

CVC-HS-PO-001

Health & Safety Policy

Date	Description	Name	Position
30/04/2018	Review	Michael Vincent	Service Delivery Director
01/06/2018	Amendments to Policy	Michael Vincent	Service Delivery Director
15/08/2019	Annual Review	Michael Vincent	Managing Director
03/09/2020	Annual Review	Abi Wilson	HSQE Manager
17/09/2021	Annual Review	Michael Vincent	Managing Director
18/09/2022	Annual Review	Michael Vincent	Managing Director
01/11/2022	Change in roles and re-signed by Chairman	Chris Wilson	Chairman
27/07/2023	Policy Update	Sophie Kirk-Ash	HSEQ Manager
30/07/2024	Policy Update & Annual Review	Sophie Kirk-Ash	HSEQ Manager
09/12/2024	Statement Amendment	Sophie Kirk-Ash	HSEQ Manager

HEALTH AND SAFETY POLICY STATEMENT

As a business operating within the construction industry, we acknowledge our moral obligation to the well-being of our employees that extends beyond legal requirements. We are committed to fostering a positive safety culture within our company and among our clients and subcontractors. Health and safety considerations are central to all our decisions, from staffing allocations to system design.

The Company is dedicated to fulfilling its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and all relevant legislation. We strive to ensure, as far as reasonably practicable, the health and welfare of all our employees. Additionally, we carefully consider the potential risks our operations may pose to third parties, members of the public, and clients, taking appropriate measures to mitigate these risks.

We are committed to achieving full compliance with all UK national standards and regulations.

HEALTH & SAFETY POLICY

Our Chairman & Board of Directors are directly responsible for ensuring that the Company's Health & Safety Policy is implemented and disseminated to all interested parties. All Company employees and hired subcontractors must proactively adhere to the aims and objectives of the H&S Policy.

Our stated aims are to:

- 1- Comply with and where possible, exceed all relevant regulatory requirements.
- 2- Continually monitor progress and work to improve and thereby reduce/eliminate our accidents, incidents & Near misses.
- 3- Where possible, incorporate health & safety factors into all business decisions.
- 4- Ensure that all employees are trained to have awareness of safety risks that relate to their individual roles.
- 5- Promoting a positive Health and Safety culture

1.0 Clearview's Health & Safety duties

- 1.1 Identify hazards in the workplace, assess the risks related to them, and implementing appropriate preventative and protective measures.
- 1.2 Providing and maintaining safe plant and work equipment.
- 1.3 Establishing and enforcing safe methods of work.
- 1.4 Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- 1.5 Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.

- 1.6 Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- 1.7 Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- 1.8 Furnishing sufficient resources needed to meet these objectives.

2.0 Employee Health & Safety duties

- 2.1 Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- 2.2 Co-operate with and assist the employer in meeting statutory obligations.
- 3.1 Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.
- 3.2 All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct Supervisor or Line Manager.
- 3.3 They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- 3.4 All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct Supervisor or Line Manager.
- 3.5 They are fully conversant with all emergency procedures applicable to the area in which they are working.
- 3.6 Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail.

4.0 Director responsibilities

- 4.1 The Directors have ultimate responsibility for ensuring that the Company fulfils its legal responsibilities to the policies objectives.
- 4.2 Responsibility of directors is to ensure that effective management is in place for the achievement of excellent health, safety and welfare.
- 4.3 Directors will also ensure that Company policies are reviewed as appropriate, in order to secure continuing compliance with current legislation and any changes in the law.
- 4.4 Allocation of resources necessary to maintain sound and efficient Health and Safety.

5.0 Management responsibilities

- 5.1 They must know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.
- 5.2 All accidents, incidents, near misses and dangerous occurrences are fully reported and investigated in close liaison with the Health and Safety manager.
- 5.3 They are aware of, and implement, all safe working practices and procedures.
- 5.4 They must ensure that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- 5.5 They must ensure that all activities carried out by Company employees will not create a risk or hazard to anyone (either employees or non-employees).
- 5.6 Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- 5.7 Confirming that all employees are adequately trained and competent to carry out the work allotted to them without risk and identifying further training that could be needed.
- 5.8 Advising and assisting with safety training of personnel.

