



QUALITY NEWBUILD WINDOW SOLUTIONS

Health and Safety Policy 2022

Statement of Intent

Building Product Solutions Ltd is committed to ensuring the safety of our employees, customers, members of the public and anyone that may be affected by our operations, meeting the requirements of the Health and Safety at Work Act as a minimum.

Building Product Solutions is committed to continual improvement in all areas of health and safety management and recognises its responsibility for providing a safe and healthy workplace and work environment for employees and others (contractors, visitors, and the public) who may be affected by our work or undertakings. This includes all work locations, construction sites and people's homes as applicable.

Responsibilities for Health and Safety

The Managing Director and Board of Directors recognises its ultimate responsibilities for health and safety as the employer and has delegated operational responsibility and authority for health and safety policy implementation to the respective managers.

Each employee is to co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety; and report all health and safety concerns to their manager.

The Health, Safety and Environment (HSE) Manager is the competent advisor and where necessary shall be assisted by external advisors as required. They will liaise with the Health and Safety Executive and other statutory bodies as required.

Arrangements

Risk Assessment. All significant hazards are to be risk assessed by the respective manager of the process before activities are undertaken, and the risk reduced to the as low as reasonably practicable. Managers are to ensure that employees are aware of the significant findings of the assessment and any group of employees identified by it as being especially at risk. The HSE Manager is to advise and support managers on the process and is to assure that risk assessments are suitable and sufficient.

The HSE Manager is to ensure that all work on construction sites has a suitable and sufficient risk assessment and method statement (RAMS) and that the contractor duties under the Construction Design and Management Regulations 2015 have been met.

Risk Assessments are to be reviewed when they are thought to be no longer valid, including after incidents and accidents.



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Training. The HSE Manager is to ensure that all staff receive site-specific induction training on commencement of employment at a new site, as well as ensuring suitable competence frameworks for high-hazard activities such as operating Forklift Trucks.

Managers are responsible for ensuring all personnel are trained on the safe use of work equipment and the hazards and controls necessary to ensure their health and safety. All personnel that will work on construction sites are to hold a valid CSCS card and will be supervised by a Site Supervision Safety Training Course Scheme qualified employee.

Consultation. All staff will be consulted on matters relating to their health and safety, via a monthly HSE Committee Meeting attended by employee representatives. In addition, HSE noticeboards and cascade emails via managers may be used. Topics will include:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for appointing health surveillance providers or other specialists to provide health and safety assistance;
- any health and safety information required to be provided to employees;
- the planning and organisation of any health and safety training;
- the health and safety consequences for those employees on the introduction of new technologies into the workplace.

Emergency Arrangements. The HSE Manager is responsible for ensuring that suitable and sufficient emergency arrangements are implemented, monitored, and tested.

Signed

A handwritten signature in black ink, appearing to be 'M. J. ...', written over a horizontal line.

Date

Managing Director