

# Build 4 Growth Ltd



## Health & Safety Policy 2024/25

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Date: 31/01/2025

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Build 4 Growth Limited is registered in England & Wales number 4856543.  
Registered Office Garter Street, Sheffield, S4 7QX  
Tel: 0114 258 7400 Fax: 0114 256 7407  
VAT Number 839 026 715

# Health & Safety Policy



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## 4. Policy Responsibility

### 1. Commitment – Policy Statement of Intent

**1.1** It is the policy of Build 4 Growth Limited (B4G), to comply with the Health and Safety at Work Etc. Act 1974 and all other relevant legislation relating to areas that affect its business. The company will do everything that is reasonably practicable to ensure the health, safety and wellbeing of its employees, subcontractors and anyone affected by its operations, at all times.

**1.2** The Company is committed to ensuring the Health and Safety of members of the public, other contractors, consultants, etc. who may be put at risk due to the activities being carried out by the Company.

**1.3** The Company's primary focus is to promote a positive Health and Safety culture amongst its workforce to encourage pro-active engagement of all policies throughout the whole organisational structure. This Health and Safety policy is explained to all employees, who, in turn, are able to identify their duties and responsibilities that will enable the effective implementation of the policy.

**1.4** The Company ensures that all of its employees are adequately trained and deemed competent to carry out the duties that they are assigned.

**1.5** When a situation arises where the company is required to carry out works, they are not qualified or experienced to do, they will source a suitably qualified contractor, via the companies Pre-Qualifying Questionnaire process (PQQ).

**1.6** The Company ensures that all subcontractors and consultants employed to carry out work are competent to perform the duties with which they are charged, that any equipment used by them is in a safe condition and satisfies any relevant legislation.

**1.7** The Company, its staff and sub-contractors, endeavours to identify all hazards relating to its work and to take all reasonable actions to either, eliminate them completely or reduce the risk of them causing injury to the lowest acceptable level as possible.

**1.8** Build 4 Growth Limited is committed to providing adequate resources and training to all staff, for the implementation and development of its Health and Safety policy.

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**1.9** The co-operation of all staff working on behalf of the Company is paramount in the implementation and development of this Health and Safety policy and in creating and maintaining a safe and healthy working environment from which everyone will benefit.

**1.10** This Health and Safety policy along with its subsequent arrangements are subjected to a schedule of regular reviews and audits occurring a minimum of once a year, or if necessary, after an accident, change in key personnel or working methods.

**1.11** The company will consult with its workforce and contractors on a regular basis, in an aim to keep them up to date with current health and safety legislation, health and safety issues in the company and act upon issues that they may highlight.

Signed                Seth Alderson  
                             Managing Director

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Review Date:     January 2026

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## 2. Organisation & Responsibility

### 2.1 Managing Director

The Managing Director has the overall responsibility for Health and Safety within the Company. They can delegate the authority to act but will always have overall responsibility. They must ensure that adequate resources are available to:

- Train personnel to carry out their duties in a safe and efficient manner.
- Provide equipment that is suitable for the type of work conducted by the Company.
- Maintain equipment in line with current legislation.
- Ensure that equipment meets all the current legislative requirements.
- Provide safe equipment and training in the use of
- Provide a safe workplace for all staff.
- Act as the principal point of contact for planning all site-based work.
- Be responsible for assessing competence of all site-based staff to conduct work.
- Oversee Job Planners and provide assistance where required.
- Provide all workers with relevant instructions and information to ensure they are able to carry out their duties safely.
- Prepare, develop and implement a written plan and site rules (initial plan completed before the construction phase begins) for all work that is notifiable under CDM 2015 Regulations
- Ensure suitable welfare facilities are provided.
- Ensuring that the H&S systems within the company are strictly adhered to, to be responsible for setting targets and policy objectives.
- Enforce any disciplinary action that may arise from employees breaching the company health and safety policy.
- Regularly review all non-compliances that the company produce and work with the relevant personnel to resolve the issues highlighted in them.
- Ensure that the specific training requirements of individuals within the B4G team are met including managers, operatives and administrative staff.
- Ensuring the safe working environment, Safe Systems of Work (SSW), welfare arrangements and health and safety representation of all staff working within the organisation.
- Training requirements of managers, surveyors, schedulers, operatives and administrative staff are met and updated as required.
- That insurance policies are identified and updated as required and statutory provisions are provided in line with regulation 9 of the Health & Safety at Work Act (HASAWA) 1974.
- Records are kept of transport systems including maintenance, licences, insurance and training etc.

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- In addition, the director is also responsible for the continual affiliation with professional bodies and scheme involvement such as CHAS, Constructionline and Considerate Constructors etc.

The Managing Director is also responsible for ensuring that risk assessments and fire risk assessments, are carried out, where relevant in all areas that the Company is working or may affect by the work being carried out there and communicating the results to all relevant persons.

In addition, the Managing Director has overall responsibility for maintaining records relating to accidents, dangerous occurrences, health and safety reports, findings from visits by HSE inspectors or other agencies, training etc.

## 2.2 Site Managers

Site Managers are responsible for implementing, upholding and monitoring health and safety activities on site, including:

- All risks and hazards are identified, mitigated and documented before any work begins.
- All operatives conduct their duties according to any company policy, insurance requirements, risk assessments, method statement and/ or health and safety plans that have been provided.
- Control the issue and closing of permits to work and ensure that control measures and communications are in place to support safe systems of work.
- Ensure all tools and equipment are fit for purpose, serviceable and operators are competent to use them.
- The site is kept secure and access to and from site is controlled.
- Take action to prevent access to site during non-working hours and leave the site in a condition that no harm could come to anyone who gains access during non-working hours.
- All personnel, including visitors, are fully inducted onto the site including emergency procedures, assembly points, restricted areas and location of emergency equipment.
- Conduct daily briefings to all site personnel providing updates on site specific matters, e.g. deliveries. Inform all personnel who is working in what areas and highlight specific hazards that relate to work being undertaken.
- Work with the Health & Safety Manager to provide toolbox talks.
- Inform Job Planners and the Health & safety Manager of any health and safety issues that need addressing if they feel like it is beyond their capabilities, as soon as reasonably practical.
- Inform the Job Planners and the Health & Safety Manager of any accidents, incidents, near misses or dangerous occurrences.
- Ensure that all company forms are filled out in full following any accident, incident, near miss or dangerous occurrence.

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- Assist the Health & Safety Manager in accident investigations, by preserving the scene of the incident, taking pictures and witness statements from anyone who was involved as soon as reasonably practical.
- Maintain a nominal roll and act as the primary contact in the event of an incident/ accident.
- Maintain and update the welfare facilities where necessary.
- Enforce site rules, including housekeeping, and remove operatives from site who fail to comply.
- Consult with workers and liaise with office-based personnel at regular intervals to assist in the passage of information and reduce any potential disruption to the job.
- Audit operatives PPE to ensure it is fit for purpose.
- Assist the Health & Safety Manager in facilitating Site Inspections and carrying out any corrective action identified.

## 2.3 Health & Safety Manager

The Health & Safety Manager is responsible for the creation and maintenance of all Health and Safety related documentation and to ensure that this complies with any relevant legislation. In addition, the Health & Safety Manager is also responsible for:

- The training of all personnel on Health and Safety matters/ updates in procedures and legislation that applies to the company.
- Providing the Managing Director with strategic guidance on the planning of Health and Safety including equipment, Legislation, training and operative competencies
- To assist the Job Planners in the preparation of Construction Phase Plans for any CDM 2015 notifiable projects
- To act as the Company's principal point of contact for Health & Safety related issues
- Control the delivery and recording of all H&S modular training (e.g. Toolbox Talks)
- Control the issue and resupply of Personal Protective Equipment (PPE) including auditing its effectiveness and suitability.
- Conduct and arrange site inspections, record the findings and ensure any corrective action required is logged and carried out.
- Ensure H&S compliance of office, yard and site locations.
- Provide Subject Matter Expertise (SME), and advice on health and safety matters to all members of the Company.
- Control all investigations relating to accidents, incidents, dangerous occurrences and near misses.
- Manage all RIDDOR reportable events.
- Maintain Company accident, incident and near miss logs and conduct follow-up reviews to identify lessons learned and actions to prevent reoccurrences.

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- Chair Health and Safety committee meetings.
- Provide monthly H&S reports to the Managing Director
- Ensuring that the H&S systems within the company are strictly adhered to, to be responsible for setting targets and policy objectives and to advise the MD of training requirements, information regarding accident reports, maintenance issues and staffing arrangements etc.
- Assist the Managing Director to provide a safe working environment, SSW, welfare arrangements and health and safety representation of all staff working within the organisation.
- Support Job Planners and Site Managers in providing site safety signage, and to ensure that such signage is suitable and appropriate for the sites that it is used on.

## 2.4 Office Administrator

The Office Administrator is responsible for:

- Controlling the issue of reminder notices to all staff for tool checks, insurance's, company accreditations, vehicle checks etc.
- Assist the Job Planners in the creation of site files prior to projects starting.
- Maintaining staff records including training, competencies, equipment maintenance etc.
- Maintain and update the office welfare facilities where necessary.
- Assist in the purchase of PPE and other items that support the implementation of safe working practices in the Company.
- Assist in the booking of training courses for new and existing qualification.

## 2.5 Job Planner

The Job Planners are responsible for the organisation of the work that the company delivers to the customer. Their responsibilities include:

- Organising the correct quantity of labour for the work
- Organising the correctly skilled tradesperson to carry out the work.
- Ensuring that the correct support network is in place for the work to be carried out. E.g. scaffolding, skips and welfare facilities.
- Consulting with Site Managers to organising the deliveries of materials and plant required to carry out the work.
- Creating Construction Phase Plans for CDM 2015 notifiable projects
- For Works that are over the value of £100,000, arrange for the site to be registered with the Considerate Construction Scheme.
- Creating job cards for operatives assigned to their jobs.
- Identify health and safety issues during the planning phase, consult with the Health & Safety Manager and the Site Manager to implement effective control measures.

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- Provide operatives assigned to work with the relevant Risk Assessments & Method Statements, Construction Phase Plans and any other preconstruction information. E.g. Asbestos surveys.
- Collate all pre-construction information for site and assist in making site files.
- Assist in the investigation of any accidents, near misses, poor quality work or issues identified on audits to resolve in a timely manner.

## 2.6 All Staff

All staff are responsible for carrying out their duties in a safe and efficient manner that does not endanger themselves or others. In addition, they are also to ensure:

- Use equipment and tools only for their intended purpose.
- Report and rectify obvious risks, damage and any issues relating to health and safety.
- Only use equipment that they have been deemed competent to operate.
- Must not use any machine, equipment or tool that has safety features missing, is inoperative or has been deemed unfit to use.
- Must not remove or alter any safety equipment, guard, instruction, warning notice etc.
- Co-operate with Company management and other personnel to promote a healthier and safer environment.
- Adopt the “Don’t Walk Past” principle, where you do not ignore health and safety issues, and report them or rectify them as soon as possible.
- Adhere to all relevant legislation and best practice guidance (Approved Codes of Practice), whilst carrying out their work.

## 2.7 Appointed Person

An appointed person is responsible for taking control of a situation such as an accident or emergency and is to ensure they are competent to carry out the task they have been charged with. In addition, an appointed person is to ensure they have adequate equipment and resources to carry out their duties and report any deficiencies to their line manager immediately.

## 2.8 First Aiders

A First Aider is responsible for ensuring that all medical equipment is available, is in good working order, and any dressings, eyewash, etc. is within its ‘use by date’. They must inform the Site Managers, Job Planners or Health & Safety Manager when first aid supplies need ordering. They are also responsible for ensuring that the storage of all equipment and dressings, etc. is such that the risk of both physical and environmental damage is minimised. In addition, all First Aiders are to ensure they do not act in a manner that exceeds their level of training and could be deemed either incompetent or dangerous.

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First aiders on site will be identified either by a badge on their Hi-Visibility clothing, or a sticker on their helmet.

## 2.9 Health & Safety Committee

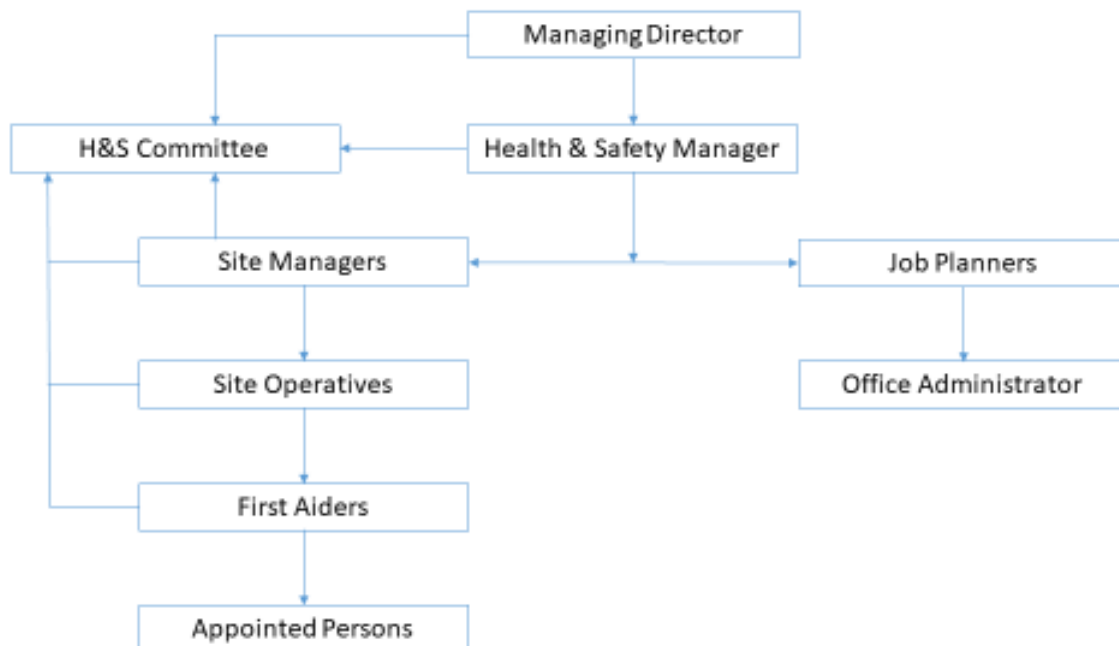
The Health & Safety Committee will comprise of the following people:

- Managing Director
- Health & Safety Manager
- Job Planners
- SMSTS trained employed personnel.
- Any other person deemed required for the meeting.

The members of the Committee could change based on the situation and which personnel are involved during the time of the incident that requires to be discussed or investigated.

The Committee is responsible for discussing any complex work that will be carried out on site. As well as scheduled yearly reviews of the Company's health and safety arrangements and for providing feedback and recommendations to assist in improving health and safety standards and culture. In addition, the Safety Committee is to assist the Managing Director in communicating and publishing the findings and outcomes of the meetings.

## 2.10 Organogram



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## 2.11 Current Legislation

- Health & Safety at Work etc. Act 1974
- Health Act 2006.
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 and Amendments
- Manual Handling Operations Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Work at Heights Regulation 2005 and Amendments
- Construction Design Management Regulations 2015
- Road Vehicles (construction and Use) Regulations 1986 and Amendments
- Health & Safety (Training for Employment) Regulations 1990
- Misuse of Drugs Act 1971 and Amendments
- Personal Protective Equipment at Work Regulations 2022 and Amendments
- Health and Safety (Miscellaneous Modifications) Regulation 1993
- Smoke-Free (Premises and Enforcement) Regulations 2006
- Regulatory Reform (Fire Safety) order 2005
- Fire Precautions (Workplace) Regulations 1997 and Amendments
- The Data Protection Act 2018
- The Computer Misuse Act 1990
- General Data Protection Regulation
- Safeguarding Vulnerable Groups Act 2006
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Noise at Work Regulations 2005
- Noise at Work Regulations 1989
- Control of Pollution Act 1974 and Amendments
- Employers' Liability (Compulsory Insurance) Act 1969 and Amendments
- The Provision and Use of Work Equipment Regulations 1998
- HSE Good Order Initiative
- The Health & Safety (Consultation with Employees) Regulations 1996
- The Safety Representatives and Safety Committees Regulations 1977
- Road Safety Act 2006

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- Control of Vibration at Work Regulations 2005
- The Gas Safety (Installation and Use) Regulation 2018
- The Gas Act 1995
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989 and Amendments
- The Environmental Protection Act 1990
- The Motor Vehicles (Driving Licences) Regulations 1999 and Amendments
- The Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Asbestos Regulations 2012
- Health and Safety (Miscellaneous Amendments) Regulations 2002 and Amendments
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## 3. Arrangements

This section details the Company arrangements for managing health and safety requirements pertinent to the activities carried out by them. Employees, consultants and contractors will be made aware of the policy and their role in the implementation and monitoring of it. All new personnel will be given a copy of the policy on recruitment/ induction.

### 3.1 Abrasive Wheels & Cutting Discs

#### Purpose

This policy has been developed to ensure that Build 4 Growth is able to control the use and replacement of abrasive wheels and cutting discs to prevent unnecessary injury or ill-health.

#### Policy

It is the policy of Build 4 Growth Ltd that all site-based operatives will conduct mandatory annual Abrasive Wheels & Disks awareness training. Any operative who fails to complete such training due to illness, absence, joining the Company after annual training has been conducted, will be prohibited from using such equipment until an awareness course has been completed. A record of all completed training will be stored at B4G. All abrasive/ cutting wheels and discs are to be stored in a manner that conforms to the manufacturers' recommendations and does not unnecessarily degrade them. Suitable and sufficient PPE will be worn at all times whilst using these products. Where possible, B4G will find alternative ways to carry out their duties without using abrasive disks and wheels. This policy applies to all employees, consultants and contractors liable to use abrasive wheels or cutting discs during the course of their duties.

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## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth Ltd. are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Training Matrix, Ref: Abrasive Wheels, showing up to date training & update requirements is available from B4G Office Administrators, and Site Manager's on larger projects.
- Risk assessment, RA10 001 Abrasive Wheels & Cutting Disks is available from Operative's H&S file, Job Planners, B4G Portal and Health & Safety Manager.
- PPE from stores which is to be signed for on collection via B4G Office administrators.
- Health & Safety managers are available via the office for any additional support.
- CITB Toolbox Talk Publication Section C 11.
- Clear Risk Management Health & Safety Consultants
- Health & Safety Executive Website

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.2 Accident Reporting & Investigation

#### Purpose

This policy has been developed to ensure Build 4 Growth is able to accurately monitor all accidents, near misses or dangerous occurrences that happen as a result of work carried out on the Company's behalf. This will assist the company in implementing changes in procedures, training and individual performance to prevent them re-occurring.