6.0 Health & Safety Manager Responsibilities

- 6.1 The HSQE Manager along with the Company management team implement the Health and Safety Policy, establish schedules and safe working practices, and provide employees with information about precautions in general.
- 6.2 Implementing ISO45001 and the ongoing continued improvement.
- 6.3 Advising the Company management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- 6.4 Interpreting and keeping the Company management team and Employees informed of new and developing legislation and other standards.
- 6.5 Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- 6.6 Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the Company.

- 6.7 Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- 6.8 Identifying Health and Safety training needs and advising on suitable training programmes.
- 6.9 The provision of guidance regarding first aid, fire safety, and emergency procedures as required.
- 6.10 Ensuring that safety procedures and protocols are regularly reviewed and updated to reflect changes in legislation, company practices, and feedback from employees.

7.0 Contractor & Consultant Responsibilities

- 7.1 Contractors must review and sign the company's Contractor Handbook and complete the relevant Pre-Qualification Questionnaire (PQQ) before commencing any work.
- 7.2 Contractors will be required to show that they have the competence and equipment to carry out the particular tasks they have been employed for.
- 7.3 Required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- 7.4 Contractors/Consultants must provide evidence of insurance coverage relevant to the work being carried out.
- 7.5 Contractors/Consultants must report any incidents or near misses involving their personnel to the Company immediately.
- 7.6 Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- 7.7 They must ensure that the Company is provided with any information available that may affect Health and Safety on site.
- 7.8 Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments, method statements and discuss and agree the operation with the Company prior to commencing work.
- 7.9 All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the Company. Where weekly inspections are required, copies of documentation must be provided to the Company.
- 7.10 Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the Company in order to ensure

that adequate steps are taken to reduce exposure to Company employees.

- 7.11 Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- 7.12 Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the Company that this has taken place.

8.0 Visitors and Third Parties on Company Premises

Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors must:

- 8.1 Proceed, on arrival, to the reception/office area and be met by a member of ClearView.
- 8.2 Be made aware of the Company requirements and rules for visitors.
- 8.3 Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

9.0 Visitors and Third Parties on Site

Any staff/contractors/visitors attending work locations that are under the control of the Company may not be aware of the risks associated with the site, therefore they must:

- 9.1 Have authorisation from a Company representative to be in the work area.
- 9.2 Comply with the site rules that are communicated on arrival.
- 9.3 Adhere to any designated traffic/pedestrian routes.
- 9.4 Stay within the site area they have been nominated or instructed to visit.
- 9.5 Be informed about relevant procedures such as reporting hazards, emergency evacuation, first aid etc.

10.0 Safety Training

- 10.1 Members of the Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them.

- 10.2 An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.
- 10.3 Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.
- 10.4 Regular reviews and updates of the training program should be conducted based on changes in job roles, industry standards, and feedback from employees.

11.0 Lone Working

ClearView endeavours to avoid lone working whenever possible. However, the Management Team are aware that employees will be required to work alone at either the Company premises or when visiting/working at clients' premises.

- 11.1 Employees should ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- 11.2 Ensure they adhere to any systems developed for their protection while working alone.
- 11.3 Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- 11.4 Report any incidents concerning lone working to enable systems to be reviewed and revised.
- 11.5 If not returning to the Company base at the end of the last visit, notify their appointed member of the Company Management Team to inform them that they have left their client/location and they are okay (or otherwise)
- 11.6 Trackers are installed in all employee vehicles to ensure their locations are monitored at all times for safety purposes.
- 11.7 Employees must update their site attendance on the SimPro app after leaving a client's site and mark the job as finished.
- 11.8 Whenever possible, two employees will be assigned to a job to minimise lone working. If assigning two employees is not feasible, lone working will be rotated among employees.

12.0 Concerns About Work on the Grounds of Health & Safety

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention

of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- 12.1 The employee must clearly describe what the concerns or issues actually are.
- 12.2 If a member of the Company Management Team cannot be immediately contacted the relevant work should stop.
- 12.3 The most senior member of staff will check as to whether there are procedures, instructions or information available to resolve the issue.
- 12.4 If the member of the Company Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- 12.5 Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the company.
- 12.6 Escalating unresolved safety concerns to higher levels of management or an external body will be conducted if necessary.

