

## **Cambrian Cottages Health, safety and wellbeing policy**

### **General Policy Statement on health, safety and wellbeing**

In its pursuit of excellence in all of its activities, Peter and Elizabeth Newth T/A Cambrian Cottages, referred to in the rest of this document as the Company, are committed to give the greatest importance to the health and safety of its employees, contractors, guests, visitors and the general public. It is considered a management responsibility equal to that of any other function.

The Company recognises that high standards of health, safety and welfare are an integral part of efficient business management and contribute to the operational efficiency and profitability of the Company. Health and safety must be a part of the everyday working culture of not only the Company, but also its employees and any sub-contractors. All employees should at all times cooperate with the Company by complying with all instructions and recommendations and contribute towards making the working environment as safe as possible.

Employees should seek to avoid hazards, prevent accidents, personal injury, cases of ill health and damage to property and regularly appraise work methods to ensure that the safest possible methods are adopted. For such standards to be achieved, adequate financial and physical resources will be made available by the Company, thereby ensuring continuing development of the competence of employees and safe working practices.

The following is the Company Occupational Health and Safety (OH&S) policy and relates to its activities that are carried out during the operation of its business.

1. The Company objective is:-
  - 1.1. To prevent injury and ill health and to maintain healthy working conditions / environment, equipment and safe systems of work.
  - 1.2. To instigate effective planning, organisation, control, monitoring and preventive measures, procedures and resources that will, so far as reasonably practicable, ensure that the Company meets and, where possible exceeds its statutory legal obligations and compliance with approved codes of practice with regard to the health and safety of its employees, guests or other individuals who may be affected by its activities.
  - 1.3. To work towards and implement a management system that will set OH&S objectives to manage, monitor and continually improve its OH&S performance.
  - 1.4. To ensure that its Health and Safety policy is reviewed periodically to ensure it

remains relevant and appropriate to the Company or when required by changes in legislation, technology or the Company's trading activities.

## 2. Key implementation areas

2.1. The Health and Safety Coordinator will act as the focal point for all matters relating to health and safety and the environment and will appoint suitably qualified person(s) with a working knowledge of the relevant legislation to assist him in this activity.

2.2. Health and safety guidance is given to all new employees upon joining the Company and regular refresher updating sessions are held for existing employees. The Company requires the full cooperation and participation of all employees in relation to all health and safety matters. The Company will provide adequate welfare facilities and ensure a safe and healthy working environment.

2.3. The Company will ensure, so far as is reasonably practicable, that all plant and equipment is maintained and that all systems of work are safe and without risk to health and safety and will provide and make arrangements for the safe handling, storage and transportation of any articles and substances that are used. Maintenance to machinery or equipment provided for employees will only be carried out by those qualified to do so and employed for that purpose.

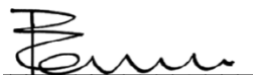
2.4. The Company will provide technical advice, training instruction and supervision as is seen fit for the purpose, and set up procedures to regularly assess the health and safety risks for employees at their place of work to enable them to perform their work with competence, safely and efficiently. Also to assess the risks to people who are not in their employ and who may be affected as a result of its trading activities.

2.5. All employees are obliged to take reasonable care for their own safety and for others who may be affected by their acts or omissions and to cooperate fully with the Company in the arrangements it makes in relation to health and safety matters. They also have a duty to cooperate in the operation of this policy by:

- working safely and efficiently
- using the protective equipment provided and by meeting statutory obligations
- reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment
- adhering to the Company procedures for securing a safe workplace
- assisting in the investigation of accidents with the objective of introducing