#### Policy

It is the policy of Build 4 Growth Ltd that all accidents, near misses and dangerous occurrences, whether reportable or not under RIDDOR, shall be reported to and recorded by the Company. The Company will appoint competent individuals to investigate all such incidents and disclose any findings to the Managing Director. The Health & Safety Committee will then meet to discuss actions that can be taken to prevent the incident from reoccurring. The findings of the investigation and corrective action will then

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be disseminated to the workforce. This policy applies to all employees, consultants and contractors working on behalf of the Company.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Health & Safety Manager as primary point of contact for any incident
- Managing Director and Job Planners are a secondary point of contact for any incident.
- Company Form H&S 003 - Accident-Incident-Dangerous Occurrence Near Miss Report Form
- Company Form H&S 003(A) Accident-Incident-Dangerous Occurrence Witness Form
- CITB Toolbox Talk Publication Section A13
- Site Managers will assist in the preservation of any scene of an incident and implement the gathering of witness statements where applicable.

All employees, contractors and consultants are responsible for reporting any accidents or dangerous occurrences that occur as a result of conducting work for the Company and ensuring that the correct documentation and information is completed and forwarded to the Company.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.3 Asbestos

#### Purpose

This policy has been developed to ensure that Build 4 Growth can control and prevent workers' exposure to any asbestos containing materials, to prevent asbestos related illnesses.

#### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent all asbestos related illnesses to staff working on its behalf. All building work that is likely to involve workers' being exposed to asbestos or asbestos based products shall be surveyed and assessed for signs of

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asbestos prior to any work beginning. Any asbestos containing material that is found will be removed by licence contractors.

If asbestos is identified or suspected during the building process all work is to cease, and a licenced contractor will be employed to investigate and removed the asbestos containing materials. No member of staff, other than industry approved handlers of asbestos, will be permitted to handle, be involved in the removal or disposal of asbestos or related products. This policy applies to all employees, contractors and consultants working on behalf of the Company that are not solely employed to investigate, handle, remove or dispose of asbestos.

All site-based operatives will be required to undertake mandatory annual asbestos awareness training in order to be deemed competent to work on Build 4 Growth Ltd. sites.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Training Matrix, Ref: Asbestos Awareness, showing up to date training & update requirements is available from B4G Office Administrators, and Site Manager's on larger projects.
- Job Planners will ensure that pre-construction information is available with regards to asbestos containing material, E.g. Refurbishment/Demolition Survey's and building Asbestos Registers.
- Site Managers will control areas on site where asbestos containing materials have been found, ensuring work is halted and access is restricted.
- Site managers will contact the Health & Safety Manager or the Job Planners if any asbestos containing materials have been discovered on site.
- Job Planners will arrange for licenced asbestos contractors to attend site when required.
- Risk Assessment RA5 019 Asbestos Cement is available from Operative's H&S file, Job Planners and Health & Safety Manager.
- Risk Assessment RA5 020 Asbestos is available from Operative's H&S file, Job Planners and Health & Safety Manager.
- CITB Toolbox Talk Publication Section B13
- Clear Risk Management Health & Safety Consultant
- Health & Safety Executive Website

All workers employed by the Company that may be exposed to asbestos will be informed of the risks and given training in the safe identification of items likely to contain asbestos. All workers are to comply

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with the Company's procedures, assessments and control measures for these products and are responsible for reporting to the Company if current measures are inadequate.

Employees of the Company involved building work likely to involve them encountering asbestos will be subject to mandatory scheduled health surveillance. All workers employed by the Company are required to inform the Company of any injuries, ill health or absence from work as a result of exposure to asbestos. Where relevant contractors will be advised on the Company's surveillance measures and will be given guidance for implementing similar procedures for their workforce.

## **Enforcement**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## **3.4 Auditing**

### **Purpose**

This policy has been developed to ensure that Build 4 Growth can successfully assess and evaluate the implementation of its health and safety policies and assess the effectiveness of current procedures and control measures, and where necessary develop new strategies or systems.

### **Policy**

It is the policy of Build 4 Growth Ltd that the Company will conduct internal audits to promote a positive health and safety culture, ensure policies and procedures are coherent, and remain compliant with the current legislation they relate to. All aspects of the Company will be subject to the health and safety audits and that any findings will be recorded and reported throughout the Company.

Build 4 Growth will co-operate with third party audits that may come from the Health & Safety Executive or client representatives. Any action that needs to be taken as a result of these audits will be done so as soon as required or reasonably practical, with confirmation sent to the relevant personnel. All audits that the company is subject to will be kept on record and used to improve company procedures.

Learning outcomes from any audit will be distributed throughout the company via toolbox talk presentations.

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## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will support any corrective actions identified from any audit carried out.
- Health & Safety Manager will arrange internal auditing for the company.
- Health & Safety Manager will assist with implementing corrective action from third party audits.
- The Health & Safety Manager will arrange company toolbox talks to pass on information following audits, where changes in safe systems of work or good practice have been identified.
- Site Managers will assist with implementing corrective action from any audits.
- Job Planners will support Site Managers and the Health & Safety Manager in making resources available to implement corrective action.
- When required, the Health & Safety Committee will meet to discuss findings from audits and how they can be avoided or improved on in the future.
- Site Managers will make all Site Operatives aware of the findings of audits and ensure that the Site Operatives support any corrective action required.
- Company Form H&S 007a - Construction Site Audit Report Form
- Build 4 Growth's Non-Conformance reporting procedure will record any bad practices identified, and the corrective actions taken.

The Company will conduct an internal audit on an annual basis. In addition to this audit the Company will conduct audits after all large projects and after an accident or incident that is reportable to an outside agency. The purpose of this, is to ensure that the company is meeting the current required standards to adhere to the relevant legislation.

## 3.5 Cement

### Purpose

This policy has been developed to ensure that Build 4 Growth can control and limited workers' exposure to and use of cement to prevent unnecessary injury or ill health. Exposure to cement increases the risk of dermatitis, skin infections, burns and other serious illness. Its widespread use in the building process has prompted the Company to produce a specific policy for cement and cement-based products.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent injury or illness to staff working on its behalf who use cement or cement-based products. Whenever

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possible, B4G will use ready mixed cement and cement-based products to reduce the exposure to all operatives involved. All cement and cement-based products shall be stored, used and where relevant disposed of in a safe manner that does not unnecessarily increase exposure and risk of injury to others. This policy applies to all employees; consultant, contractors and visitors to sites where cement or cement-based products are being used.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- COSHH Assessment CA13 002 Ready Mix Concrete
- COSHH Assessment CA13 003 Portland Cement
- COSHH Assessment CA13 005 Mortar
- COSHH Assessment CA13 006 Wet Concrete
- COSHH Assessment CA13 022 Postcrete
- Risk Assessment RA11 011 Ready-Mix Concrete Pumps
- Any other relevant Safety Data Sheet
- PPE from stores which is to be signed for on collection via B4G Office Administrators
- Job Planners will consider what options are best suited for using cement and cement-based products for each job.
- Site Managers will ensure that all control measure is in place when using cement and cement-based products on site.

All workers employed by the Company that will use cement or cement-based products will be informed of the risks and given training in the safe use and control of exposure. All employees must wear suitable and sufficient personal protective equipment when working with cement.

All workers employed by the Company are required to inform the Company of any injuries, ill health or absence from work as a result of using cement or cement-based products. All workers using cement or cement-based products are to use correct manual handling techniques or lifting equipment as stated in the job specific risk assessment.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.6 Competency of the Workforce

### Purpose

This policy has been developed to ensure Build 4 Growth is able to identify competent workers for projects in order to prevent harm to those carrying out construction work or those affected by such work.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will only seek to employ or offer work to persons that have suitable and sufficient qualifications and experience required to complete the tasks. Persons must be able to demonstrate sufficient qualifications, knowledge of the specific task to be undertaken, the risks that the work will entail, and have sufficient experience and ability to carry out their duties in relation to the task. All workers are obliged to declare if a task is liable to exceed their level of competence or ability so that the Company is able to make suitable alternative arrangements. This policy applies to all employees, consultants and contractors conducting work for the Company.

Evidence of qualifications will be requested, and must be supplied for inspection prior to works commencing, to the Job Planners and then checked again by the Site Managers.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that the correctly qualified operatives are provided to the company, so that it can carry out and meet the demands of its customers.
- Training Matrix, available from Job Planners and Office Administrators
- The Training Matrix will be made available for all Site Managers to refer to during projects, so they can ensure operatives are carrying out tasks they are qualified to do.
- Office Administrators will keep the Training Matrix up to date and identify when operatives need to renew their qualifications.
- The Company Pre-Qualifying Questionnaire (PQQ) will be sent to all prospective employees or contractors that will capture information regarding their experience, qualifications, insurances and other information.
- Job Planners will ensure that operatives with the correct qualifications are made available for each job, so there is no one carrying out tasks they are not capable of doing.

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- Job Planners will request qualifications from sub-contractors for inspection prior to works commencing.
- Site Managers will request to see all operative's qualification cards when they first arrive on site. They will ensure that the qualifications are in date and relevant for the works to be carried out. They will also check that the operatives identified to the Job Planners are the same ones that arrive on site.
- All operatives will inform the Site Manager or Job Planners as soon as possible, if they feel they are not qualified or experienced enough to carry out the work they have been asked to do.

All staff working on behalf of the Company or wishing to conduct work for the Company are responsible for ensuring they promptly supply documentation relating to their competency when required. The disclosure of information relating to worker competency will be deemed a critical requirement for continued and future consideration for Company work for all consultants and contractors.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment.

## 3.7 Confined Space

### Purpose

This policy has been developed to identify how Build 4 Growth Ltd will carry out works in confined spaces. Confined spaces must have both of the defined features, as set out in the Confined Space Regulations 1997.

- *“Confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.*
- *“Free flowing solid” means any substance consisting of solid particles and which is of, or is capable of being in, a flowing or running consistency, and includes flour, grain, sugar, sand or other similar material.*

### Policy

It is the policy of Build 4 Growth Ltd, that whenever confined space works are to be conducted, they will be identified at the earliest opportunity and the services of an external specialist contractor will be engaged to carry out the works.

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The risk assessments and method statements of the specialist contractor will be reviewed by Build 4 Growth for their suitability of the works involved. Any issues identified will be raised by Build 4 Growth with the specialist contractor.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Job Planners will help to identify at the earliest opportunity that confined space works are required and engage an appropriately training contractor to carry out the works on behalf of Build 4 Growth.
- Job Planners will request the risk assessments, method statements and rescue plans from the appointed contractor for review, prior to any works commencing.
- Job Planners will request the qualifications of all operatives from the appointed contractor for review, prior to any works commencing.
- The Health & Safety Manager will review the risk assessments, method statements and rescue plans that have been submitted by the appointed contractor, to deem if they are suitable for the works involved. Any issue or queries will be directed back to the contractor from the Health & Safety Manager with the Job Planner copied in.
- Site Managers will ensure that all risk assessments and method statements are on site and provided by the onsite representatives of the appointed contractor.
- Site Managers will ensure that the contractor is following the approved risk assessments and method statements.
- Any changes to the approved risk assessment and method statement whilst on site, must be brought to the attention on Build 4 Growth Ltd at the earliest opportunity.
- Risk Assessment RA5 032 Confined Space Work

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.8 Controlling Contractors & Visitors to Site

### Purpose

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Registered Office Garter Street, Sheffield, S4 7QX  
Tel: 0114 258 7400 Fax: 0114 256 7407  
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This policy has been developed to ensure Build 4 Growth is able to promote and maintain a safe and healthy working environment by controlling access to sites to both contractors and visitors.

## Policy

It is the policy of Build 4 Growth Ltd that the Company will instigate control measures to all sites and places of work, to ensure that contractors and visitors are identifiable and thoroughly supervised where appropriate. All employees, contractors and visitors must be inducted and sign in to any site they attend, and make their presence known to the Site Manager. Visitors to any site must be properly supervised at all times and ensure they have the correct PPE to enter all areas they wish to visit. This policy will operate in conjunction with the Company's current policy for security within the workplace (3.39). This policy applies to all consultants, contractors and visitors to any of the Company's sites or premises.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Site Register form is available from the Job Planners, Health & Safety Manager and Office Administrators.
- Site Managers will ensure that all visitors to their sites sign in and out and are properly inducted into that site.
- Site Managers will check ID and qualifications where required, of all visitors to site.
- Site managers will check the site register at the end of each working day, to make sure all persons who have entered the site, have signed in and out correctly.
- Site Managers will be given as much notice as possible about visitors that have been arranged to attend site, so they can make any necessary arrangements to facilitate their visit.
- Site Operatives will make Site Managers aware of the arrival of any Visitors to site.
- Risk Assessment RA5 005 Authorised Visitors

All contractors, consultants and visitors to Company sites and premises are responsible for ensuring they identify themselves to the nominated person and follow the specific procedures for each site.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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

### Purpose

This policy has been developed to ensure that Build 4 Growth can control and limited workers' exposure too, and use of hazardous substances to prevent unnecessary injury or ill health.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent injury or illness to staff working on its behalf who using hazardous substances. All products subject to the COSHH regulations shall be stored, used and where relevant disposed of in a safe manner that does not unnecessarily increase exposure and risk of injury to others. This policy applies to all employees; consultant, contractors and visitors to sites where COSHH materials are being used.

Product Safety Data Sheets will be provided by the company to anyone that is using COSHH materials. All Operatives using the COSHH material, must always follow the safety information on the data sheet.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Companies COSHH sheets that refer to products that the company regularly use, will be made available for all employees and sub-contractors to refer to from Job Planner and the Health & Safety Officer.
- Job Planners will ensure that any COSHH information or product data sheets that state how the safely use harmful products, are made available to all operatives using them and then kept on record in the relevant job file.
- PPE will be made available to any operatives using the products, so they are able to do so safely.
- The Managing Director and Health & Safety Officer will make available the equipment for the correct storage of COSHH materials at the office location.
- Any person using COSHH products will do so in the manner that they are intended to and inform Job Planners if they require any further equipment or assistance in using the product.
- Operatives will report if current control measures need amending as soon as reasonably practical.
- Risk Assessment RA5 029 Using COSHH Materials

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- Risk Assessment RA12 005 Removal & Disposal of Clinical Waste (Inc. Needles)
- Site COSHH Register

All workers employed by the Company are required to inform the Company of any injuries, ill health or absence from work as a result of using hazardous substances. Where relevant contractors will be advised on the Company's health surveillance measures and will be given guidance for implementing similar procedures for their workforce.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.10 Dismantling & Demolitions

### Purpose

This policy has been developed to ensure that Build 4 Growth can control and limit the risk of injury, ill health and/ or damage to both people and property when carrying out dismantling or demolition operations.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent injury, ill health and/or damage to both people and property when carrying out dismantling or demolition operations. In accordance with CDM Regulations 2015 a plan detailing the arrangements for any dismantling or demolition work must be produced and explained to the relevant staff before any work begins. All workers involved in dismantling and/or demolition works carried out by the Company are to ensure that they comply with the arrangements as specified in the plan.

Where applicable, the works will have appropriate designs, temporary works designs and registers, that will be monitored and kept up to date throughout the works. This policy applies to all employees, contractors and consultants working on behalf of the Company.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the

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implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Principle Designers will work with Site Managers, Job Planners and the Health & Safety Manager, to implement a safe system of work for all dismantling and demolition tasks.
- Site Managers will brief all operatives involved in dismantling and demolition operations on the process and their role in it. Work will not commence until this has been done and the brief is clearly understood.
- Site Managers and Job Planner will work together to ensure temporary works are kept up to date.
- Job Planners will ensure that all equipment and personnel are made available to carry out dismantling and demolition works as safe as possible.
- Any Appointed Persons acting as safety spotters (looking for signs of collapse), or banks persons, will be briefed fully on their role by the site manager. The Appointed Person must then not be assigned any other tasks while they are working in this role.
- PPE will be made available from stores for all operatives carrying out this work.
- Risk Assessment RA6 003 Demolitions & Minor Demolitions
- Risk Assessment RA6 017 Forming openings in structures.
- Risk Assessment RA6 018 Propping and Shoring Up

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.11 Display Screen Equipment

#### Purpose

This policy has been developed to ensure Build 4 Growth can control and limit any risks to staff who use display screen equipment in the course of their normal duties.

#### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent injury or illness to staff working on its behalf who use display screen equipment. All employees will undergo a workstation risk assessment on their initial employment, which will be reviewed at regular interval or if any employees' circumstances change. This policy applies to all employees, consultants,

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contractors and third parties who use the Company's display screen equipment or use display screen equipment during the course of their work for the Company.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Risk Assessment, RA5 016 Manual Handling is available from operatives H&S file, Job Planners and Health & Safety Manager.
- iHASCO online training assessments will be sent out to all operatives using display screen equipment by email from the Health & Safety Manager.
- Office Administrators will record the completion of online assessments on the companies Training Matrix.
- Office Administrators will facilitate the ordering of office equipment and stationery to ensure that all users of display screen equipment are able to work without risk of injury or ill health.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment.

### 3.12 Driving Company Vehicles

#### Purpose

This policy has been developed to ensure that anyone driving B4G fleet vehicles, do so legally, safely and in a manner that does not bring the company into disrepute. A fleet vehicle is defined as any vehicle that B4G has responsibility for, either owned, rented, leased or other.

#### Policy

It is the policy of Build 4 Growth Ltd that the use of Company vehicles requires the express approval from Management. Any private use of fleet vehicles requires further authorisation on each occasion. Unauthorised passengers must not be carried in commercial vehicles, nor may any vehicle be used for personal gain.

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If any fleet vehicle is involved in an incident, whether or not personal injury or vehicle damage occurs, you must make a full written report of the incident by completing an Accident Report Form. Any witnesses of the incident must be asked to provide a statement of the incident. Your report should also include photos of both vehicles, both directions on the road and a note of any CCTV in the area that you think may be helpful to the investigation as necessary. All driving accidents will be investigated. In the event of serious incidents, where operatives are hospitalised or fatally injured, any investigation will be led by police, and B4G will assist in any way required. If an investigation shows the B4G driver to be at fault, they may be subject to disciplinary action. The Company also reserves the right to recover an amount equal to the insurance excess from them.

Any operative operating a B4G fleet vehicle must not be under the influence of drugs or alcohol. If they are found to be, this may result in disciplinary action. They must be fit to drive and declare to B4G at the earliest opportunity if they feel they are not fit to drive. This includes new or existing medical conditions and fatigue. This list is not exhaustive.