13.0 Accident, Incident & Near Miss Reporting

- 13.1 The Company must report: deaths, major injuries, over-seven-day injuries, injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital, work-related diseases & dangerous occurrences.
- 13.2 Accidents (no matter how minor an injury may be), incidents, and near misses must be reported in the accident book located at the Company premises.
- 13.3 An appropriate investigation of any accident, incident or near miss will be reported to the Health and Safety Manager. The investigation will establish the actual or underlying cause of the incident and will enable the Company to instigate additional control measures to prevent re-occurrence.
- 13.4 Trends of non-conformities or incidents are brought up in board meetings to address outcomes of investigations and help prevent reoccurrence.
- 13.5 The Company recognises and accepts the legal duties placed upon it by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which require the Company to report and record work-related accidents by the quickest means possible.
- 13.6 The deadline by which the over-seven-day injury must be reported has increased to fifteen days from the day of the accident.

14.0 Manual Handling Operations

The Company is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the Company will:

- 14.1 So far as is reasonably practicable avoid the need for hazardous manual handling.
- 14.2 Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- 14.3 So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.
- 14.4 Manual handling risk assessments will be conducted by the Health and Safety Manager.
- 14.5 Employees of the Company are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document.

15.0 Display Screen Equipment

- 15.1 HSEQ Manager conducts DSE assessments annually with all employees who use display screen equipment, e.g., PC/laptop users.
- 15.2 Completed forms are reviewed by the Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user.
- 15.3 The Company will ensure that free eye/eyesight testing and correction is available for those employees identified as using DSE. Specific information regarding this can be found in the eye testing policy.
- 15.4 The Management Team ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

16.0 Consultation with Employees

The Management Team recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture.

- 16.1 The Company will have regular health & safety meetings, toolbox talks, display information on the company notice board and will operate an open-door approach with employees.
- 16.2 Clearview will make known the introduction of any work activity or issue which may substantially affect employees Health and Safety at work, for example the introduction of new equipment or new systems of work.

- 16.3 The company will share information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- 16.4 Clearview will disclose the planning/organisation for Health and Safety training.

17.0 Electricity

- 17.1 The Company will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe.
- 17.2 Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration.
- 17.3 If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.
- 17.4 All electrical maintenance and repairs are carried out by qualified electricians and documented.

18.0 PPE

- 18.1 The Company recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation.
- 18.2 The company will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.
- 18.3 All PPE issued must be stored as per the manufacturer's specification.
- 18.4 It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.
- 18.5 Any nominated wearer of RPE will be subject to face piece fit testing to ensure that the RPE fits the wearer correctly. All users of RPE are provided with suitable training specific to the equipment and a maintenance programme will be implemented where appropriate. It is the responsibility of the authorised wearer of RPE to ensure it is checked before each and every use.
- 18.6 Regular inspection and replacement of PPE is conducted to ensure effectiveness.

19.0 Hazardous Substances

- 19.1 Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team.
- 19.2 Alternative less harmful substances to persons and environment will be used wherever possible.
- 19.3 Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions.
- 19.4 The Management Team will brief employees on any hazard or substance precautions, with written records being held at the Company premises.
- 19.5 Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.
- 19.6 Control exposure by utilising measures proportionate to the health risk.
- 19.7 Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks.
- 19.8 Emergency procedures, including spill response plans and first aid measures, are in place and communicated to employees.
- 19.9 Regular audits of COSHH in storage are conducted to ensure compliance with safety standards.

20.0 Working at Height

- 20.1 Avoid work at height wherever possible.
- 20.2 Before any work at height begins, weather conditions must be evaluated, and work should not proceed during adverse weather conditions.
- 20.3 Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- 20.4 Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.
- 20.5 If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- 20.6 All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

- 20.7 Give collective protection measures (e.g., guard rails) priority over personal protection measures (e.g., safety harness).
- 20.8 Ensure that those working at height are trained and competent.
- 20.9 Ensure that the place where work at height is done is safe.
- 20.10 Ensure that the equipment is appropriately inspected.
- 20.11 Take account of the relevant risk assessments that have been carried out.
- 20.12 A before use inspection checklist will be issued to the engineering team
- 20.13 All engineers and project managers will sign an updated working at height Risk Assessment Method Statement (RAMS), also our Safe Systems of work will be updated on the Health and Safety policy.
- 20.14 Emergency rescue plans are in place and practiced regularly for workers who are working at height.

