



HEALTH, SAFETY & WELFARE POLICY & ARRANGEMENTS

Procladd (Scotland) Ltd

Company Registration No:
SC135801

Registered Address:

8 Candymill Lane
Bothwell Bridge Business Park
Hamilton
ML3 0FD

Procladd (Small Works) Ltd

Company Registration No:
SC616518

Registered Address:

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TO ALL EMPLOYEES AND THOSE TO WHOM IT MAY CONCERN

1. Health, Safety & Welfare Policy Statement

The Board of Directors recognise the importance of Health, Safety and Welfare in the successful operation of the Company's activities and believe in the active participation of all members of the Company in order to achieve and maintain the highest practicable standard of accident prevention.

Our activities will be conducted paying due regard to all statutory requirements, with appropriate safeguards against exposing employees and the general public to risks and their Health & Safety. The basic reference material being the Health & Safety at Work Act 1974.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of Health, Safety & Welfare, which are designed to satisfy its particular needs. As with other operational functions, the Board carries out its responsibilities for Health & Safety through the Managers and Supervisors for whom Health & Safety continues to be a vital part of their responsibilities.



Stuart Tulloch
Managing Director
Procladd (Scotland)
Responsible for Health & Safety



Billy Baillie
Managing Director
Procladd (Small Works)
Responsible for Health & Safety

Date Signed: 31st March 2026

Review Date: 31st March 2027

2. Health, Safety & Welfare Arrangements

2.1. Authority

1. The Directors with responsibility for Health & Safety is the signee of the Health, Safety & Welfare Policy Statement.
2. The named Directors are responsible for ensuring that all Company Directors, Contracts Manager ('Managers') and staff directly responsible to them maintain statutory requirements, Company policy in respect of Health, Safety & Welfare of employees and that they are aware of the Company's legal responsibilities for the Health & Safety of all employees.
3. Managers are responsible for ensuring that their staff maintain the statutory requirements and Company policy in respect of Health, Safety & Welfare of employees and that consideration is given to the implications of statutory regulations and Company policy when tendering and planning contracts. Managers are also responsible for ensuring that where practicable, sites will be inspected by a competent person before commencement of work to ensure that working conditions are in accordance with statutory requirements.
4. Managers, Supervisors and Sub-contractors are responsible for the safe operation of sites under their control.

2.2. Consultation and Reporting

1. Joint consultation will be undertaken at Health & Safety Committee meetings between Management and the Company Safety Advisor.
2. Reports of all injuries and dangerous occurrences will be submitted to Management by the Managers and Supervisors to enable the necessary registers and forms to be completed. Every such occurrence will be fully investigated, and a report submitted to the Company Safety Advisor, who will ensure an investigation is carried out when necessary.
3. Statistics will be prepared quarterly by the Company Safety Advisor and an analysis identifying hazards circulated to all appropriate Management for action.

2.3. Communications

The Health & Safety Policy will be communicated to all employees via:

1. Induction training
2. In-Service Training
3. Internal Communications e.g., emails/memos
4. Health & Safety Information Sheets
5. Personal Contact by Supervisors, Managers, and Company Health & Safety Advisor
6. Safety Meeting
7. Minutes of the Quarterly Health & Safety Meetings

2.4. Training

Induction and In-Service Training are important methods of communication with the special objective of improving behaviour patterns in respect of Health & Safety.

- A) Induction Training will concentrate on the major hazard area (operative new start) by the use of a programmed learning manual administered by Area and Staff, in the office, on the new starts first day of work.
- B) In-service Training will take the form of courses both in company and those designed and delivered by outside agencies. Courses have been designed and will be kept up-to-date and regularly administered to the following categories of employees:
 - Operatives.
 - Managers/Supervisors.
 - All other Staff, particularly those who visit sites.

Amalgamation or sub-divisions of the above categories together with other employees as appropriate to meet new situations when they are identified as having a training need in respect of safety.

3. Company Health & Safety Committee Terms of Reference

3.1. Function

1. To act as a channel of communications through which information from Management on Health & Safety matters is passed to Staff and Operatives.
2. To encourage joint co-operation in the improvement of Health & Safety practices and accident prevention.
3. To receive and consider reports and recommendations from Managers, Supervisors and Company Safety Officers.