When any fleet vehicle has finished being used, either long or short term, it must be returned to the B4G office in the condition it was received, clean and empty of any refuse, tools, or materials. Failure to return the vehicle to B4G premises when requested will result in the cost of its recovery being deducted from any monies outstanding to you.

Some Company vehicles are fitted with a tracking device, which may be used to verify locations, mileage, driving time, speeds and working time on sites. Any data obtained from the system may be used as evidence should the Company consider the information relevant. These trackers must not be tampered with. Any evidence of this may result in disciplinary action.

Weekly vehicle checks will be carried out to check that vehicles are road worthy. Any faults or defects concerning a B4G fleet vehicle, must be reported to management as soon as they are identified so, they can be booked in to be repaired. Any fault or defect rendering the vehicle not road worthy, will mean the vehicle is taken straight to the company approved garage, or recovery is arranged for the vehicle to be taken to the approved garage.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth Ltd are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will provide suitable and sufficient resources to ensure all fleet vehicles are legal, road worthy and can carry out the work they are intended for.
- The Managing Director will make sufficient recovery facilities available, should a B4G fleet vehicle breakdown.
- The Managing Director will, if required, make arrangements for any Driver to rest, prior to them driving home if they declare they are not fit to drive due to fatigue. This may also include alternative travel arrangements such as public transport or taxis.
- The Health & Safety Manager will assist with any investigations following an incident involving B4G operatives and fleet vehicles.

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- The Finance Manager will report any incidents to B4G's insurance providers and gather all relevant information to submit from across the company.
- The Health & Safety Committee will meet if required after each incident, to assess if any improvements can be made.
- Job Planners will ensure they leave sufficient time in Operatives working day to safely travel back from site, in an effort to assist Operatives not being fatigued whilst driving.
- Drivers will adhere to all traffic laws in relation to where they are driving.
- Drivers will ensure they are fit to drive before doing so, and report if they are not to B4G Job Planners, Health & Safety Manager or the Managing Director as soon as possible.
- Drivers will not tamper with vehicle trackers at any time. This includes if they believe the tracker is faulty. Faults must be reported to Office Administrators as soon as possible so faults can be investigated.
- Drivers will carry out weekly vehicle checks to ensure that all fleet vehicles are road worthy, via the B4G Portal vehicle check sheet.
- Drivers will report any defects to Job Planners or Office Administrators as soon as they have been identified.
- First Aiders will assist in any incident involving a vehicle collision where anyone needs to receive first aid treatment.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.13 Dust Control

### Purpose

This policy has been developed to ensure that Build 4 Growth can control the volume of dust generated during its operations to ensure that anyone that may be affected are not unnecessarily placed at risk.

Exposure to high levels of dust, particularly from concrete containing crystalline silica, can result in serious respiratory illness such as silicosis. The use of respiratory protective equipment alone is not an adequate control measure.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will ensure that all operations liable to produce dust are assessed and adequate measures to reduce and manage the levels of dust produced are implemented. This is not only to reduce the risk of ill health from dust, but also to prevent unwanted fire alarm activations, dust being blown onto carriage ways or creating other dangerous and undesired

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circumstances. All staff and contractors employed by Build 4 Growth Ltd are responsible for taking all appropriate control measures to reduce the exposure to, and the amount of dust created by their operations. The company will provide any equipment and personal protective equipment to help facilitate this. This policy applies to all employees, consultants, contractors and visitors.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth Ltd are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Risk Assessment, RA6 003 Demolitions & Minor Demolitions
- Risk Assessment, RA6 013 Grit blasting.
- Risk Assessment, RA6 017 Forming openings in structures.
- Risk Assessment, RA10 001 Abrasive Wheels & Cutting Discs
- Company COSHH Assessments
- Site Managers will ensure all Operatives on site will use dust suppression and PPE/RPE provided.
- Job Planners will ensure that PPE/RPE is provided.
- CITB Toolbox Talk Publication Section B12 and B14
- Operatives will be face fit tested for their dust masks to ensure the PPE/RPE is providing adequate protection.
- Job Planners will request face fit test certificates from all sub-contractors, for the staff that will be sent to site.
- Site Managers will check that masks brought to site, match what is on the face fit test certificate.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.14 Electrical Safety

#### Purpose

This policy has been developed to ensure that all electrical work carried out by Build 4 Growth is conducted in a safe manner that does not unnecessarily risk injury or damage to people or property.

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## Policy

It is the policy of Build 4 Growth Ltd that all electrical work shall be performed in a manner that does not increase the risk of injury or damage to workers, members of the public, other third parties and property. All electrical processes and procedures shall emphasise the need to isolate electrical supplies as a principal safety precaution, only competently certified workers will be authorised to carry out such action. This policy applies to all employees, consultants, contractors and visitors to a site where electrical work is undertaken. All electrical equipment used by Build 4 Growth Ltd must be inspected regularly, as set out by the manufacturer and prior to any use. Any faults jeopardising the safety of the equipment must be highlighted immediately, and that piece of equipment be prohibited from being used until it has been repaired or replaced.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Risk Assessment RA9 001 Electricity - Working With
- Risk Assessment RA9 002 Electricity Live Cables
- Risk Assessment RA9 003 Electricity - Underground Cables
- Risk Assessment RA9 004 Electricity - Overhead Wires
- Risk Assessment RA9 005 Fluorescent Light Removal
- CITB Toolbox Talk Publication Section C08
- H&S 014 - Electrical Isolation Permit
- Job Planners to ensure that correct operatives are available to work on electrical elements of projects.
- Site manager is to make all site operatives aware of times and areas when electrical work will be carried out, and any control measures/ restrictions regarding electrical works.
- Electricians will ensure that the Electrical Isolation Permit is complete and displayed clearly on site. The permit must then be closed once power has been re-instated to the areas isolated.

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Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.15 Emergency Procedures

### Purpose

This policy has been developed to ensure Build 4 Growth is able to implement and execute effective procedures in the event of any emergency the company may occur, to reduce the risk of injury or damage to either people or property.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will have emergency procedures and plans for all locations where it conducts business. Emergency procedures will be for all locations will be explained to all personnel during the induction to each specific location e.g. Build 4 Growth Ltd office or a site that operatives are working on. These procedures will be put in writing in locations that are easy to access by those they concern, either on notice boards, Construction Phase Plans, or any other location they are required. The specifics of the plans will be determined on the level of risks to the personnel they concern and by any client specific requirements. This policy applies to all employees, consultants, contractors and visitors to the Company's sites and premises.

All emergency procedures are to be incorporated into the planning and pre-tender phase of any construction phase in accordance with the specifications of the Construction Design Management 2015 Regulations.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Job Planners will ensure that all information is gathered from clients and/or site visits to create a comprehensive emergency plan for all possibilities that may arise on site. This could include, but is not limited to, fire evacuation or rescue from height.
- Job Planners will ensure that all equipment to implement emergency plans are provided to site.
- The Health & Safety Manager will randomly review the emergency plans that have been put in place to audit them and suggest amendments as and when required.

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- The Health & Safety Manager will assist Job Planners when creating and implementing emergency plans, such as Working at Height Rescue Plans.
- Temporary works required for emergency plans will be subject to regular checks for the duration of their use, in line with regulatory requirements.
- First Aiders on site will make themselves aware of the locations of the first aid kits on site, as well as any special requirements to contact the emergency services.
- Site Operatives will make themselves aware of site emergency procedures when they first attend site.
- Site Managers will induct and document all inductions onto site using the Build 4 Growth Ltd Site Induction Form.
- Site Managers will ensure that all equipment required to carry out the emergency plans on site, are on site and in working order.
- Job Planners and the Health & Safety Manager will check sub-contractor's emergency procedures for suitability of the work they are conducting. Whilst on site, the Site Manager will ensure these procedures are followed.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.16 Employee Consultation

### Purpose

This policy has been developed to ensure Build 4 Growth is able to promote and maintain a safe and healthy working environment and to motivate staff to adopt a more safety focused approach to their work.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will consult all workers on health and safety matters and assess feedback relating to these issues, and where relevant make alterations to the Company's health and safety arrangements. This policy applies to all employees, consultant, and contractors conducting work for the Company.

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## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- HSE document, HSG 65, managing for health and safety.
- HSE document, HSG 263, involving your workforce in health and safety.
- Managing Director to host meetings with the Health & Safety Committee.
- Health & Safety Manager to hold Monthly Toolbox Talk meetings with all site-based personnel, to pass on Toolbox Talk training and gather feedback from them on any issues they may have.
- Job Planners will liaise with Site Managers on a regular basis to get updates on the progression of works.
- Build 4 Growth Ltd will hold regular management meetings to discuss current events affecting the business and ways to negotiate them.
- Health & Safety Manager will consult with Site Operatives during site audits to discuss issues that arise on site.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.17 Excavations

#### Purpose

This policy has been developed to ensure that Build 4 Growth can conduct excavations without unnecessary risk of injury or damage to workers, members of the public or property and implement appropriate control measures.

#### Policy

It is the policy of Build 4 Growth Ltd that all excavations shall be performed in a manner that does not unnecessarily increase the risk of injury or damage to workers, members of the public, other third parties and property. The company recognises that excavation works are a high-risk operation and requires extra control measures to be implemented.

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All excavations shall be controlled and supervised by a competent person on behalf of the site manager, with written records and surveys made available to all relevant people. Company issued Permit to Dig will be completed and its instructions strictly followed, as this sets out control measures to be implemented prior to any excavation work being carried out.

If excavation works must be left unattended overnight, then suitable and sufficient security and signage will be erected to warn anyone of the excavation works and to take every step possible in preventing access to the excavation. Photographs will be taken of how the excavation was left unattended as evidence in the event any vandalism was to occur, resulting in someone being injured.

This policy applies to all employees, consultants, contractors, and visitors to a site where excavation work is undertaken. Any excavation operations that are above the level of competency and insurance cover of the company, will be outsourced to a competent contractor.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Health & Safety Manager will ensure that all relevant risk assessments and permits are up to date and have sufficient fields to capture accurate information required.
- Job Planners will gather sufficient information regarding the area that will be excavated. E.g.
  - Location of services
  - Location of drains and sewers
  - Materials to be excavated.
  - **This list is not exhaustive.**
- Site Manager will sign off Permits to Dig on site and ensure that all control measures have been implemented.
- Site Manager will check that all excavations have been left secure and where possible covered over, with relevant safety signage erected to warn people of the ongoing excavation works.
- Principle Designers will lease with the Site Manager to design and construct temporary works to protect Site Operatives, Visitors and the public from being hurt during excavation works.
- Job Planners and Site Managers will follow any plan that is issued by the principal designer to prevent any collapse of excavations.
- Site Manager will appoint a safety person to monitor ground conditions, as stated in the company Risk Assessments.

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- Job Planners will make all tools and equipment required to carry out the work safely available as required.
- Appointed Safety Person will assume no other responsibility or carry out any other work while excavation works are being carried out.
- Site Operatives will CAT scan the ground to be excavated prior to breaking any ground.
- CITB Toolbox Talk Publication Section D10
- Health & Safety Executive Website
- Risk Assessment, RA5 013 Buried Services
- Risk Assessment, RA5 025 Holes & Edges
- Risk Assessment, RA6 001 Earthworks – General
- Risk Assessment, RA6 002 Excavations
- Risk Assessment, RA7 001 Working at Height
- Risk Assessment, RA8 005 Breakout of Existing Carriageway-Surface
- Risk Assessment, RA9 003 Electricity - Underground Cables
- Risk Assessment, RA11 015 Trenching Machines
- Company form H&S 013 Permit to Dig
- Company form Working at Height Permit
- HSG 47
- The Job Planners and Office Administrators will work together to verify any sub-contractor the company selects to carry out any excavation works that are outside the capabilities of the company.
- Build 4 Growth are not permitted to excavate any deeper than what is stated in their insurance policies.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.18 Face Fit Testing

#### Purpose

This policy has been developed to highlight the need for face fit testing within Build 4 Growth Ltd to ensure its staff and sub-contractors are protected suitably from all hazards related to dust in the construction industry.

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## Policy

It is the policy of Build 4 Growth Ltd that all employees that will be exposed to dusts, fumes and vapours will have respiratory protective equipment (RPE), provided for them that is suitable and sufficient for the tasks they carry out. The employee will be qualitative face fit tested for this piece of RPE, and certificates issued and kept on record.

Labour only sub-contractors will be required to provide their own RPE, however Build 4 Growth Ltd will carry face fit testing to ensure that it is suitable sufficient.

If anyone who has been tested fails the face fit test, then the test will be repeated using a different piece of RPE until one is found that passes the test.

If Build 4 Growth Ltd are to offer work to agency workers, then it will be the responsibility of the worker being offered work, or the agency representing them to ensure they are face fit tested, and proof seen of this prior to work being agreed. If this can't be provided, then Build 4 Growth may offer to carry out the face fit test for a fee.

Prior to being face fit tested, the operative undergoing must be clean-shaven, clean-shaven meaning no more than 24 hours growth of facial hair, as this will affect the seal of the RPE to the operative's face. Operatives must also not eat, drink or smoke for at least 30 minutes prior to the test.

If the individual refuses to shave for the test or in general, then this will seriously jeopardise the effectiveness of the RPE. In these instances, this individual will be required to wear a full head covered RPE system. If the individual then refuses to wear this system, then local disciplinary procedures will take effect.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that sufficient funds are provided for RPE to be bought for all those that require it.
- The Health & Safety Manager will book in the face fit testing in the company Schedule so that the test can be carried out uninterrupted.
- The Health & Safety Manager will complete the required paperwork to show the results of the face fit testing and keep the results on record.
- Site Managers will check that all operatives on site have been face fit tested and that they are wearing the RPE they have been tested for. If the operative does not have the required face fit test, then they must be highlighted to the Health & Safety Manager
- Site Operatives must make the Health & Safety Manager aware if they have either not had a face fit test, or if they have met any of the requirements that require them to have a new face fit test. E.g. severe weight loss or weight gain and changes in dental construction.
- The Company Training Matrix will show who has had and hasn't had a face fit test.

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It will be explained to any operative undergoing the face fit test that they must be clean shaven prior to the test being carried out, and the importance of remaining clean shaven whenever using RPE in the future. If any operative refuses to shave, then Build 4 Growth Ltd will provide a full hood powered air respirator for employed operatives but may terminate the work for sub-contractors.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.19 Fire Safety

### Purpose

This policy has been developed to ensure that Build 4 Growth Ltd can employ effective measures to reduce the potential for fires and safely control any such incidents on sites to protect staff, members of the public and property.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will instigate all measures necessary to prevent fires from occurring wherever it conducts its business, and that substantial measures are in place to control any fire should it occur. Strict controls and permit systems will be instigated where the potential risk of fire occurring has been identified by the site health and safety plan. All aspects of the business are subject to this policy and subsequent control measures and emergency actions. This policy applies to all employees, consultants, contractors, and visitors.

All site and office-based operatives will be subject to mandatory annual Fire Safety Awareness training. Individuals who join the Company after annual training has been conducted will have specialist Fire Safety Awareness training scheduled as a matter of urgency to ensure compliance with this policy.

Build 4 Growth will follow any requirements regarding fire safety that are set out in their insurance policy and by any clients.

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Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make sufficient funds available for the purchase of sufficient fire safety equipment.
- The Health & Safety Manager will arrange the purchase, distribution, and training of fire safety equipment.
- The Health & Safety Manager will audit the suitability of the fire safety equipment within the company and on all sites during visits.
- The Health & Safety Manager will investigate any incidents that have resulted in a fire or the discharge of any fire safety equipment within the company.
- Job Planners will inform the Health & Safety Manager of any fire safety equipment that has been used or if any extra is required for the site that they are overseeing.
- Job Planners will create a Site Fire Risk Assessment for each job.
- Site Managers will inform Job Planners or the Health & safety Manager directly if any fire safety equipment has been used, is defective or if extra is required for the site that they are running.
- Site Managers will ensure that all emergency escape routes on site are always kept clear, so there is no delay in evacuation should the need arise.
- Site Operatives will inform the Site Managers if there have been any incidents where the use of fire safety equipment has been required.
- Company Training Matrix will show who has had training in fire safety.
- CITB Toolbox Talk Publication Sections C05 to C07.
- Risk Assessment RA5 014 Fire Control
- Risk Assessment RA5 015 Highly Flammable Products
- Risk Assessment RA12 008 Working Adjacent to & Accidental Activation of Fire Alarm Systems
- Company Form H&S 010 Hot Work Permit
- Company Form H&S 053 - Hot Works Checklist
- Fire Isolation Permit
- Fire Risk Assessment & Evacuation Plan

All staff working on behalf of the Company are responsible for ensuring that they comply with all fire prevention, fire control and emergency action procedures.

## Enforcement

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Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.20 First Aid

This policy has been developed to ensure that Build 4 Growth is able to provide adequate facilities, training, equipment, and personnel to provide first aid to both save lives and prevent further injuries.

### Policy

It is the policy of Build 4 Growth Ltd that adequate and appropriate training, equipment, and facilities are provided to enable first aid to be given if any person is injured or becomes ill at any Company workplace. All arrangements for providing first aid at each Company location shall be incorporated into the health and safety plans and current risk assessments. The company will ensure that all training is provided by a reputable and accredited training provider. This policy applies to all employees, consultants, contractors, and visitors to a site where electrical work is undertaken.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make sufficient funds available for training to be carried out and equipment to be purchased so that first aid provisions can be provided at all locations where Build 4 Growth Ltd conduct business.
- The Health & Safety Manager, along with the Office Administrators will work together to find a reputable training provider, and ensure they are verified prior to any training being conducted.
- The Health & Safety Manager, along with the Office Administrators will source and purchase the correct first aid equipment to allow all its employees and sub-contractors to provide a level of first aid care.
- Job Planners will make sure that they have operatives on site that are first aid trained and have the required first aid equipment.
- Site Managers will position the first aid equipment on site in a location that is easily accessible.
- Site Managers will inform all personnel during their induction on to site, the location of the first aid equipment on site, and who the first aiders are.
- First Aiders on site will make themselves aware of the locations of the first aid equipment on site, so there is minimal delay in providing first aid care for anyone that may be injured.

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- The Health & Safety Manager will conduct regular checks on all first aid equipment, to ensure it is in date and in good condition to use.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.21 Gas Safety

### Purpose

This policy has been developed to ensure that Build 4 Growth can conduct work involving gas products used in the construction industry including Natural Gas, Butane, Propane and Acetylene in a safe manner that does not unnecessarily risk injury or damage to people or property.

