



V3 FACILITIES
MANAGEMENT

Health, Safety and Environmental Policy 2025 to 2026

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1.0 INTRODUCTION

At V3 Facilities Management, health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss.

Areas of operation of the business –

- Construction and dismantlement of scaffold structures on construction sites.
- Transportation of work equipment using vehicles.
- Purchase, inspection, maintenance, and storage of work equipment.
- Business management conducted remotely and from office premises.

2.0 POLICY STATEMENTS

2.1 HEALTH AND SAFETY POLICY STATEMENT

V3 Facilities Management is committed, through compliance with relevant health and safety statutory provisions, industry standards and best practice, to ensuring the protection of the environment, employees, contractors and others that may be affected by its activities, so far as is reasonably practicable.

The company is aiming to achieve OHSAS 45001 and this accreditation will reflect the approach of ongoing improvement adopted by the business.

The Policy shall be communicated to all personnel under the control of the Company. Defined Health and Safety responsibilities, provision of adequate resources and competent management and supervision shall ensure effective implementation of the Policy and management system throughout the organisation.

V3 Facilities Management shall set and establish objectives and targets, incorporating health and safety activities. The health and safety management system and progress towards objectives shall be regularly monitored and reviewed to ensure they remain relevant to the Company's activities and to facilitate continual improvement in safety performance. The Company shall ensure:

- Effective hazard identification, assessment and control to avoid or reduce Health and Safety risks as low as reasonably practicable
- Personnel are competent to fulfil their duties to the identified standards
- Co-ordination and co-operations with all relevant stakeholders including clients, designers, planning supervisors, contractors and enforcing authorities

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- The provision of safe place of work and safe plant and work equipment
- Consultation and communication with employees on Health and Safety issues
- Responsible procurement, use, transfer and disposal of goods and materials
- This policy is available to any interested party on request

Employees and contractors have a duty to co-operate with V3 Facilities Management in achieving this Policy and to take reasonable CARE OF THE Health and Safety of themselves and others that may be affected by their acts and omissions.

Richie Jones

Director

July 2025

2.2 ALCOHOL AND DRUGS POLICY STATEMENT

This Drugs and Alcohol Policy Statement is applicable to all personnel under the control of V3 Facilities Management. The Director shall take all reasonable steps to ensure that all relevant personnel are made aware of this Policy statement.

Control measures include:

- Screening for drugs and alcohol during employment at V3 Facilities Management
- An annual, unannounced, random screening of a percentage of relevant personnel
- Reporting of results to the client and other interested parties
- Review of the Drugs and Alcohol Policy at least annually

No person under V3 Facilities Management's control shall:

- Report, or endeavour to report for duty whilst under the influence of drugs or alcohol
- Report for duty in an unfit state due to the use of alcohol or drugs
- Be in possession of controlled drugs in the workplace
- Consume alcohol or drugs whilst on duty

When being prescribed medication, personnel shall notify their Doctor of the nature of activities they are engaged in. They shall ensure their Supervisor is immediately notified of any prescribed or “over the counter” medication being taken that may affect or impair their safe performance.

Personnel that believe they have drugs or alcohol related problems and pro-actively raise the issue (i.e. not after being involved in an incident or being nominated for a test) shall be provided confidential support. However, other personnel in contravention of this Policy or Drugs and Alcohol Work Instruction shall be subject to appropriate disciplinary action.

The company will monitor the effectiveness and adequacy of this Policy at least annually.

R. Jones

Richie Jones

Director

July 2025

2.3 ENVIRONMENTAL POLICY STATEMENT

V3 Facilities Management recognises that their activities present a low risk to the environment. However, they aim to maintain the highest standards of environmental care, for both Company and Client.

The Company is aiming to achieve ISO 14001, and this accreditation will reflect the approach of ongoing improvement adopted by the business.

This will be achieved by:

- Increasing and maintaining a high level of environmental awareness of all employees, so that environmental protection becomes a collaborative effort
- Senior Management demonstrating a commitment to environmental protection by active involvement and providing adequate resources
- Complying with all relevant environmental legislation, guidance and good practice
- Adhering to our client's own environmental policies and procedures
- Pro-actively monitoring and developing innovative means of minimising environmental impact
- Encouraging close liaison with the enforcing authorities, such as the Environment Agency and Local Authorities

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- Assessing the impact on the environment from all aspects of our operations so that all suitable preventative and protective measures are taken to protect the Environment
- Developing and implementing arrangements to support this policy statement, based on continuous improvement
- Monitoring, measuring and reviewing all arrangements against objectives so that they remain effective and current with changing legislation and knowledge

To maintain effective environmental management, the directors require the full support and co-operation of all employees and contractors, and to ensure that they shall share these Company values as common beliefs.

R. Jones

Richie Jones
Director
July 2025

2.4 QUALITY POLICY STATEMENT

It is the policy of V3 Facilities Management to supply products and services of consistent high quality to its clients and to ensure compliance with the applicable codes, standards and regulatory requirements.

To achieve this objective, it is the policy of the company to maintain and establish an effective system to ensure the maintenance of quality within the business in conjunction with other management functions.

The company is aiming to achieve ISO 9001, and this accreditation will reflect the approach of ongoing improvement adopted by the business.

