as a component of the Construction Phase Health and Safety Plan (CPP).

The training requirements of Company employees will be identified, and appropriate training provided to ensure that all employees are qualified and competent to undertake the work they are engaged in, a training matrix will be available for site-based personnel and others with delegated health and safety duties such as first aid and fire warden trained personnel. See training matrix, AD003.

Further training shall be given: -

- For periodic refresher training and toolbox talks.
- When required by current best practice.
- When being exposed to new or increased risks.
- When being transferred or given a change in responsibility.
- When there is a change in work methods, technology, equipment, or practices.

Where issued, certificates and records of training, qualifications and competence will be held in the Main Office. Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

Risk Management, Risk Assessments, Method Statements and Safe Systems of Work

The Projects Director and the Associate Director of Operations will ensure:

- Where significant risks are identified, a suitable and sufficient risk assessment will be undertaken by a competent person, the findings of those assessments will be communicated to all those identified as being at risk, any control measures and safe systems of work will also be communicated.
- For construction site operations, safety method statements, or written procedures detailing safe systems of work, will be produced by a competent person based on the findings of the risk assessments.
- All risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity.
- All personnel, who may be affected by the activity, are made aware that if any aspect of the activity, or the environment in which it is conducted alters, then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued.
- That master copies of all assessments, safe systems of work and method statements are held in the Main Office, or on site within the CPP documentation, with copies of relevant assessments available on site.
- Systems of work are presented to Principal Contractors, prior to work commencing, when requested.

Responsibilities for the management of risk on construction sites will be delegated to the Project Director for sites that he holds responsibility. Site project managers will be delegated elements of the Project Directors duties on site.

Section 2.6 of the CPP contains information on construction site risk management, including the management of contractor risks.

Worker involvement and consultation with employees.

All employees and site workers are encouraged and empowered to stop working if they feel at risk. No punitive action will be taken against any worker who raises a health or safety concern on site.

On the contrary, such action will be encouraged. Guardtech aims for employees and contractors to be confident that they will be involved in decision making and that their views will be seen as a fundamental part of the company's health and safety management processes.

Guardtech will ensure that meetings and forums, including company days, include health and safety elements where feedback from staff can be received and noted as opportunities. Section 2.17 of the CPP deals with empowerment on site.

Accessibility and the safety of those with disabilities

The Persons responsible for safety will ensure that risk assessments of the activities undertaken by

Guardtech Group consider the needs of employees with disabilities. Guardtech Group recognises that not all disabilities are visible and will endeavour to make reasonable attempts to offer suitable and reasonable adjustments to working methods and the workplace to facilitate a person's individual disability. Employees are to ensure that Guardtech Group, as their employer, are made aware of any form of health condition or disability that is likely to affect their ability to undertake the work they are assigned.

Where appropriate, employees with health conditions/disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

Employment of new and expectant females.

The Person responsible for safety will ensure that risk assessments of the activities undertaken by Guardtech Group consider the needs of pregnant employees and new mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother.

The assessment will ensure that adequate steps are taken to avoid the risk to pregnant employees, new and breastfeeding mothers arising from exposure to physical, biological, and chemical agents and from working conditions.

Where risks cannot be avoided then the working hours may be temporarily adjusted, or suitable alternative work will be offered. This risk assessment process should be conducted with advice and assistance from the HR department.

Health monitoring and surveillance

Employees of Guardtech Group are to declare, as soon as possible, any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment.

Alcohol and controlled substances

The Company has adopted a No Alcohol or Controlled Substances Policy. Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or subcontractors enter a workplace under the control of Guardtech Group.

To support its NO alcohol or control substances at work policy, the Company reserves the right to carry out non-evasive drug/alcohol (urine) tests on 5% of its work force, as necessary at any time during the working day.

Prescription medications can affect people's ability to work safely. Therefore, it is the duty of all staff members to inform the Company of any medication being taken that may be likely to affect their ability to remain safe at work.

Violence towards employees

In the event that employees of Guardtech Group are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

Where matters of dispute or disagreement giving rise to aggression or threat of violence cannot be resolved locally, by peaceful negotiation, they are to immediately be referred to the Contract Management, or the Directors of the Company.

Lone Workers

Wherever practicable, employees of Guardtech Group are not to work alone in high-risk activities or areas.

