Beveridge Associates Partnership Limited

Health & Safety

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Section 1. Policy Statement

Section 2. Duties
- a. The Directors
- b. Directors, Employees and Associates
- c. All Employees
- d. Liaison with Others Having Statutory Duties Relating to Health and Safety
- e. Duties as designers

Section 3. Arrangements
1. Competent Advice
2. Information and Records
3. Induction and Training
4. Consultation and Communication
5. Supervision and Inspection
6. Monitoring, Measurement and Review
7. Drugs and Alcohol
8 Disputes
9. Discipline
10. Contractor and Agency Selection and Control
11. Risk Assessment, Safe System of Work and Control Hierarchy
12. Control of Substances Hazardous to Health
13. Personal Vehicles used for Company Business
14. First aid
15. Welfare
16. Fire Safety
17. Emergency Procedures
18. Incident Reporting / Investigation
19. Personal Protective Equipment
20. Asbestos
21. Manual Handling Operations
22. Stress Management
23. Display Screen Equipment
24. Health Surveillance
25. Work at Height
26. Work Equipment
27. Housekeeping and Waste Control
28. Lone Working

1. POLICY STATEMENT

It is Beveridge Associates Partnership Ltd.'s Policy, approved by all Directors of the Company, that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974. As far as is reasonably practicable, all possible steps will be taken to ensure the Health and Safety of all employed personnel and such other people who may be affected by the work undertaken by the Company.

The Company policy is embodied in the following six objectives:

1. To set and maintain appropriate standards for health and safety as they relate to employees and other affected by the Company's activities.

2. To maintain these standards by following statutory requirements, established practice and national practices and, where and when appropriate, to review and improve these practices on a continuing basis.

3. To ensure that all employees and others affected by the Company's activities are informed of these standards by effective training and communication.

4. To ensure that all employees understand their responsibilities and discharge them with reasonable care.

5. To encourage the participation of employees in accident prevention and the promotion of effective consultation in health and safety matters.

6. To co-operate with the appropriate local and national authorities in matters relating to the health and safety of employees of the Company and, where reasonably practicable, of others who may be affected by Company activities.

The policy will be subject to review and revision as necessary, and any changes will be brought to the notice of employees of the Company as soon as reasonably practicable after they have been made.

The Directors of the Company will implement and be responsible for the matters relating to Health and Safety as highlighted above. This will be achieved with the aid of designated staff whose responsibilities are later detailed.

2. DUTIES

The Directors of the company are responsible for all matters relating to Beveridge Associates Partnership Ltd Health and Safety Policy, supporting legislation and staff discipline.

<u>The Directors of the Company: -</u>

- Will ensure that there is an effective policy for Health and Safety within Beveridge Associates Partnership Ltd.

- Will ensure that adequate resources are made available to meet the requirements of the Safety Policy.

- Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are implemented.

- Will evaluate all risks to Beveridge Associates Partnership Ltd relating to accidents at work, health risks at work, loss or damage to Beveridge Associates Partnership Ltd property, and risks to others through Beveridge Associates Partnership Ltd activity.

- Will ensure that all possible liability is covered by insurance and advise the extent to which risks are acceptable whether or not insured.

- Will review insurance and loss records periodically and advise when action is necessary correct adverse trends. Will provide adequate staff, funds and materials to meet the Health and Safety requirements.

- Will have regular meetings with staff to review Health and Safety matters, receive feedback, analyse training needs and set future objectives where necessary.

- Will ensure adequate Health and Safety advice and awareness at all levels within the Company.

- Will maintain a broad understanding of the Safety Policy related procedures, and those statutory requirements that may affect the Company's activities.

- Will ensure safety recommendations from inspection, audits and accident investigations are implemented so as to prevent a re-occurrence.

- Will distribute resources necessary to satisfy occupational health & safety requirements.

- Will inform the necessary authorities of reportable injuries and diseases (RIDDOR)

- Will engage a Competent Person as a focal point for liaison with enforcing authorities and other external bodies.

- Will ensure all employees receive Induction Training that includes health, safety and welfare information.

- Will monitor working practices to ensure that they are in compliance with the Company's safe work practices and statutory requirements.

- Will appoint persons to assist in compliance with the Safety Policy (Fire warden, First Aiders, etc).