new measures to prevent a recurrence

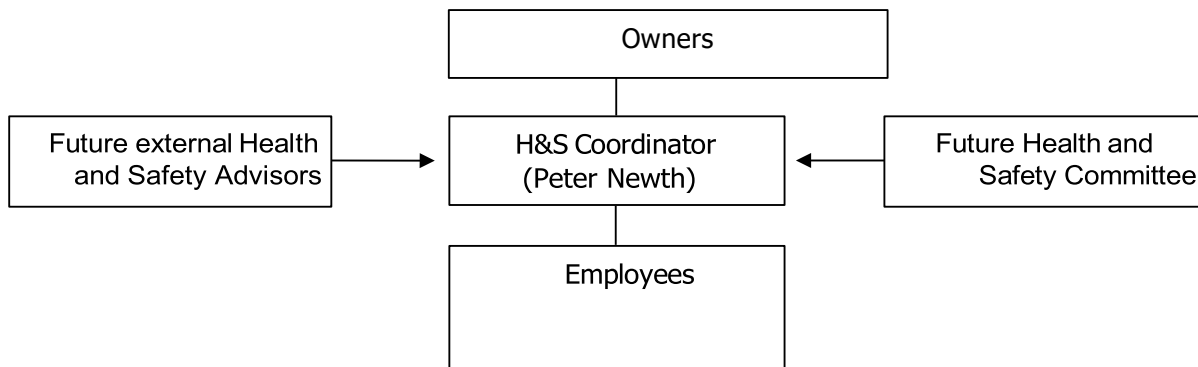
- 2.6. The Company will control the activities of all subcontractors carrying out work on their behalf and ensure that these sub-contracted activities do not adversely affect the health and safety of the Company's employees, Clients or other individuals.
- 2.7. The Company has a zero tolerance of drink and illegal drugs whilst at work, it also recognises that it has a duty to ensure employees who may be under the influence of such are referred for appropriate diagnosis and treatment.
- 2.8. The Company will carry out and record risk assessments, as required by the management of Health and Safety at Work Regulations, The Regulatory Reform (Fire Safety) Order 2005, the Provision of Work Equipment Regulations, the Display Screen Equipment Regulations and the Manual Handling Regulations, of all workplace activities on a generic basis. The magnitude of the risk will be identified by risk factors and those of a high magnitude will have suitable control measures established. Details of all risk assessments carried out will be made available to all employees and interested parties.
- 2.9. No employee may carry or move any load, which is so heavy as to be likely to cause injury to their health.
- 2.10. The Company will identify all substances hazardous to health and carry out appropriate assessments to ensure that the products used do not pose a hazard to health and that suitable control measures are in place to manage or reduce any risk identified. Such assessments will comply with the Control of Substances Hazardous to Health Regulations (COSHH).
- 2.11. Consultation with employees or their representatives will take place whenever possible, and be recorded, on any issue within the workplace that will affect their health and safety. Such issues will be discussed and employees' views taken into account prior to implementation of any such changes.



Signed: Health and Safety Coordinator

Date: 03/01/2025

## Health and safety organisational structure



## ORGANISATIONAL RESPONSIBILITIES

### Owners

The Owners have ultimate responsibility for the policy and its implementation, together with its day-to-day management. Their main responsibilities are:

1. To initiate and oversee the effective application of the Company safety policy with the aim of preventing accidents and reducing hazards
2. To coordinate the efforts of all parties on matters of health, safety and welfare
3. To instruct an individual who can report to the Owners on matters of health, safety and welfare
4. To discuss with the Owners and arrange adequate funds and facilities to meet the requirements of the policy
5. To instigate, when appropriate, a review of the policy and make recommendations to the Owners
6. To ensure that the disciplinary procedures are adequate to act against those who breach safety policy or safe practices and to reprimand any member of staff failing to discharge satisfactorily the responsibilities allocated to them
7. To administer the safety policy, or appoint a senior member of staff to do so.
8. To understand the requirements of the Act and supporting regulations and ensure that these are observed
9. To ensure that all levels of staff receive adequate and appropriate training.
10. To insist that sound working practice are observed
11. To coordinate safety activities between main contracts, sub-contracts and any other individual contractors who may be working on the same site
12. To institute appropriate reporting, investigation and costing of injury, damage and loss; promote action to preclude recurrence and initiate analysis to discover accident trends

13. To ensure that liability is covered by the appropriate insurance, which embraces both statutory and general requirements, are met and maintained and that adequate copies of the insurance certificate are conspicuously displayed
14. To set a personal example

