



**winvic**

**HEALTH & SAFETY POLICY**

## HEALTH AND SAFETY POLICY – SECTION 1

### **DIRECTORS STATEMENT OF INTENT**

#### **The Directors Policy Statement on construction Health and Safety**

##### **Policy statement**

It is the policy of Winvic Construction Limited that its operations will be carried out in accordance with all relevant and Statutory Health and Safety Legislation. All reasonably practicable measures will be taken to avoid Health and Safety risk to its employees or others who may be affected by the Operations of this Company.

It is our intention to directly undertake construction work ourselves and to act as Project Managers elsewhere. Whenever it is appropriate to contract out the design and construction of projects, they will be carried out by competent designers, contractors and professionals who have considerable experience in the type of building we will be engaged on.

The company will actively work towards reducing the likelihood of injury in the workplace and occupational ill health. Also, the company will strive towards continual improvement relating to health and safety.

The Board of Directors have nominated the HSEQ Director, Ian Goodhead, to have particular responsibility for construction health and safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The HSEQ Director requires that the Health and Safety strategy of the Company is continually monitored and any change in Health and Safety Legislation or change of circumstances should be reflected within a revised Health and Safety Policy Statement. A formal review and update will be carried out annually.

Our management, and all other persons or companies appointed, engaged or contracted to assist us with the design, planning and construction of our projects will have responsibility for implementing this Policy throughout, and will be carefully selected for each assignment with due regard to this Policy.

Every appointee must ensure that Health and Safety considerations are always given priority in planning the safe execution of the works and in the suitability of their designs, during concept, development, construction and within the completed building complex in use. Advice and if necessary, training will be given from time to time to all key Company personnel to assist them with this responsibility.

All employees which include; Principal Designer, Designers, Specialist sub-contractors etc. are expected to cooperate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others, and in full compliance with current Health and Safety Legislation.

The operation of this Policy will be implemented, maintained and monitored primarily by the HSEQ Director and assisted by all management, appointees, and staff of the Company.

The Company Policy will be issued to employees, contractors, consultants, designers etc. as required.

On behalf of the Winvic Construction Limited Board:

Ian Goodhead HSEQ Director 01.03.2025

## HEALTH AND SAFETY POLICY – SECTION 2

### Responsibilities

#### 2.1 Directors of the company

2.1.1 Prepare and keep up to date a Statement of the Companies Policy for Health and Safety and ensure that it is brought to the notice of all employees and contractors.

2.1.2 Prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure that each person directly employed or contracted out is aware of their responsibilities and the means by which they can carry them out.

2.1.3 Administer the Policy throughout the Company by appointing an individual Director to be responsible for the construction operations and ensure that such Policies are implemented.

2.1.4 Be aware of the Statutory Requirements affecting the Company's operations.

2.1.5 Ensure that appropriate training is given to staff and Company representatives as necessary.

2.1.6 Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with Statutory provisions.

2.1.7 Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of Principal Contractors and Contractors.

2.1.8 Ensure that there is liaison on health and safety matters between the Company and others working on Company sites.

2.1.9 Reprimand any member of staff, either directly employed or contracted out for failing to discharge their health and safety duties satisfactorily.

2.1.10 Encourage the distribution of safety literature throughout the Company.

2.1.11 Arrange for funds and facilities to meet requirements of the Company Policy.

2.1.12 Make certain that Project Managers understand that injuries, equipment damage and wastage will all be taken into account when remuneration and conditions are being decided.

2.1.13 Make certain that Principal Contractors and Contractors understand that injuries, equipment, property damage, and wastage will be taken into account when the Company is making their assessment of competence and adequacy for future projects.

2.1.14 Set a personal example when visiting sites by having and wearing correct and appropriate protective clothing.

2.1.15 Arrange for regular discussion with the Director responsible for Construction Safety to review the health and safety achievement of the Company operations and to continually strive for improvement in all matters of occupational health and safety.