- Will ensure that suitable first aid provision is available during normal working hours.

Directors, Employees and Associates

- To carry out Beveridge Associates Partnership Ltd Health and Safety Policy effectively.
- To regularly check that all codes of safety practice are known and adhered to in any area in their charge.
- To conduct a fire drill exercise twice a year and to ensure that instructions of all routines are given to new staff on commencement of employment.
- To appraise any legitimate complaints or problems appertaining to safety.
- To update safety rules where necessary and ensure that staff under their directive are made aware of changes or modifications.
- To maintain a high standard of cleanliness and general housekeeping.
- To recognise the relevance and practice the maintenance of a safe environment for the protection of employees and persons other than employees.
- To be constantly aware of problems that may arise within their area of responsibility.
- To report and investigate accidents occurring within their area of responsibility, and to satisfy themselves that corrective action is taken where necessary.
- To ensure that safety organisation and first aid facilities are available at all times on the premises.
- To review absences from work due to accidents at work and notify reportable occurrences.
- To ensure that all employees receive adequate safety training on commencement of employment.
- To ensure the Designer's duties under the CDM Regulation are carried out on all projects.
- To undertake site specific risk assessments prior to works commencing, and communicating or implementing suitable control measures.
    - Prepare site-specific RAMS using BA templates. Submit for review by BA H&S manager and issue in advance of the visit. Ensure the RAMS unique document number is entered on the BA Site Access Form
    - If RAMS are not required, follow the Beveridge Associates document "General rules and procedures for non-intrusive site surveys, inspections and visits". This document was included in your Company H&S induction. Tick the box on the site access form "generic non-intrusive RAMS"

- Regardless of RAMS, you must undertake your own risk assessment on arrival. Identify any potential risks to the survey/investigation works planned and ensure that you have the correct PPE, training, equipment and competence.
- if you do not believe suitable measures are in place for your safety, you must contact the office for advice, or ask the contractor to provide a safe system of work for you. If no satisfactory safe method can be agreed, abort the survey.
- All staff have the right to refuse to work, if you do not believe a system is in place.

- To liaise with Clients' Safety Representative (where necessary) to verify suitable workplace arrangements have been implemented.

- To verify competence of sub-consultants to undertake work in accordance with H&S Law and Regulation.

- To ensure sub-consultants undertake their own risk assessments and provide a copy of the report.

Beveridge Associates Partnership Ltd Employees

Duties of all Beveridge Associates Partnership Ltd Employees:-

The Health & Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of him/herself and others who may be affected by his acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties. In particular, you can assist by:

- Ensuring that you understand the Company's Safety policy and related arrangements
- Fully understanding and implementing Beveridge Associates document "General rules and procedures for non-intrusive site surveys, inspections and visits" (issued at induction".
- Observing safe-working practices at all times
- Reporting any accidents, incidents, faults, defects, hazards or unsafe conditions immediately
- following all instructions, directions and risk assessments
- Taking a pro-active role in assessing the Company's health & safety performance and suggesting ways in which improvement can be made.
- Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc.) if required for site visits.
- Not carrying out any task for which you have not been trained or are unfamiliar.
- It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor. DO NOT TAKE CHANCES.

Liaison with Others Having Statutory Duties Relating to Health and Safety

Because many of the Company's activities are carried out on sites controlled by others (and because the Company may be represented on sites only by an employee on his own) special emphasis will be

given to the briefing and training of such Company employees. This will enable such employees to make competent and reliable judgements on the adequacy of the steps taken by others insofar as those steps (or lack of them) may affect Company employees.
Suitable steps will be taken for establishing the appropriate procedure to be followed where any Company employee is of the opinion that conditions at the site they are visiting are inadequate or defective such as to prejudice their health and/or safety.
Each employee should note that they have a statutory duty to co-operate with others in the fulfilment of their duties under the Health and Safety at Work Act.

Duties as designers:

In our role as Designer, we must ensure compliance with the CDM Regulations 2015 (L153 Managing health and safety in construction [CDM 2015 Guidance]) which includes the following:

Eliminating or Reducing Risks: Each engineer undertaking the work of a Designer has a duty to eliminate or reduce, so far as reasonably practicable, health and safety risks that may arise during the construction, maintenance, and use of a project. This involves considering design options that minimize risks and selecting materials, components, and systems that are safe and without undue risks to health.