3.2. Composition of Committee

The committee will consist of the following:

- o Director
- o Contracts Manager
- o Supervisors
- o Operatives' Representative
- o Company Health & Safety Advisor

3.3. Meetings

To meet quarterly and hold further emergency meetings should serious accidents occur. Record the proceedings of the meetings and circulate the minutes as appropriate.

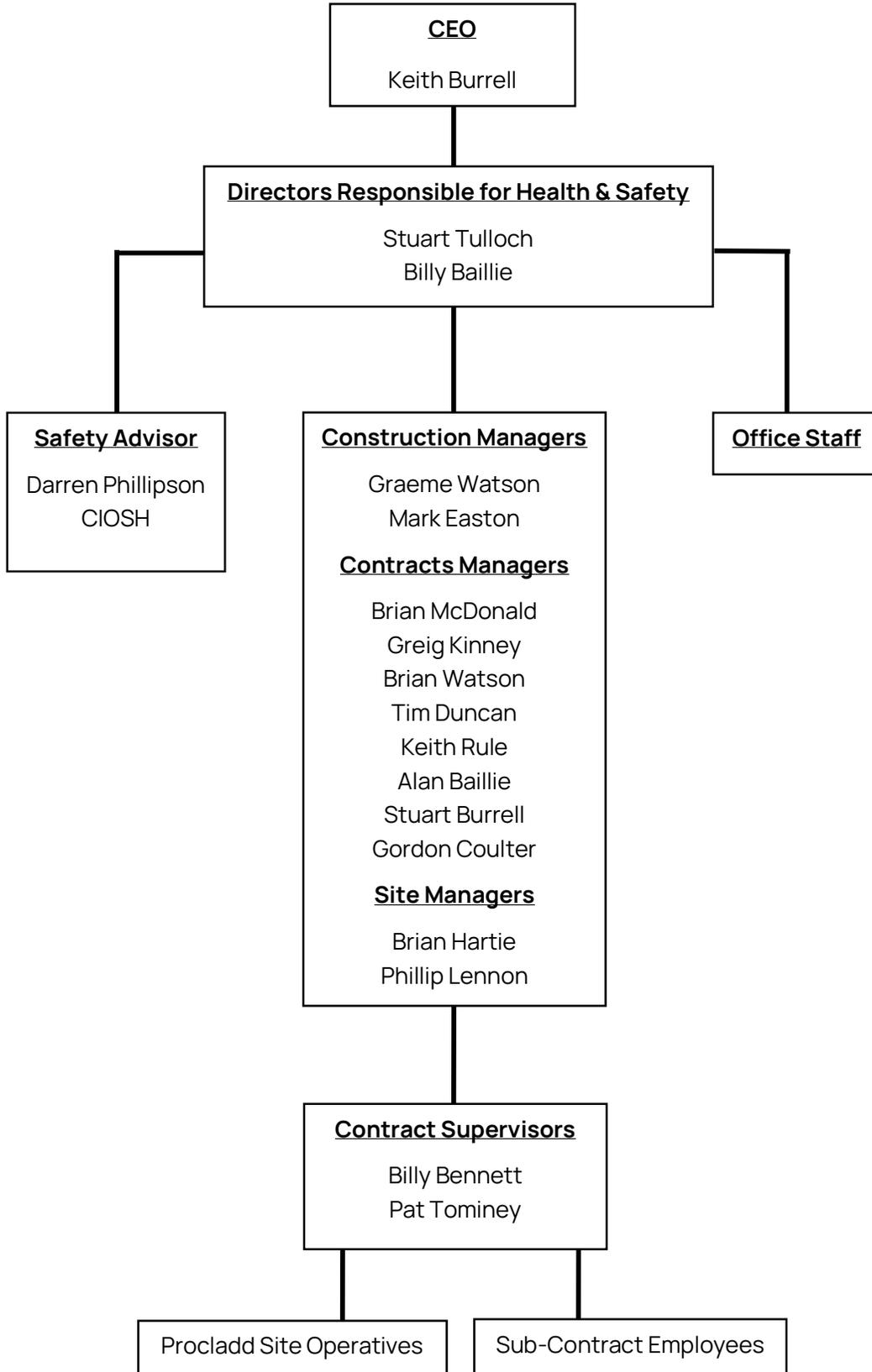
3.4. Activities

To ensure that the Company Health, Safety & Welfare Policy is fully implemented, the following is the agenda for Health & Safety Committee meetings:

1. Minutes – approval of minutes of previous meeting
2. Accidents & Incidents:
3. Accident Statistics:
4. Site Inspections Within Period
5. Site Visits Completed
6. Summary of Findings
7. Positive/Negative Findings
8. HSE / Trade Body / Legislative Updates
9. Client / Site – HSE Issues / Initiatives
10. Plant & Equipment
11. RAMS
12. Tool Box Talks
13. Training
14. Supply Chain H&S Issues
15. IMS / Accreditation
16. Any Other Competent Business
17. Date of next meeting

4. Responsibilities

4.1 Safety Management Organisation



4.2. Director Responsible for Health & Safety

1. To initiate and periodically review the Company Health & Safety Policy for the prevention of accidents and injury.
2. Appoint Senior Members of Staff to administer the Policy and ensure sufficient funds are available to allow objectives to be fulfilled.
3. Be aware of the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999, Workplace (Health, Safety & Welfare) Regulations 1992, Construction (Design and Management) Regulations 2015 and all other regulations relevant to the Company's activities.
4. Ensure that Company Health & Safety meetings are held according to the terms of reference.
5. Ensure that all levels of employees receive adequate and appropriate training in Health & Safety.
6. Take disciplinary action as necessary against any employee failing in their responsibilities for Health & Safety.
7. The delegation to Managers matters for day-to-day procedures relevant to their site contracts.

4.3. Other Directors

1. Implement the Company Health & Safety Policy and ensure that the responsibility allocated to each level of employee is discharged.
2. Be aware of the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999, Workplace (Health, Safety & Welfare) Regulations 1992, The Construction (Design and Management) Regulations 2015 and other regulations relevant to the Company's activities.
3. Insist that safe working practices are always observed.
4. Ensure that Health & Safety is on the Management Meeting's agenda.
5. Take disciplinary action as necessary against any employees failing in their responsibilities for Health & Safety.
6. Ensure that in submitting tender documents, provision has been made for adequate health, safety, and welfare facilities.
7. Instigate accident investigation procedure and take action to prevent similar occurrences. Ensure Accident/Damage Insurance Reports are completed and sent to the Company Safety Advisor (Ensure compliance with RIDDOR Regulations)
8. Ensure that all new employees receive the Company Induction Health & Safety course, and it is duly recorded on the **Record Of Training**. Also ensure that Managers and Supervisors receive adequate Health & Safety training.
9. Liaise with HM Health & Safety Executive, the Environment Health Officer, Fire Brigade, and other relevant authorities.
10. Ensure approved HM Health & Safety Executive first aid kits are available at offices, stores, and contract sites.
11. The Directors shall be responsible for interpreting the Company's responsibilities under the Construction (Design and Management) Regulations with regard to each contract and, where the company is the Principal Contractor, pass the interpretations to the Manager/Supervisor so that the company policy may be implemented.

4.4. Managers/Supervisors

1. Implement the Company Health & Safety Policy and legal requirements, within their area of operation as designated by the Director.

2. Prepare and submit method statements and risk assessment for contracts under their control in conjunction with the Manager. In addition, they will be responsible for ensuring that the company complies fully with its duties under Construction (Design and Management) Regulations with regard to both the Principal Contractor and the Construction Phase Plan.
3. Carry out comprehensive risk assessments using the company **Record of Risk Assessment**.
4. Complete **Site Torching and Welding** instruction where applicable (include angle grinders etc) - Hot Work Permit.
5. Ensure that working methods and conditions are in accordance with the Company Health & Safety Policy and statutory requirements.
6. Instruct Operatives and Sub-Contractors in their responsibilities and ensure they are understood. Encourage suggestions for the improvement of Health & Safety for discussion at the Health & Safety Committee meetings.
7. Ensure that all registers and records are maintained, and reports submitted, as necessary.
8. Ensure that plant and equipment is properly maintained.
9. Ensure Operatives receive adequate Health & Safety training to fulfil their responsibilities. This includes ensuring Sub-Contractors have sufficient training.
10. Liaise with HM Health & Safety Executive Environmental Health Officer, Fire Brigade and other relevant authorities as delegated by Directors.
11. Ensure that all new employees receive the Company Health & Safety Induction Course.
12. Ensure that adequate Personal Protective Equipment is issued, signed for and used.
13. Investigate all accidents and injuries and submit a Supervisor Accident Report for each incident to the Safety Director (Ensure requirements of RIDDOR carried out).