2.1.16 The Group Managing Director will carry out an annual review of office safety and inductions for office staff members.

## 2.2 Operations Director (In addition to above)

2.2.1 Ensure that a copy of the Company Health and Safety Policy is issued to all Project Managers, Site Managers and Engineers.

2.2.2 Maintain a list of persons/companies etc. and departments that have been issued with a copy of the Company Health and Safety Policy and ensure that they promptly receive copies of any amendments or revisions to the Policy.

2.2.3 Have a knowledge of Health and Safety Legislation generally, and ensure as far as reasonably possible that all work undertaken is carried out in accordance with appropriate Legislation, Statute etc.

2.2.4 Ensure that all projects that fall within the scope of the Construction (Design and Management) Regulations are arranged and executed in accordance with the CDM Regulations.

2.2.5 Arrange for regular discussion with fellow Directors, senior personnel and specialist Health and Safety advisors where appropriate, to review the health and safety achievement of the company operations, discuss accident prevention, training requirements and future work policies. Record and ensure the implementation of any such resolutions made.

2.2.6 Maintain a record of all accidents and serious occurrences reported from sites.

2.2.7 Institute reporting and investigations as necessary. Promote analysis and investigation to discover any unacceptable trends and arrange for prompt rectification.

2.2.8 At yearly intervals, carry out a review of accident statistics from the previous half year, the performance of the company in accident prevention, compliance with the published Health and Safety Policy to establish if improvements could be made in Company procedures, training programmes etc. and where necessary, revise the Company Policy for Health, Safety and Welfare, promptly notifying all Policy Holders accordingly.

2.2.9 To ensure the effective management of ISO45001:1, ISO14001:1, ISO9000:1, ISO27001:1

## 2.3 Health, Safety and Environmental Support Staff

2.3.1 Provide specialist health and safety input to operational staff through advice, guidance and support.

2.3.2 Carry out a health and safety review at all workplaces on a regular basis, as appropriate to ensure compliance with the Winvic Construction Health and Safety Policy.

2.3.3 Where working practices are observed that pose a significant risk to health and safety, ensure that, where possible, the unsafe operation is stopped; inform site and Business Unit management immediately; provide appropriate support, advice and assistance in identifying and implementing the necessary remedial actions.

2.3.4 Provide suitable health and safety information the Business Unit in the form of staff briefings, annual update forums, workshops, presentations etc. and support and participate in any Company Health and safety induction programmes as appropriate.

2.3.5 Collate the health, safety and environmental information, as provided by workplace management for monthly reports.

2.3.6 In conjunction with the operational staff, identify areas/operations that require specific health and safety improvement and assist in the organising or undertaking of such improvements as appropriate.

2.3.7 Provide information in the form of instructions, Best Practice Guidance, Codes of Practice, Safety Information Sheets etc. as appropriate, and ensure operational staff are provided with Group communications on safe working practices and alerts.

2.3.8 Ensure induction instructions are reviewed regularly for relevance to current operations and ensure that they are being effectively communicated.

2.3.9 Assist operational staff in the review of high-risk contractors' risk and method statements, provide appropriate assistance in assessing other method statements, and monitor the implementation of the same in the workplace, as appropriate.

2.3.10 Assist Business Units in the performance management of contractors.

2.3.11 Assist project management through advice, information, training and encouragement as appropriate to ensure that projects continually meet Winvic Group's health and safety standards.

2.3.12 Ensure that the relevant manager is advised if operations are not achieving Winvic Construction's health and safety standards and further advise the Operations Director, Managing Director and HSEQ Director as appropriate.

2.3.13 Communicate effectively with the Health and Safety Executive (HSE) and other enforcing bodies regarding this Health and Safety Policy and all relevant inspections, accidents and incidents.

2.3.14 Ensure that relevant accidents, incidents and dangerous occurrences are reported promptly to the HSEQ Director and the Health and Safety Executive, as appropriate.