### **Health and Safety Coordinator**

The Safety Coordinator, in addition to the responsibilities as an employee, is accountable for the monitoring of the health and safety system and framework and maintaining the associated documentation and records, i.e. ensuring that those people with duties and responsibilities under the system are meeting those duties and responsibilities and if they are not, exceptions are being reported to the Owners. The Health and Safety Coordinator should ensure that:

1. Checks are carried out to determine whether the Company safety policy is being implemented at all times. Exceptions being reported to Owners.
2. Any changes to improve the safety performance of the Company are recommended to the Owners.
3. Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained. Exceptions being reported to the Owners.
4. Risk assessments are carried out in those areas under his / her control and by others as required, to identify all hazardous activities and the risks associated with such activities.
5. 'Check that attention has been brought in writing to those concerned, of significant risks identified as a result of any such assessment' Exceptions being reported to the Owners.
6. Check that safe systems of work are stipulated, so that all work, both on or off the premises, is carried out in accordance with statutory requirements, codes of practice and Company rules. Exceptions being reported to the Owners.
7. Checks are made to ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept. Exceptions being reported to the Owners.
8. Checks are made to ensure that risk assessments are reviewed regularly.
9. Checks are made to ensure that risk assessments are undertaken on any new or proposed activities.
10. Checks are made to ensure that regular health and safety inspections are undertaken and that prompt remedial action is taken when any unsafe practice or condition is apparent.

11. Routine safety checks are carried out by all managers and supervisors in those areas under their control and provide senior management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken
12. Suitable written records of inspections are kept and maintained
13. Training records are produced and maintained
14. As custodian of all Health and Safety records, the general Health and Safety record keeping is up to date
15. Review absences due to accident or injury at work
16. Maintain a register of notifiable accidents and notify the appropriate authorities as required
17. Approve the safety aspects of new installations of plant and machinery.
18. Inspect new processes for potential hazards
19. Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made
20. Ensure that all employees are accountable for health and safety
21. Publicly support all persons carrying out the health and safety policy and procedures
22. Ensure the health and safety policy and procedures are understood at all levels
23. Ensure that responsibility is properly assigned and accepted at all levels.
24. Liaise with representatives of the Health and Safety Executive, the local fire authority and any other body whose activities have a bearing on the Company's health and safety policy
25. Ensure that fire- fighting equipment is provided on the appropriate scale and is regularly maintained.

## **Supervisors**

Where and when other staff are appointed, the supervisors, act as the local health and safety coordinator, in addition to the responsibilities as an employee and are accountable for the monitoring of the health and safety system and framework and maintaining the associated documentation and records, i.e. ensuring that those people with duties and responsibilities under the system are meeting those duties and responsibilities and if they are not, exceptions are being reported to the Health and Safety Coordinator and / or the Owners. The supervisor should ensure that:-

1. They and all their staff familiarise themselves with the Company Health and Safety policy.
2. Ensure that their staff are adequately trained in safe working methods and are

aware of any hazards.

3. Ensure that all employees are aware of the fire procedures and first aid facilities.
4. Seek to develop safe practices and encourage suggestions from employees.
5. Ensure that safety devices are fitted, properly adjusted and maintained and that routine safety checks are carried out by all supervisors in those areas under their control and provide senior management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
6. Training records are produced and maintained.
7. Complete accident reports for all accidents involving injury, damage and, where applicable, reports completed as soon as possible after the incident.
8. Maintain good housekeeping standards.
9. Ensure that all visitors are made aware of, and comply with, all aspects of health and safety.
10. Ensure that staff, whether on the premises or elsewhere, avoid risks to the health and safety of themselves and any person not employed, but who may be affected by the operations of the Company.
11. Checks are carried out to determine whether the Company safety policy is being implemented at all times.
12. Any changes to improve the safety performance of the Company are recommended to the Health and Safety Coordinator and / or Owners.
13. Checks are carried out to ensure that prescribed risk assessments have been carried out by competent personnel and that these records are maintained.
14. Risk assessments are carried out in those areas under his / her control and by others as required, to identify all hazardous activities and the risks associated with such activities and check that attention has been brought in writing to those concerned, of significant risks identified as a result of any such assessment.
15. Check and ensure that safe systems of work are stipulated, so that all work, both on or off the premises, is carried out in accordance with statutory requirements, codes of practice and Company rules.
16. Checks are made to ensure that employees are effectively instructed in safe systems of work and that records of instruction are kept.
17. Checks are made to ensure that risk assessments are reviewed regularly.
18. Checks are made to ensure that regular health and safety inspections are undertaken in the workplace and that prompt remedial action is taken when any unsafe practice or condition is apparent.
19. Ensuring that employees are effectively instructed in safe systems of work and that records of instruction are kept.