The Director is responsible for ensuring the implementation of this manual and has the authority and organisational freedom to identify quality assurance problems and to initiate, recommend and provide solutions.

Company personnel shall always fulfil V3 Facilities Management UK's quality requirements and those that relate to the requirements of our customer.

R. Jones

Richie Jones

Director

July 2025

2.5 EQUAL OPPORTUNITIES POLICY STATEMENT

We recognise the value of developing a working culture that is fair and 'inclusive' – enabling all employees to make their distinctive contributions to the benefit of the business. We will therefore not tolerate discrimination of any kind on any grounds that include:

- Age
- Beliefs
- Colour
- Disability
- Ethnic Origin
- Marital Status
- Nationality
- Parental Responsibility
- Part-time and Fixed Term Status
- Race
- Religion
- Sex
- Sexual Orientation

List is not exhaustive.

Our Aim

- To recruit, train and promote the best person for the job
- To make full use of the talents and resources of all our employees
- To create a working environment free from unlawful discrimination, victimisation and harassment in which every one of you is treated with dignity and respect

What Does It Cover?

All our people policies are based on the principle of equality of opportunity for all including:

- Recruitment and Selection
- Training and Development
- Promotion
- Selection for Redundancy
- Employees Duties

Any form of discrimination may be unlawful and will not be tolerated by the Company. Employees are obliged to co-operate to ensure that the policy is carried out effectively. If their actions or omissions amount to either a breach of this policy or to unlawful discrimination, V3

Facilities Management will regard this as a disciplinary offence resulting, if appropriate, in disciplinary action which could include summary dismissal.

Employees are required to comply with this policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, suppliers' customers and contacts of the Company and anyone else with whom you come into contact during your employment.

Training and Support

Training in equal opportunities awareness will be available to all employees, with additional training provided to all supervisors, managers and those involved in the Company's recruitment, training and promotion processes, and/or conducting the Company's grievance and disciplinary procedures. This training includes the moral and legal reasons for adopting an equal opportunities approach to these key areas.

Making Sure the Policy Works

To ensure that the documented approach is followed, we carry out regular and comprehensive audits. This includes the monitoring of all applicants for our position, and we regularly review the ethnic profile of our workforce to ensure that our diversity policy is working in practice.

R. Jones

Richie Jones

Director

July 2025

m2.6 ARRANGEMENTS FOR REVIEWING AND UPDATING THE POLICY AND SMS

The Health and Safety Consultants are responsible for keeping the Company up to date with developments in occupational health and safety: new and changing health and safety legislation, case law and best practice.

This Policy and associated procedures shall be revised in accordance with any significant changes identified above and at least reviewed every 12 months, to ensure that remains relevant to the business operations and up to date.

2.7 PERFORMANCE STANDARDS

This document details performance standards for health, safety and welfare that must be adhered to. However, a number of these arrangements are expanded upon in other documents including where relevant.

- BS5975:2024 Code of Practice for Temporary Works Procedure

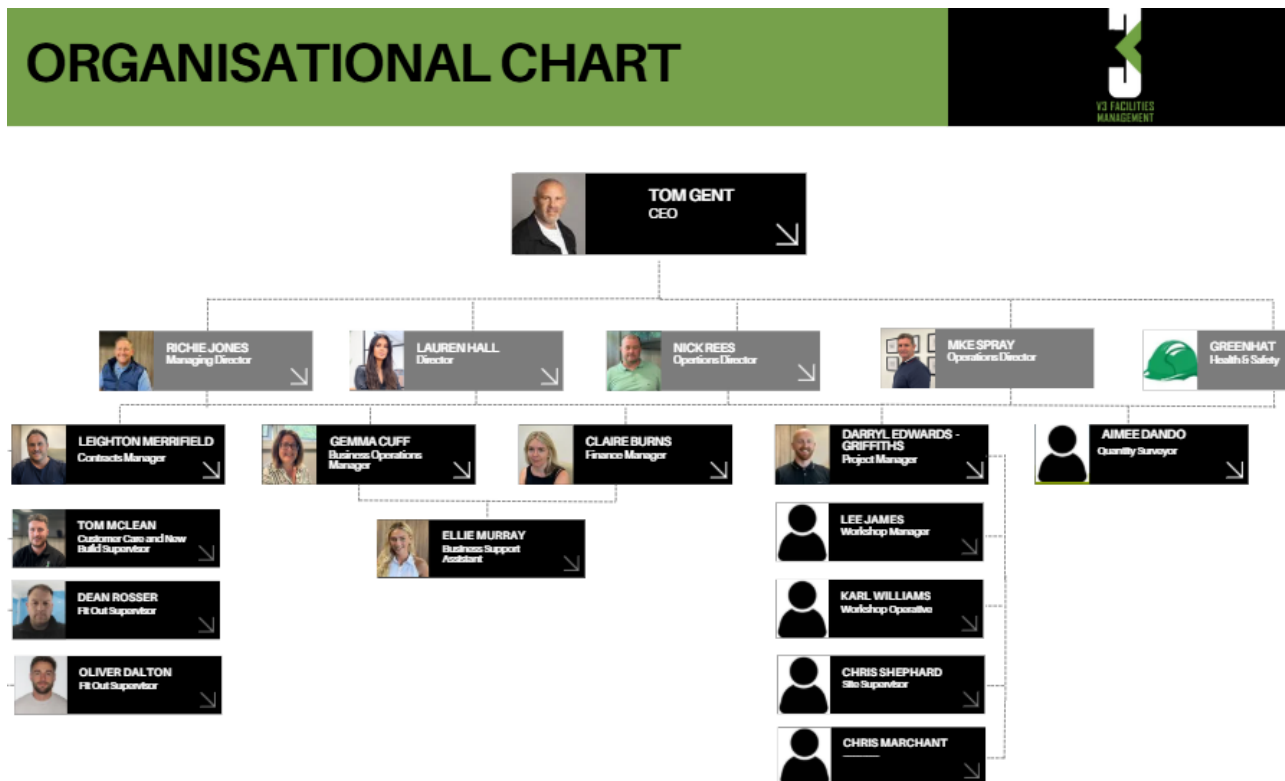
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- BS EN 12811-1:2003 Temporary Works Procedures
- BS EN 13374:2013 plus A1:2018 Temporary Edge Protection Systems. Product Specification
- BS EN ISO 9001:2015 Quality Management Systems. Requirements
- BS EN ISO 14001:2015 Environmental Management Systems
- ISO 45001:2015 Occupational Health and Safety Management Systems
- Technical and Safety Guidance from National Access and Scaffolding Confederation (NASC)

