

### Tatry Group Ltd Health & Safety Policy

#### **Forward**

This is your company health and safety policy and it is essential that you read and understand what part you must play in the company's health and safety arrangements. This is important not just for your own safety but also the safety of others around you at work.

This document sets a base level of health & safety awareness. It outlines a commitment by Tatry Group Ltd to effectively manage, develop and improve the overall health and safety knowledge & standards embedded in the delivery of its services.

Good leadership is essential to the success of this policy and I expect directors and managers to set the example for others to follow and be proactive in controlling risk.

The key to a positive health and safety culture is good communications. Those with specific responsibilities should consult widely to ensure that they have the fullest possible understanding of the risks and how to control them.

We seek to go beyond mere compliance with the law to achieve a positive health and safety culture that genuinely adds value to the services that we supply to our customers, as well as safeguarding the health and safety of our employees. To that end it is important that we maintain a regular dialogue with our customers and employees on health and safety matters to ensure that we keep their needs in mind.

#### **Jonathan Sisk**

Manging Director, Tatry Group Ltd

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### 1. GENERAL POLICY STATEMENT

Tatry Group Ltd (the company) acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities, including our client's employees and the general public.

To ensure that we meet all our health and safety obligations the company will:

- Providing a safe place to work
- Safe methods and systems of work
- Consulting with our employees on matters affecting their Health and Safety
- Providing and maintaining safe equipment
- Providing relevant personal protective equipment
- Ensuring safe handling and use of substances
- Ensuring all employees are given adequate safety training
- Reviewing and revising this policy as necessary at regular intervals

We also recognise;

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

The effective implementation of this policy will require the co-operation of employees at all levels. All employees are reminded that they have specific legal responsibilities to:

- Ensure the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work;
- Use equipment in accordance with the instructions and training provided;
- Report any work situation, which is considered to pose a serious threat or danger;
- Co-operate with their employers to comply with any statutory requirement placed upon them;
- Report any matter where it is considered that the safety arrangements in force fail to reduce risk to an acceptable level.

The Director is ultimately responsible for health and safety within the company. The Director will ensure adequate resources are available to achieve the aims of this policy and monitor its effectiveness.

The company places great importance on ensuring the health safety and welfare of its employees. Managers and supervisors have a key role in maintaining these standards and should regard their health and safety responsibilities towards persons under their direction, with equal importance to that of maintaining customer service levels and profitability.

The company will carry out a regular review of this policy to ensure that standards of health and safety are maintained and enhanced.

### 2. ORGANISATION AND RESPONSIBILITIES

#### 2.1 Managing Director

The Managing Director is responsible for:

- Ensure suitable systems and procedures are in place to record, monitor and improve the overall health & safety within the company
- Effective communication of the health & safety policy to all employees of the company
- To promote an effective and compliant Health & Safety culture throughout the organisation
- Ensuring resources are made available for the implementation of the policy in all areas of business activity
- Monitoring adherence to the health and safety policy throughout the company

#### 2.2 Area Managers

The Area Managers is responsible for the implementation of the health and safety policy and procedures in relation to the areas and activities under his/her control, including:

- Carrying out pre-contract site health, safety and welfare assessment
- Actively promoting with your colleagues, the company's commitment to effective health and safety management
- Assisting the Director with the delivery of the Health & Safety policies and procedures to all employees
- Day-to-day monitoring of health and safety amongst the staff and reporting issues and problems to the Director
- Ensuring emergency arrangements are maintained and practised as appropriate
- Reviewing accident investigation/incident reports and reporting accidents via the correct channels
- Ensuring that risk assessments are completed
- Ensuring that employees are competent and adequately trained to discharge their defined safety responsibilities
- Ensuring that they, and all employees under their direction, adhere to the safety policy and procedures
- Monitoring the implementation of the policy at their location/place of work by undertaking annual safety reviews
- Reporting to the Director, any areas where the effectiveness of the safety policy and procedures could be improved.

#### 2.3 Area Supervisors and Site Supervisors

Area Supervisors and Site Supervisors are responsible for the implementation of the safety policy and procedures in relation to the areas and activities under their control, including:

- Ensuring risk assessments, welfare arrangements and emergency procedures are defined in assignment instructions
- Ensuring employees are provided with information, training and supervision as necessary to work safely

- Ensuring that they and all employees under their direction adhere to the safety policy and procedures; and
- Reporting to the Director any areas where the effectiveness of the safety policy and procedures could be improved

### **2.4 All Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

For all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to their line manager
- Reporting any accidents, incidents, ill health or near misses however minor to their line manager
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.
- Co-operating in health and safety inspections, risk assessments and accident investigations as required
- Attending training courses as and when required
- Undertaking their work in a safe manner in accordance with instructions and training provided

### 3. ARRANGEMENTS

This section will offer guidance on how the safety arrangements will be carried out to achieve the policy objectives.