20. Ensuring that risk assessments are reviewed regularly.
21. Ensuring that risk assessments are undertaken on any new or proposed activities.
22. To ensure that regular health and safety inspections are undertaken within those areas under their control and that prompt remedial action is taken when any unsafe practice or condition is apparent.
23. To conduct routine safety checks in those areas under their control and provide Senior Management with evidence that safety inspections have been carried out, together with any recommendations and remedial action taken.
24. Suitable written records are kept and maintained of inspections.
25. All repair and maintenance work undertaken on site is undertaken in a proper manner and that emergency repairs are dealt with effectively.
26. As custodians of all Health and Safety records, the general Health and Safety record keeping is up to date.
27. Set a personal example for themselves and for others to follow.

Where no additional supervisors are appointed, these duties will be carried out by the Health and Safety Coordinator.

### **External health and safety advisors**

The Company intends to have engaged the services of a specialist to provide advice and guidance on general occupational health and safety issues. They will provide:

1. An on-site inspection service with detailed safety reports.
2. Access to health and safety advice via telephone and e-mail.
3. 24 hour advice for emergency situations, via telephone link.
4. Assistance with any emergency / accident investigation.
5. An updating service to inform and guide clients, assisting with changes in the legislation.
6. General health and safety training.
7. Liaison with the Enforcing Authorities, both HSE and the Local Authority on behalf of the client with regard to safety requirements.

### **Employees**

Employees are reminded that they must cooperate with the Company in achieving compliance with health and safety legislation and of their own moral and legal responsibility for conducting themselves in such a manner in their work as not to expose themselves or others to risk. These responsibilities are:

1. To read, understand and conform to, at all times, both the Health and Safety Policy and the Health and Safety Procedures. A manual declaration by the



employee must be signed when their policy sections have been read and understood. Be familiar with the safety policy and to implement it at all times.

2. Staff must not promote or participate in horseplay, pranks or practical jokes as they may result in an accident or injury.
3. They must not intentionally or recklessly interfere with anything provided in the interests of safety or abuse of welfare facilities.
4. Develop a concern for safety personally and for others, particularly new employees.
5. Safety equipment, such as harness, gloves, goggles, overalls, shoes, etc. issued in the interest of safety must be used correctly at all times and reasonable care should be taken in the use of such equipment. Any damage to such equipment must be reported to the supervisor or Owners where necessary.
6. To take reasonable care when storing, handling and using chemicals and dangerous substances, lifting and carrying and using or cleaning work equipment, including machines.
7. Keep tools and equipment in good condition, reporting any defects in plant or equipment to the supervisor / line manager.
8. They must not undertake any activity, which compromises their personal health and safety or the safety of others.
9. They must report all accidents, dangerous occurrences or hazards no matter how minor to the supervisor or line manager and ensure that plant and equipment is in a safe and secure state when unattended.
10. Report any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to your line manager.
11. Avoid improvising and suggest ways of eliminating hazards.
12. It is the responsibility of drivers to ensure that vehicles that they are to drive comply with all legal requirements and that they themselves are fit to drive.
13. Operate only items of plant and equipment for which you have been trained, deemed competent and authorised to use and check equipment prior to use to ensure that it is safe to use.
14. Cooperate with the Company in maintaining a safe working environment and make your contribution to reducing accidents.
15. Assist in the investigation of accidents, with the objective of introducing measures to prevent re-occurrence.
16. Keep gangways and corridors clear and ensure that the area where they work is kept tidy.
17. To set a personal example.