Where it is unavoidable, the lone worker will ensure that Guardtech Group, or the Contracts Supervisor, is aware of their whereabouts and the nature of the work being undertaken. The lone worker will contact Guardtech Group, or the Contracts Director at pre-arranged times throughout and on completion of the activity.

Housekeeping

In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout all sites, offices, and storage areas.

All materials will be stored appropriately, in line with the manufacturer's recommendation, to reduce the risk of injury to personnel and to minimise the fire risk.

Combustible materials will not be stored adjacent to heat sources.

Rubbish will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

Environment

Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

Temperature will be maintained not less than 15°C but, whenever practicable, will be maintained in the range 18°C to 25°C. Windows, skylights, or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.

Lighting will be suitable and sufficient and, so far as is reasonably practicable, be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

Eating facilities with adequate access to boiling water will be provided.

Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Workstations will be comfortable with safe and suitable chairs and sufficient space to perform all duties without risk.

Construction activities No construction activities will be allowed to commence until suitable and sufficient welfare facilities are in place and accepted by the client or their representative. See CPP Section 3.2.

The Health and Safety (Young Persons) Regulations 1997

Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), if employed by the Company.

Protection will be provided to remove any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity.

Unless as part of their training or where the work is carried out under the direct supervision of a competent person and where the risks have been reduced to the lowest reasonably practicable level. young persons
Young persons will not be employed in activities where the work: -

- Is beyond their physical or psychological capability.
- Involves exposure to toxic or carcinogenic substances, or substances which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect.
- Involves a risk of accidents which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training.
- Involves a risk to health from extreme temperature (hot or cold), noise or vibration.

Health and Safety (First Aid) Regulations 1981 (as amended)

In the head office area and on Guardtech construction sites, the Persons responsible for safety will nominate suitably trained persons as qualified first aiders to ensure adequate provision of first aid. The details of those who can administer first aid will be prominently displayed in office areas and on site, where practicable and communicated through induction training.

In the absence of the nominated first aider, the Emergency First Aider or other qualified first aid personnel will be available on site, at all times, whilst routine work is being conducted. The name of this person shall be communicated to all persons on site or on the premises, in the case of head office.

Personnel undertaking short term projects will be briefed, with regard to first aid provisions, prior to undertaking work.

Whilst employees of Guardtech Group are employed as subcontractors of a Principal Contractor, employees are to familiarise themselves with the first aid facilities on that site.

While employed on site, subcontractors of Guardtech Group are to familiarise themselves with the first aid facilities on site.

All injuries occurring, no matter how trivial, are to be recorded in the Accident Book held on site.

Guardtech Site Project Managers may adopt the first arrangements available at the host employers' site, if they are offered and suitable, but this arrangement must be noted, in writing, in the CPP Section 3.5.

Reporting of injuries, Diseases, and Dangerous Occurrences Regulations 2013

The Person responsible for safety will ensure that all accidents, near misses and dangerous occurrences are thoroughly investigated by a competent person.

In the event of major injury, fatality, dangerous occurrence, or prescribed disease occurring to an employee of Guardtech Group, the Person responsible for safety will ensure statutory reporting requirements, under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013.

As Principal Contractor, reports of accidents involving subcontractors will be forwarded to their Employer, to enable statutory reporting requirements under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013.

All accidents, dangerous occurrences and near misses occurring are to be reported to the Person responsible for safety, the Contracts Director so that an investigation can be conducted. While working as subcontractors on the site of a Principal Contractor, reports of incidents involving employees of Guardtech Group are to be forwarded to the Principal Contractor.

Fire and emergency

The Regulatory reform (fire safety) order 2005

Fire risk assessment form number HAS049

Fire precautions and prevention measures will be taken appropriate to the level of risk, throughout premises and property, under the control of Guardtech Group. A fire risk assessment has been completed for the head office facilities.

A fire safety log will be held in the head office area, by the planning and procurement coordinator. The planning and procurement coordinator will be responsible for ensuring the monitoring and testing routines required by the fire risk assessment are completed and recorded in the fire safety logbook.

All nominated employees of Guardtech Group will be instructed on the use of portable firefighting appliances, as found on premises and vehicles under the control of Guardtech Group. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.

