



TEMPORARY CLIMATE SOLUTIONS LTD

Health and Safety Policy 2024

Reviewed Feb 2024

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HEALTH AND SAFETY POLICY

PART 1

HEALTH AND SAFETY POLICY STATEMENT

Temporary Climate Solutions Ltd is committed to ensuring the Health, Safety and Welfare of all employees, subcontractors who may be engaged to carry out activities on our behalf and any members of the public affected by our undertakings.

Overall responsibility for health and safety rests with the Managing Director, to provide a working environment, which is safe and has no adverse effect on health of any person working for or on their behalf.

The main objectives of the Health and Safety Policy are:

- To comply (at all times) with all current and relevant health and safety legislation and the requirements of OHSAS 45001
- To ensure health and safety is applicable to all staff and remains a key management responsibility.
- To allocate sufficient resources to provide and maintain a place of work that is, so far as is reasonably practicable, safe and healthy.
- To ensure that health and safety factors are taken into account in the purchasing, operation and maintenance of plant, machinery, tools and equipment.
- To ensure that all relevant health and safety information, instruction and training related to work and responsibilities is communicated to all persons engaged in the operation of the Company's undertakings, and to persons using the facilities of the Company.
- To ensure that suitable and sufficient systems and procedures are put into place for the safety of all persons at the Companies facilities in the event of an emergency situation.
- To ensure the provision of suitable first aid facilities and the availability of professional medical advice.
- To promote a positive Health and Safety Culture which includes all areas of the Company in consultation on health and safety matters.
- To continuously improve our safety systems and performance.

The Health and Safety Policy shall be reviewed annually, following significant legislative changes or where accident investigation identifies the need — it will be communicated to all staff and made available to visitors to the Company who may use Company facilities.

Tarrant Beaumont

Managing Director

January 2023



Date — Jan 2023

HEALTH AND SAFETY POLICY

PART 2

ORGANISATION AND RESPONSIBILITIES

Temporary Climate Solutions Ltd has identified the individual roles and responsibilities for the management, implementation and monitoring of the health and safety of all persons and safety systems under their direct control. The diagram (below) highlights the hierarchy of health and safety responsibilities and the support and means for the reporting of all health and safety issues.



2.1 Temporary Climate Solutions Ltd Health and Safety Organisation Chart

Ultimate responsibility for the Companies health and safety management lies with the Company MD; The Company MD will ensure that these Policies are applied throughout the whole company as well as within the business units for which they have direct responsibility. The Company MD will ensure that this Policy is adopted by all employees, contractors and visitors who fall within their duty of care.

Each employee has a duty of care to themselves and to others, who may be affected by their actions or omissions. They will be provided with a copy of the Health and Safety Policy and they must adhere to it and have it available at all times. Employees will also be provided with an 'Employee Handbook' — this is a booklet which highlights the basic information and responsibilities held within the Key associated procedures. Employees are to have access to and be provided with the full range of procedures and Health and Safety Policy if requested.

The Company MD has a responsibility to maintain the Health and Safety Policy and any health and safety management systems connected to it. This can include adapting policies to reflect changes in legislation or newly identified risks; and also to support all persons and roles within the business who hold health and safety responsibilities (with advice, guidance, etc).

The Auditing team will ensure that the Companies performance in relation to health and safety is continually monitored. The auditor's role is to provide high quality inspections to highlight to the Health and Safety Management the ongoing effectiveness of the Health and Safety Policy and the Companies health and safety performance and 'culture' in general.

Roles and Responsibilities

This section outlines the basic roles and responsibilities for the Company MD for Temporary Climate Solutions Ltd who has a responsibility for the health and safety of:

- Individual Employees / a group of employees who fall under their Management / Supervision
- Contractors who fall under their Management / Supervision
- Themselves
- Others affected by their act or omissions whilst at work

Aside from the roles and responsibilities outlined in this Policy — there may be Individual Policies, Procedures, Risk Assessments / Method Statements that place responsibilities on people.

2.2 General Duties and Responsibilities

The Health and Safety at Work Act etc: 1974, places specific duties of care on Employers, Employees and the Self Employed. These duties are absolute and it is a criminal offence not to comply with the requirements of the Act. It is important that all persons employed are aware of the legal requirements and their responsibilities under the Act, specifically Sections 2 and 3 for Employer, and Sections 7 and 8 for Employees.