3.0 ORGANISATION

3.1 ORGANISATION CHART

As stated in the Health and Safety Policy Statement, the management of occupational health and safety at V3 Facilities Management is a line-management responsibility, as the line-management, from the Director through to Chargehands, are charged with controlling the business operations. Health and Safety is an integral part of all our operations; therefore, each member of the line-management is charged with managing health and safety within their sphere of operation. The following organisation chart (overleaf) defines the hierarchy within the Company.



3.2 GENERAL RESPONSIBILITIES FOR MANAGING HEALTH AND SAFETY

This section covers the basic general responsibilities for managing occupational health and safety at V3 Facilities Management.

3.2.1 Directors and Management

The Director has ultimate responsibility for health, safety and welfare at V3 Facilities Management.

The Director with prime responsibility is Tom Gent; he is responsible for bringing the policy to the attention of all employees and sub-contractors and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the Company's activities and changing legislation. It is the responsibility of the Director, with the assistance of the Independent Safety Consultants, to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems etc... for the Company and to amend the Policy as necessary.

3.2.2 General Duties of Employees

All persons at work carry individual responsibilities and these are outlined in the Health and Safety at Work Act 1974, as follows:

- To take reasonable care of themselves and others who may be affected by their acts or omissions.
- To cooperate with the employers so far as is necessary to enable the employer to comply with his statutory duties.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- The Company requires the full support of all employees and sub-contractors to have effective accident prevention.

3.2.3 Health and Safety Support

V3 Facilities Management have a retained service agreement with BEST for Solutions Ltd, scaffolding and temporary works specialists to provide support and external audit services. V3 Facilities Management are audited members of The Scaffolding Association who provide industry specific, phone and email support services to their members. The company also receives news bulletins from the HSE and The Scaffolding Association.

3.3 TRAINING AND COMPETENCE

V3 Facilities Management recognises its general duty to employees under section 2(2)c of the Health and Safety at Work Act 1974, to provide all necessary information, instruction, training and supervision. To this end the company continuously assesses the competency level of all employees and where applicable sub-contractors.

3.3.1 Training Records

The Company shall maintain training records in the personnel files with copies of certification.

3.3.2 Induction Training

Every new employee shall receive induction training before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards.

The Induction is recognised as an opportunity to convey the management beliefs and company values for health and safety management and to help influence the attitudes of all new starters.

A record of induction must be kept, signed by the inductee as an acknowledgement that they have understood the content.

3.3.3 Modular Training (Toolbox Talks)

Modular training in the form of toolbox talks is used to help increase and maintain general levels of health and safety awareness.

The Director will set the frequency of toolbox talks, as necessary (e.g. weekly, fortnightly). However, every operative must receive at least one toolbox talk per calendar month, covering a specific topic as a minimum.

A schedule of monthly toolbox talks topics must be prepared for a six-month period.

Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice.

A record of attendance must be kept, with the signature of each attendee.

3.4 COMMUNICATION OF INFORMATION

3.4.1 Essential Information and Feedback

The 'toolbox Talk' medium can be used to help disseminate essential health and safety information throughout the organisation. It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss issues.

3.4.2 Formal Communications

V3 Facilities Management recognises its general duty to consult and work with its employees and their health and safety representatives to aid protecting everyone from harm in the workplace. To ensure the effective communication of important information, the company uses the following formal systems:

- Work Instructions
- Memorandums and General Notices
- Guidance Notes
- Safety Bulletins
- Internal Newsletters

Safety Bulletins are a system for communicating up-to-date health and safety information, important issues, such as accident/incident learning to be shared will be compiled and issued to all employees, as necessary.

Copies of such written information should also be posted on the notice boards. For personnel with access to the Company's computer network may be sent this information electronically.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication.

3.5 EFFECTIVE SUPERVISION AND CONTROL

At V3 Facilities Management, we have established four general principles for effective supervision to help ensure control of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards – for all elements of the business – not just health and safety.