4.5. Operatives (All Grades) + Labour Only Sub-Contractors

1. Comply with instructions given by Managers, Supervisors, Safety Advisor, and all Company Health & Safety Policy & Arrangements, rules and current Construction Regulations.
2. Before commencing work Contracts Managers will ensure all necessary precautions have been taken.
3. When a method statement has been written and agreed, ensure the work is carried out in accordance with the statement.
4. Ensure that all necessary precautions are maintained at all times and if in doubt consult the Company Health & Safety Advisor immediately.
5. Use correct tools and equipment and where necessary wear Personal Protective Equipment.
6. Discourage Operatives from taking risks.
7. Comply with the Company's Hot Works Permit instructions.
8. Do not allow irresponsible behaviour on sites.
9. Ensure that Plant, Tools and Personal Protective Equipment are maintained in good working order.
10. Maintain good housekeeping at all times.
11. Report all defects in Plant, Equipment and Workplaces immediately. Stop work if equipment/workplace becomes dangerous.
12. Follow any advice given by HM Health & Safety Inspectorate. Stop work immediately when instructed to do so and advise Procladd Management.
13. Investigate and complete **Accident Report** in the event of an accident and submit to Management.
14. Ensure that there is a HM Health & Safety Executive approved first aid kit at the workplace.
15. Act as a competent person in all cases of Health & Safety emergencies.

16. Employees are themselves expected to fulfil certain duties and responsibilities under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations & Workplace (Health, Safety & Welfare) Regulations.
17. Comply with the Control of Lead at Work Regulations, supporting approved codes of practice.

4.6. Employees

1. Comply with the Company Health & Safety Policy & Arrangements and current regulations in respect of Health, Safety & Welfare at work.
2. Ensure that all necessary precautions are maintained when using, lifting, handling, storing, and transporting hazardous articles and substances.
3. Use the correct method of lifting and handling, and always wear Personal Protective Equipment, as necessary.
4. Maintain stores in a tidy condition and ensure that all gangways and fire exits are kept clear.
5. Do not take unnecessary risks and avoid unsafe practices.
6. Develop a personal concern for your Health & Safety and that of others.
7. Ensure that fire extinguishers are maintained in working order.
8. Gas cylinders should not be loaded into cars.
9. Ensure materials/equipment sent to site are in proper working order.
10. Act as a competent person in all cases of Health & Safety emergencies.
11. Employees are themselves expected to fulfil certain duties and responsibilities under the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations and Workplace Health, Safety & Welfare Regulations.

Employees are obliged to:

- Take reasonable care for their own Health & Safety and that of others.
- Co-operate with Management and competent persons (Management of Health & Safety at Work Regulations).
- Not misuse Health & Safety devices and equipment.
- Make correct use of work equipment machinery, substances, Personal Protective Equipment etc.
- Report hazardous conditions and any Health & Safety shortcomings to the employer.

4.7. Operators of Forklift Trucks & All Mobile Equipment & Hoists

1. Comply with the Company Health & Safety Policy & Arrangements and current regulations in respect of Health, Safety & Welfare at Work.
2. Only persons authorised (certificated) and assessed as “competent persons” are permitted to operate forklift trucks, mobile equipment, and hoists.
3. Ensure that all traffic (and/or) regulations, especially those relating to safe loading are obeyed.
4. Ensure that all hoisting and lifting equipment is maintained and in good order.
5. Guard against spillage of flammable materials and other hazardous substances.
6. Do not take unnecessary risks and avoid unsafe practices.
7. Visually inspect equipment such as towing pins, brackets and lifting appliances, as required by checklist.
8. Ensure that all necessary precautions are maintained when using, lifting, handling, storing, and transporting hazardous articles and substances.
9. Only authorised persons are permitted to operate/ride mechanical plant, forklift trucks/telehandlers or mechanical work platforms/hoists.
10. Use Personal Protective Equipment when necessary and maintain PPE in line with manufacturer guidance.