21.0 Fire Safety

- 21.1 The Company will make a suitable and sufficient assessment of the risks to which relevant persons are endangered.
- 21.2 The Company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.
- 21.3 Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.
- 21.4 The fire procedures will be under the control of the Management Team.
- 21.5 Regular fire drills are conducted to ensure all employees are familiar with evacuation procedures.
- 21.6 Fire wardens have been trained and appointed and are responsible for leading evacuations and assisting with fire safety checks.

22.0 Work Equipment

- 22.1 The Company will ensure that suitable equipment is provided, and an assessment of risk is carried out.
- 22.2 All users of Company tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and

instructions on the use of work equipment is readily available to all employees for review.

- 22.3 All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g., fixed guards, interlocked guards, etc.
- 22.4 All equipment will be maintained in good working order by Clearview and all inspections will be logged.
- 22.5 Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.
- 22.6 On occasions, the Company may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

23.0 First Aid

- 23.1 The Company ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders.
- 23.2 The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage.
- 23.3 First Aid kits will be located throughout the premises and in company vehicles. It is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked.
- 23.4 The Company will utilise the First Aid facilities and personnel at each site. Where a site has no existing facility, the Management Team will make suitable arrangements to ensure a minimum of an 'emergency aid' qualified person is included in the site team.
- 23.5 Each Company vehicle is equipped with a First Aid kit which is easily accessible to all employees at any one time during working hours. The kits are checked and restocked by the Company every month, unless the employee notifies the Management Team that supplies have been used up, in which case items will be restocked as and when required.
- 23.6 Regular refresher courses for First Aid personnel to keep their skills up to date are offered when necessary.

24.0 Protection of Young Persons

- 24.1 The Company will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety.
- 24.2 Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person: Accessing scaffolding at all levels, Woodworking machinery, Mobile plant, lifting appliances & acting as slinger/banksman in lifting operations.
- 24.3 Specific risk assessments for work activities involving young persons must always be created when a young person is employed by ClearView.
- 24.4 Young persons must always be supervised by qualified adults at all times when on company premises or during work activities.

25.0 New & expectant Mothers

- 25.1 When an employee provides written notification (regulation 18 of MHSW) to the Company stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken.
- 25.2 If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the Company will take action to remove, reduce or control the risk.
- 25.3 The company may temporarily adjust the employee's working conditions and/or hours of work.
- 25.4 The company may offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible.
- 25.5 The company may suspend her from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.
- 25.6 Regular check-ins with new and expectant mothers must be conducted to ensure their safety and well-being at work.

26.0 Violence & Aggression

- 26.1 The Company, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the Company and includes the relationships between

colleagues, employees and client staff, and between staff and any other third party.

- 26.2 Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action).
- 26.3 Examples of what constitutes harassment or violent conduct is as follows: Physical violence, Verbal violence and aggression (abusive language, swearing), Sexual innuendo, Intimidation, Invasion of personal privacy, Exclusion of individuals, Abusive or prank phone calls/emails.
- 26.4 False accusations of harassment or violence will not be tolerated by the Company and may result in the accuser facing disciplinary action.
- 26.5 The Company will provide support, via the Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.
- 26.6 The Company will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.
- 26.7 The Company will conduct risk assessments for their work activities and include/consider risks to employees from violence and aggression.
- 26.8 This process includes: Planning - thinking ahead and considering situations where violence and aggression could arise, Consideration as to who might be harmed and how - in particular, consideration is given to those working alone. Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes? Recording the risk assessment and informing staff of the procedures and controls to follow.
- 26.9 If the risk assessment identifies a risk of violence or aggression, the Company will develop a procedure which will clearly define the Company's views and their stance on zero tolerance towards violence and aggression in the workplace.

27.0 Lifting Operations & L.O.L.E.R

- 27.1 The Company will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task.
- 27.2 Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment.
- 27.3 A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

- 27.4 All employees involved in lifting operations are certified and trained in accordance with L.O.L.E.R standards.

28.0 Control of Noise

- 28.1 Clearview will assess the risks to employees from noise at work and take action to reduce the noise exposure that produces those risks.
- 28.2 Clearview will provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- 28.3 Clearview will provide employees with information, instruction, and training on the legal requirements of noise control.
- 28.4 It is the Company policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.
- 28.5 Any noise-control equipment that is put in place by the Company must be properly used and maintained by employees. An equipment maintenance programme is in place and includes.