The four general principles for effective Supervision are:

1. Every job should be surveyed, and a suitable and sufficient risk assessment carried out.
2. Ensure the correct competence levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective communication of the required performance standards and essential information e.g. control measures.
4. Establish and implement the suitable levels of imposed and self-supervision depending upon the degree of risk and the competence levels of the operatives involved. Always ensure a minimum level of imposed supervision. This also includes commissioning of work and handover by a competent person.

3.6 CONSULTATION WITH EMPLOYEES

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and union safety representatives and safety committees. V3 Facilities Management will comply with the relevant legislation as a minimum standard.

Toolbox talks will be used as a medium for consultation. Management will always be approachable on all health and safety matters.

3.7 LIAISON WITH FELLOW EMPLOYERS

V3 Facilities Management recognises its duty under the Management of Health and Safety at Work Regulations 1999, to communicate with fellow employers to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made.

4.0 ARRANGEMENTS

4.1 RISK ASSESSMENT

The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and enough assessment of the risks to health and safety and to keep records of the significant findings. The Company has developed risk assessment processes to comply with this statutory requirement.

The two risk assessment processes used are known as Generic Risk Assessment and Specific Risk Assessment. Both processes use a qualitative technique, which relies upon the judgement of a competent person (or Risk Assessor). The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

Certain other pieces of legislation require specific risk assessment such as the Manual Handling Operations Regulations 1992 (as amended), of which arrangements are made within further sections of this policy.

4.1.1 Generic Risk Assessment

A suite of Generic Risk Assessments has been prepared and implemented for all the routine operations undertaken by V3 Facilities Management. However, they do not take account of the specific environmental conditions as the particular workplace, which is why they must always be supplemented by a specific risk assessment.

4.1.2 Specific Risk Assessment

A specific risk assessment must be carried out before each job commences. The assessment process is similar to the generic process; however, it is simplified using checklist type pro-forma to assist the Risk Assessor to identify the hazards.

4.1.3 Dynamic Risk Assessment

Each Supervisor/Manager is issued with a 'pre-job risk assessment' booklet. This is intended to empower them to assess risks dynamically, or to issue amendments to assessments that were carried out prior to the work commencing.

4.2 METHOD STATEMENTS/SCAFFOLD PLANS

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At V3 Facilities Management they are prepared:

- i) For all complex or high-risk operations where the preventative and protective control measures and require more explicit detail than provided in the specific risk assessment; and/or
- ii) At the request of our clients

All method statements should include the following:

- The client's details
- Details of the location
- Description of the activities to be undertaken
- Specific equipment to be used
- Drawing register
- Sequence of events or work method
- Significant hazards identified through the risk assessment
- Specific control measures to be adopted
- Specific details of how the Scaffold or Netting will be Erected and Dismantled
- Details of Rescue Procedure for fallen operatives
- Levels of competence required to undertake the tasks

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing.

4.3 PREVENTING FALLS

All scaffolding operatives shall be equipped with suitable and approved work equipment for the task, before commencing work at heights. All work at height equipment provided must conform to the relevant British and European standards. V3 Facilities Management will inspect and keep a record. Special attention should be given to SG4 the use of new technological methods to prevent falls from heights as "tunnelling or traversing" is no longer acceptable.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy.

Each member of the operational line-management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4.

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4. All line-management with managerial and supervisory responsibility for scaffolding operations shall attend such training. All line-management with managerial and supervisory responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough examination and servicing in line with the manufacturer's recommendations, NASC guidance note SG16 and the Work at Height Regulations 2005, at periods not exceeding 3 months. Records of thorough examination must be maintained.

The user is required to carry out a pre-use inspection of their fall arrest equipment. The requirements of the pre-user inspections are covered in the SG4 training package.

Netting operatives will be competent and trained to FASET standards. Works will be carried out to BS EN 1263-2 Code of Practice for Safety Nets in Construction and Other Works.

4.4 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, V3 Facilities Management will comply with the hierarchy to avoid, prevent and mitigate the need to work at height at all times and will always consider collective protection over personal where applicable.

Work at Height is deemed as any place from which if measures required by these regulations were not taken a person could fall a distance liable to cause personal injury including below ground.

V3 Facilities Management will always use competent personnel to organise and plan work at height and competent personnel to erect, dismantle and modify scaffolding and netting as required.

Environmental conditions need to be always considered that may adversely affect health and safety during scaffolding operations.

The company will ensure that working platforms used for construction will be under an inspection schedule by themselves or the user.

The company will ensure safety nets are installed and inspected to the relevant standards.

Scaffold should be erected to strength and stability calculations unless erected to a recognised standard.

Top Guardrail heights on scaffolds will be 950mm and the maximum gap should not exceed 470mm. Working platforms should have no gaps where people or objects can fall.

Signs and Barriers must be in place on working platforms showing areas where access is not permitted.

4.4.1 Work Equipment

All work equipment (including hand tools, appliances, lift trucks, computers, scaffolding materials etc) must be designed and suitable for the purpose for which it is to be used and only use for operations for which it is designed.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles.

Line-management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

Any work equipment found to be defective must be reported to the immediate Supervisor who will arrange for the equipment to be taken out of use and clearly marked as defective.

4.4.2 Scaffolding Materials

All scaffolding components and associated materials such as ladders etc must be subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person must be deemed competent by his manager having received appropriate training and instruction.