### Policy

It is the policy of Build 4 Growth Ltd that all work involving gas products shall be performed in a manner that does not unnecessarily increase the risk of injury or damage to workers, members of the public, other third parties and property. The company recognises the difference between working with gasses contained in cylinders and working with the installation or already installed gas appliances and services.

Only Gas Safe trained and competent persons will be permitted to perform work relating to the supply and installation of gas carrying vessels and products.

Only persons who have been deemed competent under accredited schemes shall be permitted to use cylinder-based gas equipment, e.g. welding and torch burning.

This policy applies to all employees, consultants, contractors, and visitors to a site where work involving gas or acetylene is undertaken.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

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- The Managing Director will facilitate the training needs required for all employed Gas Safe registered personnel to remain qualified and competent in their role.
- The Managing Director will ensure there is a provision for storing and using bottled gas safely.
- The Health & Safety Manager will ensure that all facilities provided for the safe use and storage of bottled gas are suitable and sufficient.
- All Gas Safe registered engineers will conduct their work in accordance with the accreditation.
- Job Planners will allocate all gas work to Gas Safe registered engineers.
- Job Planners and Site Managers will check the qualifications of all Gas Safe Operatives attending site.
- All operatives will inform the Job Planners or Office Administrators when any gas bottle is empty, so arrangements can be made for it to be exchanged.
- All operatives will make sure they secure gas bottles away, in the facilities provided at the end of each working day and when they have finished using them all together.
- Risk Assessment RA5 035 Gas Work-General
- CITB Toolbox Talk Publication Sections C06
- <https://www.gassaferegister.co.uk/>

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.22 Hand Arm Vibration Syndrome (HAVS)

### Purpose

The purpose of this policy is to show how Build 4 Growth Ltd will manage the risks that are associated with hand arm vibration and vibrating tools. Operatives will come into contact with vibrating tools on a daily basis and can cause permanent damage to operative's health. Whilst implementing measures to protect operatives.

### Policy

It is the policy of Build 4 Growth Ltd that they will use all methods of work that causes the least amount of vibration, to protect its operatives from the health effects of vibration. This includes the use of sub-contractors and specialist machinery wherever possible. On the occasions where operatives

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can't avoid being exposed to vibration, then they will record the amount of vibration they have been exposed to on the company HAV's Monitoring Form.

Operatives will identify the vibration magnitude for the tools they are using, then use the HSE Ready Reckoner Table or HAVi Monitors to record the vibration exposure, with the aim of keeping the exposure value as low as possible. If the level of vibration exposure reaches or is expected to reach a combined total of 100 points per day on the Ready Reckoner Table, then other methods of working must be explored.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will provide sufficient resources to support the reduction and monitoring of HAVS and the effect on operatives' health.
- The Managing Director will ensure sufficient funds are allocated within works to allow for sub-contractors and specialist tools to be used, to reduce the exposure of vibration to operatives.
- The Health & Safety Manager will produce suitable paperwork and procedures to allow operatives to monitor the vibration magnitude level whilst working.
- The Health & Safety Manager will continually review current legislation and best practice to ensure the company, and its operatives remain compliant.
- The Health & Safety Manager will provide training to all operatives on how to use the electronic HAVi Monitors, the Ready Reckoner Table and the HAVS Monitoring Form.
- Job Planners will always explore the options for sub-contractors and specialist equipment that will reduce the amount of vibration that operatives are exposed to.
- Job Planners will ensure they provide Site Managers with sufficient labour to share work that involves vibration.
- Site Managers will ensure that all operatives using vibrating tools on site complete the HAVS Monitoring forms.
- Site Managers will inform Job Planners if they require any more resources to help in the reduction of vibration exposure.
- Site Managers will control how work is shared around operatives on site, to ensure no one exceeds the daily limit.
- Site Operatives will ensure they complete the HAVS Monitoring forms on site.
- Site Operatives will inform Site Managers if they are approaching or have exceeded the 100 points on the Ready Reckoner Table.
- Office Administrators will ensure that enough HAVS Monitoring forms are in the site files when putting them together.
- Office Administrators will collect the HAVS Monitoring form information to allow the company to notice trends in works and tools that the company can improve on.
- Risk Assessment RA10 001 Abrasive Wheels & Cutting Discs
- Risk Assessment RA10 003 Vibrating Tools
- Company Form H&S 012 - HAVS Monitoring & Self-Assessment
- CITB Toolbox Talk Publication section B16 Hand-arm Vibration.

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## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.23 Handheld Mobile Devices & Driving

### Purpose

This policy has been developed to protect staff working for the Company, other road users, pedestrians and third parties from injury because of a driver not having sufficient control of a vehicle due to operating a handheld device.

Operating handheld devices while driving a vehicle is against the law, has been proven to significantly reduce the driver's ability to control a vehicle and has led to several unnecessary accidents. Using hands-free devices and other apparatus does not eliminate the risks.

### Policy

It is the policy of Build 4 Growth Ltd that all staff working on behalf of the Company can transport themselves and goods without unnecessarily risking injury to themselves or others. The use of a handheld device, while, operating a motor vehicle is prohibited in any Company vehicle or vehicle being used in relation to the Company's activities. This includes private vehicles.

All Person working for Build 4 Growth Ltd will have their driving licence checked prior to them carrying out any work or being authorised to use any company vehicle.

Build 4 Growth Ltd reserve the right to refuse anyone it employs, either as a sub-contractor or on fulltime employment, the ability to drive company vehicles. This policy applies to all employees, consultants, and contractors.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

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- The Managing Director will provide suitable and road legal vehicle for all personnel to use.
- The Health & Safety Manager will inform all personnel of any significant changes to legislation that will affect how they operate their vehicles.
- Job Planners will ensure that suitable vehicles are assigned to all operatives, so that they are able to carry out their task safely.
- Office Administrators will monitor when vehicles are due to have routine maintenance and book it in to be carried out in a timely manner, so that vehicles stay road worthy and legal.
- All operatives assigned a vehicle to use, will do so in accordance with the UK Highway Code and relevant legislation.
- All operatives assigned a vehicle to use will check its road worthiness prior to use and report any defects to the Office Administrators so that repairs can be booked in at the earliest opportunity.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Those who do not comply with current legislation may also be liable to a fixed penalty fine, penalty points on their license and possible criminal prosecution, which could result in either a driving ban or imprisonment.

## 3.24 Health & Safety Meetings

### Purpose

This policy has been developed to ensure Build 4 Growth is able to promote and maintain a safe and healthy working environment and to proactively engage with both workers and outside agencies.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will conduct regular scheduled health and safety meetings to assist with assessing and auditing the Company's current arrangements and their effectiveness. The Company will disseminate the outcomes of these meetings amongst the workforce and appoint individuals to instigate policy and/or procedural changes where necessary. This policy applies to all employees, consultant, and contractors conducting work for the Company.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the

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implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will facilitate the health and safety meetings by setting side time for relevant people to attend the meetings.
- The Managing Director is responsible for the scheduling of such meetings and ensuring the attendance of nominated individuals.
- The Health & Safety Manager will compile an agenda for each meeting. That will cover all health and safety issues that need bringing to the attention of the managing director.
- The Health & Safety Committee also meet regularly and will comprise of appointed personnel specific to health and safety issues the company are facing at the time. The committee will offer a platform for staff to voice their opinion, offer technical expertise in decision making as well as being involved in the implementation of health and safety procedures.
- Toolbox Talks and letters will be used to cascade any information that comes from the health and safety meetings.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.25 Occupational Health Surveillance

### Purpose

This policy has been developed to help identify acute and chronic health effects that may have an impact on staff working for the Company, to allow early intervention or treatment if required.

### Policy

It is the policy of Build 4 Growth Ltd that they will provide regular health screening for anyone that it employs. Teir 1 questionnaires will be required to be filled in by staff on an annual basis. Every three years, employees will be sent for Teir 2 assessments at an occupational health professional. Anything that is highlighted as a potential health concern, will be raised to the Managing Director and Health & Safety Manager, so that appropriate corrective actions can be taken to manage the concerns raised.

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Operatives that have issues highlighted will also be advised to see their GP for further advice on any issues raised.

A part of their employment, the Company will require potential employees to complete a Pre-Employment Medical Health Questionnaire, to highlight any pre-existing health concerns.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will allow any operative selected to undertake an occupational health assessment or GP appointments, the time away from duties to attend the appointment.
- The Managing Director will support any changes that need to be made to facilitate any individual's health needs.
- The Health & Safety Manager will discuss in private, any findings from the occupational health assessments or GP's that may require action to be taken, to reduce the impact that work is having on an individual's health.
- The Health & Safety Manager will suggest and help implement any changes that need to be made to accommodate anyone's health needs.
- Job Planners will allocate work whilst considering the need for operatives to attend the appointments at certain times. Once the appointments have been made, they can't be changed, otherwise the company will incur charges from the occupational health company.
- Operatives that have been nominated to attend an occupational health assessments or GP appointments will ensure that they do so, share confidentially and follow any instructions given to them by the occupational health assessment provider.
- Office Administrators will securely file any results from the occupational health assessments or GP notes.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.26 Hot Works

### Purpose

This policy has been developed to ensure that Build 4 Growth can employ effective control measures to reduce the risk of fires occurring from hot works to protect staff, public and property.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will instigate a hot work permit system on all sites no matter their size, and where there is no practical alternative to hot works. All safety and control measures identified in the relevant accompanying risk assessment are to be implemented before a permit assessment can begin. All steps of the company's hot works permit must always be followed. This is to highlight to all concerned that all reasonable control measures were put in place prior to hot works commencing. This policy applies to all employees, consultants and contractors conducting hot work.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Manager will create and review the companies associated Risk Assessments and Hot Works Permits to ensure all control measures are put in place, reducing the risk of incidents involving hot works.
- The Health & Safety Manager will consult with the Company's insurance provider to ensure Hot Works adhere to all requirements of the insurance.
- Job Planners will always consider ways of avoiding hot working when planning works. This may include getting other companies to deliver items already cut to size or using plastic pipe work to avoid soldering.
- Site Managers will inspect the area of hot works for hazards and sign off any Hot Work Permits required for the site.
- Site Managers will highlight to Office Administrators if they require any additional Hot Works Permits.
- Site Managers will issue and close all Hot Works Permits. One permit must be issued per area of hot work on each site.

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- Site Operatives will read and follow all the instructions on the Hot Works Permit and associated Risk Assessments.
- Office Administrators will ensure that sufficient Hot Works Permits are printed off and included in any site file that has been created.
- Company Form H&S 010 Hot Work Permit
- Company Form H&S 053 - Hot Works Checklist
- Risk Assessment RA5 014 Fire Control
- Risk Assessment RA5 015 Highly Flammable Products
- Risk Assessment RA6 007 Working with Bitumen for Jointing
- Risk Assessment RA10 001 Abrasive Wheels & Cutting Discs
- Risk Assessment RA10 005 Welding – Soldering
- Risk Assessment RA10 006 Liquid Petroleum Gas (LPG)
- Risk Assessment RA10 010 Bitumen Boilers
- Risk Assessment RA10 012 Handheld Blowtorch

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.27 Housekeeping

### Purpose

This policy has been developed by Build 4 Growth to protect all employees, contractors, service providers, customers and visitors from injuries resulting from trips, slips, and falls due to poor housekeeping.

### Policy

It is the policy of Build 4 Growth Ltd that our entire workforce maintains the highest levels of housekeeping on all sites to minimise the risk of injuries due to subsequent trips, slips and falls. The implementation of this policy will require effective measures to be planned at the pretender stage and rigorous monitoring during the work phase to ensure the good order of the site. This policy applies to all employees, consultants, contractors, customers and visitors to any site or office.

### Implementation

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Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that sufficient budget is allowed during the pretender phase for the hire of waste management facilities and storage cabins where required.
- The Health & Safety Manager will inspect sites during audits and suggest improvements for housekeeping where and when required.
- Job Planners will ensure that sufficient waste management and material storage is provided for all sites in a timely manner.
- Site Managers will regularly inspect the site they are on to ensure that housekeeping throughout the site is to a good standard.
- Site Managers will inform Job Planners in plenty of time when any skips need to be replaced, so they can be exchanged in plenty of time.
- Site Operatives will regularly tidy up their working area throughout the day to ensure good housekeeping throughout the site.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.28 Inspections & Reports

### Purpose

This policy has been developed to ensure Build 4 Growth is able to carry out high-risk construction work in a safe and efficient manner that does not unnecessarily risk injury or damage to either people or property.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will implement systems of inspections and reports to comply with legislation, be suitable and sufficient for the companies needs and keep all records of these inspections for use in audits and investigations. Competent individuals that are trained or

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appointed by Build 4 Growth Ltd, will be designated to carry out inspections throughout the company. Ranging from daily housekeeping inspection to full health and safety audits of sites. Copies of all reports will be held on the company's database for internal auditing, defect reporting and use in providing evidence to any other third party requesting the information. Findings from inspections and reports will regularly be cascaded to all staff, to allow clear passage of important information. Inspections and reports will be carried out at intervals required by current legislation and as required by Build 4 Growth Ltd. This policy applies to all employees, consultants and contractors working on sites where such systems of inspections and reports are in operation.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will allow sufficient time and resources to be allocated for inspections and reports to be created.
- The Health & Safety Manager will be primarily responsible for arranging, carrying out and recording inspections. Whether this is by inspecting themselves or arranging a competent person to inspect the relevant subject. E.g. lifting gear or working at height equipment.
- The Health & Safety Manager will arrange for the information gathered by inspections and reports to be cascaded down to all members of the company, ensuring that all information is understood.
- The Health & Safety Committee will meet regularly to discuss any findings in reports and inspections. Particularly areas that may reoccur as problems the company is facing.
- Job Planners will ensure that all relevant information from pre-work inspections are included in all site files and job cards. E.g. asbestos reports.
- Job Planners will ensure that any information arising from inspection and reports during the work activity is cascaded to all those on site.
- Site Managers will carry out weekly site inspections and record them on the B4G Site Manager Weekly Inspection Record Form
- Site Managers will include any relevant information from inspections and reports in any site inductions carried out.
- Site Managers will cascade any new relevant information to all operatives on site at the earliest opportunity.
- Principle Designers will inform Job Planners and Site Managers of any information arising from inspections that will have an impact on the effectiveness and safety of any works being carried out.

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- Site Operatives will report any defects or hazards, on equipment, materials and in their working area to the Site Manager, Job Planner or Health & Safety Manager during pre-use checks.
- Office Administrators will ensure that all site files are checked for the correct information prior to being sent to site. This information will include inspections and reports gathered at the pre-construction phase.
- Appointed Persons, whether this be competent trades/companies or Site Operatives, will, if required to do so, carry out inspections on equipment and report their findings to the company. All persons required to do this will not be asked to carry out inspections they are not qualified to do or not feel confident doing. All Appointed Persons will be asked to provide evidence to state that they are qualified to carry out any inspection they have been /requested to do.
- Site Audit Pro App
- Company Form H&S 003 - Accident-Incident-Dangerous Occurrence Near Miss Report Form
- Company Form H&S 003(A) - Accident-Incident-Dangerous Occurrence Witness Form
- Company Form H&S 007 - Construction Site Audit Form
- Company Form H&S 007a - Construction Site Audit Report Form
- Company Construction Phase Plans
- Third Party Inspection Reports
- Company Training Matrix
- Company Accident Record Master Log
- Management Review Meetings

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.29 Insurance

### Purpose

This policy has been developed to ensure that Build 4 Growth has adequate measures to deal with any incidents of liability whilst conducting its normal operations.

### Policy

It is the policy of Build 4 Growth Ltd that all employees, consultants, and contractors working on behalf of the Company will have adequate insurance cover for conducting and completing their work.

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All employees will submit any required documentation to allow them to be covered under the company's insurances.

Sole traders that provide labour only for Build 4 Growth Ltd, are required to have public liability insurance, to the minimum cover of £2 Million.

All companies that have employed personnel working for them, will be required to have public liability and product liability cover, to the minimum value of £5 million.

They will be kept securely on record in accordance with GDPR Regulations. Annual updates will be required to be supplied when the policies expire.

All contractors and consultants working on behalf of the Company are responsible for declaring if a proposed or scheduled job would exceed the limits of their insurance cover and to lease with the Company to make additional arrangements.

This policy applies to all employees, consultants and contractors working on behalf of the Company.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Job Planner will request the insurance information for contractors and employees in advance of any works starting, so they can be checked and verified.
- Employees will provide all information required so they can be added to Build 4 Growth Ltd insurance policies e.g. company vehicle insurance.
- Company Form HR 007 - Contractors Pre-Qualifying Questionnaire (PQQ)
- Company Policy – Use of Sub-Contractors

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.30 Ladder Work

### Purpose

This policy has been developed by Build 4 Growth to protect all employees, contractors, service providers and consultants who are required to work from ladders or steps while carrying out their duties.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will avoid working from Ladders or Step Ladders wherever possible by finding an alternative means of accessing the at height working area. Where this is not possible the amount of time an operative must work from Ladders or Step Ladders will be reduced to a minimum and will not exceed 30 minutes for any one period of light work. If the working duration is likely to last longer than 30 minutes, then other means of working at height must be implemented. E.g. tower scaffolds and fold out platforms. Only Industrial Duty (Class 1) ladders which are designed for a Maximum Static Vertical Load (MSVL) 175kg or Trade Duty (previously Class 2, but now EN131) designed for a MSVL 150kg will be used. All ladders must be prevented from slipping by tying off the stiles near the head of the ladder, and a suitable and sufficient method near the foot of the ladder. E.g. footing of the ladder or an anchor bolt with ratchet strap. All electrical work carried out on ladders will be always done on non-conductive ladders.

All Ladders must be inspected prior to use each day, for any damage or defects. Any damage to the ladders must be highlighted to Build 4 Growth Ltd, as soon as it is identified, so repairs or replacements can be arranged. Under no circumstances will damage ladders be used.

Records of ladder inspections will be held at Build 4 Growth Ltd office and will be available on request.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Company Ladder Inspection Records
- Company Asset Tagging System
- Risk Assessment RA7 010 Ladders

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## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.31 Lifting Operations

### Purpose

This policy has been developed to ensure that all lifting operations carried out, are done so in the safest way possible, in a way that minimises the risk to employees, sub-contractors, third party contractors, public and structures. This policy is aimed at covering lifting operations that involve machinery and lifting equipment, as well as lifting through manual handling.

### Policy

It is the policy of Build 4 Growth Ltd that all lifting operations will be correctly planned, and where required, carried out by operatives that have undergone proper training and have suitable experience. If Build 4 Growth Ltd do not have any employees that can carry out lifting operations and create lifting plans, then this work must be sub-contracted out to a company that meets the requirements. A lifting plan must be in place, agreed and understood by all operatives involved in lifting operations prior to work commencing.