2.3 Temporary Climate Solutions Ltd Managing Director

The Managing Director (MD) has the delegated responsibility for the implementation, operation and monitoring of the Health and Safety Policy, and shall report to the Board on all health and safety matters.

The MD shall ensure that:

- They have an understanding of the implication and requirements of current health and safety legislation.
- Arrangements are made for the provision of suitable and sufficient health and safety information, instruction and training for all personnel, as appropriate to their roles and responsibilities, and that all risks to safety and health are identified and suitable and sufficient systems put into place to reduce the risks to safety and health
- Arrangements are in place to ensure consultation, support and advice is available (and provided) to employees with regard to matters of health and safety.
- A formal system for the investigation, recording and (where necessary) reporting of all incidents/ accidents within the Company is in place, including the undertaking of appropriate remedial action to prevent recurrence.
- Professional advice is available on health and safety matters
- Arrangements are in place to ensure health and safety monitoring (to review control measures and practices etc.) is regularly undertaken.

2.4 Employees

Under the Health and Safety at Work Act 1974 all employees and Contractors have the legal duty to take reasonable care of themselves and others who may be affected by their acts or omissions, whilst at work. In general, Employees are responsible for:

- Observing all instructions and safety systems issued by their Supervisor or the Health and Safety Manager on safety related requirements.
- Observing and following all Safety Method Statements for the task they are performing; reporting shortfalls in arrangements when identified.
- Observing all safety rules related to the operation of machinery and equipment.
- Reporting all accidents, near misses and dangerous occurrences to their Supervisor.
- Assist in any investigations carried out in relation to health and safety issues.

In relation to *Work Sites*, Employees MUST follow these sites rules:

- Ensure that the Company Health and Safety Policy and any associated procedures are adhered to whenever on work sites.
- In relation to any site not in the Temporary Climate Solutions Ltd control, or on any site where we undertake work for another organisation or client; observe any individual 'site' rules and follow all instructions from site supervisors.
- To attend health and safety induction training or any type of refresher training (including Toolbox Talks) if required to work on any individual site.
- To attend any health and safety meetings with key site personnel or Supervisor if required to work on any individual site.
- Maintain a safe and clean site; and dispose of all waste as it is created.
- Highlight if they have not received the appropriate information or training to perform a work task expected of them.
- Report instances of any hazard or defect in equipment, structure or procedure to their Supervisor.
- Ensure that any welfare facilities provided are maintained in a clean and tidy state.
- Not to initiate or continue any activity or process, which places persons in danger or breaches legal duties or company policy.
- Where the site is in their control; to secure the site and ensure as much as possible that unauthorised access is prevented.
- To ensure that no tools or work equipment that could cause harm to the public (or persons not involved in work at the site) are left unattended.
- To ensure that PPE is worn when necessary and to ensure that other persons nearby (including members of the public) are not placed at any risk from work processes.
- To alert their Supervisor or any person responsible for the site IMMEDIATELY if there is a situation whereby an explosive substance (gas, etc) is released unplanned or uncontrolled into the environment.
- To ensure that all utility supplies which may be worked upon are isolated and shut off before any work takes place. To ensure that any site, work area that the Employee or Contractor has worked in and any work that has been carried out; is in a safe condition before leaving the site

Specific Responsibilities in relation to work with Gas

All GAS SAFE registered staff **MUST** carry their GAS SAFE REGISTER ID cards on their person at all times and present them when attending site.

Service Engineers are responsible for carrying out gas related and non-gas related work as required by their Supervisor/Team Leader. They are responsible at all times for working within compliance of the current **Gas Safety (Installation and Use) Regulations**.

When carrying out gas related work, Service Engineers must complete any relevant documentation that is required under the current **Gas Safety (Installation and Use) Regulations** or Temporary Climate Solutions Limited procedures. An example of this would be the Landlord's Gas Safety Record certificate.

Engineers have a legal duty to be aware of the current status of their Gas Qualifications expiration date and the categories of works that they are deemed 'competent' to perform.

Engineers **MUST NOT** carry out any gas related work for which they are not suitably qualified for — i.e. the appropriate Gas Qualification and the appropriate GasSafe work (aka 'competency') category.