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and NEVER thrown or allowed to drop – any Scaffolder found bombing material will be referred for disciplinary action.

4.4.3 Lightweight Tower Scaffolds

Trainee, Basic or Advanced Scaffolders should not be viewed as competent to erect, alter or dismantle aluminium tower scaffolds unless they have been specifically trained to do so. The recommended training is a one-day course, such as that provided by PASMA.

Erection of aluminium tower scaffolds should be undertaken in accordance with the manufacturer's recommendations.

4.4.4 Mobile Plant and Vehicles

All mobile plant and commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer instructions and statutory provisions e.g. Lifting Operations and Equipment Regulations 1998. In addition, all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator.

Any defects identified must be reported to the Director and the findings and remedial action recorded in the report.

All mobile plant with a risk of rolling over must be fitted with an appropriate rollover protection system (ROPS) and seatbelt(s). Lifting Operations and Lifting Regulations 1998.

4.4.5 Mobile Elevating Work Platforms (MEWPs)

MEWP operators must hold a current CITB CTA Card, IPAF Operators Certificate or equivalent.

All employees using MEWPs at height shall be subject to the wearing and use of fall restraint equipment. All MEWPs shall have a clearly designated anchor point within the platform that can sustain the likely forces imposed.

4.4.6 Portable Electrical Equipment

It is company policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All portable electrical equipment must be inspected, and portable appliance tested (PAT) every 12 months, by a competent person. All RCDs must be tested every 6 months.

An inventory of all equipment must be maintained, and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

4.4.7 Lifting Operations and Lifting Equipment

A person(s) shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

Lifting equipment (e.g. cranes, lorry-loaders, hoists etc) and lifting accessories (e.g. chains, slings, shackles, gin wheels and ropes etc) shall have a nominated person (and deputy) to be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by ARS Ltd as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98).

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER 98. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

A Slinger/Signaller (Banksman) shall be appointed to assist the crane operator if his vision of the load throughout its travel is obstructed. All appointed Slinger/Signallers are competent, having received formal training to CITB standards or equivalent.

The Slinger/Signaller must visually inspect all lifting equipment before each use. Any defects identified must be reported to the immediate Supervisor, with the equipment removed from use and clearly marked as defective.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

Suitable storage accommodation must be provided to prevent physical damage or deterioration.

4.4.8 Safety Nets

All safety nets used by V3 Facilities Management shall be compliant with BS EN 1263 (2014) and erected in accordance with BS 8411:2007. Safety nets will be thoroughly inspected by competent persons before each installation and periodically (annually unless specified otherwise by the manufacturer) tested in a manner described in BS EN 1263-2.

4.5 OCCUPATIONAL HEALTH

It is the intention of the company to provide a suitable health surveillance programme to ensure the protection of employee's health during their period of employment. It will enable us to detect and assess the early signs of adverse effects on the health of employees exposed to certain health hazards and determine their fitness to carry out tasks.

4.5.1 Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) requires employers to avoid manual handling operations and where they cannot be avoided to make an assessment of the risk of injury to establish control measures to reduce those risks as low as reasonably practicable.

V3 Facilities Management recognises that manual handling is an inherent part of the Scaffolders trade and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

CISRS/CITB trained scaffolders and other operatives who are required to carry out manual handling operations will require guidance and training in the correct handling techniques.

4.5.2 Hazardous Substances

Arrangements are being developed to assess the effects of any substances identified as hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) a COSHH register is required for all substances used by the company.

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of that substance as per COSHH.

The COSHH assessment must be carried out by an appointed competent person, usually the Safety Consultant.

4.5.3 Asbestos

Where our employees may come into contact with asbestos containing materials (ACMS) we obtain information in advance, of the locations of ACMs and pass this information to these staff with relevant instruction on how to avoid any disturbance. Our employees are not permitted to undertake any work which may damage or disturb asbestos. V3 Facilities Management does not currently undertake scaffolding operations for the work with asbestos e.g. structures for use as enclosures for asbestos removal or encapsulation and is aware that to do so, an ancillary asbestos license is required.

4.5.4 Noise

Similar to other pieces of legislation, the Control of Noise at Work Regulations 2005, requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

The company aims to comply with the requirements of the Noise at Work Regulations 2005. The Noise Regulations require specific action to be taken at certain action values.

These relate to the levels of exposure to noise of employees averaged over a working day or week; and

- The maximum noises (peak sound pressure) to which employees are exposed in a working day

The values are:

- Lower exposure action values:
 - Daily or weekly exposure of 80 dB;
 - Peak sound pressure of 135 dB;
- Upper exposure action values:
 - Daily or weekly exposure of 85 dB;
 - Peak sound pressure of 137 dB
- There are also levels of noise exposure which must not be exceeded:
- Exposure limit values:
 - Daily or weekly exposure of 87 dB;
 - Peak sound pressure of 140dB

As part of the assessment, a competent person using specialist equipment, usually the Safety Consultant must measure noise exposure. The noise exposure is calculated over an equivalent eight-hour shift known as the Lep'd.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resource be made to the use of Personal Protective Equipment.

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and/or equipment). Noise exposure shall be considered during the selection of new plant and equipment.