On Construction sites, as Principal Contractor, the Person responsible for safety will ensure that an adequate fire plan is in place and prominently displayed in the Offices and on site and communicated to all employees, subcontractors, and visitors through induction training. The site Project Manager may adopt the fire and emergency arrangements in place for the host employer, but this must be decided in writing in the CPP Section 3.6.

When employed as a subcontractor on the site of a Principal Contractor, all employees, and subcontractors of Guardtech Group are to familiarise themselves with the fire plan on site.

In the event of a fire in any of the offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel do not put themselves at risk and are to remain available to brief the fire authorities on arrival. Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.

Guardtech Group will decide arrangements and procedures for all other foreseeable emergencies, within premises under their control and on construction sites, and ensure suitable arrangements are in place to react to those emergencies.

Where required the Projects Director and the Projects Director will liaise with emergency services to facilitate or support their arrangements.

Smoke Free (Premises and Enforcement) Regulations 2006

In the head office and where Guardtech Group is the Principal Contractor on site, all forms of smoking including vaporising cigarettes will not be permitted on site. Smoking areas will be designated by site management and communicated to employees.

Whilst working at the premises owned by the client, or on the site of a Principal Contractor, the smoking policy of that client or Principal Contractor will be adopted and, as such, all employees, and sub-contractors who undertake work on behalf of Guardtech Group are to adhere to that policy.

Personal Protective Equipment at Work Regulations 1992

Guardtech Group and the Project Director will ensure that Personal Protective Equipment (PPE) is provided to employees of Guardtech Group where it is required by current legislation and as identified by risk assessment.

Safety Footwear shall be worn at all times whilst work is being conducted on behalf of Guardtech Group, without exception. Hard Hats and other PPE, identified from risk assessment, will be worn, without exception, whilst working on sites where they have been identified as a requirement.

PPE will be provided in circumstances where exposure to hazards cannot be affected by other means or to supplement existing control measures identified by a risk assessment. An assessment will be made to ensure that the PPE is suitable for purpose and is appropriate to the risk involved.

Site Management will ensure that suitable facilities for the storage of PPE, as provided.

Information, instruction, and training will be given to all employees on the safe use of PPE are provided.

Employees will, in accordance with instructions and training given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

The CPP requires PPE inspections are carried out at regular intervals and recorded on forms HAS043 and HAS062. PPE Issuing will be recorded on form HAS051.

Control of Asbestos Regulations 2012

Within any premises controlled or owned by Guardtech Group, where it is suspected asbestos containing materials (ACM) an asbestos survey will be carried out by a specialist contractor. The results of that survey will be used to provide an ACM management plan, to be complied with by Guardtech. In rented accommodation information should be provided by the landlord.

Work involving exposure to, or removal of, asbestos will be the subject of a formal risk assessment to identify the type of asbestos and the degree of exposure. Compliance with the Control of Asbestos Regulations 2012 will be maintained.

All work involving the possible contact with asbestos will be conducted, in accordance with a safe system of work and, where appropriate, a licensed asbestos removal Company will undertake removal and disposal. If asbestos is discovered, or suspected, during demolition or refurbishment work, work must be ceased, the area secured, and advice sought from the Project's Director.

Electricity at Work Regulations 1989

All work involving potential contact with overhead or underground electrical cables or services will be properly planned and be subject to a detailed risk assessment, in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery powered or 110-volt tools on site, wherever practicable.
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used.
- Ensuring tools used on site are in good condition and double insulated.
- Undertaking assessments to identify hazards associated with each individual item of machinery
- Implement specific safety rules and procedures for the authorised operative to follow.
- Ensuring all electrical appliances and equipment are periodically examined and tested by a portable appliance tester (P.A.T) at a frequency, in accordance with current HSE guidance.
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment.
- Ensuring extension leads shall only be used for temporary supplies. All extension leads shall be fully unwound prior to use.
- Immediately prohibiting the use of and reporting defective equipment.
- Ensuring only authorised and competent persons will be permitted to repair or alter electrical equipment.

Within buildings controlled / owned by Guardtech Group, the mains electrical systems will be tested by a competent electrical engineer on a regular basis not exceeding 5 years, evidence of this testing will be retained.