All equipment and lifting gear used in these operations must be suitable, sufficient and have a Safe Working Load (SWL) that exceeds the weight of the items being lifted. This equipment must be inspected prior to use, to ensure it is free from damage and defects.

If there is any doubt as to the capability of the operatives involved, the lifting equipment involved, the stability of the load or any other aspect that may affect the safety of the lift, then all operations must stop immediately. The lifting plan must then be reviewed and alternative methods for lifting be identified.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make available all the resources required to carry out safe and effective lifting operations.

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- The Managing Director will provide suitable and sufficient training to employees, to ensure they can carry out safe lifting operations.
- The Health & Safety Manager and Job Planners will work together to plan safe and effective lifting operations on site.
- If any lifting operations are deemed too technical or dangerous for Build 4 Growth Operatives to complete, then specialist contractors will be engaged to carry out the works.
- Job Planners will arrange for the suitable and sufficient lifting equipment to be available on site for all Site Operative to use.
- Job Planners will ensure any temporary works plans and equipment required to support the lifting operations have been provided.
- Job Planners will ensure that all weights of equipment/materials being lifted are made available.
- Temporary works plans will be signed off by a structural engineer where appropriate.
- Site Managers will ensure that the location where lifting operations are taking place, are suitable at the time of lifting.
- Site Managers will ensure that any temporary works supporting the lifting operations are in place prior to the lift being carried out.
- Site Operatives will use all equipment provided as intended, and not outside of its design or capability.
- All lifting equipment provided will have a safe working load (SWL), greater than the maximum load being lifted.
- Any lifting equipment provided must have suitable inspection records as per PUWER regs.
- Risk Assessment RA5 016 Manual Handling
- Risk Assessment RA7 015 Gin Wheel
- Risk Assessment RA7 016 Passenger Hoists
- Risk Assessment RA11 005 Mobile Elevated Platforms
- Risk Assessment RA11 008 Crane Operations
- Risk Assessment RA11 009 FLT'S & Telehandlers
- CITB Toolbox Talk Publication section C20 Lifting Equipment
- CITB Toolbox Talk Publication section C19 Lifting Operation

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.32 Lone Working

### Purpose

This policy has been developed to ensure that the potential increased risk to Lone Working individuals is reduced as far as reasonably practicable and to comply with Build 4 Growth Ltd.'s duties under the

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relevant legislation. The policy is designed to cover operatives that are lone working, with no other contractors, clients, and office workers, members of the public or anyone else that can regularly check on the welfare of the operative.

## Policy

It is the policy of Build 4 Growth Ltd that Lone Working will be avoided wherever possible with additional personnel planned to sites wherever practicable. Where Lone Working is unavoidable, the operative lone working, will call the Job Planner on arrival at site, each hour thereafter and on leaving the site. Where a Lone Worker has not rang at a specified time the Job Planner will call them to check on their welfare and ask why they did not call when they were required. If communications are not established within 20 minutes of a missed reporting time, someone will be sent to site to physically confirm the wellbeing of the Lone Worker and re-establish communications.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Job Planners will aim to avoid operatives lone working at all times by arranging sufficient labour for each job.
- Job Planners will call the operative to check on their welfare if the operative falls to call at the agreed time.
- Lone working operatives will call the Job Planner at intervals agreed, to confirm their welfare.
- Risk Assessment RA5 002 Lone Working.
- Risk Assessment RA5 003 Lone Working (Not Permanently Site Based).

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment.

### 3.33 Managing Staff with Existing Health Issues

## Purpose

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This policy has been developed to detail how Build 4 Growth Ltd will assist its employees who already have, or have developed health issues that may affect their health, safety and welfare whilst carrying out the duties of Build 4 Growth Ltd.

## Policy

It is the policy of Build 4 Growth Ltd that they will treat each case of persons with existing health issues as an individual and make the best adjustments possible to accommodate the individual's needs. Build 4 Growth Ltd provide the individual with an emergency medical information tag, which will contain important medical information to pass on to the emergency services, should the situation arise where they need medical treatment.

Each case will be kept confidential, with only people needing to know, being told what the individuals health issues are. Permission for this information to be shared will be sought with the individual concerned. For example, Site Managers being informed so they can monitor the individual whilst on site.

The individual experiencing ill health, will be consulted with by Build 4 Growth Ltd, to ensure that an agreement can be made how to best adjust for their needs. This agreement will be put into writing and signed by the individual and Build 4 Growth Ltd.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that sufficient resources are provided to implement any adjustments that need to be made, to allow anyone with health issues to work safely and comfortably.
- The Health & Safety Manager will arrange a meeting with the person involved to discuss any adjustments that need to be made by Build 4 Growth Ltd.
- The Health & Safety Manager will ensure that suitable and sufficient adjustments are made and consult with the individual to make sure they are adequate, or if further changes need to be made.
- The Health & Safety Manager will issue the individual with an emergency medical history tag, they must always keep on them.
- All stakeholders required to be informed of the medical condition and the adjustments to be made will be done so by the Health & Safety Manager and Job Planners, so that the agreements made are implemented on site.
- Site Managers are to ensure that agreed processes are implanted and maintained whilst on site.
- The person experiencing ill health will adhere to the agreements set out in the joint meeting with Build 4 Growth Ltd

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- The person experiencing ill health will inform Build 4 Growth Ltd at the earliest opportunity if any circumstances change, so that further adjustments can be made if required.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.34 Manual Handling

### Purpose

This policy has been developed to protect all employees, consultants and contractors working on behalf of the Company from injuries relating to manual handling.

Manual handling of loads increases the risk of developing musculoskeletal disorders (MSD) to operatives. Using correct manual handling techniques will not prevent all MSD and will require an efficient reporting and support procedure for all operators who are affected.

### Policy

It is the policy of Build 4 Growth Ltd that manually moving materials and equipment will be avoided whenever possible, and mechanical aids will be used. Where this is not possible, all operatives will use correct manual handling techniques where it has been deemed necessary to manually move loads and mechanical assistance is not practicable. All manual handling injuries are to be reported immediately to the operator's line manager and investigative action to be implemented. This policy applies to all employees, consultants and contractors working on behalf of the Company.

All site and office-based operatives will be subject to mandatory annual Manual handling Training. Individuals who join the Company after annual training has been conducted will have specialist Manual Handling training scheduled as a matter of urgency to ensure compliance with this policy.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the

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implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Site Operatives will carry out manual handling as they have been instructed to do so by their training provider.
- Job Planners and Site Managers will co-ordinate and arrange for either sufficient personnel, or the correct mechanical means to carry out manual handling safely.
- Where required, the Health & Safety Manager will assist in selecting suitable mechanical methods for manual handling.
- The Health & Safety Manager and Office Administrators will identify an accredited training provider to deliver manual handling training to all staff.
- Office Administrators will identify when refresher training is required and arrange for this to be undertaken before the training expires.
- All staff employed and sub-contractors must report any accidents, injuries or near misses to the Health & Safety Manager at the earliest opportunity.
- All Build 4 Growth employees identified to attend training, must do so under the HASAWA 1974
- Manual handling training provided by accredited outside training providers.
- Risk Assessment RA5 009 Movement of Stores
- Risk Assessment RA5 016 Manual Handling
- Risk Assessment RA5 017 Manual Handling - White Goods

NOTE: There are several other Build 4 Growth Ltd risk assessments that refer to manual handling in them, however the ones mentioned in this policy are more specific to manual handling.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.35 Mental Wellbeing, Health & Fatigue

#### Purpose

This policy has been developed to help identify mental health issues and fatigue in employees at an early stage. The policy aims to identify these issues and implement control measures at the earliest opportunity. Control measure will be implemented on a case-by-case basis and tailored to everyone's needs.

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## Policy

It is the policy of Build 4 Growth Ltd that they will provide training and support to all its employees on mental health and fatigue. The training will aim to provide employees with the relevant knowledge to identify issues with mental health both in themselves and in others. Build 4 Growth Ltd will then support any individual the best they can, whilst meeting the employee's needs and the needs of the business. Each case will be dealt with on an individual basis, to ensure support is tailored the best it can be for each employee.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make available all resources required to support this policy. Resources may include time off or therapy (the list is not exhaustive), however the support is at the discretion of the Managing Director
- All personnel will bring to the attention of management if they, or they believe someone else is suffering from fatigue or issue of mental health, at the earliest opportunity.
- Build 4 Growth Ltd and any employee concerned will co-operate to develop a plan, to best resolve any issue of fatigue or mental health.
- Build 4 Growth Ltd will support any plan developed for the employee by third party stakeholders such as GP's or other health professionals.
- Any employee concerned will adhere to the plan to the best of their ability, and give regular updates to Build 4 Growth Ltd.
- Any employee currently receiving support, which feels they require more, should raise this to Build 4 Growth or their third-party support network as soon as possible.
- Build 4 Growth Ltd will keep in regular contact with any employee concerned for "Welfare Check Ups".
- Build 4 Growth Ltd will keep a secure record of all issues, plans and discussions held with any employee, so that an accurate log is kept, should it be needed to refer to at later dates.
- iHASCO online training video's

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.36 Noise Control

### Purpose

This policy has been developed to ensure that Build 4 Growth is able to control the level of noise produced by its operations to prevent unnecessary injury or long-term ill health effects to workers and third parties.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to control and limit the noise of its operation to reduce the risk of injury and nuisance to both workers and third parties. Wherever possible, noisy works will be avoided, limited to a minimal time or conducted when and where the minimal number of personnel are affected by the works. Suitable and sufficient PPE will be provided to all operatives and any third party in the vicinity of works.

Wherever possible noisy works will be conducted off site and by third party companies, avoiding the need for operatives to be exposed to high levels of noise. E.g. Ordering of steel to exact sizes required to avoid the need to be cut on site.

All employees will be subject to annual health screening that will include hearing tests. This is so Build 4 Growth Ltd can monitor the hearing levels of their employees and take effective measures to avoid the deterioration of employees hearing.

This policy applies to all employees, consultants, contractors, customers and visitors to both sites and the Company's premises.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Manager will monitor noise levels when visiting sites and advise on actions that need to be taken to reduce or prevent noise levels.

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- The Health & Safety Manager will arrange for occupational health screening of all employees to monitor hearing levels and enable Build 4 Growth Ltd to act in preventing anyone's hearing becoming worse.
- The Health & Safety Committee will discuss what levels of PPE are required and suitable for tasks that will be undertaken on site. E.g. The type of ear defence and compatibility with other PPE.
- Job Planners and Office Administrators will co-ordinate to ensure that suitable and sufficient PPE is provided for all personnel on site, with consultation from the Health & Safety Manager if required.
- Job Planners will co-ordinate with site contacts to agree actions surrounding noise levels and communicate these with Site Manager and Site Operatives
- Job Planners and Site managers will co-ordinate to identify any way of avoiding noisy operations on site, or how the noise levels can be reduced.
- Site Managers will monitor the levels of PPE that all Site Operatives are always wearing, ensuring that it is suitable and in good working order for the tasks they are carrying out.
- Site Operatives will always wear hearing protection whilst carrying out loud works, as per the Build 4 Growth Ltd Health & Safety Induction, and site rules.
- Site Operatives will bring any defective PPE to the attention of the Health & Safety Manager or the Job Planner, so replacements can be issued.
- Permit To Work - Loud Operations
- Risk Assessment RA5 018 Noise

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.37 Personal Protective Equipment (PPE)

#### Purpose

This policy has been developed to ensure that Build 4 Growth Ltd is able to provide protective equipment (PPE) to all workers employed by the Company to prevent unnecessary injury or ill-health. Build 4 Growth Ltd recognises that PPE should be the last line of protection against anything that may cause injury or ill-health to its employees or sub-contractors. However, when PPE is required, the company will provide suitable and sufficient PPE.

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## Policy

It is the policy of Build 4 Growth Ltd to provide PPE to all employees and labour only sub-contractors for all tasks they are required to carry out. The company will also provide any PPE required to sub-contractors, consultants, and other external parties as an additional control measure during activities that may affect these people, but may not be directly involved in.

All PPE provided by the Company will be fit for purpose, serviceable and comply with both UK and EEU legislation. PPE will be stored in such a manner that it does not negate or degrade its protective qualities. All PPE will be thoroughly checked prior to use and will be suitable for the task it is to be used with. This policy applies to all employees, consultants, contractors and visitors to sites where PPE is required.

Any PPE that requires specialist training or fitting, will be done so by a qualified and competent person.

Any Build 4 Growth Ltd employee found to be misusing or damaging PPE provided by the company to them, may be subject to disciplinary action.

All contractors working on behalf of the company at Build 4 Growth sites will wear safety boots, construction suitable trousers (no shorts unless suitable risk always assessed and deemed safe) and high visibility clothing as a minimum. Other PPE is subject to the specific risk assessment for the work being undertaken.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that sufficient funds are made available to purchase PPE that is suitable and sufficient for all Build 4 Growth Ltd Employees, Sub-contractors and third parties that may be affected by the company's actions.
- The Health & Safety Committee will consult on the purchase and provision of PPE, so that all items that are bought are suitable and sufficient for the tasks that will be carried out.
- The Health & Safety Manager and the Office Administrators will co-ordinate to arrange any specialist training or fitting of PPE required to be worn.
- Job Planners will try to plan works so that risks are kept to a minimum, with a view wherever possible, to keep the levels of PPE to a minimum also.

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- Job Planners and Site Managers will ensure that all operatives and third parties on sites are provided with all PPE required by Clients and Build 4 Growth Ltd.
- All Operatives will report any damaged or faulty PPE as soon as possible to the Health & Safety Manager or the Job Planner so that replacements can be issued.
- All Operatives will use any PPE provided in the manner it is intended, and challenge anyone who is seen not wearing PPE correctly.
- The company Training Matrix will show who has undergone any specialist training or fitting of PPE that is required.
- All Build 4 Growth Ltd Risk Assessments will refer to any PPE that will be required to be worn when carrying out task.
- All Build 4 Growth Ltd COSHH Assessments will refer to any PPE that will be required to be worn when carrying out task.
- Manufactures guidance that are provided with tools will identify PPE that will be required to be worn when operating the tool.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.38 Portable Electrical Equipment

#### Purpose

This policy has been developed to ensure that all work equipment used by Build 4 Growth complies with current legislation, maintained in a safe manner and that records are kept of this maintenance to prevent the risk of injury or damage to people or property.

#### Policy

It is the policy of Build 4 Growth Ltd that all electrical work equipment will have PAT testing carried out at periodic intervals in line with current legislation to ensure that this equipment does not unnecessarily increase the risk of injury or damage to workers, members of the public, other third parties and property. Build 4 Growth Ltd will ensure that all work equipment used complies with current legislation and is maintained in a safe manner and that records are kept of this maintenance to prevent the risk of injury or damage to people or property as detailed in the following legislation.

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Where clients require the company to have portable electric tools tested before entering site, Build 4 Growth Ltd will either test the tools themselves and provide evidence to the client, or hand over the tools to be tested by the client themselves.

Wherever possible, Build 4 Growth Ltd will only use battery powered or 110v tools. Whenever this is not possible, 240v tools may be used but only with the correct RCD protection in place and with the agreement of the client.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that sufficient resources are made available to allow PAT test to be carried out.
- The Health & Safety Manager will ensure that regular PAT testing is carried out within the company.
- Site Managers and Site Operatives will assist in identifying any tools that require PAT testing and raising the issue with the Health & Safety Manager to arrange for testing to be carried out.
- Appointed Persons that have undergone training to carry out PAT testing, will test tools when instructed to do so by the Health & Safety Manager, or if they identify any tools themselves that require testing.
- Office Administrators will keep records of what tools have been tested and what need testing.
- The Asset Tagging System will be used by the Office Administrators to log when each tool was last tested and when it next requires testing.
- Each tool will be given a unique ID number so that it can be easily identified on the Asset Tagging System.
- Each tool that has passed the PAT test will be identified with a GREEN PAT test sticker as a visual aid to show it has been tested and passed.
- Any tool that fails the PAT test will be removed and discarded in a safe and appropriate manner.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.39 Provision of Welfare Facilities at Fixed & Transit Sites

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## Purpose

This policy has been developed to ensure Build 4 Growth Ltd is able to provide suitable and reasonable welfare facilities at fixed and transit sites to assist its workforce in effectively delivering services. The policy aims to deliver suitable welfare facilities to all operatives depending on the individual's needs.

## Policy

It is the policy of Build 4 Growth Ltd that the Company will provide welfare facilities for all its fixed sites, and where possible plan with private and public customers to share existing welfare facilities.

Where shared access to private or public facilities has been deemed the only practicable possibility of ensuring welfare facilities for workers, the Job Planner shall obtain permission in writing from the proprietor at least a week in advance of the proposed work starting.

Where shared facilities are not possible, then fixed mobile welfare units will be utilised to provide the necessary welfare arrangements required.

Particularly dirty or hazardous work shall be subject to special consideration and the provision of suitable welfare facilities in such cases shall be deemed a crucial component in the pricing and acceptance of such work.

All welfare facilities will be left clean and tidy at the end of each working day and kept in a state you would be expected to always find them in.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Manager will co-ordinate with the Job Planners to agree on what welfare facilities are best suited for each site.
- The Job Planners will arrange for the agreed welfare facilities to be agreed or delivered to site.
- Job Planners will arrange with Build 4 Growth Operatives to connect utilities to the welfare unit where required.
- Site Managers will inspect on acceptance, and monitor the welfare facilities on site, and arrange for the cleaning, emptying repairs or removal from site through the Job Planners

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- Site Operatives will use all welfare facilities provided with respect, and leave the clean, tidy and in a state, they would expect to find them.
- Site Operatives will report any issues with the welfare facilities provided at the earliest opportunity, so that arrangements can be made to resolve them as soon as possible.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.40 Risk Assessments & Method Statements (RAMS)

### Purpose

This policy has been developed to ensure that Build 4 Growth is able to thoroughly assess the risks associated with the work it carries out. The aim as far as is reasonably practicable, is to reduce these risks to a manageable and workable level to prevent accidents, unnecessary injuries, near misses or ill health.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will conduct and produce three types of written risk assessments for all the works that it carries out. These will be known as:

- Generic Risk Assessments
- Risk Assessments Method Statements (RAMS)
- Job Specific Risk Assessments

These will be aimed at covering all works and operations that Build 4 Growth Ltd carry out. Where required either by client or high-risk work deems necessary, a specialised risk assessment will be carried out by the Health & Safety Manager and Job Planners.