Providing Pre-Construction Information: Each engineer undertaking the work of a Designer must provide relevant information about the project to other duty holders, such as the client and principal designer, to assist them in fulfilling their duties. This includes any significant hazards, design assumptions, and specific requirements for construction, operation, and maintenance.

Coordinating with Other Duty Holders: Each engineer undertaking the work of a Designer has a duty to co-operate and co-ordinate their design work with other duty holders, such as the principal designer and principal contractor. This collaboration ensures that health and safety considerations are integrated throughout the project lifecycle.

Ensuring Design Compliance: Each engineer undertaking the work of a Designer is responsible for ensuring that their design complies with applicable health and safety legislation and industry standards. This includes considering factors such as structural stability, fire safety, electrical safety, ergonomics, and the provision of suitable means of access and egress.

Providing Design Risk Assessments: Each engineer undertaking the work of a Designer should carry out and document a suitable and sufficient design risk assessment for the project. This assessment identifies any hazards and associated risks arising from your design work and proposes suitable control measures to manage and mitigate those risks.

Reviewing and Updating the Design: Each engineer undertaking the work of a Designer should review your design at appropriate stages to ensure that it continues to meet health and safety requirements. Any necessary changes or updates to the design should be implemented and communicated to relevant parties involved in the project.

Communicating Design Information: Each engineer undertaking the work of a Designer must provide relevant information about the design to other duty holders, including the principal designer and

principal contractor. This information should assist them in fulfilling their duties and enable them to plan and manage the construction phase effectively.

By fulfilling these duties, you contribute to the safe design, construction, operation, and maintenance of a project while ensuring compliance with health and safety requirements set forth by the CDM Regulations 2015.

3. ARRANGEMENTS

1. Competent Advice

It shall be Company policy to utilise the services of both in-house expertise and external health and safety support, as appropriate. All staff can contact our external health and safety advisor for advice as required.

2. Information and Records

Information relating to health and safety matters shall be obtained through a variety of mediums including official websites, external advisors and professional bodies.
The directors shall determine the means of dissemination and mode of communication for relevant information.
General update information shall be provided through the Company Intranet. It shall be company policy not to rely solely on poster campaigns or signage as a means of communicating information. Records referenced throughout this policy, shall be retained in line with Company Procedures and in accordance with data protection legislation.

3. Induction and Training

It is the policy of Beveridge Associates that all employees receive formal Induction Training as near to the first day of employment as practical. Line management (persons employing or responsible for supervision of the new starter) will be responsible for ensuring the requirements of this arrangement are completed in regard both health and safety and occupational health attributes.

4. Consultation and Communication

The directors will consult with employees regarding Health and safety issues at the weekly team meetings. Additional Health & Safety meetings will be convened when necessary or when requested.
Consultation and communication with staff shall be maintained to the highest practical extent. All employees are required to contribute to the consultation process and communicate effectively through the available communication chains

5. Supervision and Inspection

It is company policy to determine adequate supervision levels through activity specific risk assessment, taking into consideration such factors as difficulty of tasks, risks involved, operative experience, client requirements, etc. Where contractors are engaged they will be required to provide their own supervision regardless of the Company's provision.
The director in charge of Health and Safety shall ensure that the Company's offices and regular places of work are periodically inspected with any remedial actions being determined.

6. Monitoring, Measurement and Review

The requirements and performance of this policy shall be monitored through a range of mediums, including inspections, audits and safety tours, where key activities and operations are evaluated. The director in charge of Health and Safety shall be responsible for ensuring this arrangement is followed.
The Company shall endeavour not to rely on accident, ill health and incident statistics as a measurement of performance, though these shall be evaluated.
It shall be company policy to undertake internal audits to ensure on-going compliance with the Management System and these audits will also be used to monitor Health, Safety and Security operational controls.

7. Drugs and Alcohol

Employees should refer to the Beveridge Associates Drugs and Alcohol policy but are reminded that they may not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the working hours.

8. Disputes

In the event of a dispute regarding health and safety matters, it should be reported to a Director for addressing.

9. Discipline

Failure to comply with the Company's Health & Safety Policy or contravention of statutory requirements, regulations or rules, will be disciplined in accordance with conditions of employment.