Control of Substances Hazardous to Health Regulations 2002

The Person responsible for safety will ensure that:

- A comprehensive task-based assessment programme of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fume, is carried out.
- Master copies of all assessments are held in the Main Office with copies held on site.
- Where necessary, information relating to new or existing substances is gained from the supplier.
- Copies of all relevant Material Safety Data Sheets will be held in the Main office with the COSHH risk assessment.
- Regular reviews of the assessments of the processes involving the use of, or contact with hazardous substances, are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.

As identified by the Control of Substances Hazardous to Health (COSHH) Assessment, work involving

substances or materials or generating hazardous by-products that require specialist personal protection to be used, appropriate information, instruction and training will be given to all employees.

All potential biological hazards (microorganisms) including Human and animal waste, Legionnaires and Weil's disease etc, will be the subject of appropriate risk assessment and where necessary sample testing will be undertaken prior to work commencing. Risk of contamination will be controlled through appropriate safety procedure including decontamination at source, PPE, and sound personal hygiene procedures.

Lifting Operations and Lifting Equipment Regulations 1998

All lifting operations and lifting equipment will conform to the Lifting Operations and Lifting Equipment Regulations 1998.

All goods and passenger hoists will be suitable for the purpose and will be erected and operated by competent personnel at all times. All goods hoists will be clearly marked with their safe working load and all passenger hoists will clearly state the maximum number of persons to be carried.

All lifting equipment will be the subject of a thorough test and examination by a competent person at periods, as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Records of such tests and examinations will be kept and made available for inspection. All lifting equipment will be marked with a means of identification and will show its safe working load.

Before any lift is carried out, a risk assessment will be carried out to identify the measures required to protect those involved with the lift.

A Safe System of Work will be established, in the form of a lifting plan, must be produced and effectively communicated to all personnel involved with the lift.

Manual Handling Operations Regulations 1992

Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided, then mechanical aids will be utilised, the load split to reduce the risk of harm, or group-handling techniques will be used.

Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

An assessment of all hazardous manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation and communicated to them.

Where it is deemed appropriate to carry out manual handling the principles of T.I.L.E. and kinetic lifting will be utilised in line with training.

The Control of Noise at Work Regulations 2005

The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by various approved codes of practice and official guidance notes.

Where noise levels are likely to exceed the Action Level of 80 dB(A), perceived at the operator's ear, ear defenders will be issued as a safety requirement, or an assessment will be conducted and control measures

identified and implemented to reduce or control personal exposure.

Suitable ear defenders providing adequate attenuation will be provided, where appropriate, to all affected personnel at no cost to them, together with appropriate instructions on their use. All employees will use hearing protection provided for their protection.

Provision and Use of Work Equipment Regulations 1998

Guardtech Group employees will only use low risk equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state and working order and in good repair

Work equipment selection will consider the hazards i.e. noise, vibration, weight, power source and general operating risks. Only low risk equipment will be employed by the company and all staff using the equipment will be issued with appropriate PPE and trained on the safe use of the equipment and PPE.

When plant and equipment is hired in for use by the Company, suitable instruction and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.

Plant and equipment will be regularly inspected and tested, as required by current legislation, and defects or loss reported immediately. Inspection must be recorded on forms HAS026, HAS033, HAS066 and HAS042 and retained on site.

Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.

Only an authorised and competent person will be allowed to operate, undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

Plant operators must be appointed by the Project site managers on the plant authorisation record sheet, document number HAS054, within the CPP.

Where required, all safety devices and guards will be operable and in use.

Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.

All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to use or operate.

The Work at height Regulations 2005 (As amended)

The Person responsible for safety, in association with the Working at Height Regulations 2005 (as amended), will ensure:

Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will consider weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.

All equipment identified by the risk assessment and provided for working at height will be of commercial quality, of a sound condition, fit for purpose, and be the subject of regular inspection and testing to ensure

its continued suitability for the job.

It is prohibited to drop or throw anything from a height. Employees and subcontractors are to lower items down using ropes and, if necessary, smaller items lowered down in a bucket or bags.

Ladders and steps will be the subject of regular inspection by a competent person and defective equipment will be taken out of service immediately and reported to the Person responsible for safety. Ladder and steps inspections will be recorded on form HAS041, within the CPP, and will be retained on site.