#### 3.1 Communication

Health and safety may be discussed at any time by employees. The Director has an open-door policy for any member of staff who wishes to highlight health and safety concerns.

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health & Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via induction, regular training sessions, newsletters and a highlighted version of the health & safety policy.

##### *3.1.1 Consultation with Customers*

The company will consult (in person or by survey) with its customers at least once a year. The aim is to expose the company to issues, opinions and ideas in the wider market, such as the impact of new legislation, and not to focus on specific site issues that should be dealt with by routine customer liaison.

#### 3.2 Accident Reporting

Accidents or injuries to any person, including contractors, should be reported to the Director by those persons involved in the accident. The accident will be recorded in the accident report book, which is held by the at the Head Office. If deemed necessary, by the Director, an accident investigation will be conducted. Health and safety consultants may be contacted if deemed necessary to establish accident causation and to assist with recommendations.

All major injuries to employees and hospital attendance by members of the public because of an accident also require immediate telephone notification to the Director so that they can be reported under RIDDOR guidelines.

Major injuries requiring telephone notification include:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

#### 3.3 Accident Investigation

The Director, when necessary, should initiate an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to

equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from health and safety consultants who will liaise with the Director when an investigation is required. Findings from all investigations should be recorded on the accident report form and presented to the Director.

### **3.4 First Aid**

Only qualified persons should carry out first aid treatment. To this end training will be provided to ensure that staff are able to carry out basic first aid in the event of an emergency.

Serious cases of injury should receive qualified medical attention by calling the emergency services on 999 or 112.

### **3.5 Fire Safety**

Due to the nature of the company's scope of work, staff do not operate from a central location. Therefore, staff are to ensure that they are familiar with the emergency arrangements for each premise that they deploy to. If a fire drill occurs whilst they are on another company premises, then staff members are to comply with the drill.

If during staff duties, they become aware of a fire, then the staff member must follow the procedure as laid down by the host company. All staff will become aware of host company emergency procedures during the induction process.

### **3.6 Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the steps needed to control the risk to health and safety should be listed as control measures

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise it is company policy to review risk assessments on an annual basis.

### **3.7 Electrical Safety**

The following arrangements for electrical safety apply to all company electrical equipment in use, including personal items.

(a) All portable appliances will be regularly inspected and, where necessary, subject to electrical test. Employees should check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(b) Any item that becomes faulty should be taken out of service and immediately reported to the Director.

(c) Cables and trailing leads will always be arranged so as not to cause a trip hazard to other persons. Warning signs will be posted to notify personnel of a trip hazard if appropriate

- (d) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.
- (e) Electrical equipment that does not require continuous operation should be switched off when not in use and the plug removed from the socket.

### **3.8 Safety Training**

Training and instruction in routine matters will be given, as required.

Those employees who require an induction will receive an induction by their line manager. Induction records will be held centrally by the Head Office.

Line managers will also give a copy of this policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read and understood.

The need for specialist training will be identified by the Director then arranged as necessary to ensure that employees are trained in relevant safety matters.

### **3.9 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002, often known as the 'COSHH' Regulations, require the company to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm employees and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The company will do this by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

### **3.10 Safe Place of Work, Safe Access and Egress and Safe Environment**

The legal standards required by The Health and Safety at Work etc Act 1974 (HASAWA) and detailed in The Workplace (Health, Safety & Welfare) Regulations and any other relevant Regulations made under HASAWA will be the minimum requirement for all places of work. The company will undertake to meet the requirements of these acts and regulations to ensure a safe place of work, safe access/egress and safe environment.

The Director and nominated personnel shall carry out an initial inspection of the employee's delegated workplace to ensure compliance with the above stated acts and regulations. Further inspections will be conducted as deemed necessary. Concerns on the safety of a place of work must be reported to their line manager by the employee.



### 3.11 Welfare Facilities

Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities at sites under their management. As a minimum, the following requirements will be adhered to:

- Toilet / washing facilities accessible on site
- Eating / rest facilities accessible on site
- Storage for cleaning equipment and PP

### 3.12 Display Screen Equipment

All users and computer workstations in the company's offices will receive a Display Screen Equipment (DSE) assessment based on the DSE Assessment Checklist. All new starters in the company's offices will receive this assessment within their first week of employment.