11. Develop a personal concern for your Health & Safety and that of others.
12. Employees are themselves expected to fulfil certain duties and responsibilities under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations and regulations appropriate to any of the above.

4.8. Staff

1. Understand and comply with Company Health & Safety Policy & Arrangements.
2. Be aware of the requirements of the Health & Safety at Work Act 1974, Construction (Design and Management) Regulations 2015 and other regulations relevant to the Company's activities.
3. Develop a personal concern for your Health & Safety and that of others.
4. Inspect plant and equipment and report any defects.
5. Do not take unnecessary risks and avoid unsafe practices.
6. Refrain from irresponsible behaviour.
7. Report all accidents, injuries, and incidents.
8. Do not misuse anything which is provided for health, safety, and welfare.
9. Ensure that all necessary precautions are maintained when using, lifting, handling, storing, and transporting hazardous articles and substances.
10. Understand the fire regulations and the action to take in the case of a fire.
11. Use Personal Protective Equipment when necessary and maintain PPE in line with manufacturer guidance.
12. Employees are themselves expected to fulfil certain duties and responsibilities under the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations and Workplace Health, Safety and Welfare Regulations.

Staff are obliged to:

- Take reasonable care for their own Health & Safety and that of others.
- Co-operate with the employer and competent persons (Management of Health & Safety at Work Regulations).
- Not misuse Health & Safety devices and equipment.
- Make correct use of work equipment machinery, substances, Personal Protective Equipment etc.
- Report hazardous conditions and any Health & Safety shortcomings to the employer.

4.9. Company Safety Advisor

1. To provide advice, guidance and support on Health & Safety matters and Construction (Design & Management) Regulations 2015 where appropriate.
2. Advise and recommend on all matters relating to statutory Health, Safety & Welfare requirements as required.
3. Understand the requirements of the Health & Safety at Work Act 1974, Construction (Design and Management) Regulations 2015, Management of Health & Safety at Work Regulations 1999 and other regulations relevant to the company's activities.
4. Advise Management, Supervisors, Staff and Operatives on statutory regulations and Company Health & Safety Policy & Arrangements.
5. Keep under constant review developments in Health & Safety legislation, Codes of Practice, Health & Safety Executive guidance notes and ACOP's and submit recommendations to the Company Health & Safety Arrangements.
6. Maintain close contact with HM Health & Safety Inspectors, Health & Safety Associations and Health & Safety Committees within industry, including Health & Safety publications.

7. Advise upon and/or carry out Health & Safety, first aid, fire prevention and firefighting training, as necessary.
8. Investigate and report as necessary all serious accidents and dangerous occurrences with a view to preventing repetition and providing information for management review and action (Ensure RIDDOR compliance completed by Line Management).
9. Advise on the safe use of plant and equipment to ensure Health & Safety requirements are met.
10. Inspect and report on documentation of inspections of lifting appliances, scaffolding, plant, and equipment.
11. Make random site visits and report on each to the Director concerned in writing, recommending issue of warning letters to employees who are found to act against Health & Safety guidelines.
12. Keep the Directors fully informed on all essential Health & Safety matters, make recommendations regarding changes to Health & Safety Policy in the light of new legislation etc.

RISK MANAGEMENT

5. Main Hazards

The principal hazards of the industry are those related to working at heights, working with sheet metal, asbestos & fire.

In order to prevent falls from heights operatives must always ensure that:

1. Roof Edge Protection is complete and in place before work begins.
2. All roof openings are guarded or covered with substantial fixed material and are clearly marked.
3. Scaffolds are stable, complete, and clear of debris.
4. Access ladders are of sound construction, firmly footed and tied to prevent movement or held by a competent person.
5. Decking sheets are fixed as soon as they are laid.
6. All refurbishment works to have the relevant refurbishment or demolition survey report along with relevant removal and clearance certification.
7. All employees to have asbestos awareness training for all refurbishment projects.

In order to prevent injuries from working with sheet metal (see also 6.1):

1. Suitable and adequate Personal Protective Equipment should be worn. Risk Assessment providing the basis for PPE Equipment.
2. Care must be taken in carrying and lifting sheet metal.