### Generic Risk Assessments

The generic risk assessments have been produced to cover works that are commonly undertaken on a day-to-day basis by Build 4 Growth Ltd. These generic risk assessments are available in hard copies and electronic files via the Build 4 Growth Ltd file sharing system, such as the B4G Portal or OneDrive.

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The risk assessments will be reviewed on a 12 monthly basis, following any accidents, near misses or advised to do so by an outside organisation.

The generic risk assessments are numbered and referred to on all blank RAMS templates, this is so that anyone filling out the RAMS can use the tick boxes next to the numbered risk assessment, to highlight which ones apply to the works being carried out.

Should the situation arise where more specific risk assessments need to be carried out, e.g. during high-risk activities, then this will be done to cover the works been undertaken. These more specific risk assessments, once approved, will be kept on record with that job unique reference number (URN).

Should a client require a more specific Risk Assessment for the works being carried out, then these will be done and sent to the client for their approval. Once approved, these more specific risk assessments will be kept on record with that job unique reference number (URN).

## **Risk Assessments Method Statements (RAMS)**

Risk assessments method statements (RAMS), will be completed by the Job Planners before the start of any works. The RAMS are a document that give an overview of all the risks, control measures and method of works for the job.

The RAMS explain how the works will be completed, site rules, highlight what generic risk assessments are applicable for the works, what COSHH assessments are required, what PPE is required for the site, what permits will be required, the tools that will be used, any site-specific information and the facility for the RAMS to be amended.

The RAMS will be amended if there is any change in the works to be conducted, or if there are any changes in the risk on site.

RAMS will be submitted to the client for inspection. If during the inspection, anything is required to be amended, then this will be raised by the client with the Job Planner and the required amendments made.

Once the client is happy with the RAMS, confirmation will be sent to Build 4 Growth Ltd via the Job Planners, and work can begin.

## **Job Specific Risk Assessments**

Job Specific Risk Assessments is a very similar document to the RAMS and will be carried out by all operatives on site to cover the work that they will be specifically doing. As all parts of the RAMS for the job may not be relevant to each operative, the job specific risk assessment will highlight what areas of the RAMS are relevant to the operative completing them, as well as demonstrating that the operative

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has thought about the risk to themselves, others and control measures for the works they are carrying out.

The Job Specific Risk Assessment will need to be either amended or renewed when:

- If the works the operatives are conducting change and are not covered in the original risk assessment
- If conditions on the site change and effect the work being carried out
- At the start of a new working week, even if the work being carried out are the same.
- When the operative leave site for a period longer than 24 hours and returns to the same site to carry out works. This is in case anything on site has changed, that may have effected the risk posed to them.

All Job Specific Risk Assessments must be handed in with the site file for sample audits to be completed. It is permitted for more than one person to sign on to the same Job Specific Risk Assessment, as long as the work being conducted is the same by each person involved. For example, an operative and their apprentice or more than one qualified operative working together.

## Method Statements

The Method Statement will make up part of the RAMS and the Job Specific Risk Assessment, named as "Work to be conducted (methodology)",

The method statement will explain in detail, what work is required to be completed, and how it will be completed. The method statement for the RAMS will cover what work needs to be completed across the whole site. Whereas the method statement on the job specific risk assessment will go into more detail for the individuals work to be conducted and the way in which it will be completed.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Manager will create Generic Risk Assessments when new risks are identified by the company.
- The Health & Safety Manager will review the existing Generic Risk Assessments on a 12 monthly basis, or if any accident, incident or near miss occurs in the company where control measures need to be reviewed.
- The Health & Safety Manager will assist the Job Planners in creating the RAMS if required.

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- The Health & Safety Manager will take random samples of Job Specific Risk Assessments for auditing.
- The Health & Safety Manager will create risk assessments for high-risk activities when required to do so by any client or deemed necessary due to the high-risk nature of the works.
- Job Planners will complete RAMS for all works to be carried out, with the assistance of the Health & Safety Manager if required.
- Job Planners will make amendments to the RAMS when situations arise where they are required to do so.
- Job Planners will co-ordinate with Site Managers prior to any works commencing in a pre-start meeting. This will ensure they understand the RAMS and to give the Site Manager a chance to raise any issues they may have before works start.
- Site Managers will communicate any issues with the RAMS to either the Job Planners or the Health & Safety Manager at the earliest opportunity.
- Job Planners and the Health & Safety Manager will co-ordinate with the Principal Designers, to help with any temporary works and to assist in designing out any hazards and risks in the methodology.
- Site Managers will check that all Site Operatives have completed a Job Specific Risk Assessment, and that they are up to date.
- Site Managers will sign the RAMS to show they have read and understood them.
- Site Operatives will complete a Job Specific Risk Assessment for all sites they attend and keep them up to date as their works change, or if they re-attend site after a 24-hour period.
- All Site Operatives will always follow the instructions on the RAMS and their Job Specific Risk Assessments. If there are any issues in doing this, then they will amend the RAMS, and their Job Specific Risk Assessments as required.
- Company Form H&S 005 Risk Assessment Method Statement (RAMS) – BLANK
- Company Form H&S 005a Job Specific Risk Assessment Method Statement – BLANK
- All Company Generic Risk Assessments

Contractors and consultants are responsible for providing RAMs for the work they will be completing on behalf of Build 4 Growth Ltd. These RAMs will be subject to inspection by Job Planners, the Health & Safety Manager and Clients. At any point, the RAMS may be asked to be amended if there is anything that Build 4 Growth Ltd or the Client deems necessary to be changed e.g. a better safe system of work needs implementing.

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Registered Office Garter Street, Sheffield, S4 7QX  
Tel: 0114 258 7400 Fax: 0114 256 7407  
VAT Number 839 026 715

# Health & Safety Policy



Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.41 Safeguarding

### Purpose

The safeguarding policy has been developed to help Build 4 Growth staff to highlight any safeguarding issues they may encounter in the correct and timely manner. Safeguarding is designed to identify and protect young children and vulnerable adults who maybe at harm through abuse or neglect of any form. This policy will assist all Build 4 Growth staff in taking the correct course of action if they suspect this during their operations.

### Policy

For guidance, please see the company Safeguarding Policy available by request at the Build 4 Growth Office and Build 4 Growth Portal.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- All Operatives will be made aware of the safeguarding policy during their induction into the company.
- All Operatives must raise any suspected safeguarding issues with their line manager at the earliest opportunity, i.e. Site Manager, Job Planner or Managing Director.
- All Operatives that suspect there is a safeguarding issue, will make notes of what they saw, the reasons why they think it is a safeguarding issue and any other relevant information. This will then be used as evidence if the issue is to be taken further.
- If required, Build 4 Growth will report any safeguarding issues to the relevant people. E.g. Police, School head teachers or care worker managers. The reporting person will inform the relevant person that a safeguarding issue has been identified and that it needs to be investigated as soon as possible.
- If it is felt necessary, Build 4 Growth Operatives will stay with the vulnerable person until the report has been made and help has arrived.
- Build 4 Growth will keep a record of any suspected and actual safeguarding issues it encounters for future reference if required.
- Risk Assessment RA5 004 Young People – Apprentices.

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- Build 4 Growth Safeguarding Policy

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.42 Safe Systems of Work

### Purpose

This policy has been developed to ensure that Build 4 Growth is able to produce safe and effective generic processes for routine activities, as well as specially tailored safe work practices for high-risk activities, to assist in reducing risks to workers and ensure a continuity of good and safe working practice.

### Policy

It is the policy of Build 4 Growth Ltd that the company will establish safe systems of work for all of its activities to provide additional guidance to operators and establish safe working practices.

Where it is deemed that Build 4 Growth Ltd are to undertake works outside the scope of their experience and qualifications, the company will employ subject experts to either undertake the work on their behalf or provide consultation for Build 4 Growth Ltd to carry out the works themselves, depending on the complexity of the works involved.

Safe systems that have been agreed by Build 4 Growth Ltd, must be sent to the client for checking prior to any works commencing. Once they have been agreed by the client, only then can works commence. At any point the client requires changes to the safe system of work, then these must be complied with, and changes made by the Job Planner, in co-ordination with the Health & Safety Manager and Site manager if required.

With regards to safe systems of work that are submitted by sub-contractors wishing to work for Build 4 Growth, they will be checked by the Health & Safety Manager or the Job Planners. The sub-contractor will then be issued a RAMS Acceptance Certificate to show they are suitable. At short notice, a Site Manager may also issue the RAMS Acceptance Certificate, with assistance from the Health & Safety Manager.

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## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Committee will discuss safe systems of work for all high risk works and inform the Managing Director if outside agencies are required to help ensure safe systems of work are implemented and adhered to correctly.
- The Health & Safety Manager will co-ordinate with Job Planners and Site Managers to ensure that systems of work that have been implemented are safe, suitable, and sufficient for the tasks being carried out on all sites.
- Job Planners will document in detail, on the RAMS, what safe systems of work are going to be implemented on site to complete jobs safely and to the agreed timescales.
- Job Planners and the Health & Safety Manager will review sub-contractors RAMS and issue RAMS Acceptance Certificates
- Site Managers, at short notice will review sub-contractors RAMS and issue RAMS Acceptance Certificates.
- Site Managers will ensure that all safe systems of work are being followed on site.
- Site managers will sign the RAMS to show they have read and understood them.
- If there are any issues with the safe systems of work that have been agreed, then these must be raised as soon as possible by the individual that has discovered them. Either by reporting it to the Site Manager, Job Planner, or the Health & Safety Manager, so that corrections can be made.
- Site Managers will ensure that all Site Operatives follow the agreed safe systems of work and take reactive corrective actions where required.
- Site Managers will record any changes to the safe systems of work in the RAMS amendments table, and at the earliest opportunity get the amendments agreed by the Job Planners, Client and if required, the Health & Safety Manager
- Principle Designers will co-ordinate with the Health & Safety Manager, Job Planners and Site Managers to ensure that all operations on site are designed in a way that are suitable and sufficient to minimise the risk of accidents, injury and near misses occurring on site.
- All site operatives will challenge any work they deem to be unsafe.
- Company Form H&S 005 Risk Assessment Method Statement (RAMS) – BLANK
- Company Form H&S 005a Job Specific Risk Assessment Method Statement – BLANK
- All Company Generic Risk Assessments
- Health & Safety Executive Approved Codes of Practice (APOCS)

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## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.43 Scaffolding & Scaffolding Towers

#### Purpose

This policy has been developed to ensure that Build 4 Growth will provide, a safe scaffolding and scaffolding tower, for all its employees, contractors, visitors, customers, and members of the public, to work on and near to.

#### Policy

It is the policy of Build 4 Growth Ltd that they select a competent contractor to erect any scaffolding and use suitably trained personnel to erect tower scaffolds on site. All qualifications for the companies and persons selected will need to be seen and vetted prior to works commencing.

All scaffolds will be subject to inspection not exceeding seven days by the scaffolding company that erected it. A record of the inspection must be kept on site and emailed to the office at the earliest opportunity.

Any part of the scaffolding that any operative believes to be unsafe, must be identified and reported immediately, so arrangements can be made for alterations.

Scaffolding structures will be properly planned, designed where required and erected to comply with current legislation and approved codes of practice. A scaffolding compliance sheet must be issued to show scaffolding has been erected to the current TG20 guidance.

All construction and adjustments will only be carried out by the scaffolding providers and trained personnel. No other person has the authority to adjust any part of any scaffolding on site, this includes access ladders and hoists.

Whenever suitable, scaffolding staircases will be fitted, rather than using ladders to access the scaffolding. If ladders are used, then they must be lashed/tied off at the head of the ladder to a suitably supported section of the scaffolding. The tie off method must incorporate stiles of the ladder, to prevent it from sliding, as well as pulling away from the scaffolding.

Arrangements will be made to inspect all existing scaffolding structures every seven days, after periods of bad weather (high winds) or if they have been damaged while ever, they are in use. If the seven-day inspection schedule runs over, then the scaffolding must not be used, and arrangements to be inspected be made as soon as possible. The scaffolding must then be tagged on site, and a record of the inspection be made in the site file.

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At the end of each working day, the scaffold will be locked off using ladder guards and other suitable hoarding to prevent unauthorised access.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make resources available for suitable scaffolds to be erected on site, as well as training Build 4 Growth Employees in scaffolding awareness.
- The Health & Safety Manager will inspect the scaffolding inspection tags during site audits to ensure they are up to date.
- Job Planners will arrange for suitably qualified scaffolding companies to erect, alter, inspect and dismantle all scaffolding structures on site.
- Job Planners will arrange for scaffolding inspections to be scheduled in as part of the purchase order to the scaffolding.
- Job Planners will ensure that sufficiently trained operatives are made available to attend site to erect tower scaffolds if required.
- Site Managers will inform the Job Planner or the Health & Safety Manager if there are any safety concerns regarding any scaffolding on site, so arrangements can be made as soon as possible to get them rectified.
- Site Managers, if required, will prohibit anyone from using scaffolding on site whilst there are safety concerns over it.
- Principle Designers will consult in the design of scaffolding on site to ensure it will not have any impact on the safety or continuity on site.
- No personnel on site will be permitted to alter any part of the scaffolding and its ancillaries.
- All Site Operatives will use scaffolding and tower scaffolding in the way that it is intended to do so.
- Risk Assessment RA7 008 Scaffolding.
- Risk Assessment RA7 009 Mobile Towers.
- Risk Assessment RA7 015 Gin Wheel.
- CITB Toolbox Talk Publication Section D03.
- National Access & Scaffold Confederation portal.

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Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy maybe subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.44 Security in the Workplace

### Purpose

This policy has been developed to ensure that Build 4 Growth Ltd can provide a safe and secure working environment for its employees, contractors, visitors, and customers that safeguard people, property, and personal information.

### Policy

It is the policy of Build 4 Growth Ltd that all staff working on behalf the Company has the right to carry out their duties in a safe and secure working environment. In addition, every reasonable step should be taken to protect property, its contents, and personal possessions as well as confidential information. This policy applies to all employees, consultants, contractors, and visitors.

All of Build 4 Growth Ltd staff will take all reasonable precautions with regards to the safety and protection of people, equipment, and personal data. This will be during working hours and prior to leaving any site, including the Build 4 Growth Ltd office.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- All Company Personnel will be required to carry a company ID card, showing a picture of them and their name.
- All personnel data will be used in line with GDPR.
- Job Planners and Site Managers will inform all Site Operatives of any specific security risks on the sites that they are working on. E.g. known theft in the area.
- Job Planners and Site Managers will co-ordinate to plan suitable and sufficient security measures for all sites, to ensure all steps are taken to keep the site secure, and to prevent acts of vandalism.
- Job Planners will order the required materials to keep the site secure.

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- Site Managers will arrange set up any security measures provided, to ensure the site is kept secure.
- All Site Operatives will follow all site rules set out in the site files and site inductions with regards to security
- All Site Operatives will follow any security procedures that are set out by the client.
- All Site Operatives at the end of each day, will leave the site free from hazards and risks.
- All personnel will raise any suspicious activities with the Site Manager or the police at the earliest opportunity.
- Risk Assessment RA5 006 Unauthorised Visitor
- Government guidance on GDPR

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.45 Silica

### Purpose

This policy has been developed to ensure that Build 4 Growth Ltd can identify the risk associated with, control measures and limit workers' exposure to silica to prevent unnecessary injury or ill health.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to prevent injury or illness to staff working on its behalf who use cement or cement-based products. Whenever possible, the company will use alternative methods to reduce the exposure of operatives to silica-based products. All cement and cement-based products shall be stored, used and where relevant disposed of in a safe manner that does not unnecessarily increase exposure and risk of injury to others. All relevant PPE will be worn when working with silica-based products.

All company Employees will be subjected to annual health screening to monitor the effects and any deterioration of health related to using silica-based products. Employees will be expected to attend these appointments and act on any recommendations that come from the findings. Build 4 Growth Ltd will support the employee in any changes that need to be made in their work to promote health improvements.

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This policy applies to all employees; consultant, contractors, and visitors to sites where cement or cement-based products are being used.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- At the quoting/planning stage of any works involving cement and silica-based products, the option to use ready mixed products will be explored. This will reduce the amount of exposure operatives will have to silica.
- The Health & Safety Manager will co-ordinate with the Job Planners to book appointments for all employees to undergo health screening.
- All Employees will attend the appointment for health screening when required to do so.
- All Site Operatives using silica-based products will wear all PPE required, stated in the products COSHH assessment.
- Risk Assessment RA5 029 Using COSHH Materials
- Risk Assessment RA6 003 Demolitions & Minor Demolitions
- Risk Assessment RA6 012 Joint Cutting & Coring
- COSHH Assessment CA13 001 Sharp Sand - Building Sand
- COSHH Assessment CA13 002 Ready Mix Concrete
- COSHH Assessment CA13 003 Portland Cement
- COSHH Assessment CA13 005 Mortar
- COSHH Assessment CA13 006 Wet Concrete
- COSHH Assessment CA13 009 Dust from Cutting & Plaining Operations
- COSHH Assessment CA13 010 Plaster-Mortar-Gypsum Dust
- COSHH Assessment CA13 020 Plaster Wet
- COSHH Assessment CA13 022 Postcrete
- COSHH Assessment CA13 023 Non-Shrinking Grout
- HSE Publication "Control of exposure to silica dust" 2013 publication
- CITB Toolbox Talk Publication Section B14
- Product data sheets provided by the supplier.

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Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.46 Site Files

### Purpose

The purpose of this policy is to detail the reason for creating site files, as well as who is involved and their responsibilities. It is recognised that each project will require a different content to its site file, based on the level of complexity, length of the project and requirements from the client. This policy aims to cover the fundamentals that all site files should cover.

### Policy

It is the policy of Build 4 Growth Ltd that for each construction project, a site file will be created that contains all the relevant information required to complete the works safely and on time. The site file will comprise of information such as site drawings, time scales for works to be completed, health and safety paperwork, construction phase plans and anything else deemed relevant for that work. This list is not exhaustive.

Site files will be explained to the appointed Site Manager by the Project Manager, and it will be the responsibility of that Site Manager, and any that take over, to manage the documents it contains, to ensure the project runs safely to the requirements of the client and current legislation.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will ensure that suitable and sufficient resources are made available for the site files to be created and managed by the responsible people involved with the process.
- Health & Safety Manager will work with the Job Planners and Site Managers to ensure that the information contained in the site files are accurate and up to date.
- Health & Safety Manager will audit the site files during all site audits, to check that all required information is accurate and clearly displayed.