### **Visitors and guests**

Visitors and guests must be made aware of, and conform to, the Company's health

and safety policy and health and safety procedures, as appropriate to the purpose of their being on the Company's premises.

### **Sub-contractors**

Those contractors that have been commissioned to carry out work on behalf of the Company at the clients premises must be aware of, and conform to, the Company's Contractors policy .

### **Competent persons**

For the purposes of the 'Management of Health and Safety at Work Regulations', Peter Newth is designated as a competent person.

## **HEALTH AND SAFETY ARRANGEMENTS AND PROCEDURES**

### **1. Fire**

- Fire fighting appliances are regularly maintained in all areas.
- The evacuation procedures will be regularly practised, and all staff are required to ensure they are familiar with these (conducted every 6 months).
- Any appointed Fire Marshals are responsible to the Health and Safety Coordinator to assist with fire evacuation.
- Smoke alarms will be regularly tested and all fire exit doors checked to ensure that they open and close properly.
- Fire safety issues are the responsibility of the Health and Safety Coordinator.
- The Company has undertaken, and regularly reviews, fire risk assessments.
- Employees will identify fire control measures for all site work and be vigilant to the risk of fire.

### **2. Accidents and incidents**

Employees must report all personal injury accidents / incidents to their supervisor / line manager. All accidents / incidents that require first aid treatment or any other medical attention must be recorded on an accident report form. If an employee is subjected to a 'near miss incident' which could have potential to cause harm, they then must report this to their manager who will record the details. All accidents / incidents and 'near misses' will be followed by an investigation to determine the cause in order to remedy any faults and prevent recurrence. Accidents and incidents involving guests or members of the general public must be recorded as above and, in addition, an accident report form completed. Serious accidents and dangerous

occurrences will be reported to the Health and Safety Executive under the reporting of injuries and dangerous occurrences regulations (RIDDOR).

### **3. First aid**

The Company will ensure that:

- There are adequate first aid arrangements at its premises.
- A first aid box containing adequate facilities and equipment to enable first aid treatment to be administered will be available at all sites.
- The names and locations of all qualified first aiders are displayed on an appropriate notice board.

### **4. Employee safe working procedure**

Employee safe working procedures will be implemented to minimise the risk of personal injury and damage to property, plant and equipment by the provision of specific instructions or guidelines designed to ensure personal safety and the provision of a safe and healthy working environment. The managers and supervisors are responsible for ensuring that individuals are made aware of and understand those safe working procedures relevant to their work activity.

Where specific instructions exist, individuals are advised that the Company's disciplinary procedures will be invoked against them if they ignore the regulations and / or any instructions given by their manager or supervisor. Any person who continues to ignore such procedures or instructions after the issue of a formal warning will be subject to further disciplinary action, which may ultimately end in dismissal. The safety of members of the public is considered at all times and consequently appropriate protection will be taken.

### **5. Induction and training**

All permanent, temporary, full time and part time employees will be given induction training, including:

- Introduction to the Company, its rules and regulations
- Training appropriate to their responsibilities
- Orientation
- Health and Safety Policy and safe working procedures training
- Issue of personal protective equipment and training in its use and care, as required.

In addition to induction training, which also includes initial health and safety instructions and training, all staff will be given ongoing training to ensure that

health and safety topics are frequently brought to everyone's attention. This is generally done during staff meetings as and when required. Specialist safety training, such as first aid and fire, will be arranged whenever the need is identified. Other health and safety topics, such as COSHH, will be the subject of regular updates as part of the planned health and safety training programme. Training for any new work activities or use of new equipment will be provided as and when required and as appropriate to the tasks being undertaken.

## **6. Housekeeping**

Good housekeeping is important in our safety programme in which everyone must play a part. There are arrangements for:

- the proper storage of clothing, equipment and waste and the removal of waste;
- the provision of adequate space for equipment and working materials;
- maintaining a clean environment, offices, staff welfare facilities and first aid facilities.