4.5.5 Health Surveillance and Screening

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition, certain pieces of legislation also require health surveillance i.e. the Control of Asbestos Regulations and the Control of Lead at Work Regulations.

All new employees must complete a pre-employment medical questionnaire, which is contained in the application form.

A Director must vet the medical questionnaire. Any medical conditions identified should be referred to the Safety Consultant for advice.

Driver/Plant Operator medical checks to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.

4.5.6 Vibration

Vibration exposure from prolonged work with powered hand-held tools or equipment can have an adverse effect on the hands and arms of the user. Various forms of injury can be caused by not effectively controlling vibrating equipment, collectively known as hand arm vibration syndrome (HAVS). The best-known condition is vibration white finger (VWF), which is a reportable disease.

All controls established must as a minimum requirement be provided in accordance with those specified in the Control of Vibration 2005, Health and Safety Executive's guidance booklets HS(G)88 Hand Arm Vibration and HS(G)170 vibration solutions.

4.6 OVERHEAD POWER LINES

All scaffolding contracts undertaken for the provision of overhead line protection scaffolds for the National Grid and local electricity authorities shall be carried out strictly in accordance with HSE's Guidance Note 6, Avoidance of Danger from Overhead Power Lines. It is the intention of the company to provide a suitable health surveillance programme to ensure the protection of employee's health during their period of employment. It will enable us to detect and assess the early signs of adverse effects on the health of employees exposed to certain health hazards and determine their fitness to carry out tasks.

4.7 INSPECTION, COMMISSIONING AND HANDOVER OF SCAFFOLDING

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person (usually the Contracts Supervisor or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover. If the structure is a designed scaffold then the inspector must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificates shall be used to formally handover the structure or part structure and should be signed by the client's representative. If this is not possible then it should be faxed or posted registered mail with the transmittal sheet or receipt retained on the contract file.

Where V3 Facilities Management is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulation 12 and 13 of the Work at Height Regulations 2005 and schedule 7 on behalf of a client, then such inspections shall include and be limited to the following:

- a) Before being taken into use for the first time; and
- b) After any substantial addition, dismantling or other alteration; and
- c) At regular intervals not exceeding 7 days' notice since the last inspection

However, in addition to a), b) and c) above, should a client require V3 Facilities Management to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to V3 Facilities Management to carry out an inspection after such an event. Such an inspection would be considered extra and a variation to the contract requiring a specific written instruction.

Safety nets will be periodically inspected to BS EN 1263 and BS 8411. They will be inspected before each use by competent persons as set out in BS 8411. Nets will be inspected at regular intervals not exceeding seven days, by a competent person while rigged.

4.8 MASONRY ANCHOR TESTING

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The testing of masonry anchors used as scaffold ties is an essential element of the scaffold commissioning and handover process and ensures that the anchors have been correctly installed. The preliminary and proof testing should be in line with Technical Guidance 4 from NASC. The manufacturer's instructions must be followed for the specific type and make of anchor used.

A sample of anchors to be used shall be proof tested to a load of 1.25 times the working load; in the case of ties with working tensile load of 6.1kN this means a test load of 7.6kN and where a tie load of 12.2kN is required the proof load is 15.3kN. The pass criterion is that no significant movement of the anchor is apparent; a visual check only is sufficient.

The number of anchors to be tested is specified in the table below. The numbers specified apply to all discreet areas where:

- a. Different fixings may have been used;
- b. The base material is different;
- c. The condition of the base material has been affected by different weather conditions on a different elevation;
- d. A different team of installers has been involved.

No of Ties on the Job	No of Proof Tests Required
0-60	3
61-100	5
101-120	6
121-140	7
141-160	8
161-180	9
181-200	10
200-220	11
221-240	12
In the Event of a Failure	
1 Failure	Double Test Rate to 1 in 10 and a minimum of 6
2 Failures	Double Again to 1 in 5 and minimum of 12
More than 2 Failures	Test 100% and review fixing specification and installation method

The results of the pull-out testing should be recorded on the handover certificate (number of ties tested and results in failures or kNs), unless a specific report is prepared.

A sketch of the tie pattern should be drawn on the back of the handover certificate where the scaffold is not designed. The company will provide guidance on this at induction.

4.9 PROTECTION OF THE PUBLIC AND OTHERS

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc) especially children being risk of an injury.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

4.10 PERSONAL PROTECTIVE EQUIPMENT

All Personal Protective Equipment purchased must meet the necessary European Standards and carry the CE Mark.

The risk assessment process together with our client arrangements (i.e. site rules, permit to work systems etc) should identify a requirement for PPE. Personal Protective Equipment will only be specified as a last resort in the hierarchy of controls.

An assessment of the PPE must be carried out as required by the Personal Protective Equipment at Work Regulations 1992 (as amended), to ensure the correct selection and suitability for the user.

Employees have a statutory duty to use PPE provided as part of the safe system of work and not misuse or interfere with it.

All new employees receive a full issue of PPE, when they commence employment. If any item of PPE required is missing, expired, damaged or defective then it shall be replaced upon request a record of all PPE issued must be maintained, signed for by the recipient.

No charge can be made to employees for the issue of PPE.

4.11 SCAFFOLD DESIGN

All scaffolding will be provided in compliance with the relevant British and European Standards and the Work at Height Regulations 2005.