Only a competent person will erect access scaffolds and tower scaffolds. All scaffolds will be inspected by a competent person, and records of such inspections kept:

prior to first use and weekly thereafter.

after any substantial addition or dismantling.

after alteration.

after any event likely to affect its strength or stability.

All scaffold inspections will be recorded, either in a scaffold register or by a scafftag system, records will be retained on site in the CPP.

The Dangerous Substances and Explosive Atmospheres Regulations 2002

All fuels shall be kept in approved containments and stored in accordance with current legislation. The storage areas shall be designated as a 'No Smoking Area'.

Only the required quantity of petrol shall be stored for immediate use on site. No more than 2 imperial gallons shall be held on site, which shall be stored in an approved stowage in approved containers.

If LPG is present on site, LPG cylinders shall be stored in a designated stowage in the open air which shall satisfy the requirements of the Regulations when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders.

Health and Safety (Display Screen Equipment Regulations) 1992

All workstations under the control of Guardtech Group consisting of Display Screen Equipment (DSE), will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the users of such workstations.

Employees, whose work requires them to operate their DSE workstation daily for a significant part of the day, will be entitled to a free vision screening or eye test.

Employees, whose work requires them to be at their DSE workstation for a significant part of their working day, are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10 —15 minutes per hour.

Slips, trips, and falls (Management of Health and Safety at Work Regulations 1999)

Trailing leads are not permitted unless they are fitted with adequate cable cover protection to reduce the risk of tripping.

Floor coverings will be sound and in good state of repair. All spillage will be cleared away immediately.

All accesses will be adequately lit and kept clear of obstacles and rubbish.

Offices, storage areas, and sites will be kept tidy at all times and all rubbish will be removed at regular intervals during the day.

Provision and use of warning signage

The Guardtech Group recognise the importance of providing safety signs and signals when, despite the implementation of all other applicable measures, there exists a significant risk to the health and safety of our employees or other individuals.

The signs will be selected to be clear and legible and fall into the following four categories:

- Prohibited actions – for example: “no entry”
- Safeguards to be followed – for example: “eye protection must be worn”
- Hazard warnings – for example: “corrosive material”
- Directions – towards emergency exits, first aid equipment, etc.

4. MONITORING AND REVIEW

Communication and coordination

Guardtech Group recognise the importance of sharing information and planning to ensure the safety of site and host employer personnel, especially when working in host employer operational areas. To reduce the risk of safety conflict Guardtech will undertake the principals of CDM information gathering, communication and coordination.

Regular meetings and communication forums will be used to share and update information, feedback on standards and performance and plan ahead. Examples of these meetings and forums are contained within the CPP Sections 2.9 – 2.15.

Health & Safety Inspections, Monitoring, and review

This policy of Health and Safety arrangements has been produced in association with the requirements of the Health and Safety at Work Act 1974 and all Regulations relevant to The Guardtech Group business activities.

This policy will be revised on an annual basis, or before if changes in the work activities or legislation require.

The Associate Director of Operations/ Site Manager will carry out a Health and Safety inspection once per month within specific sites.

The results of such inspections will be discussed at the time and during Safety discussions in an effort to encourage the workforce to understand the importance given to Health and Safety by the Company.

The Projects Director will monitor Health and Safety performance by using inspection reports. Such information will form part of the Health and Safety discussions with Guardtech Group operatives and associated contractors/sub-contractors.

Guardtech Group will ensure that an annual audit of its Safety performance and compliance is undertaken. This will be carried out by the Projects Director, or any person nominated by him who has adequate knowledge to conduct the audit.

Post project reviews will be completed for all projects.

Opportunities for health and safety improvements identified from any audit or inspection will, where they require escalation or a process change will be escalated to the business planning process for OPEX / CAPEX purposes.

Monitoring procedures for site-based activities are included in Section 4 of the CPP, including escalation plans.

Declaration

I confirm that I have received, read, and understood the Health and Safety Policy and I understand my duties and responsibilities under both Health and Safety legislation and the Company Health and Safety Policy.

In particular I will:

1. Take care of myself and others who may be affected by my actions at work.
2. Co-operate with the Company on all matters relating to Health and Safety.
3. Not interfere with or misuse anything provided in the interests of Health and Safety.

Signed:.....Print.....Date.....

Signed (Director).....Print..... Date.....

The signed declaration must be held in the Employee's Personnel Records.