Fire prevention and precautions (see **Fire Safety Booklet**)

6. Site Safety

Safety on site will be achieved by strict attention being paid to the Company's Health & Safety Policy & Arrangements, Health & Safety at Work Act 1974, Construction (Design & Management) Regulations 2015 and the Management of Health & Safety at Work Regulations.

6.1. Prior to Start Procedure

1. For contracts of more than one week's duration or if the risks warrant it the Contract Manager or designee shall complete and distribute the **Record of Risk Assessment**.
2. The Contract Manager shall ensure a risk assessment and method statement is provided, a copy issued to the Chargehand and available to all operatives and to be discussed and signed for. The Safety Advisor will assist when requested.

6.2. Work in Progress Procedures

During the Contract Managers site visits, he shall inspect the Safety Arrangements for compliance with the **Record of Risk Assessment** and note any defects and give instructions for rectification.

The following items should be noted as being particularly relevant:

1. All plant and machinery should be inspected regularly, and any defects reported.
2. Provide edge protection to working areas where a person is liable to fall and cause injury.
3. Securely cover and mark or suitably guard holes in roofs and fragile rooflights.
4. Do not step or stand on unfixed decking sheets.

5. Secure and inspect access ladders in accordance with statutory requirements.
6. Use only Company owned or approved equipment erected by competent persons and complete the statutory registers.
7. Keep working areas free from debris, material, and equipment not in use (good housekeeping).
8. Issue Personal Protective Equipment to all employees and ensure it is used in accordance with statutory obligation and company policy. Obtain receipt signatures.
9. Use of correct and approved tools and equipment as provided by the Company.
10. Plant and machinery, which is to be left unattended, is to be immobilised and secured.
11. Guard machines to be used to ensure that dangerous moving parts are securely fenced.
12. Provide safe access to all working areas, particularly over adjacent roof, which may be of fragile material.
13. Store and use liquefied petroleum gas, highly flammable liquids, and other gases in accordance with Company rules, the management of Health & Safety at Work Regulations and other applicable legislation.
14. Check sites for low overhead electric power lines and report their presence to ensure adequate precautions are taken.
15. Provide suitable firefighting equipment and training where required.

7. Personal Protective Equipment

The Company has carried out assessments with regards to the Personal Protective Equipment at Work Regulations and will supply the following as standard equipment (see Personal Protective Equipment Form):

- Eye Protection; safety goggles
- First Aid Kits
- Gloves (as required)
- Face Protection Mask; fume, dust, virus' etc.
- Overalls
- Safety Boots
- Safety Helmets
- Ear Protection

The Company will decide the type of each item for the work to be carried out. All Personal Protective Equipment is provided free of charge and must be looked after by the operatives to whom it was issued. Other arrangements may be agreed with sub-contractors as part of contract terms.

Training, instruction, and information regarding the use of PPE will be provided as necessary. Issue will be recorded, defects noted and dealt with.

8. Welfare Facilities

In many instances the Company operates as the contractor on a site where shared canteen, toilet facilities etc. are provided by the Principal Contractor, which must meet the requirement set out within CDM Regulations Schedule 2. In cases, where the Company acts as Principal Contractor, welfare facilities appropriate to the contract will be provided to comply with CDM 2015 Regulations Schedule 2.

9. Legislation & Regulations

9.1. Health & Safety at Work Act 1974

The Company will comply with the Act and implement any requirements arising from future regulations.

9.2. Reporting of Injuries, Diseases & Dangerous Occurrences Regulations

The Company complies strictly with the RIDDOR 2013 regulations. The Company also has its own internal procedures for the investigation of serious accidents and dangerous occurrences.

9.3. Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations

These Regulations aim to control the exposure of employees to hazardous substances encountered at work and require employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the workplace.

These assessments have been completed and detailed Hazard Data Sheets are available for inspection from your manager.

All employees are required to adhere to the identified method of working and will be instructed, informed, and trained as appropriate.

9.4. Management of Health & Safety at Work Regulation

The Company will provide a written risk assessment and method statement relevant to the execution of the work involved. This will be written by the Contracts Manager with the assistance of the Safety Advisor if required.