10. Contractor and Supplier Selection and Control

The Company shall maintain a database of preferred suppliers, whose health and safety performance is already ascertained and is broadly compatible with the Company's own standards. Contractors may be subject to competency checks prior to appointment, as deemed necessary by the directors.
Contractor performance shall be monitored via internal supervision and where necessary ad-hoc health and safety checks undertaken.

11. Risk Assessment, Safe System of Work and Control Hierarchy

It is Company policy to assess all aspects of its operations to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to them. Risk assessments shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.
Businesses contracted by the Company shall be expected to provide their own assessments, where appropriate.
The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work that shall follow the expected hierarchy of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Substitution of the dangerous for the less dangerous

- Giving collective protective measures priority over individual protection measures
- Giving appropriate instruction, information and training to employees

All Directors are responsible for ensuring risk assessments are undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are implemented.

12. Control of Substances Hazardous to Health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about such substances shall be obtained from the manufacturer or supplier Material Handling Safety Data Sheets (MHSDS), not Product Information Sheets, to enable assessment to be undertaken. Those ordering materials shall be responsible for obtaining the MHSDS and for passing it to the relevant person(s) as appropriate.

The findings of the assessment, control measures and necessary precautions (and any emergency procedures) will be made clear to all affected prior to use.

Beveridge Associate's policy and hierarchy of controls shall be followed:

- Avoid use of hazardous substances wherever possible.
- Where the use of a hazardous substance is not avoidable, selection process is to be carried out to remove the most hazardous substances and reduce the effects of their use.
- Protection through design of work processes, isolation of contact and engineering controls and use of work equipment.
- Control of exposure at source, including adequate ventilation systems.
- Use of suitable PPE
- Use of additional training to allow for the full control of the application or use via discipline and experience.

13. Personal Vehicles used for Company Business

Vehicles shall be driven with due care and attention at all times. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner.

The use of hand-held phones while driving is prohibited. They can only be used when safely parked, whether the medium is speech, text or any other form of data transfer. Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

Drivers are strongly recommended that operating satellite navigation devises is best undertaken when stationary. Common sense and due care should be used not to blindly follow miss leading or inaccurate navigational instructions.

14. First aid

The directors shall ensure that a qualified person and a fully maintained first aid box of suitable size and quality is available within the office at all times. The director responsible for Health and

Safety shall be responsible for the maintenance of the first aid equipment including all reserve stocks. All employees must be able to identify the first aid contact and equipment location.

15. Welfare

The directors shall ensure that suitable and sufficient welfare facilities are provided.
Arrangement shall be made for the facilities to be regularly cleaned and maintained.

16. Fire Safety

The directors shall ensure that a Fire Risk Assessment has been undertaken in respect of all the premises where staff will be working.
The validity of each Fire Risk Assessment shall be reviewed annually or in light of any changes in legislation, employee numbers, or requirements that may affect the suitability of the assessment.
It is Company policy that smoking is strictly prohibited in all places of work, including vehicles.

17. Emergency Procedures

Where it has been determined that additional hazards exist (other than the fire), such as bomb threat, flooding etc, Emergency Procedures and Response Plans shall be available. The Plans will be an integral part of the Business Continuity Arrangements.

18. Incident Reporting and Investigation

It shall be Company policy to insist that all incidents requiring first aid treatment and lost-time are regarded as a near-miss incident.
All employees are responsible for reporting incidents to their line manager, and line managers for reporting on to the directors.
All reportable incidents (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) must be communicated to the director responsible for Health and Safety, who shall ensure that a report is submitted to the relevant authorities, and where necessary also inform the Client.
Where reportable incidents occur to employees working away from the office, they shall be required to report to the directors, who shall where necessary, forward a copy of the report to the Client.
Incident statistics shall be collected, collated and evaluated by the directors.
Accident Books shall be kept by the director responsible for Health and Safety.
Where an entry is made in the accident book, those making the entry shall return the data immediately to the director.
It shall be Company policy to investigate all reportable incidents.

19. Personal Protective Equipment

It shall be Company policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine more effective controls.
Where it is deemed that PPE is necessary, it shall be considered for ergonomic design (such as size, shape, practicality and with understanding to its limitations or restrictions (loss of ability to easily communicate, loss of mobility, heat gain, replacement availability, etc) and shall be assessed for the relevant BS or EN standard applicable to the task.
The directors shall ensure that, where appropriate, staff are trained in the use, storage, handling and maintenance of PPE.

