

Health & Safety Policy



HEALTH AND SAFETY POLICY AND PROCEDURES

INTRODUCTION

We are aware of our duties and responsibilities in accordance with the Health and Safety at Work etc Act 1974 and other specific health and safety legislation.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect the people other than employees at work against risks to their health and safety arising from our actions / work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce control measures in order to alleviate or reduce the risk to an acceptable level.
- To control the production, storage and use of substances hazardous to health and protect others coming into contact with such products.

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Section 1

Policy Statement

SAFETY AND HEALTH POLICY STATEMENT

Western Cape Group is committed to the prevention of injury and ill health associated with its activities, while reducing its long-term environmental burden. We are committed to the continual improvement of our Health and Safety performance by complying with legal obligations as a minimum standard.

POLICY

We will organise ourselves to ensure that:

- We promote effective communications to give all employees and contractors the opportunity to participate.
- All employees understand their duties and responsibilities in work and on site.
- This policy is available to interested parties, and is reviewed at least annually

PLANT

We will maintain the integrity of plant and equipment, ensuring that:

- Employees are provided with safe plant and equipment.
- Operations and maintenance activities are safe.
- Accurate plant and process equipment information is maintained.
- Risk assessments are completed to cover all significantly hazardous activities

PROCESSES

We will manage our risks by ensuring that:

- All hazards to employees and any third parties affected by our works, to include visitors, are identified.
- The level of risk is assessed, and measures implemented so that risk is eliminated or adequately controlled.
- Safe systems of work are followed
- Ensure the safe handling, storage and transportation of any hazardous substances
- Emergency procedures are maintained and updated.

PEOPLE

We will support our workforce by ensuring that:

- Instruction, training, supervision and, where appropriate, specialist support is provided to employees and contractors to enable them to discharge their duty to work responsibly and with due consideration for their safety and health.
- All new starters receive a company induction, to include emergency arrangements; fire and first aid and accident reporting
- Encourage the reporting of near misses and accidents
- Contractors working on our behalf are competent to do so and have systems to comply with all relevant legislation, guidance, standards and procedures.

PERFORMANCE

We will continually improve performance by ensuring that:

- Accidents and incidents are investigated, and the lessons learned are communicated to concerned parties.
- Audits are conducted to highlight both areas of concern and good practice. Site inspections are encouraged.

Signed



Managing Director

01 January 2026

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Section 2 Safety Arrangements

Responsibilities of Staff

2. Responsibilities of Staff

2.1 Introduction

Managing Health and Safety is an integral part of working within and with Western Cape Group. It is therefore essential that this be reflected in the individual duties and responsibilities of every level within the company.

Likewise, it is important to ensure that the avoidance of accidents and the provision and maintenance of safe and healthy workplaces is a common objective at all times.

Responsibilities have been clearly defined as follows and are no less important than the responsibilities they may have in performing any other function.

2.2 All Personnel/Office Based Employees

- Understand and adhere to this Company Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety & Environmental management.
- Ensure that each place of work is actively maintained in a safe manner and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner at all times and set a personal example by wearing appropriate Personal Protective Equipment within working areas.

2.3 Managing Director(s)

- Ensure that staff at all levels receive appropriate training in relation to their employment.
- Monitor the Health, Safety & Environmental performance of the Company and take appropriate action whenever safety performance is below Western Cape Group standards.
- As Principle Duty Holder under the Western Cape Group Rules I have ultimate responsibility to ensure appropriate advice is available on matters regarding the systems and equipment under those rules.

2.4 Surveyor/Contracts Manager

- Ensure that Safety is planned at the pre-contract stage of all new projects.
- Identify the role and responsibility of the Company in respect of the CDM Regulations for each project.
- Identify the role and responsibility of the Company in respect of the application of the Western Cape Group Rules or Clients Safety Rules for each project.