2.3.15 Promptly investigate all accidents/incidents as required by Winvic Construction's Health and Safety Standards and the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) and make known and discuss any significant findings/recommendations within the Business as appropriate.

2.3.16 Liaise with Operations Managers on operational health and safety standards.

2.3.17 Provide feedback to the HSEQ Director responsible for Health, Safety and Environment on the effectiveness of Winvic Construction's health and safety management systems and any improvements necessary.

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2.3.18 Promote involvement in health and safety management of all operational staff by discussion, briefings, training sessions and effective communication.

2.3.19 Review all workplaces in line with the requirements of current statute.

2.3.20 Monitor the projects to ensure that all staff, including office-based personnel, receive appropriate health and safety training and instructions.

## 2.4 Operation Managers. Project Managers and Site Managers

2.4.1 Understand the Company Safety Policy for Health and Safety.

2.4.2 Ensure that the Company Safety Policy for Health and Safety is brought to the notice of all personnel. Arrange to have all works carried out in accordance with its requirements and bring to the notice of the Operations Director any improvements or additions that are felt necessary.

2.4.3 Ensure that all members of their Site Team are aware of their responsibilities relating to Health and Safety, and these are recorded in the Health and Safety Plan. Hold regular Site Meetings to discuss the project and advise the Operations Director if they feel additional training of their team members is required.

2.4.4 When making appointments or arranging for such appointments to be made of Designers, Principal Designers, Principal Contractors, Contractors, CDM Agents and other Duty Holders as described within the Construction (Design and Management) Regulations ensure that the appointees are capable, have adequate resources and are given sufficient time to carry out their duties in accordance with the standards required by the CDM Regulations.

2.4.5 Ensure that all projects that fall within the scope of the Construction (Design and Management) Regulations are arranged and executed in accordance with the CDM Regulations.

2.4.6 Ensure that all Personnel on site receive a Site Induction and a briefing on their specific Method Statement prior to starting any works on site.

2.4.7 Ensure that no works take place on site, during or outside normal hours without adequate Winvic supervision.

2.4.8 Check that Contractors engaged in high risk activities are working in accordance with their agreed Method Statement (Asbestos Removal, Demolition, Steel Erection, Roofing, Interface with the public and neighbours etc.) and in particular that the agreed methods of work have been included within The Health and Safety Plan and that such safe systems of work have not been departed from, and any revisions to the system of work have been updated within The Health and Safety Plan.

2.4.9 Periodically check that the Contractor's registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed and maintained throughout the project.

2.4.10 As far as is reasonable, ensure that the 'competent persons' appointed to make the necessary inspections of scaffolding, excavations, plant etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected and that the persons nominated for specific duties within the Health and Safety Plan are aware of their duties and are capable of fulfilling them competently.

2.4.11 Ensure that all information about the site is promptly made available to the relevant persons to enable them to produce the Health and Safety Plan/File.

2.4.12 Ensure that work on site does not commence until the Health and Safety Plan has been developed by Winvic to the standard of CDM Regulations.

2.4.13 Ensure that detailed record drawings are available/marked-up to locate all essential supplies and/or statutory services in, and in the immediate vicinity of the project which may have an effect on the works or adjoining properties etc.

2.4.14 Discuss and agree with Contractor(s) details of the site establishment and other matters to the standards required within the relevant sections of the BMS.

2.4.15 Ensure that all emergency procedures are in place and are well maintained.

2.4.16 Ensure that the minimum standards indicated within Section 03 and Working Practices of this Health and Safety Policy are correctly implemented and maintained by Winvic, Sub-contractors, Direct Works Contractors and the like.

2.4.17 Accompany HSE Inspectors on site visits when possible, and act on their recommendations. Advise the Operations Director of any HSE visit.

2.4.18 In the case of the HSE Inspector issuing a Notice (Prohibition or Improvement), contact the Operations Director immediately after complying with any requirements to stop work.