Persons who feel they need an eye test for DSE work (this includes laptop and tablet users) will be encouraged to attend at an optician. Anyone requiring visual correction to work with DSE will be entitled to a contribution to the cost of appropriate eyewear. This sum will be paid on receipt of a written recommendation from a practising Optician

### 3.13 Lone Working

The company will identify any work situations where staff are lone working. Lone working situations are deemed to be those where staff will work on client premises when there is no other person on that site, nor likely to be on that site for a significant period after the company's member of staff is scheduled to leave that site.

The will strive to always have an out-of-hours contact name and telephone number and spare keys for each of its sites to allow timely entry to premises where Lone Workers may have become incapacitated. However, it is recognised that this may not be possible in all situations.

The implementation of the company's Long Working Policy will help to reduce these risks.

### 3.14 New and Expectant Mothers

The company must assess the risks to which new and expectant mothers are exposed whilst carrying out their work activities. Adequate facilities and arrangements for rest breaks should be provided and where necessary changes should be made to working conditions or alternative work should be offered. The employee should be suspended on full pay where there is no suitable alternative work.

On notification of pregnancy managers are responsible for:

- Reviewing the work undertaken and assessing hazards that may be of increased risk to new and expectant mothers; and
- Ensuring appropriate arrangements are made for access to rest facilities and rest breaks

The risk assessment must be carried out with the participation of the mother, recorded and held in the employees personnel file.

The assessments should be reviewed as the pregnancy progresses and particularly following any recommendations from the mother's General Practitioner or Midwife. The risk assessment should also be reviewed prior to the mothers return to work to ensure the continued protection of the mother and her new baby. The risk assessment should continue to be reviewed until the mother is fully recovered (particularly following a caesarean section or birth complications including still birth) or on the cessation of breast feeding.

### **3.15 Managing Migrant Workers**

We recognise that we need to properly manage the health and safety of migrant workers who may not have English as a first language. We need to ensure that they understand information and training given to them and that they can comprehend instructions given by their line manager. We have therefore taken steps to ensure that the health and safety at work of migrant workers is not compromised.

We do this by;

- Providing adequate resources
- Providing such health and safety information, instruction and training for migrant workers in language understood by them as is necessary for them to be able to work without risk to their health or safety so far as is reasonably practicable
- Providing instructions to their line managers so that they can effectively manage migrant workers
- Routinely reviewing the operation of this policy and checking that staff understand and follow the correct procedures
- Having access to competent translation services.

### **3.16 Company Transport**

Driving company vehicles is a potentially high-risk activity. Drivers should drive in a manner that minimizes the risks to themselves, passengers, other road users and the public.

Although the risks can never be eliminated, the company will minimise them as far as possible using well-maintained and roadworthy vehicles and ensuring that only competent persons drive them. Employees may only drive the company's vehicles if authorised by the Director.

In addition, the company would like to stress two points:

- Driving at high speed has been shown to be a contributory factor in accidents. The driver should allow enough time to complete the journey without having to drive too fast. Drivers should never exceed speed limits to reach a destination on time
- It is the driver's responsibility to ensure that they do not drive when they are tired or over the drinking limit

As such the company require all staff to:

- Advise their line manager of any accidents either privately or while coming to/from the premises that they are involved in
- To provide a copy of their driving licence on request
- To advise their line manager of any driving convictions or fines that they receive (including speeding but excluding parking fines)

### **3.16.1 Use of Mobile Phones While Driving**

Staff and contractors are reminded that driving whilst using a hand-held mobile phone is an offence. The definition of 'whilst driving' includes time spent in traffic jams or at a traffic light. If involved in an incident, even with a hands-free device being used the driver is at risk of prosecution for careless driving.

The company stress that if drivers receive a business call while driving either on business or privately, then they must not answer it. If they wish to make a business call whilst on a journey, then they should park when it is safe to do so and make the call from the parked vehicle with the engine switched off and the handbrake applied.

### **3.17 Manual Handling**

The company will undertake to comply with the legal requirements of The Manual Handling Operations Regulations.

Manual Handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made considering the task, load, the working environment and the capability of the individual(s) concerned, and a hierarchy of control measures employed to reduce the likelihood of injury.