- Ensure the Health, Safety and Environmental Plan is prepared at the start of the project, develop the plan throughout the project and operate in accordance with it.
- Ensure method statements for work activities are in place and that activities are carried out in accordance with it.
- Make certain that, at all stages of a project adequate provision is made for welfare facilities including first aid, safe systems of work, suitable clothing and equipment, in order to avoid injury, ill health. Property and environmental damage and wastage.
- Plan safety into work activities, this will ensure that all teams have adequate time, resources, information, skills and training to carry out the operations safely.
- Discuss health, safety and environmental performance with all personnel at each location on a regular basis.
- Monitor the overall health, safety and environmental performance at each location and ensure that action is taken whenever Western Cape Group' standards are not being met.
- Ensure that all Supervisors / Employees are aware of their health, safety and environmental responsibilities, and allow sufficient time and resources for them to fulfil these responsibilities.

2.5 Site Managers / Site Supervisors

- Ensure that personnel with adequate skills and training are in each position to conduct all work in an organised, planned, safe and environmentally sound manner.
- Understand the roles and responsibilities of the Company in respect of the CDM Regulations for each project.
- Understand the roles and responsibilities of the Company in respect of the application of the Western Cape Group Rules or Client's Safety Rules for each project.
- Ensure that ALL new employees, including sub-contract employees are instructed in the Company requirements when being inducted.
- Organise and plan sites so that work is carried out to Company Standards with minimum risk to employees, other contractors, and members of the public, equipment, materials and the environment.
- Ensure that adequate supplies of suitable personal protective equipment are available.
- Assess the suitability of sub contractors prior to work commencing ensuring they have provided a suitable Method Statement for the work to be carried out.

- Identify the requirements for Method Statements, and ensure they are produced and issued to all relevant individuals prior to commencement of works.
- Ensure the distribution of this information to Site Managers and or Supervisors and Operatives. Ensure that the method is followed and controlled.

2.6 Operatives

- Ensure that you have received induction instructions at every site from the site supervision.
- Ensure that you have been given adequate task specific details (i.e. Method Statements, Risk and COSHH Assessments, and Permitry), and that you understand what is required, and you have the correct PPE, tools and equipment to carry out the task safely.
- Ensure that you follow the instructions given to you at the induction, and that you always act in a responsible, safe, and environmentally proper manner.
- Never knowingly work outside of your competency under the Western Cape Group Rules or Client's Safety Rules.
- Keep your own work area tidy and safe, and actively encourage safe working by others.
- Bring to the attention of Supervision, any faults, defects or potential unsafe areas, systems of work, or equipment.

2.7 Subcontractors

- Ensure persons under your control work in a safe manner and in accordance with this health, safety and environmental policy.
- Supply all requested Health, Safety and Environmental documentation for competence assessment purposes and contract specific documentation in a prompt manner and adhere to their requirements.
- Obey all site rules at all times and any instruction given by Western Cape Group management staff.
- Assist the Site Management in achieving Company Safety Standards by reporting unsafe operations and conditions.
- Ensure the provision of your services in no way compromises Health, Safety & Environmental performance.

2.8 Visitors to Site

- Visitors to site, including Company personnel, must comply with this Health, Safety and Environmental Policy.

- Visitors shall ensure that they follow any instructions given (including PPE requirements), and act in a responsible manner.

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Section 3

Arrangements

3 Arrangements

3.1 Introduction

The Company maintains a safety culture of proactive Health, Safety & Environmental management, based on principles that have consistently proved successful in the past, namely:

- Effective communication
- Empowerment of staff at all levels
- Information, instruction and adequate training
- Discipline
- Measurement and review of performance

3.2 Proactive Planning Management

Project health, safety and environmental planning is addressed during the project feasibility study.

3.3 Communication, Responsibility and Discipline

The Company ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation and discipline are essential parts of the system. Operational personnel will be informed in the following ways;

a) Inductions and Briefings

All personnel employed by the company will receive an induction. Any persons wishing to enter onto a construction site must undertake a site-specific Health, Safety & Environmental induction detailing the known site hazards that they may encounter. This induction will be carried out by a senior member of staff and recorded.