2.4.19 Set a personal example by wearing appropriate protective clothing on site.

2.4.20 Ensure that any accident or near miss on site that could have caused or did cause injury to any person or damage to property is reported in accordance with Company Policy.

2.4.21 Generally, managers of projects are expected to promote good Health and Safety practices on their sites and will co-operate with all members of the project team.

2.4.22 Managers are to ensure suitable and sufficient risk assessments are carried out.



## 2.5 Site Engineers

2.5.1 Understand the Company Health and Safety Policy

2.5.2 Support the Project Manager and Site Manager in ensuring that works on site are carried out in accordance with Health and Safety Legislation.

2.5.3 Ensure they are aware of any specific Health and Safety responsibilities, that they are accountable for.

2.5.4 Be aware of the contents of sub-contractors method statements and ensure works are carried out in accordance with their requirements.

2.5.5 Have a knowledge of Health and Safety Legislation and the Construction (Design and Management) Regulations and ensure as far as is practicable, that all work undertaken is carried out in accordance with appropriate Legislation, Statute etc.

2.5.6 Ensure that no one starts work on site without having received a Site Induction and Method Statement briefing.

2.5.7 Set a personal example by wearing appropriate clothing on site.

2.5.8 Take responsibility as part of the site team for Site Safety, do not turn a blind eye to unsafe practices. Take action to correct. If you are not able to resolve an issue, seek the assistance of the Project or Site Manager. Most importantly **IF IN DOUBT STOP THE WORKS AND ASK FOR HELP.**

2.5.9 Winvic Staff are expected to promote good Health and Safety practices and co-operate with all members of the Project Team.

## 2.6 Site Support Staff- QS's, Planners, Designers

2.6.1 Understand the Company Health and Safety Policy

2.6.2 Support the Project Manager and Site Team in ensuring that works on site are carried out in accordance with Health and Safety Legislation.

2.6.3 Ensure they are aware of the specific Health and Safety responsibilities, that they are accountable for.

2.6.4 Check when appointing Contractors, Consultants, Designers, Principal Designers and any other parties involved on a project, that they are competent to carry out their responsibilities, have the resources to fulfil these responsibilities and have allowed sufficient time to carry out their responsibilities.

2.6.5 Ensure that any person/company appointed has been made aware of their obligations as required by the Winvic Health and Safety Policy.

2.6.6 Take responsibility as part of the site team for Site Safety, do not turn a blind eye to unsafe practices. Take action to correct. If you are not able to resolve an issue, seek the assistance of the Project or Site Manager. Most importantly **IF INDOUBT STOP THE WORK AND ASK FOR HELP.**

2.5.7 Set a personal example by wearing the appropriate protective clothing when on site.

2.5.8 Winvic Staff are expected to promote good Health and Safety Practices and co-operate with all members of the Project Team.

## BUSINESS MANAGEMENT SYSTEM - SECTION 3

**Winvic Construction's** Business Management System addresses the company's systems for health & safety, environment and quality.

### *ISO45001*

#### *Working Practices*

**Winvic Construction's** ISO 45001 scope covers occupational health and safety associated with the design and build of buildings for the public sector and commercial organisations.

### *ISO14001*

#### *Working Instructions*

**Winvic Construction's** ISO14001 scope covers the environmental aspects associated with the design and build of buildings for the public sector and commercial organisations.

### *ISO9001*

#### *Quality System*

**Winvic Construction's** ISO9001 scope covers the design and build of buildings for the public sector and commercial organisations.

### *ISO27001*

#### *Information Security Procedures*

**Winvic Construction's** ISO27001 scope covers the design and build of buildings for the public sector and commercial organisations.



POLICY STATEMENT

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The Company Policy will be issued to employees, contractors, consultants, designers etc. as required.

On behalf of the Winvic Construction Limited Board.

Ian Goodhead HSEQ Director 01.03.2025