Any scaffold structure requiring design input (e.g. special structures) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out shall be detailed on the drawing in text, also where appropriate within the specific method statement.

Anticipated significant deviations from the original design criteria, revealed during the execution of the work needs to be communicated to the Design Engineer to ensure structural integrity is maintained.

4.12 FIRST AID AND EMERGENCY ARRANGEMENTS

The company will provide adequate and appropriate equipment and facilities to enable first aid to be rendered to employees if they are injured or become ill at work. A risk assessment will be undertaken to assess what will be adequate and appropriate. It is the intention of V3 Facilities Management to comply with the site-specific arrangements made by our clients. However, in such circumstances where the Client makes total arrangements for first aid the Company will ensure that employees have basic knowledge to administer immediate aid.

4.13 WELFARE FACILITIES

Welfare facilities will be provided in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Construction (Design and Management) Regulations 2015 and their relevant Approved Codes of Practice and Guidance, as a minimum standard.

Additional facilities will be provided as per the client's contractual requirements and the desire to project a good company image.

4.14 HOUSEKEEPING

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards etc.

The subject of housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained.

4.15 SMOKING AT WORK

It is the Company policy not to permit smoking within any company premises, including offices, canteens, car parks, factory, workshops etc unless in a designated smoking area that is entirely external in nature. Smoking permissions on sites will be determined by the site-specific rules of the Principal Contractor so long as those permissions do not contradict current legislation.

4.16 DRUGS AND ALCOHOL AT WORK

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore, if any employee or contractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees, and they must be prohibited from driving/operating plant equipment and working at height.

The Company tolerance for alcohol consumption during the working hours and its effects at work is in line with the current Road Traffic and Highways Legislation.

The Company reserves the right to test any employee who it suspects of abusing drugs. The company also has a right to dismiss any employee who is found to be positive or who refuses to comply with the request for a test to be undertaken.

4.17 YOUNG PERSONS AT WORK

A young person at work is a person under the age of eighteen (18) years and can be an employee, visitor or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall unless they are in training under direct supervision.

Before a young person starts work e.g. trainee, apprentice etc, a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

4.18 DEALING WITH THE ENFORCING AUTHORITIES

The Director will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc, unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager/Supervisor or if they wish to proceed unaccompanied the Manager/Supervisor must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as the issuing of a Prohibition Notice, Improvement Notice or a Notice of Contravention (fee for intervention), then the Manager/Supervisor to whom it is issued must comply with any immediate requirements and contact a Director and the Health and Safety Consultants directly.

The Health and Safety Consultant will be able to provide the Manager/Supervisor with any practical interpretation and advice on the necessary corrective action required to comply with the Notice.

The Director will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

4.19 WORK ON OR NEAR THE RAILWAY

All projects undertaken for the rail authority or a rail authority approved contractor on or near the railway must be carried out in strict compliance with the rail authority's safety standards.

4.20 DOCUMENT CONTROL

This Policy is subject to the Company's management procedure for document control and must not be reproduced, unless clearly marked as an 'UNCONTROLLED COPY'.

4.21 RECORDS MANAGEMENT

All records of formal monitoring and auditing, accident investigation reports, training records, PPE registers, records of inspection and testing, minutes from review meetings, risk assessments and medical reports shall be kept for a minimum of five years.

Accident statistics and details of enforcement action should be indefinitely.

All records should be kept in such a manner that they are ready retrievable and protected where practicable from damage, deterioration or loss.

4.22 OFFICE SAFETY

All clerical and administration employees are required to receive general office safety instruction and training, as appropriate.

4.22.1 DSE User and Operator

The Health and Safety (Display Screen Equipment) Regulations 1992, requires employers to identify Users and Operators (operators are the self-employed, agency workers and contractors) of display screen equipment and to carry out an assessment of their work activities and workstation.

A User (or Operator) is defined as a person dependent on using a display screen, who is required to use equipment every day for a minimum of two (2) hours. Once Users (or Operators) have been identified, a competent assessor must undertake the risk assessment. Following the assessment, the control measures established as reasonably practicable will be implemented and could include:

- Re-designing tasks and work routines to include regular breaks.
- Provide current workplace equipment to improve ergonomics.
- Make changes to the environment e.g. lighting, ventilation, temperature etc.
- Provide User/Operator training and instruction.

4.22.2 Eye Tests and Corrective Devices

All employees, who have identified as DSE users and use corrective devices for sight (glasses or contact lenses) for close work, are required to wear them when operating DSE.

Employees who wear corrective devices and are required to use light eye protection (LEP) are entitled to prescription safety glasses free of charge.

4.23 WASTE MANAGEMENT

Scaffold activity generally produces very little in the way of waste. However, V3 Facilities Management will fully cooperate with the Principal Contractor to assist him in discharging his duties under the applicable environmental legislation.

4.24 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Company are often engaged as contractors as defined by the Construction (Design and Management) Regulations 2015 and as such, will aim to comply with Regulation 15 which places specific requirements upon contractors.