Additional briefings will be required, including risk assessments, method statements, COSHH, noise assessments and environmental requirements, depending upon the nature of the work to be undertaken, and the materials to be used. The appropriate briefing record must be completed and retained.

As part of the induction process each individual is given a Policy leaflet detailing safety information emergency procedures and the Policy statement.

b) Site Managers/Supervisors

All Site Managers/Supervisors are made aware of their roles and responsibilities on each project before starting on site, with particular reference to Health, Safety & Environmental management. Each Site Manager and Supervisor is accountable for the provision of clear instructions to the personnel under their control.

Such instructions will include: -

- Identification of job-specific risks
- Methods of working
- Handling of materials
- Use of work equipment
- Use of personal protective equipment
- Environmental and waste management procedures

c) Notice boards

A Health, Safety & Environmental notice board will be established when we are the Principal Contractor in the main office area, when feasible which will display relevant information, and will include: -

- Company Health, Safety & Environmental Policy Statement
- Safety News Flashes
- Emergency procedures
- Relevant Insurance Certificates and Statutory Notices
- List of trained First Aiders
- Health and Safety at Work Poster

3.4 Training

Site training requirements are reviewed at the start of each project and any shortfalls addressed this ensures that all personnel are adequately trained at all times.

The Company training records for each individual are maintained. It allows training to be structured and is regularly reviewed to identify any re-training requirements.

3.5 Review

This Health, Safety and Environmental Policy is reviewed annually, but also amended in accordance with changes in statutory legislation and improved company practices.

3.6 Risk Assessment and Method Statements

Risk assessments will identify all hazards and evaluate risks to Company, other contractors, and the public. No work is to commence until the risk has been eliminated or reduced to an acceptable level. The site-specific risk assessment will make reference to specifics of hazards that have not been fully eliminated or the control measures incorporated and signed by the person carrying out the assessment.

Company method statements will document an agreed safe system of work, for work with foreseeable high hazard content.

Method statements will specify stage-by-stage operations indicating the precautions necessary to protect operations personnel, staff occupying the premises and anyone else whom may be affected by the work.

3.7 Construction (Design & Management) Regulations

The Company is fully aware of its responsibilities under all current health and safety legislation, including the Construction (Design and Management) Regulations 2015 and we have the necessary skills, attitude, knowledge training, experience and resources to carry out the role of Principal Contractor. We are aware of the responsibilities of the duty holders as defined in the above regulations and will confirm other duty holders are aware of their responsibilities. Our safety procedures cover planning, utilisation of competent personnel in a co-ordinated team approach, training and, where necessary, discipline.

The Company believes that following its procedures will enable it to fulfil all duties and requirements under these regulations.

As principal contractor, the Company will, as a minimum plan, manage, monitor and coordinate the construction phase of a project. This includes:

- Liaising with the client and principal designer;
- Preparing the construction phase plan;
- Organising cooperation between contractors and coordinating their work.
- Ensure:
- Suitable site inductions are provided;
- Reasonable steps are taken to prevent unauthorised access;
- Workers are consulted and engaged in securing their health and safety; and
- Welfare facilities are provided.
- Compile a suitable project Health and Safety File once works are complete.
- Maintain an acceptable record of accidents and dangerous occurrences.

3.8 Accident and Incident Reporting

Within the Company, all accidents/incidents and near misses must be reported to the Site Manager/Supervisor at the time of the event.

3.9 First Aid

Provisions for First Aid will be supplied and kept at suitable locations, where more than one Contractor is on site, joint arrangements may be made.

At least one competent first aider will be resident at each workplace who will be responsible for ensuring first aid facilities are available and kept stocked.

Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained on site.

3.10 Emergency Procedures

Emergency procedures will be identified within the health and safety construction phase plan /Method Statement and should include procedures for any potential emergency situations, and remedial actions locations and contact details for emergency services etc.

Precautions are instigated at site to prevent fires and adequate fire fighting appliances are made available and a site-specific fire risk assessment carried out when we are Principal Contractor.