Risk assessments will be prepared using the company form, copy available on request but will be issued with the Method Statement.

9.5. The Provision and use of Work Equipment Regulations

All new plant and mechanical tools will be vetted by the Health & Safety Committee and Safety Advisor before taken into general use.

The Company will purchase to relevant British and European Standards where available.

9.6. Manual Handling Operations Regulations

The Company will at various times carry out risk assessments on materials used for our works.

9.7. Health & Safety (Display Screen Equipment) Regulations

The Company policy and procedures are laid out in a separate Company information sheet.

9.8. Workplace (Health, Safety and Welfare) Regulations

Whilst these do not apply to construction work, which is our contracting element, we do implement the regulations at Company Offices.

9.9. Personal Protective Equipment at Work Regulations

See item under Personal Protective Equipment (Section 7)

9.10. Construction (Design & Management) Regulations 2015

The CDM Regulations place duties on clients, designers, and contractors to plan, co-ordinate and manage Health & Safety throughout all stages of a construction project. Where the Company is required to act as a Principal Designer, the type of work and design responsibilities will be reviewed. Where there is a design requirement, professional external consultants will normally be appointed. If appointed Principal Contractor, we will ensure that it is appointed by letter and that the client is aware of their duties.

To undertake work as a contractor and to allow Procladd to formulate its risk assessments and safe methods of work, Procladd expects the Principal Contractors to provide us with an up to date an accurate Construction Phase along with:

- details of unusual or significant risks and project constraints.
- specific risk controls and arrangements relating to relevant parts of the construction phase plan.
- details of preparation and lead-in time.
- appropriate site rules and a suitable site induction.
- arrangements for reporting unsafe behaviours or conditions.
- the procedures to be followed in the event of serious and imminent danger.
- details of the use of the welfare facilities.
- details of the arrangement in place for the adequate safety management and planning for the project.

9.11. Control of Lead at Work Regulations

Management, Staff and Operatives (including sub-contractors) to comply with the Control of Lead at Work Regulations and approved Codes of Practice.

9.12. Electricity at Work Regulations

Regulation and guidelines sought from current Regulations HSGs (Such as 141/107).

9.13. Noise at Work Regulation

Senior Managers, Department Heads and Line Managers are responsible for the Health & Safety of staff within their area of responsibility. They are required to ensure that risk assessments have been undertaken and that if noise levels are of a concern, adequate control measures must be introduced should the values exceed the action levels (Noise at Work 2005). These control measures should eliminate or reduce the noise levels to within the required legal limit.

9.14. Vibration

Vibration at work: Whole body vibration and Hand arm vibration, Vibration can cause long-term painful damage to your hands and fingers and shocks and jolts from driving certain vehicles can cause severe back pain.

The Control of Vibration at Work Regulations 2005 defines a Daily Exposure Action Value (EAV) and a Daily Exposure Limit Value (ELV) in respect of both HAV and WBV. Vibration is caused by the acceleration of an object (m/s²).

The Control of Vibration at Work Regulations 2005 defines a Daily Exposure Action Value (EAV) and a Daily Exposure Limit Value (ELV) in respect of both HAV and WBV. Vibration is caused by the acceleration of an object (m/s²).

10. Asbestos

The specific legislation Control of Asbestos Regulations 2012 covers asbestos at work. It is the Policy of the Company that only workers that have been trained specifically in Safe Working Practices are permitted to work with asbestos. Category B Training for Asbestos based materials has been widely used within the construction industry and although recent legislation has prevented its confined use, the substance will still be found throughout buildings for many years to come.

1. The Director responsible for Health & Safety will ensure that asbestos related work is only carried out by licensed operators.
2. All suspect materials should be isolated immediately until any asbestos content can be established. This work will be carried out by an approved organisation.
3. Samples of suspect material can only be taken by a trained and competent person with great care being taken to ensure that fibres are not set free into the atmosphere.
4. Substitute materials without an asbestos content will be sought and introduced as is reasonably practicable, particularly for brakes and clutches of plant and machinery.
5. Should asbestos material become apparent or suspected then the Health & Safety Consultant will be contacted immediately for help and advice.
6. As a company we shall carry out the requirement of regulation 4 of the Control of Asbestos Regulations 2012 and survey and prepare an asbestos register for all appropriate premises owned within the company.
7. As a company we shall undertake asbestos awareness training Category A for all operatives should the need arise as required under the Control of Asbestos Regulations 2012 ACOP & Guidance. The Company follows Regulation 10 to provide Category B training for those operatives as necessary, and we shall provide annual refresher training as appropriate for all.