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- Health & Safety Manager will work with the Site Managers to ensure that all site files are accurate and at the required standard.
- Job Planners will make all information required to be contained in the site files available, in good time, so the Office Administrators can compile and create the site files.
- Job Planners will carry out a handover briefing to the Site Manager responsible for the site, so they understand the extent of the works and ask any relevant questions.
- Site Managers will ensure that all relevant paperwork is completed within the site files and keep the information up to date.
- Site Managers will inform the Job Planners or the Health & Safety Manager if any of the information is not accurate within the site file, or if they require more of the paperwork provided to keep the file up to date and compliant.
- Site Managers will make the site files available for audit at the request of any authorised person.
- Site Managers will carry out a handover briefing to any other Site Manager that will be taking responsibility for the site from them.
- Site Operatives will complete all the information they are required to do so within the site file, to ensure they are working safely.
- Office Administrators will compile all the information required for the site file, with guidance from the Job Planners and Health & Safety Manager and make the file available to be taken to site.
- Office Administrators will collect the site files once the project has been completed, and archive the contents of the file, for a time deemed suitable by Build 4 Growth Ltd.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.47 Smoking & Vaping

### Purpose

This policy has been developed by Build 4 Growth Ltd to protect all employees, contractors, service providers, customers, and visitors from the exposure to second-hand smoke.

### Policy

It is the policy of Build 4 Growth Ltd that all our workplaces are smoke free, and all staff have a right to work in a smoke free environment. Smoking and vaping are prohibited in all enclosed and substantially

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enclosed premises in the workplace. This includes company vehicles and sites. This policy applies to all employees, consultants, contractors, customers or members and visitors.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- No smoking/vaping signage is to be displayed in all Company vehicles, office locations, workshops and sites.
- Designated smoking and vaping areas will be made available and identified to all personnel that need to use them during site inductions.
- Site Managers will identify the designated smoking areas to any smokers on site during the induction on to the site.
- Site Operatives will adhere to all smoking and vaping rules set out during the induction on site.
- Job Planners and Site Managers will inform all site operatives of any smoking restrictions set by the client.
- Clear Risk Management produced, Employee Handbook, Smoking in the workplace section.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### 3.48 Solvents

#### Purpose

This policy has been developed to ensure that Build 4 Growth can control and limited workers' exposure to and use of solvents to prevent unnecessary injury or ill health.

#### Policy

It is the policy of Build 4 Growth Ltd that the Company will take all reasonable measures to reduce and control the use of solvents and to prevent injury or illness to staff working on its behalf who use solvents. Wherever possible alternative, non-solvent-based products will be used. All solvents subject to the

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COSHH regulations shall be stored, used and where relevant disposed of in a safe manner that does not unnecessarily increase exposure and risk of injury to others.

All Operatives will use solvent-based products in open air or in well-ventilated areas to prevent them being overcome by any fumes that are given off by the products.

Build 4 Growth Ltd will provide any required PPE to its employees, labour only sub-contractors, visitors or anyone that may be affected using solvents. Build 4 Growth Ltd expects any contractor that provides a service for the company, to provide their own PPE and safe systems of work whilst working with solvent based products.

All employees will be subject to annual health screening to assess the effects of solvents on their skin. Employees will be expected to attend these appointments and act on any recommendations that come from the findings. Build 4 Growth Ltd will support the employee in any changes that need to be made in their work to promote health improvements.

Where required, suitable firefighting equipment must be in place when using flammable, solvent products. This policy applies to all employees; consultant, contractors and visitors to sites where cement or cement-based products are being used.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Manager will co-ordinate with the Job Planners to ensure the correct PPE is issued to all operatives that will be using solvent products.
- Wherever possible, Job Planners will arrange for non-solvent based alternative products to be used on site, to reduce the exposure of operatives to solvents.
- Solvents will be signed on to the Site COSHH Register when.
- All Site Operatives will use solvent-based products as per the instruction on the product.
- All Site Operatives will wear all PPE required to use the product at all times.
- All Site Operatives will report any defects in the PPE they have that will prevent them using any solvent based product.
- Risk Assessment RA5 029 Using COSHH Materials
- COSHH Assessment CA14 001 Petroleum Spirit
- COSHH Assessment CA14 002 Paint Thinners (P850-930) Undercoat
- COSHH Assessment CA14 003 Paint Thinners (P850-1238) Gloss
- COSHH Assessment CA14 014 Varnish

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# Health & Safety Policy



- COSHH Assessment CA15 002 Solvent Adhesives
- COSHH Assessment CA15 022 Generic Two Part Resins
- COSHH Assessment CA16 003 Solvent Based Gel Skin Cleanser
- COSHH Assessment CA16 008 Solvent Based UPVC Cleaner
- Product data sheets provided by the supplier.
- The Health & Safety Manager will co-ordinate with the Job Planners to book appointments for all employees to undergo health screening.
- All Employees will attend the appointment for health screening when required to do so.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to criminal or civil action.

### 3.49 Substance Abuse

## Purpose

This policy has been introduced to demonstrate the obligations of Build 4 Growth Ltd, to not only provide a safe working environment for all its staff and adhere to its legal duties but also offer support to anyone that may be affected by substance abuse.

## Policy

It is the policy of Build 4 Growth Ltd that the company will have a zero-tolerance approach to anyone who is found or suspected to be under the influence of drugs or alcohol whilst at work. If an employee is suspected to be under the influence of any illegal substance or alcohol, arrangements will be made to remove them from site.

Anyone who approaches Build 4 Growth to admit they are suffering from a substance addiction will be offered support from the company, following consultation and advice from its Human Resource Advisors. However, Build 4 Growth still reserve the right to remove people from site from a health and safety point of view.

## Implementation

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The implementation of this policy will be managed under the Build 4 Growth Employee Handbook, the “Drugs and Alcohol”, section, starting at page 47. This document details how the Company will implement its policy regarding substance abuse.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.50 Temporary Works

### Purpose

This policy has been developed to identify how Build 4 Growth Ltd will design, carry out or instruct specialist contractors to complete temporary works on site.

### Policy

It is the policy of Build 4 Growth Ltd that the company will adhere to the Health and Safety Executive best practice for undertaking temporary works on site. Build 4 Growth Ltd will identify which category of design check the works will fall into, and act accordingly. If it is deemed that specialist designs or contractors are required to implement the temporary works, these will be engaged at the earliest opportunity.

Temporary works co-ordinators will be appointed to ensure that all temporary works are implemented as per the designs. The temporary works co-ordinator will be informed of their responsibilities in writing on Build 4 Growth headed paper and noted in the site Construction Phase Plan (CPP).

The temporary work co-ordinator must liaise with the Job Planner and the Site Manager, if they are different people, on a regular basis whenever they are appointed to a project. This is to ensure clarity throughout the project and ensure there is little impact in the running of the project. It may be necessary for the temporary works co-ordinator to carry out other works during the project, however, the appointed person's primary roll on that project will be to oversee temporary works.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the

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implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Job Planners will appoint a Temporary Works Co-ordinator to assist in all temporary works being carried out on site on large scale projects. This will either be a suitably trained person within the company, or a third-party contractor.
- The Managing Director will ensure that sufficient resources are made available to Job Planners to ensure temporary works can be designed and constructed to a suitable and sufficient standard.
- The Health & Safety Manager will ensure that all temporary works are being carried out in the agreed way during any site inspection.
- Job Planners will ensure that all materials required to carry out temporary works are supplied in good time for works to be carried out.
- Job Planners will ensure that any temporary works that need to be designed and/or constructed by specialists, are organised in a timely manner.
- Job Planners will complete the temporary work register in the CPP prior to works commencing.
- Job Planner will appoint a Temporary Works Coordinator in writing.
- The Temporary Works Coordinator will oversee all temporary works on site, to ensure they are installed and removed to a safe standard.
- Site Managers will keep the temporary works register up to date once works have commenced.
- Site Managers will co-ordinate the temporary works on site, and ensure they are carried out as per the plans designed.
- Site Operatives will carry out all temporary works as per the agreed plans.
- Any changes to the temporary works that need to be made will be agreed with the Job Planner and if required, the temporary works designer, before they are made.
- Risk Assessment RA5 034 Construction of Site Offices – Compound
- Risk Assessment RA6 003 Demolitions & Minor Demolitions
- Risk Assessment RA6 018 Propping and Shoring Up
- Risk Assessment RA7 007 Safety Nets
- Risk Assessment RA7 008 Scaffolding
- Risk Assessment RA7 009 Mobile Towers
- Risk Assessment RA8 006 Temporary Traffic Signals
- Risk Assessment RA8 007 Stop-Go Traffic Control
- Site Construction Phase Plan CPP
- CITB Toolbox Talk Publication Section C09
- B4G Portal

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.51 Training

### Purpose

This Policy has been developed to ensure that Build 4 Growth can provide effective and relevant training to its workforce, ensuring all personnel are competent in their roles, and to prevent accidents and ill-health.

### Policy

It is the policy of Build 4 Growth Ltd that the Company will provide regular and effective health and safety training to all staff working on its behalf. The Company will monitor current legislation, best practice guides and trade notifications and disseminate this information where necessary, to ensure that all risks to health and wellbeing are reduced as far as is practicable. This policy applies to all employees, consultants, contractors and third parties working on behalf of the Company in any of its operations.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will grant sufficient time and resources to allow all personnel to attend training they are required to do so.
- The Health & Safety Committee will co-ordinate to highlight all training required to be undertaken that is both mandatory and beneficial to the development of the company and the individual.
- The Health and Safety Committee will source accredited training providers to book the courses that operatives will be required to attend.
- Office Administrators will Co-ordinate with the Job Planners to book in all training, so there are no clashes with other works going ahead.
- Office administrators will inform all operatives of any courses they have been nominated to attend, and any qualification they are due to run out of ticket for
- Office Administrators will update the training matrix to accurately reflect the training courses that individuals have attended.
- Site Managers will deliver Toolbox Talk lectures on site to meet the 12-month training plan.

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- All Operatives will ensure they meet the requirements of the Toolbox Talk 12-month training plan.
- All Operatives will attend courses that they have been nominated for
- CITB Toolbox Talk Publication
- Training 4 Industry
- 3B Training
- Crucible Medical Training
- Construction Skills People
- NICEIC
- Gas Training UK Ltd
- WQ Training & Consultancy
- The Sheffield College
- iHASCO (online training)
- Alpha Water Hygiene (online training)

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.52 Transport

### Purpose

This policy has been developed to ensure that Build 4 Growth can control, and monitor vehicles used in its operations to reduce the risk of accidents to workers and third parties.

### Policy

It is the policy of Build 4 Growth Ltd that they will keep and maintain their vehicles, and any vehicle they may hire, in a lawful state. This includes road going vehicles and site-based plant machinery used to transport people, equipment, and materials. They will always adhere to all legislation and manufacturers instruction and arrange to repair as soon as possible where required.

If at any point, a vehicle is deemed not safe to use, then it must not be used until suitable repairs are made.

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## General

It is the policy of Build 4 Growth Ltd, that all personnel who take over the control of a company vehicle, are responsible for its maintenance, road worthiness and cleanliness. Any operative who takes charge of a company vehicle, is expected to drive in a manner that complies with the Highway Code and all other relevant legislation e.g. not using handheld devices whilst driving and driving to spread limits.

All personnel are prohibited from operating company vehicles whilst under the influence of alcohol or drugs.

## Vehicle Audits/ Maintenance

It is the policy of Build 4 Growth Ltd that the Company will provide road legal vehicles for all of its operatives to always use. All company vehicles will undergo annual MOT checks and vehicle check sheets are to be completed monthly and submitted to the office once completed, noting any defects to the vehicle, so repairs can be undertaken to rectify the issues. Serious defects should be reported immediately and where the vehicle safety and road worthiness is in question the vehicle should not be driven. Vehicle users are expected to conduct basic vehicle maintenance duties such as checking and maintaining vehicle fluid and tire pressure levels.

## Carriage of Materials

All vehicles that carry gas bottles will display the required hazard warning diamonds on the outside of the van, as well as being fitted with a roof mounted air vent.

All tools and materials that are being carried in or on the van will be secured and prevented from coming free from the vehicle and causing a hazard to other road users and members of the public.

If any materials are deemed too large or too heavy to be transported by company vehicles, then alternative arrangements must be made for the carriage of those materials.

## Cleaning

Any vehicle which is owned, leased, or rented to Build 4 Growth Limited is to be treated with respect whilst in the designated owner's care. The person who signs for the vehicle is the designated owner.

Whilst in the care of the owner, the vehicle is to be kept clean inside and out. Vehicle users are to use jet wash cleaners to clean the outside of the vehicles on a regular basis and submit receipts to reclaim any expense incurred. Cleaning work is to be conducted in the user's own or "down time" and not during standard working hours.

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# Health & Safety Policy



## Personal Use

The use of Company vehicles for personal use is strictly prohibited unless permission has been gained from the Managing Director only. Unauthorised personal use invalidates the Company's fleet insurance and will result in local disciplinary action being taken.

## Fuel Cards

Fuel cards are supplied for each Company vehicle for the purchase of fuel and vehicle related liquids to maintain the vehicle. Fuel cards may also be used to purchase fuel for tools that are required on site; however, this should be noted in the vehicle mileage log to assist with accounting for extra costs. Fuel cards are to be kept safe at all times and if lost or stolen, a director & vehicle admin support should be notified immediately so that the card can be stopped.

## Accidents

If a Company vehicle is involved in a Road Traffic Collision (RTC), the vehicle driver, if able to do so, is to:

- Help any injured party and inform emergency services if they are required.
- Never admit liability.
- Take photographs of the accident scene (ensure it is safe to do so first)
- Collect insurance details from additional parties and provide Company insurance details if required.
- Collect witness contact details if possible.
- Inform the office and provide as many details as possible.
- Contact the office to arrange recovery of the vehicle if required.
- Remove all tools and valuables from the vehicle.
- Co-operate in any investigation from the police or by Build 4 Growth Ltd

## Driving Licenses and Restrictions on Driving Company Vehicles

All operatives and employees are to provide details of their driving licences, these will be subject to bi-annual checks with the DVLA. Individuals submitting driving license details are required to disclose details of driving offences/ bans and to inform the Company should their circumstances change at any point. Individuals with driving offences/ bans will not be permitted to drive any Company vehicle until authorisation has been gained from the Company's insurer.

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Any person over 25 years old with a FULL UK licence may drive a company vehicle with the permission of Build 4 Growth Ltd. Between the ages of 17 and 24, special permission must be requested by Build 4 Growth Ltd, as the company vehicle insurance policy excess can be severely increased.

## Vehicle Tracking System

Build 4 Growth Ltd employs vehicle tracking software in all Company vehicles to assist in monitoring the safety and location of vehicle users and to monitor for fraudulent or unauthorised use of Company vehicles. Information obtained from the Vehicle Tracking System will not be abused by the company but can and will be used in disciplinary proceedings if a vehicle user is suspected of not complying with this policy.

Build 4 Growth Ltd reserve the right to stop anyone driving the company vehicles at any time without notice.

This policy applies to all employees, consultants, contractors, customers, and visitors.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will provide sufficient resources to purchase suitable and sufficient vehicles for the company to carry out its operations.
- The Managing Director will provide sufficient resources to maintain all company vehicles, to ensure they are road worthy and not a hazard to their operators, other road users and members of the public.
- Job Planners will co-ordinate with the vehicles operators to ensure that any tool and materials required to be carried by the company vehicles are within its capabilities.
- Job Planners will arrange alternative delivery methods for tools and materials that are outside the capabilities of the company vehicles.
- All vehicle operators will report any defect on company vehicles to Office Administrators, so that repairs can be arranged at the earliest opportunity.
- Office Administrators will arrange for all vehicle MOT's and maintenance when required.
- Office Administrators will check all operatives driving licences and their eligibility to drive company vehicles.
- Office Administrators are to collect and store all vehicle audits.
- All vehicle operators will not drive company vehicles if there is any doubt over the uncertainty of its road worthiness.

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- All operatives must not tamper with any part of the vehicle tracking system.
- All operatives must drive company vehicles in a manner that is compliant with current legislation regarding driving.
- All operatives must ensure all loads they are carrying in their vehicles are secure and free from coming free from the vehicle.
- All operatives will clean the inside and outside of their vehicles on a regular basis during any "down time".
- All operatives will ensure all vehicle fluids and air are topped up prior to driving the vehicle.
- Build 4 Growth Ltd will provide sufficient resources for operatives to top up fluids and air on all company vehicles.
- All Operatives will seek permission from the Managing Director prior to using any company vehicle for personal use.
- All operatives will use company fuel cards in the manner stated in the company induction.
- All operatives will provide driving licence details as and when required by Build 4 Growth Ltd for regular checks on the eligibility of them to drive company vehicles.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

### 3.53 Unauthorised Visitors

#### Purpose

The purpose of this is to ensure that Build 4 Growth can provide a safe and secure working environment for its employees and contractors, prevent access to unauthorised visitors on site and protect anyone that may accidentally enter our area of operations without permission.

#### Policy

It is the policy of Build 4 Growth Ltd that the company will take all reasonable measures to not only keep all their sites secure from unauthorised visitors, but also free from hazards, so that any unauthorised visitor will not be harmed in any way.

Build 4 Growth Ltd recognises that in very isolated circumstances, members of the public may either accidentally walk onto sites or commit acts of vandalism to enter site and carry out criminal acts. It is for this reason, that all Build 4 Growth Ltd sites, as far as reasonably practical, will be left free from all hazards. In situations where this is not possible, sufficient control measures will be put in place to

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either isolate or reduce the risk of these hazards causing injury to anyone that enters site without permission.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Health & Safety Committee will discuss what provisions will need to be made to ensure the security of each site, based on the works being carried out, and the requirements of the client.
- The Principal Designers will lease with the Health & Safety Committee to arrange the requirements of site security and provide a method statement detailing how this will be carried out.
- Job Planners will lease with clients to discuss any special requirements for onsite security.
- Job Planners, Principal Designers and Site Managers will meet prior to any works starting to discuss any requirements for onsite security.
- Job Planners will arrange the delivery of any materials required to implement onsite security measures.
- Site Managers will ensure that agreed onsite security measures are implemented.
- Suitable and sufficient signage will be erected to instruct members of the public to stay out of the working area, as well as instructing visitors what to do when entering site to stay safe.
- Contact details of the either the Build 4 Growth Ltd office or the Site Manager will be displayed on the entrance to the site, so that visitors can contact members of the site if required.
- Site Operatives will construct on site security measures as instructed by the Site Manager
- Any issues that arise from the construction of onsite security measures will be brought to the attention of the Site Manager or the Job Planner as soon as possible.
- Any issues raised will be corrected after co-ordination with the Principal Designers, Job Planner and Site Manager
- All expected visitors will be met at the main entrance to site by an Appointed Person, and escorted to the site office to sign in.
- All personnel visiting sites will undergo an induction on to that site, which will highlight the security measures for that site.
- All personnel on site will adhere to the security procedures set out in the induction to site.
- Anyone that is found to have accidentally entered site, will be asked how they entered site and escorted off site immediately by the person that found them.
- After identifying how the individual entered the site, any alterations required to the site security will be made to prevent the situation occurring again.
- These situations will be logged as a near miss by the Site Manger with the Health & Safety Manager
- Nominated First Aiders on site will deal with any injury that may occur to members of the public that accidentally entre site.
- At the end of each day, as far as reasonably practical all Site Operatives will leave their working area free from hazard, so if anyone was to entre site out of working hours, there is the most minimal chance that injury could occur.