3.11 Fire Precautions

Suitable fire extinguishers shall be available for use where hot works are to be undertaken.

Precautions will be taken to prevent fires at the workplace, where hot works take place by using fire retardant materials to minimise the spread of sparks / hot slag.

The Site Manager/supervisor will inspect all facilities and operations as part of his contract duties and liaise with the PC and/or Client to confirm procedures prior to commencing work.

Used extinguishers shall be exchanged immediately after use, recharged and placed in spares stock.

3.12 Drugs, Alcohol and Substance Abuse Policy

The Company Policy on Drug, Alcohol or Substance Abuse aims to ensure a drug-free working environment, and to comply with criminal, civil and health and safety laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

The policy applies to all Company employees, including part-time workers, sub-contractors and agency workers. The Company notifies each employee by giving to them a written copy of the policy and obtaining from them a written acknowledgement that the policy has been received read and understood.

3.13 Site Services and Accommodation

At planning stage, it will be confirmed that facilities will be provided for all personnel on site where meals can be taken in clean and suitable surroundings. Provision will be made for the supply of hot and cold water for meals and drinking purposes.

Further provisions will be provided so that employees can wash before leaving site or taking meal breaks, toilet facilities will be required in adequate quantity for the number of persons employed.

Arrangements will be made to ensure accommodation facilities are maintained in a clean condition and good state of repair.

3.14 Lifting Equipment

All lifting equipment and lifting accessories will be tested, examined and certified in accordance with Lifting operations and Lifting Equipment Regulations 1998.

Competent Slingers, Riggers, Banksmen and Supervisory staff will be employed to ensure that all operations are conducted and controlled in a safe manner.

3.15 Good Housekeeping

It is acknowledged a clean environment is safer, more pleasant to work in and is a prerequisite in pro active safety management, a duty is therefore placed on each Site Manager/Supervisor to ensure good housekeeping standards are maintained in each area throughout the projects operations.

As far as practicable, all scrap, debris and rubbish will be cleared as work continues and placed in designated disposal areas.

Spillage of oil, greases or other substances will be cleaned up with haste and all substances disposed of in accordance with Control of Substances Hazardous to Health regulations.

Tools and equipment will be stored securely, neatly and tidily.

Hoses and cables will be supported off floor levels wherever possible (above head height).

All gangways, stairways, scaffold platforms, access points, floor levels and fire exits will be maintained free from obstruction, clean and tidy.

3.16 Confined Spaces

Before the onset of any work within a confined space, a suitable risk assessment must be carried out which will be specific to that individual workplace. Where risks are identified then suitable preventative measures must be put in place in order to protect all personnel involved.

Where there is a need for access into confined spaces, provision shall be made to ensure each confined space is safe, free from harmful substances and bears sufficient oxygen to support life before access is allowed without respiratory support.

3.17 Barriers

Where a hazard is likely to exist from work activities, barriers shall be positioned to prevent unauthorised access, should circumstances require it the work area will be screened.

3.18 Personal Protective Equipment

All PPE is to be purchased from reputable suppliers meeting the requirements of British standards or European standards and displaying the CE mark on the product.

Sufficient quantities of personal protective equipment will be held on site suitable for any operation requiring bodily protection. Where it is not clear of the standard of PPE required the safety managers are to be consulted for guidance.

Gloves appropriate to the task being undertaken will be supplied, e.g., handling of fuels, chemicals or sharp objects.

Safety footwear is mandatory as necessary, sandals, trainers and ordinary footwear is not permitted in construction areas.

Safety helmets are mandatory on site in designated areas. Operatives are to have a helmet in their possession they may be removed on the discretion of the Site Manager dependant on the localised hazards.

Eye protection is mandatory in all work areas, when grinding, chipping, using a hammer and chisel or any other operation where injury to the eye is likely from flying objects, glare or chemicals, then appropriate levels of protection shall be worn.

3.20 Noise

Wherever possible noise levels will be reduced to a minimum by offering suppression or substitution of plant.