Any Engineer required to supervise a trainee **MUST** ensure that the Trainee is under constant supervision whilst performing any Gas related task.

All Engineers have responsibility for their own actions and **MUST** report any concerns in relation to Gas IMMEDIATELY to their Supervisor.

2.5 Sub Contractors / Contractors

Under the Health and Safety at Work Act 1974 all employees and Sub Contractors / Contractors have the legal duty to take reasonable care of themselves and others who may be affected by their acts or omissions, whilst at work.

Sub Contractors must only be accepted for employment, after they have successfully completed the Temporary Climate Solutions Ltd Sub Contractor application pack.

Only Contractors / Sub Contractors who are part of the Temporary Climate Solutions Ltd 'List of Approved Contractors' are authorised to carry out works as part of this contract. To be classified as 'authorised', each contractor / subcontractor has been fully assessed in line with the following process.

Sub Contractors must carry out an in depth assessment which considers their Health and Safety arrangements as well as their ability to perform the tasks they are applying to carry out. In the event that the sub contractor / contractor doesn't have a current health and safety policy they must sign to agree working under the Temporary Climate Solutions Ltd health and safety policy.

The first stage is for a Sub Contractor to complete a Temporary Climate Solutions Ltd Sub Contractor application form.

This form will not be signed by the Company MD unless they are satisfied the Sub Contractor's arrangements are satisfactory. This involves: Finance, the Health and Safety Management. Unless Temporary Climate Solutions Ltd are happy that the Sub Contractor can fulfil their obligations under each category, the application will be declined.

In relation to how we will determine a contractor's competence, the following elements will be assessed:

- The contractor's experience in the type of work they are carrying out on our behalf
- what their health and safety policies and practices are;
- their recent health and safety performance (number of accidents etc);
- The qualifications and skills they have (including health and safety);
- their own selection procedure for sub-contractors;
- Examples of their safety method statements;
- The health and safety training and supervision they provide;
- their arrangements for consulting their workforce;
- any independent assessment of their competence;
- if they are members of a relevant trade or professional body
- Whether they or their employees hold a 'passport' in health and safety training (e.g. CSCS, etc)
- Conclusions from any references obtained (from previous Clients)

Sub Contractors will hold the basic qualifications in order to fulfil the scope of the work tasks being applied for.

Health and Safety qualifications such as NEBOSH, IOSH are treated as evidence that the sub contractor takes health and safety seriously. In the absence of such advanced qualifications, the Sub Contractor will have a meeting / discussion with the Company MD who will view health and safety documents produced by the Sub Contractor - including their Work experience in the field they are applying for, their Health and Safety Policy and their Safety Method Statements. These documents are examined for quality and commitment to health and safety (although the Sub Contractor will adhere to our own Method Statements and working processes where they exist for the task being performed).

We do not discriminate against Sub Contractors with our processes for monitoring health and safety and quality performance. Sub Contractors are included in teams with Directly Employed engineers. They will be audited, supervised and managed in the same way as directly employed engineers. Our procedures for

monitoring and auditing engineers clearly state that sub contractors are to be treated exactly as per directly employed engineers and poor performance in health and safety will lead to no further work being issued.

Sub Contractors are audited to the same standard and frequency as our 'Directly Employed' Operatives. Where the Sub Contractor is carrying out works that we have Method Statements and Risk Assessments prepared for; they will comply with our standards rather than their own and they will be inspected on their work sites for compliance with those standards.

The company MD is responsible for the Supervision and Management of the Subcontractor.

Sub Contractors are responsible for:

- The safety and welfare of themselves and anybody they employ.
- Ensuring that themselves and their staff are fully trained in all key competencies required by law and best practice to perform their work safely and to a high standard.
- Keeping up to date insurances — at least £5 Million Public and Products Liability and £10 Million Employers Liability (where staff are employed). They must also ensure that all vehicles and drivers are appropriately insured.
- The upkeep, maintenance, taxation and MOT of their own vehicles.
- The upkeep, maintenance, calibration and repair of their own tools, plant and equipment.
- Reporting accidents and incidents to the Temporary Climate Solutions Ltd Company MD overseeing their work
- Reporting unsafe situations and concerns relating to safety of themselves or others on a work site to the Temporary Climate Solutions Ltd Company MD
- Preparing and supplying risk assessments (for tasks that are not already covered by Temporary Climate Solutions Ltd activities).
- Viewing all surveys and risk assessments provided by Temporary Climate Solutions Ltd and ensuring they are accurate and valid before starting works.