20. Asbestos

The directors shall ensure that an asbestos survey has been undertaken in respect of all premises and that a management programme is in place for any Asbestos Containing Materials identified. No work will take place to the fabric of the premises unless these documents have been evaluated in the first instance.
It will be Company policy to ensure those evaluating tenders have considered asbestos issues in all maintenance contracts and projects at planning stage and/or when preparing health and safety plans or assessments.
All engineers will undergo asbestos awareness training.
The Company shall only employ the services of specialist contractors (as determined by those managing the project).

21. Manual Handling Operations

It is Company policy to avoid manual handling where practicably possible through use of mechanical lifting aids or alterative assistance.

22. Stress Management

It shall be Company policy to determine working methods that avoid excessive exposure to stress.
Directors shall be assisted to recognise signs of stress and monitor related staff absence and behaviour.
All employees are able to access confidential counselling 24/7 if required without referral to the Company.
Individuals are encouraged to report symptoms of stress to the directors. All reports are treated with strict confidentially.
Any employees identified with work related stress will be fully supported by the Company, who will consider measures to help resolve issues, and where necessary seeking advice from occupational health professionals.
The Directors shall be responsible for ensuring that the stress management procedures are enforced.

23. Display Screen Equipment

It is Company policy to evaluate and assess the risk from all display screen equipment use. Habitual users shall be determined and offered eye tests, providing standard eye glasses where prescribed for DSE use.

24. Health Surveillance

With the exception of eye tests outlined in Arrangement 24 above, it shall be Company policy to control activities to a level whereby health surveillances are not necessary. However should the situation change the directors will consult with a medical practitioner or occupational health professionals.

25. Work at Height

It shall be Company policy to plan work at height activities, ensuring those involved are trained and competent. Emphasis shall be given to avoidance of working at height wherever practicable.

On construction sites, only use access equipment provided by the contractor

All equipment should be within test (including ladders)
Ladders should be seen as a last resort. If they have to be used, ensure they a BS standard, inspected and in good condition
When using ladders, work in pairs and "foot ladders".

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Wherever practicable it shall be company policy not to allow lone working where any work at height activities are necessary and to ensure the provision of adequate supervision

26. Work Equipment

Only those with relevant training / competency shall be permitted to operate work equipment, though this policy shall not prevent equipment use for training purposes when under the supervision of a competent person.
Equipment use shall be suitable for the task and regularly inspected (including before use) as outlined in any risk assessment and inspection by the user.
All equipment noted to be defective will be removed from use until repaired, replaced or destroyed as applicable.

27. Lone Working

It is Company policy to restrict lone working to the absolute minimum. Lone Work is restricted to visual surveys and inspections, which do not require:

- Working at height
- Access to shafts. voids, or ducts, where there is a risk of entrapment or falls
- Areas at risk of risk of malicious injury or violence
- All areas defined as Confined Spaces, including service trenches
- Work in completely vacant buildings.

The Company shall ensure that employees, who have no option but to undertake lone working, are provided with instruction in the requirements of the risk assessment. The Safety Office will be responsible for ensuring that Security Policies, where available, are fully implemented.
Site access forms are to be completed for all visits Where lone working is required, welfare check-in times and anticipated leaving times are to be included. Office staff are to check-in at agreed times and follow emergency procedures if contact cannot be made.

If staff do not believe suitable measures are in place for their safety, they must contact the office for advice, or ask the contractor to provide a safe system of work for them. If no satisfactory safe method can be agreed, abort the survey.

All staff have the right to refuse to work, if you do not believe a system is in place.

28. Housekeeping

The Company shall enforce a policy of high standards of housekeeping. A clear desk policy shall be implemented to the greatest practical extent.
It is Company policy not to have food or unnecessary clothing stored under desks.
Staff working at Clients' premises are required to strictly adhere to their policies and standards.

ORIGINAL SIGNED & DATED BY DIRECTORS, BEVERIDGE ASSOCIATES PARTNERSHIP LTD.

Signed .....

N.D.JONES

Signed .....

A.G.FOREMAN

Signed.....

D Barker

Signed.....

J Morrison

Signed.....

M Saravanapavananthan

3/10/26