Sufficient supplies of hearing protection will be held and issued to personnel where noise levels exceed a safe limit.

Personnel will receive advice and instruction on the use of ear protection.

Signs shall be posted where noise levels are deemed to be excessive and hazardous to health.

3.21 Permit for Work Procedures

Where site conditions require it, a permit for work system shall be used and strictly adhered to, in some circumstances this will require the approval of the Site Manager or may be a requirement of the client or that specific site.

Only nominated personnel may take out, transfer and cancel permits for work.

All conditions entered on the permit shall be strictly complied with.

The nominated person shall be responsible to ensure such conditions are complied with, before a permit is cancelled he will ensure all tools and equipment are removed from the area, and all personnel withdrawn.

For particular activities, the company shall adopt comprehensive Safety Rules (Western Cape Group Rules). Where these Rules apply, they must be made widely known and enforced by all managerial, technical and other supervisory staff and observed by all employees and by staff employed by contractors to work on sites controlled by the company.

3.22 Plant and Equipment

Operation of plant will be by competent personnel only.

Routine weekly inspections will be undertaken by competent persons on site and recorded, defective items will be removed from service until repaired.

Training may be undertaken on site, or where more appropriate, off site by specialist training bodies.

3.23 Abrasive Wheels

It is not permitted for any person to mount an abrasive wheel unless that person has been trained to do so, holds a valid Certificate of Competence and is authorised by the Company.

Before use, the user will ensure the correct guard is attached and properly adjusted. The rotary speed of the spindle will be clearly marked on the machine.

3.24 Powered Hand Tools and Equipment

Only competent persons may operate powered tools or equipment unless being trained to do so under the direct supervision of a skilled person and then only with management authority.

Operatives must inspect power tools and equipment before use to ensure they are in good working order. A formal inspection by the user is to be completed and entered onto the electrical register monthly defective items should be returned immediately for repair.

All electrically operated equipment used shall be subjected to Portable Appliance Testing at regular intervals by a competent person. All records of PAT are kept at head office for future use. The supervisors are responsible for ensuring all appliances on site have a valid PAT test certificate. HSE recommend 3 monthly testing for 110V appliances on construction sites.

All handheld electrically operated tools shall be of 110-volt supply maximum.

Cartridge tools may be used only by persons trained and authorised for that particular tool.

The correct guard must be in place at all times.

Loaded tools may never be left unattended, unload before storage.

Eye protection must be worn during use and loading.

3.25 Electrical

All of our site operatives are Electrotechnical Certification Scheme (ECS) accredited and work within the guidelines of HSG85 and other trade specific guidance in order to meet the requirements of the Electricity at Work Regulations 1989 and the IEE Wiring Regulations seventeenth edition.

All records of PAT inspection are kept. The site operatives are responsible for ensuring all appliances on site have a valid PAT test certificate.

Trailing cables will wherever possible be supported off floor levels to prevent damage or tripping hazards.

Before use each day, every portable tool will be inspected by the user who are trained electricians.

3.26 Asbestos

The removal of asbestos when necessary will be carried out by licensed asbestos removal contractors to statutory requirements:

During work activities if any material is suspected of being asbestos work must cease immediately. The suspected material must be reported, and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors.

3.27 Waste Disposal

A high standard of waste disposal is essential throughout the project period.

Where the Company is required to arrange disposal, this will be to an authorised site by a licensed carrier.

Copies of transfer documentation will be maintained on site for reference.

A copy of the carrier's licence will also be retained at site for reference.

All wastes shall be disposed of in accordance with Statutory Regulations.

3.28 Dust

The nature of construction work can present very dusty atmospheres.

Wherever practical, all efforts will be made to remove concentrations of dust to an acceptable level, it is acknowledged however, this may not always be possible and even with heavy concentrations removed, fine particles will still exist.

The use of local exhaust ventilation and respiratory protective equipment may be necessary, in most instances the paper or fabric type of ori-nasal mask is satisfactory, in heavier concentrations the filtered type may be required (FFP3).