29.0 Occupational Health

- 29.1 The Company will arrange for an Occupational Health Practitioner to conduct pre-employment medical assessments appropriate to the job requirements when necessary.
- 29.2 Health risks are included within the company risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.
- 29.3 On-going monitoring of Occupational Health is completed at appropriate intervals by the Management Team.

30.0 Mental Health

- 30.1 The Company will provide access to mental health support services, including counselling and Employee Assistance Programs (EAPs), to assist employees in managing their mental health.
- 30.2 The Company provides training for select employees to become Mental Health First Aiders and will expand this training based on assessed needs.
- 30.3 Regular training sessions and workshops will be conducted to raise awareness about mental health issues and to equip employees and managers with the skills to recognise and address mental health concerns.

- 30.4 All mental health issues will be handled with strict confidentiality. Employees seeking help will be assured of privacy and supported without stigma or discrimination.
- 30.5 The Company will actively seek feedback from employees regarding mental health initiatives and involve them in developing and improving mental health policies and practices.

31.0 Fatigue

- 31.1 The Company will promote work-life balance and stress management through flexible working arrangements, workload management, and initiatives that encourage a healthy lifestyle.
- 31.2 Fatigue risks are incorporated into the company's risk assessment process to identify significant hazards and implement appropriate control measures and monitoring.
- 31.3 The Company will ensure compliance with relevant health and safety regulations and standards related to fatigue management, including adherence to industry best practices and legal requirements.
- 31.4 The Company will provide support for employees with fatigue-related health conditions by offering reasonable accommodations and adjustments as needed to ensure their health and safety.
- 31.5 Monitor employee work hours to prevent excessive overtime and ensure adequate rest periods.

32.0 Control of Asbestos

- 32.1 The Company does not undertake repair work on potentially contaminated equipment.
- 32.2 Any required Asbestos Awareness Training will be provided by an individual or organisation that has suitable experience, qualification and competency in asbestos training and awareness.
- 32.3 Annual review/refresher training will be undertaken by those employees who may come into contact with ACMs.
- 32.4 Employees will STOP work immediately if they suspect Asbestos is present in their working environment, they will not resume work until a suitable survey has been completed, and either the offending materials have been made safe or removed.
- 32.5 Ensure that all contractors working on-site are aware of asbestos hazards and comply with all safety requirements.

33.0 Workplace Transport Safety

- 33.1 All work vehicles provided and used by the Company will be suitable for the purpose for which they are provided.
- 33.2 The Company will ensure that vehicles are provided with a safe way to get into and out of the cab, and any other parts of the vehicle that need to be accessed regularly. All company vehicles will provide protection for drivers against any event that can harm them (e.g. bad weather, falling objects, inhospitable environment, vehicle overturns, etc.).
- 33.3 Drivers of company vehicles are required to conduct a pre-use visual inspection. This check includes ensuring all lights and indicators are working and that they have clear and unobstructed visibility around the vehicle.
- 33.4 All work vehicles provided by the Company will be suitable for their intended purpose and capable of carrying any specified load intended. The Safe Working Load (SWL) MUST NEVER exceeded by company drivers.
- 33.5 Workplace vehicles will be subject to a routine maintenance program by a competent and qualified person.
- 33.6 All those employees required to use work vehicles will either have an existing qualification that they have achieved through training, or the Company will provide adequate resources to train the employee (using a suitably qualified, competent trained person) in the safe use and operation of the vehicle. Training will be reviewed, monitored and provided on an on-going basis to ensure suitable CPD (Continuous Professional Development) is maintained.
- 33.7 The Company will authorise nominated employees to drive company work vehicles. This authorisation will only be given on the provision that the employee is suitably trained, qualified and competent to drive the vehicle.

34.0 Continual Improvement

- 34.1 Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.
- 34.2 The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Company, and advancement in technologies which affect the Company's activities.
- 34.3 Members of the Management Team will be responsible for ensuring that the Company and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

- 34.4 The Company will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

This Health & Safety Policy and Statement has been approved & authorised by:

Name & Position: Chris Wilson, Chairman

Signed: 

Dated: 09/12/2024