Following each assessment, measures will be determined and implemented to reduce the risks of injury to the lowest level reasonably practicable.

Manual handling assessments will be regularly reviewed, and findings communicated to all affected employees.

### **3.18 Violence to Staff**

'Violence' as defined by the Health and Safety Executive (HSE) comprises of any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The company is committed to protecting employees from violence from any party, as far as possible. Should employees be subjected to violence, they should inform the Director. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident.

### **3.19 Stress**

Stress is acknowledged as being a significant health issue at work. The company advises any employee who feels under an unacceptable amount of pressure to raise the issues and concerns with the Directors in complete confidence, so that if possible, some early action may be taken.

### **3.20 Personal Protective Equipment**

Where risk assessments identify Personal Protective Equipment (PPE) as a control measure, this will be provided by the company in accordance with the requirements of The Personal Protective Equipment Regulations.

All PPE supplied will be suitable, appropriate for the risks involved, fit the wearer correctly and will so far as is to practicable be effective to control the risks.

Prior to supplying PPE, an assessment will be carried out to ensure that it is effective against the identified risks.

All PPE supplied will be maintained in an efficient state, in effective working order, in good repair and will be kept in appropriate accommodation when not in use. All employees are required to use PPE in accordance with information, instruction and training received.

### **3.21 Machinery and Equipment**

Employees involved with the use of company machinery and equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the Director. Employees are to ensure that any shortfalls are reported, and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

### **3.22 Housekeeping**

All workplaces must be kept clean and tidy with rubbish or discarded material disposed of responsibly in appropriate receptacles. Care must be taken to ensure that the work place is kept free from hazards either to other employees, or members of the public.

### **3.23 Drug and Alcohol Abuse**

The company has a zero tolerance to alcohol and substance misuse. Any employee or contractor found to be under the influence of alcohol or substance misuse whilst employed by the company will face disciplinary action. It should be noted that the company reserves the right to suspend an employee during investigation and does not infer guilt or dismissal or termination of contract. Suspension will be on full pay. The company reserves the right to carry out random drug/alcohol tests.

### **3.24 Asbestos**

The company will take all reasonable steps to ensure employees and others who may be affected by their undertaking will not be exposed to asbestos. So far as is reasonably practicable the location, form and type of asbestos in all premises will be determined and this information will be provided to any staff member who could foreseeably be exposed to this hazard. The company will provide information, instruction or training as appropriate to persons who may foreseeably be exposed to asbestos.

It is company policy that if any member of staff believes that they have encountered an asbestos during company employment, they must stop work immediately and inform their line manager. They are not to continue working in the vicinity until authorised by the Director.

### **3.25 Health Surveillance**

Despite the precautionary control measures provided by the company, health issues may arise such as skin complaints. Therefore, if any employee believes that they may require health surveillance they are to liaise with their line manager who will arrange for the necessary surveillance. If health problems are identified it is company policy to extend the surveillance

to all members of staff who may be affected. Information will be provided to staff for them to be able to recognise the symptoms of Dermatitis and such like.

### **3.26 Working at Heights**

No member of staff is to conduct work at height unless a risk assessment has been completed. Where existing assessments are in place, the employee is to review the information before commencing the task.

### **3.27 Ladder Safety**

Where tasks require a need to gain height for a short duration, step ladders provided by the host site should not be used. If staff need to gain height to carry out specific work they must notify their line manager. Training and suitable equipment will then be provided to complete the task. Under no circumstances should staff seek to work at height by using items of office furniture to gain the necessary height.

### 4. MONITORING THE POLICY

Monitoring the effectiveness of the company policy on health and safety commences as a responsibility in which the Director plays a key role. Monitoring includes ensuring that workplace inspections are taking place so that the hazards and risks of activities carried out within the company are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all employees are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health is particularly important so that remedial action can be taken to prevent any recurrence. The Director will monitor all reported accidents, incidents and occupational ill-health to determine those events that are legally reportable and those which require further investigation and to set in train appropriate remedial action.

### 5. REVIEWING THE POLICY

The implementation of this policy will be overseen by the Director and will be reviewed at least on an annual basis by the company's competent health and safety advisor. If there are reasonable changes to the structure and major personalities of the company, the review may be conducted at an earlier period than the agreed annual date.

This Policy has been reviewed and approved by:

<b>Name:</b>	Jonathan Sisk
<b>Position:</b>	Managing Director
<b>Date:</b>	10/06/2022
<b>Signature:</b>	<i>Jonathan Sisk</i>