3.29 Smoking

It is the policy of Western Cape Group that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and includes company vehicles & plant.

3.30 Company Vehicle Driving

The Company has in place procedures to ensure all vehicles are adequately insured, maintained and serviced and with a valid MOT.

Company vehicle drivers will make daily visual inspections of their vehicles as specified. This process will form a defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in an appropriate manner.

Company vehicle drivers must always adhere to statutory restrictions and the Highway Code and drive in a respectful manner when on private land.

Any traffic violations or incidents which employees are involved in will be fully investigated by the Company and any necessary action taken to ensure preventative measures are in place to prevent future recurrences.

Company vehicle drivers are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug which could impair their performance.

Company drivers are to inform the management of any driving convictions. A copy of the individual's licence is to be held at the head office this is to be completed annually.

3.31 Use of Mobile Telephones

It is important measures are in place to reduce the risk of injury to individuals whilst using mobile phones. Conversations on any phone require concentration and should not be undertaken whilst trying to carry out other activities, or in situations where your attention should have focused on the hazards in the surrounding environment.

To avoid the unsafe use of mobile phones this policy applies to all employees.

Research has proved that using a mobile telephone whilst driving whether hands free or not is distracting and reduces the driver's attention to what already is a hazardous activity. The following points are made with the requirements of the amended regulations being taken into consideration:

- Drivers of vehicles shall only use a mobile phone whilst driving on a road if the vehicle is provided with a Company installed hands free device.
- Drivers are advised that out going calls should only be made if the vehicle is parked in a safe place off the road.
- Incoming calls should only be accepted if they can be answered by the pressing of a single, easily accessed button or voice command and it is safe to do so.
- Calls received whilst driving on a road should be kept to a short duration- this must be considered by both the caller and receiver.

3.32 Manual Handling

Operations where manual handling is a significant risk are identified through planning all operations effectively. Processes can then be implemented to eliminate or reduce the risk accordingly. Where manual handling cannot be eliminated manual handling assessments will be undertaken using the Site Specific Manual handling assessment form. The assessment considers the task to be undertaken, the load involved, individual's capabilities and the working environment. Suitable information and training will be provided to persons required to carry out manual handling activities.

3.33 Working at Height (General)

All work at height is to be suitably planned before commencing using the hierarchy of controls.

- Avoid Work at height where possible.
- Use work equipment or other measures to prevent falls.
- When the risk of a fall cannot be eliminated, use work equipment or other means to minimise the distance and consequences of a fall if it should occur.

Where work at height is identified within our operations that cannot be eliminated the necessary preventive and protective measures will be implemented to ensure that all personnel are protected from any fall or falling material that could result in an injury being sustained.

Employees and any other persons involved in any work at height must co-operate with the systems put in place to protect them.

The necessary equipment to allow safe access to and egress from the place of work will be provided.

Suitable plant will be provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.

Regular inspections of all equipment required for working at height will be undertaken.

Competent persons will be appointed to be responsible for the planning and supervision of all work at height and associated activities.

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

- The results of any health surveillance will be accurately recorded, and the records will be made for available for inspection as required.
- Any recommendations identified as a result of the health surveillance will be actioned and if necessary the risk and COSHH assessments will be reviewed.
- Our employees and safety representatives are informed of the collective results of health surveillance.

Employees complete a health questionnaire on first arrival at the company. All operatives will also be required to complete an on-going surveillance questionnaire as a minimum annually.

Where required, individuals may be referred to an occupational health professional for further assessment if required.

3.34 Young Persons

Where young persons are employed it is ensured that work activities exposing them to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring relevant legal standards are met (dependent on the risk involved), and that official guidance and good practice is followed.

Where hazardous activities cannot be eliminated, risk assessments are undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable.

The assessments will take into account the actual risks associated with the work activities and whether or not these risks are increased due to the age of the young person.

Suitable information, instruction and training will be provided to young workers to ensure their health and safety.