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- At the end of each day, the Site Manager will inspect the working areas around site, to ensure that, as far as reasonably practical, the site is left free from hazards.
- At the end of each day, the Site Manager will inspect the site to ensure that all access points are secure, and there are no ways in which anyone could enter the site.
- At the beginning of each day, the Site Manager will arrange the inspection of site to ensure that there have been no breaches in the security of site.
- If any breaches have been discovered, they will be reported to the Job Planner as soon as possible so additional security can be implemented and the Police called if any criminal acts are suspected.
- Risk Assessment RA5 005 Authorised Visitors
- Risk Assessment RA5 006 Unauthorised Visitor
- CITB Toolbox Talk Publication Section C01
- CITB Toolbox Talk Publication Section C02
- Company Policy H&S 028 - Accident investigation policy
- Build 4 Growth Ltd Accident Master Log & Stats
- Company Form H&S 003 - Accident-Incident-Dangerous Occurrence Near Miss Report Form
- Company Form Accident Investigation Check List

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.54 Unsafe Practices

### Purpose

This policy has been developed by Build 4 Growth Ltd to respond to any incidences of unsafe practice, including accidents, near misses and dangerous occurrences, to investigate, document and where necessary to provide corrective training or take disciplinary action to prevent any reoccurrences.

### Policy

It is the policy of Build 4 Growth Ltd, that it will take all reasonable measures to avoid undertaking unsafe working practices. In the unlikely event that this occurs, Build 4 Growth Ltd will fully investigate all unsafe practices, including accidents, near misses and dangerous occurrences. Once an investigation has been completed it will be recorded internally, where necessary RIDDOR declared to HSE, corrective training carried out to prevent repeat incidents and where necessary any disciplinary action taken against the operative or operatives involved.

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## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth Ltd are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- Anyone who discovers unsafe practices being undertaken will stop them immediately and take corrective action, if possible, to allow work to continue. If this is not possible, then works will stop until a time where safe working practices can commence.
- All circumstances of unsafe working will be reported to the Site Manager, Job Planner and Health & Safety Manager as soon as possible.
- The Health & Safety manager will investigate the circumstances surrounding any incident of unsafe practice and publish their findings to all members of staff in the company to make everyone aware of the situation and prevent it from happening again.
- The Health & Safety Manager will co-ordinate with the Site Managers and Job Planners to implement corrective actions as soon as possible.
- The Health & Safety Manager will record all incidents of unsafe working on the company accident master log.
- The Health & Safety Manager will report any RIDDOR incidents to the HSE as soon as possible, and within the time limit assigned by the HSE.
- All Operatives will provide witness statements if required to support any investigation.
- Job Planners will co-ordinate with the Health & Safety Manager and the Site Manager to ensure that materials required to correct unsafe working practices.
- All operatives will take part in any training required to prevent unsafe working practices taking place or reoccurring.
- All Operatives will use all work equipment that is provided in the manner that it is intended to, to prevent injury to themselves, others, and damage to the tools.
- All Operatives will follow all control measures and safe systems of work set out in the job RAMS and Generic Risk Assessments
- The Health & Safety Manager will co-ordinate with Office Administrators to arrange any training required from outside companies, that all operatives must undertake on a regular basis or arise from unsafe working practices.
- All Build 4 Growth Generic Risk Assessments
- HSE Approved Codes of Practice
- Company Policy H&S 028 - Accident investigation policy
- Build 4 Growth Ltd Accident Master Log & Stats
- Company Form H&S 003 - Accident-Incident-Dangerous Occurrence Near Miss Report Form
- Company Form Accident Investigation Check List

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- Site RAMS
- All Relevant Government Legislation

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.55 Use of Specialist Equipment & Tools

### Purpose

This policy has been developed by Build 4 Growth Ltd to detail how it will deal with situations where specialist equipment, tools or contractors are required to deliver sections of a project, or the project. It is recognised that occasions may arise, planned or unplanned where elements of works may fall outside the scope of capability that Build 4 Growth Ltd hold. In these circumstances, Build 4 Growth will be required to engage equipment or contractors who are qualified to carry out the works require.

### Policy

It is the policy of Build 4 Growth Ltd, that when situations arise where projects, or parts of projects are deemed outside the capability of Build 4 Growth Ltd, then specialist contractors and/or specialist equipment will be used to complete the works required.

Build 4 Growth Ltd will assess the level of complexity of the proposed works to determine if they fall within the scope of the Company's qualifications and experience. It may be deemed suitable to hire in equipment, as the employees have qualifications, experience but not the equipment. However, it may also be deemed suitable to sub-contract part of, the entire project or have a contractor on site to supervise Build 4 Growth Ltd employees, if they do not have the required qualifications or experience. If this situation arises, then Build 4 Growth Ltd will remain the responsible for the project, and all sub-contractors will work under the supervision of a suitably qualified Site manager or Responsible Person.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

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- The Managing Director will make suitable and sufficient resources available for all projects to be run when they fall outside the scope of capability for the Company.
- When tendering for work, the Company will identify at the earliest opportunity if the works fall outside the capability of Build 4 Growth Ltd and make allowance for this in the tender/ planning stages.
- When works that fall outside the capabilities of Build 4 Growth Ltd are identified, the Health & Safety Manager and Job Planner will work to develop safe systems of work in a timely manner.
- If required, a Health & Safety Committee will be formed to discuss works that are deemed outside the capability of Build 4 Growth Ltd, with the aim to agree a safe system of work.
- Job Planners and the Health & Safety Manager will co-operate to develop a safe system of work. This will consider all options including training, sub-contracting out works and hiring in of equipment.
- Risk assessments and method statements (RAMS), supplied by specialist contractors will be reviewed by Job Planners or the Health & Safety Manager prior to works commencing. Any issues in the RAMS will need to be rectified by the contractor prior to works commencing.
- Job Planners will organise the agreed safe system of work and communicate this to Site Managers, so it can be followed during the works phase.
- Job Planners will arrange the provision of any specialist equipment required on site.
- Site Managers will ensure that the agreed safe systems of work are being followed on site, and any changes needed are brought to the attention of the relevant Job Planner or Health & Safety Manager as soon as possible.
- Office Administrators will arrange for any training from third parties that may be required for employees to carry out works using specialist equipment.
- Employees and Site Operatives will engage with any training they are required to do, to enable them carry out works on site.
- Employees and Site Operatives will use any specialist equipment supplied, as per their training and per the manufacturer's instructions always.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.56 Working at Heights

### Purpose

This policy has been developed by Build 4 Growth to protect all employees, contractors, service providers and consultants who are required to work at height in the course of carrying out their duties.

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## Policy

It is the policy of Build 4 Growth Ltd that the Company will avoid working at height wherever possible by finding an alternative means of carrying out a particular task. Where this is not possible the amount of time an operative must work at height will be reduced to a minimum and B4G will provide a safe working environment for any person employed by the Company to work at height. Working at height will, under no circumstances whatsoever, be carried out by a lone worker.

Build 4 Growth Ltd will provide accredited training to all operatives that will be expected to carry out any work at height.

Suitable safe working platforms will be provided wherever possible for those working at height to prevent the risk of falls. Where necessary, fall prevention or arrest equipment and additional measures will be implemented to minimise the risk of injury. Before working at height commences, a working at height permit must be issued and a rescue plan must be made to ensure any operative who may become stranded, can be rescued as quickly as possible. This policy applies to all employees, consultants, contractors, and visitors who are liable to have access to such sites.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will provide sufficient resources for operatives to be trained in, be provided with the correct equipment for, and operate safely in working at height.
- If any working at height is beyond the capability of Build 4 Growth Ltd, then the work will be sub-contracted out to a third-party company.
- Any company employed by Build 4 Growth Ltd, will have to provide all training records, qualifications and RAMS for all operatives and work that will be working on the site.
- The Health & Safety Committee will discuss the safest way to carry out any working at height on each site, and ensure that it is communicated, understood, and implemented.
- The Health & Safety Committee will discuss the rescue plan for the working at height being carried out, and ensure that it is communicated, understood, and implemented.
- Job Planners will arrange for the correct equipment and suitably trained operatives to be on site to carry out all working at height and set up the required rescue plan.
- Job Planners will source and arrange for any third-party company to carry out working at height on behalf of Build 4 Growth Ltd when required.

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- Site Managers will ensure that working at height permits are issued for all working at height that is undertaken on site and signed off at the end of each day.
- Office Administrators must ensure that enough working at height permits is supplied in the site files to cover the duration of works.
- Site Operatives undertaking any working at height, will always adhere to the working at height permit, and work in a safe manner, instructed to them during any training they have received.
- Any working at height procedures or equipment that is deemed to be unsafe or faulty by its user, must report this to the Site Manager, Job Planner and Health & Safety Manager as soon as possible, so that alternative methods or replacement equipment can be arranged.
- All Site Operatives using any working at height equipment, must carry out per-use and after use checks, to ensure all equipment is safe to use.
- Risk Assessment RA7 001 Working at Height
- Risk Assessment RA7 002 Flat Roofs
- Risk Assessment RA7 003 Fragile Roofs
- Risk Assessment RA7 004 Sloping Roofs
- Risk Assessment RA7 005 Harnesses & Fall Arrest Systems
- Risk Assessment RA7 006 Mansafe system.
- Risk Assessment RA7 007 Safety Nets
- Risk Assessment RA7 008 Scaffolding
- Risk Assessment RA7 009 Mobile Towers
- Risk Assessment RA7 010 Ladders
- Risk Assessment RA7 011 Stepladders
- Risk Assessment RA7 012 Trestles & Hop Ups
- Risk Assessment RA7 013 Removing & Installing Sheet Materials on Roofs
- Risk Assessment RA7 014 Goods Hoist
- Risk Assessment RA7 015 Gin Wheel
- Risk Assessment RA7 016 Passenger Hoists
- CITB Toolbox Talk Publication Section D01
- CITB Toolbox Talk Publication Section D02
- CITB Toolbox Talk Publication Section D03
- CITB Toolbox Talk Publication Section D04
- CITB Toolbox Talk Publication Section D05
- CITB Toolbox Talk Publication Section D06
- CITB Toolbox Talk Publication Section D07
- CITB Toolbox Talk Publication Section D08
- CITB Toolbox Talk Publication Section D09
- Company Permit Working at Height Permit
- Company Training Matrix

## Enforcement

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VAT Number 839 026 715

# Health & Safety Policy



Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## **3.57 Working in or Near Water**

### **Purpose**

This policy has been developed by Build 4 Growth Ltd to demonstrate the control measure that will be put in place whilst working in or near any body of water. For example, river, lake or swimming pool. It is recognised that Build 4 Growth Ltd may have to carry out works in or around water, and by doing so, it will need to put measures in place to protect those doing so.

### **Policy**

It is the policy of Build 4 Growth Ltd that whenever the situation arises where operatives have to work in or around water, all control measures and best practices will be followed to ensure that all risks are removed or reduced to as low as practically possible and to an acceptable level.

All options to complete the works will be explored, including alternative safe means of completing the work, or sub-contracting the work to specialist who have recognised qualifications, experience, and training.

### **Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Company will identify at the earliest opportunity if working in or around water is likely when tendering for work and ensure that sufficient resources are allowed for and made available if the tender is successful.
- If works involved are deemed outside the capability of Build 4 Growth Ltd, then specialist contractors will be engaged as soon as practically possible.
- Job Planners will engage suitably qualified personnel and/or contractors to carry out the works required in or around water.
- Job Planners will check that specialist contractor's qualifications are seen and are up to date.
- Job Planners will work the Health & Safety Manager to develop safe systems of work if required.

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- Job Planners and the Health & Safety Manager will request the risk assessments and method statements (RAMS), of any specialist contractor for review prior to any works being carried out.
- If any issues with RAMS are highlighted, then they will be raised with the specialist contractor so suitable amendments can be made prior to works commencing.
- Site Managers will ensure that RAMS on site are followed by Build 4 Growth staff and any contractors involved.
- All employees and contractors will follow the RAMS that they have agreed to. If any amendments need to be made on site, then the RAMS must also be amended, agreed and signed off by either the Site Manager, Job Planner or Health & Safety Manager.
- All employees and contractors will ensure that they operate machinery as instructed to do so in or near water.
- All employees and contractors will ensure that all PPE and safety systems are in place prior to works commencing, and that they are in full working order.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 3.58 Working Time

### Purpose

This policy has been developed by Build 4 Growth Ltd to show they have carried out their due diligence with regards to employee's welfare and the working hours they complete on a weekly basis. Build 4 Growth Ltd recognise that employees may wish to work longer hours (over 8 hours per day), and that there may be occasions where employees may be required to do this due to operational limitations and demands. However, the company must ensure that it has done everything it can when its employees work these long hours.

### Policy

It is the policy of Build 4 Growth Ltd that the day before the operatives is due to travel home, the driver must ensure they have a minimum of 11 hours rest before starting work on the day they are due to travel home. On the day they are due to travel home, the time spent working plus the estimated travel time home should not exceed 13 hours. This 13 hour is not a time limit, it is a trigger for Build 4 Growth to audit time sheets and assess if further resources need to be put in place.

On the rare occasion that these guidelines will have a significant impact on the completion of works, and operatives are required to work and drive longer than the 13 hours, then B4G will give the option

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for operatives to stay another night before traveling home. If the operative refuses this option and wishes to drive home, then the operative must email their request to the relevant Job Planner, where a record of their decision will be kept.

The Job Planner will then remind the operative that drivers should take regular rest stops when driving home, this can include leaving the vehicle for a short walk, fresh air, and any other comforts they may need.

## Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- The Managing Director will make suitable and sufficient resources available to all personnel in the company, to ensure they can work safely during the hours of work they are required to do so.
- The Managing Director will provide suitable arrangements for operatives to have sufficient rest periods in between their hours of work.
- The Managing Director and The Accounts Manager will monitor the number of hours that Site Operatives have logged on their timesheets, and check with Job Planners that sufficient rest periods have been offered where required.
- The Health & Safety Manager will make all company personnel aware of this policy.
- Job Planners will arrange sufficient labour on sites, to reduce the need for operatives to work long hours on site.
- Job Planners will attempt to forecast when operatives will need to work long or unsocial hours on site, to forewarn the operatives effected and arrange suitable travel or rest plans.
- Job Planners will offer Site Operatives the opportunity of a suitable place to rest prior to travelling home if required.
- Timesheets will be audited to monitor the time spent on site-by-Site Operatives and ensure there working time and travel time will not exceed 13 hours.
- Job Planners will remind Site Operatives to take regular breaks whilst driving, if they choose to not take the offer of rest provided to them by Build 4 Growth.
- Site Operatives will inform their respective Job Planner if they do not wish to adhere to this policy in writing (email, text or WhatsApp).

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

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## 3.59 Young Workers

### Purpose

This policy has been developed by Build 4 Growth to protect all employees, apprentices, young workers, anyone on work experience and people who may be affected by their actions.

### Policy

It is the policy of Build 4 Growth Ltd, that all operatives who are classed as a “Young Worker”, will not be allowed to work alone and will be supervised by a suitably experienced operative at all times. Although it is the Managing Directors responsibility to select the right supervisor, it will be the chosen supervisor’s responsibility to oversee all the young workers actions on a day-to-day basis.

All Young Workers will be subject to strict working hour’s regulations. These are:

You can leave school on the last Friday in June if you’ll be 16 by the end of the summer holidays.

You must then do one of the following until you’re 18:

- stay in full-time education, for example at a college.
- start an apprenticeship or traineeship.
- spend 20 hours or more a week working or volunteering, while in part-time education or training

Once the Young Person has reached 18, they can then work a full 40 hour working week.

All young workers will be subject to regular reviews and assessments by the chosen supervisor, Managing Director or representative from their school or college.

### Implementation

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff and contractors employed by Build 4 Growth are obliged to adhere to and support the implementation of the policy. The following procedures, documents and departments are available to support this implementation.

- It will be of the Managing Directors discretion to allow young workers to join the company in any capacity e.g. Apprentices or work experience.
- The Managing Director will decide who the young worker will work with during their time with the company and ensure that the mentor is aware of their responsibilities.
- The Managing Director will ensure that the young person is provided with the required level of PPE to attend work daily.

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- Job Planners will ensure that the Appointed Person to mentor the young person, will be free to do so and be given work that the young person can be involved with
- The Health & Safety Manager will give the young person a health & safety induction into the company, prior to any work being undertaken.
- The young person will take part in all training they are required to, as stated by their college or Build 4 Growth Ltd
- The young person will be always supervised whilst on site.
- Risk Assessment RA5 004 Young People – Apprentices
- The point of contact at the young person's college will be contacted if there are any questions regarding their time with the company.
- The young person will be expected to adhere to all of Build 4 Growth Ltd RAMS, safe systems of work and all site rules whilst working for the company.
- It will be explained to the young person, either by their mentor or the Job Planner that if they are unsure what to do at any time, they must stop what they are doing immediately and ask for assistance.

## Enforcement

Local disciplinary procedures will be followed if a member of staff does not comply with this policy, which could result in loss of employment or termination of the apprenticeship. Anyone who does not comply with this policy may be subject to investigation by outside agencies and subject to possible criminal or civil action.

## 4. Policy Responsibility

**4.1** The Health & Safety Manager has the responsibility for ensuring the maintenance, regular review and updating of this policy subject to the approval of the Managing Director, who has overall responsibility for this policy.

**4.2** This policy that has been created by Build 4 Growth Ltd, is for the general day to day running of the business. The policy refers to the health and safety policy provided by Clear Risk Management, who are Build 4 Growth Ltd, health and safety advisors.

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# Health & Safety Policy



Signed- *S Alderson*

Date 31/01/2025

Seth Alderson

Managing Director

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