We will:

- Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
- Submit any relevant risk assessments and method statements as required.
- Inform the Principal Contractor of any incidents without unreasonable delay.
- Provide relevant information for the Health and Safety file.
- (Where we are the sole contractor on site) prepare a Construction Phase Health and Safety Plan as defined by Regulation 12.
- The company realises that the provision of training and information to operatives on site is vital, and as such will ensure that:
 - All operatives are trained and competent to carry out the tasks to which they are assigned.
 - No operatives will begin work until they have received basic information, such as the site induction (where not already provided by the Principal Contractor) and the contents of relevant sections of the Construction Phase Health and Safety Plan. This will include emergency procedures to be followed in the event of serious or imminent danger to health and safety, and the communication of information relating to risks to health and safety, and the communication of information relating to risks to health and safety. This information will generally be communicated using a Method Statement and Risk Assessments.

The company is aware that any contractors that it engages must be competent in the tasks they are required to undertake. Any newly engaged sub-contractors must demonstrate their competence via a SSIP accreditation, or similar.

When undertaking work directly for a domestic client, we will ensure the client is aware of their duties under Regulation 7 of the CDM 2015. However, we are mindful of our duties if the company are required to undertake this role on the domestic client's behalf.

4.25 DRIVER COMPETENCE

The company is committed to ensuring compliance with Driver CPC requirements in line with Driver and Vehicle Standards Agency requirements.

4.26 LONE WORKING

The company recognises the risks associated with lone working and as such will take steps to manage them. For all physical work activities, excluding those that involved driving and home working. V3 Facilities Management will undertake an assessment of the risks to establish the most suitable methods of control. These methods of control may include and, or all the following:

V3 FACILITIES MANAGEMENT

- Provision of additional work equipment.
- Additional training.
- Remote monitoring.
- A 'call-in' or 'buddy' system.

Under no circumstances will scaffolding operatives be permitted to work alone in situations where the work activity necessitates the use of personal fall protection equipment.

The HSE Publication, INDG73 (Rev 4) 'Working Alone' will form the basis for the measures to be implemented by the company.

5.0 MEASURING PERFORMANCE

5.0.1 Accident Reporting and Investigation

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health and Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

However, it is the policy of the company to investigate all accidents and incidents including near misses. The purposes of the investigation are to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame. For serious accidents, or those with high potential, the retained H&S Advisors will be involved.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture' which is like 'no blame', but there may be some apportionment of personal responsibility. Investigations must not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high-profile topic e.g. regularly repeated toolbox talks, notices etc.

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action. All injuries must be reported to the Director, who will ensure that the appropriate level of investigation is undertaken, and the records kept.

There is no longer the requirement to maintain a B1150 accident book as the same information is captured in the Company Accident Report. A company accident form must be completed for all accidents. The individual completing the form keeps a copy and the other copy is entered into head office accident file once all the remedial actions are complete and closed out.

In addition to the form a full investigation report should be prepared for higher potential incidents. The report will be documented using Form 001. All line-management who lead accident investigations will receive formal investigation training.

It is the responsibility of the Responsible Person to ensure that RIDDOR injuries, ill health and dangerous occurrences are reported as soon as possible, but always within the fifteen-day timeframe.

All accidents can be reported online but a telephone service remains for reporting fatal and specified injuries only.

The RIDDOR reference number must be recorded on the Accident Report Form. The Health and Safety Executive's RIDDOR report details are listed below:

Telephone 0845 300 99 23 (Monday to Friday 8.30am to 5.00pm only)

Fax 0845 300 99 24

Email riddor@natbrit.com

Information www.hse.gov.uk/riddor

5.0.2 Accident Reporting and Investigation Flowchart

5.2 PROACTIVE MONITORING

The purpose of proactive monitoring is to ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and recognise positive good behaviour.

5.2.1 Hierarchy Monitoring

Each member of the line-management within the operational hierarchy of the organisation (partner through to first line supervisors) shall undertake health and safety inspections at a predetermined frequency hence the term "Hierarchy Monitoring". The inspection shall observe workplace operations and be carried out using a checklist style pro-forma to record the findings.

Copies of the monitoring report are sent to the immediate direct line-manager. Where appropriate copies will be issued to the individual responsible for completing a specific action all corrective remedial actions remain open until closed out as complete.

Only individuals considered to be competent will be permitted to carry out inspections.

5.2.2 Independent Monitoring

Independent Monitoring is like the Hierarchy Monitoring but is carried out by the Independent Health and Safety Consultants when instructed by the Director. This monitoring is carried out on a regular basis and reported directly to the Director.

6.0 REVIEW MEETINGS

An Annual Safety Management review meeting should be held with the Director of Safety and the external Health and Safety Consultants to monitor implementation and development of the Health and Safety Policy and overall safety performance.

7.0 PRINCIPAL ELEMENTS OF APPLICABLE LEGISLATION

The Company are mindful of their duties under the Health and Safety at Work Act 1974 and the delegated legislation there under.

However, principal elements of applicable legislation to company activities are considered to be:

- The Management of Health and Safety at Work Regulations 1999 (as amended)
- The Regulatory Reform (Fire Safety) Order 2005 (as amended)
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Work at Height Regulations 2005
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Employers Liability (Compulsory Insurance) Act 1969 (as amended)
- Electricity at Work Regulations 1989
- Construction (Design and Management) Regulations 2015
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- The Health Act 2006
- The Corporate Manslaughter and Corporate Homicide Act 2007
- The Health and Safety (Offences) Act 2008
- The Equalities Act 2010
- The Building Safety Act 2022