The amended regulations apply to work involving removal, repair or disturbance of asbestos and has implications for anyone involved in the maintenance or repair of buildings. Failure to comply constitutes a criminal offence under the HASAW 1974, attracting a penalty of up to two years imprisonment and an unlimited fine.

This means there are new duties for employers undertaking certain types of low risk, short duration work including:

- Notifying the work to the relevant authority.
- Carry out medical examinations on workers.
- The company will maintain a register for each worker on the nature and duration of the work they have undertaken with asbestos with all records retained for 40 years.
- The regulations also create a new category of notifiable non-licensed work (NNLW). The work has to be licensed unless it is only sporadic and of low intensity and it can be demonstrated that the control limit

(i.e., 0.1 fibres per cubic centimetre of air, measured over a continuous 4-hour period) has not been reached.

Unlicensed work must still be notified to the relevant authority unless it is limited to: -

- Non-continuous maintenance activities in which only non-friable materials are handled.
- Removal without deterioration of non-degraded materials.
- Encapsulation or sealing of materials in good condition.
- Air monitoring, control, and sampling.

Beside these practical implications there is now the additional threat of a victim, their dependants or the victim's estate being entitled to bring a separate civil claim for damages against any employer that negligently exposed the victim to asbestos. The damages awarded may be unlimited per case, for pain and suffering alone.

As contractors we are aware of a supreme court ruling in the employer's liability insurance 'trigger' litigation. "It held that mesothelioma is 'sustained' or 'contracted' at the moment when the employee is wrongfully exposed to asbestos." This means that an insurer's liability will be triggered, so long as the employer's liability policy was in place at the date of asbestos inhalations, even if the asbestos related illness manifests itself years later. Contractors are advised that this ruling could inevitably increase insurance premiums and some policies may not cover asbestos claims at all.

As a company we have taken this into account in our daily undertakings in connection with asbestos. Prior to any work commencing on site the Principal Contractor is responsible for the removal of all asbestos. During any project, all suspect materials should be isolated immediately until any asbestos content can be established. This work will be carried out by an approved organisation, with no further works completed by Procladd until the area has been made safe and all asbestos removed.

11. Other Company Health & Safety Instructions and Information

11.1. Fire Safety Booklet (ref 611)

Policy regarding fire prevention and Health & Safety on contract sites is circulated and recorded by all operatives and staff.

11.2. Health & Safety Information

This is communicated to staff and operatives on all aspects of Health & Safety, for example new legislation.

Note: Reference to legislation and regulations relate to the latest issue, revision or amendment.

11.3. Mental Health and Stress Management

Procladd are committed to promoting and supporting the mental health and wellbeing of all employees. We recognise that work-related stress and mental health conditions can affect anyone and that a healthy, supportive workplace is essential for employee wellbeing and organisational success. We recognise that workplace stress is a Health & Safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Health & Safety legislation requires you to assess the level of risk from hazards in the workplace and to take all reasonably practicable measures to prevent or sufficiently reduce that risk. The Mental Health and Stress Management Policy provides further details on the company arrangements and compliance obligations, our key objectives of the policy aim to:

- Prevent work-related stress and promote mental wellbeing.
- Identify and reduce workplace stressors through risk assessments.
- Support employees experiencing mental health difficulties.
- Foster a culture of openness, respect, and support.

11.4. Ladder Safety

BS EN 131 (the UK's version of EN 131), the single British & European product standard covering all types of portable ladders (step, extending and combination) has been significantly revised. The changes improve the safety of ladders and make buying the right ladder much simpler. Any ladder used by Procladd should meet the standards of BS EN 131.

This Policy will be reviewed every year or sooner if necessary.

Acknowledgment of Receipt of Form

I acknowledge that I have received a copy of and have read and understood the contents of the Company M03 Health, Safety & Welfare Policy & Arrangements.

Signature: _____

Full Name: _____

Department: _____

Company: _____

Date : _____