## **7. Maintenance (incl. electrical equipment)**

The maintenance of equipment on which personal safety depends is the responsibility of both employees and management. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work undertaken will be by competent personnel. All electrical appliances are inspected regularly and records are kept.

## **8. Safety inspections**

Regular safety inspections of all areas will be undertaken in accordance with a timetable agreed by management outlined in the monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out as soon as possible, if reasonably practicable to do so.

## **9. Personal protective equipment (PPE)**

Every effort is made to provide appropriate personal protective equipment, subject to risk assessment and consultation between employees and management. Employees will also be instructed in its correct use and regular maintenance.

## **10. Sub-contractors and visitors**

Members of staff are responsible for any contractors, guests and visitors that

they have received on site. It is the policy of the Company to only employ the services of sub-contractors where such employment does not create health and safety risks to either employees or to the sub-contractors themselves. Sub-contractors will be appointed primarily based on their technical ability. The Company acknowledges its responsibilities in relation to sub-contractors operating on its behalf, whether on site or elsewhere and has developed a policy by which all sub-contractors shall abide too. Any serious breaches of health and safety and the contractor's ability to control specific risks will be taken into account during the selection process. In particular the Company will:

- Agree in advance of working, any specific health and safety issues relating to that work
- Advise others through appropriate means of any working, which may create a health and safety risk
- Ensure that appropriate insurance cover exists for the work to be undertaken
- Regularly inspect any work to ensure compliance with health and safety requirements.

#### **11. Risk Assessments**

Risk assessments are conducted throughout the organisation and these will be updated as and when required. All new equipment and processes will be assessed for risk prior to their installation / implementation. Such risk assessment will include those activities that relate to manual handling. Work activities will be adapted to minimise manual handling activities and wherever possible mechanical or alternative carrying methods will be used.

#### **12. Safety notices**

The notice 'Health and Safety Information for Employees' is permanently displayed at both sites. Other notices will be displayed as and when necessary. All employees should read this notice and be familiar with its contents.

#### **13. Communication**

The health and safety policy and health and safety procedures will be communicated to all staff. Health and safety rules that are site specific will be drawn to the attention of all employees and sub-contractors. Employees and sub-contractors also have the opportunity to present their views to management on issues relating to health and safety for existing and proposed new work.

#### **14. Control of substances hazardous to health (COSHH)**

All processes used in the Company will be assessed to ensure that practical precautions are taken to minimise risks to the health and safety of its employees. These assessments will be carried out by the Safety Consultant and reviewed by the Safety Director. Records of all assessment will be maintained and copies will be available on site. Where possible, the less harmful substances will be used.

All products or materials new to the Company will be assessed by the Health and Safety Coordinator before that product or material is used and the relevant assessment record completed. The Health and Safety Coordinator will be responsible for ensuring that substances are re-assessed at least on an annual basis or on any change in usage. Should unidentified hazardous substances be found during work activities then employees and / or sub-contractors will notify both the Owners and the Health and Safety Coordinator immediately and seek advice from the Company's safety advisor as necessary.

#### **15. Motoring and mobile phones**

Staff are reminded of their responsibility to ensure that their vehicles are properly maintained and insured when used on Company business. It is Company policy that employees should not make or respond to telephone calls or text messages whilst driving on Company business. The use of a hand-held mobile phone whilst driving is illegal and the Company expects all staff to comply with the law, as their safety whilst driving is the Company's main concern.

#### **16. Work / life balance**

The Company operates a flexi-time work policy with core working hours. This is to provide employees with the flexibility to balance their working, personal and social needs to sustain a suitable life balance. This policy helps to deal with fatigue that can be an issue in any working environment.

#### **17. Mental Health**

Mental health support in the form of Mental Health First Aiders is not yet available to all staff, however as an employer, we would ask you to please raise any concerns you may have and we will do our best to advise you or to provide information as to where you may seek further help.