Where a sub contractor is utilised to carry out a task that is NOT part of our own core activities, we will audit their Safety Arrangements (Documentation /Method Statements, etc) as part of their application; and they will be inspected on their work site

Specific Responsibilities in relation to work with Gas

Regardless of whether they hold their own GasSafe Registration, for any works carried out under the scope of Temporary Climate Solutions Ltd, the Sub Contractor must be registered with GasSafe and have an individual ID number.

Sub Contractors are responsible for the maintenance and the organisation of their own Gas Qualifications and / or GasSafe work ('competency') categories.

2.6 Health and Safety Management

The Company Health and Safety Management shall be suitably qualified and/or experienced and have responsibility for the following:

- Advising on compliance with current health and safety legislation.
- Ensuring the health and safety management system resources and requirements are established
- Ensure effective implementation and maintenance of the health and safety management system, provide reports on the performance of the health and safety management system to relevant managers' for review, and identify any improvements and recommend them to the Senior Management Team
- Dealing with health and safety issues on behalf of the Company when requested by the MD or his representatives.
- Liaison with officers from the HSE, Local Authority and or other client key stake holders on all health and safety matters, as necessary.
- Carrying out investigations of accidents, near misses and dangerous occurrences as requested by the company MD.
- Assisting in the development and delivery of specific health and safety training requirements, where practicable.
- Revise, Review and write Group Health and Safety Procedures.
- Maintaining incident statistics for the Group.

Specific Responsibilities in relation to work with Gas

The Health and Safety Management is responsible for developing all 'generic' Risk Assessments, Method Statements and Safe Systems of work in relation to works with Gas.

The Health and Safety Management is responsible for maintaining the systems which register Gas Engineers with GAS SAFE and to ensure that once alerted to a change in personnel — the appropriate actions are taken to add, remove or amend the Gas Engineer's details.

The Health and Safety Management is responsible for maintaining the systems which monitor Gas Safe Registration - to ensure that all Gas Engineers remain continually registered with Gas Safe.

The Health and Safety Management will keep Electronic copies of all Gas Safe Cards.

The Health and Safety Management will keep copies of ACS Qualifications (Or Equivalent).

The Health and Safety Management will alert with a 3 months (90 days) advance warning of their Engineer's Qualifications expiring.

The Health and Safety Management is responsible for the Coordination and Management of the Safety, Health, Environmental and Quality Auditors.

2.7 Health, Safety, Quality and Environmental Auditing

The company Health and Safety Management role is to:

- Improve Health, Safety, Quality (including Gas Quality Control) and Environmental awareness across the business through effective communication and implementation of policies and procedures.
- Audit and Monitor the safety performance of the business by carrying out site inspections and setting/monitoring gas QC performance and issue of technical bulletins.
- Identify and maintain an overview of HSQE related training, including skills training and 'Toolbox Talks'.
- Audit processes to ensure equipment is appropriately maintained and tested and appropriate checks by line management are being carried out.
- Provide regular and timely reports on the HSQE activity to the senior management team
- Ensure all health and safety procedures and policies (especially in relation to Gas Safety) are fully implemented within the business.
- Drive safety culture through regular awareness sessions, good communication and advice to colleagues on safety matters.

Specific Responsibilities in relation to work with Gas

The Quality Assessor role/position has responsibility for:

- Devising a Schedule to comply with the QA / QC percentage level required by the Client (and our own Company procedures). This is to include site surveillance and post inspection of work.
- Clearly defining and reporting their findings to the Supervisor (involving Contract Manager where a serious concern exists) — they will also identify any needs/trends for personal training or personnel development.
- Ensuring that all GAS SAFE REGISTER registered staff carry their GAS SAFE REGISTER ID cards on their person at all times and present them on request in line with our Company Policy.
- Devising and issuing technical advice and updates to all Trainees and Engineering Staff within the Company, such as carrying out toolbox talks to Service Engineers at area sites as required.
- Devising new ways of improving the Quality Systems within the Company

The Quality Assessor role is expected to have good timekeeping, be polite, courteous and act in a professional manner at all times. They are expected to give technical support to any person within the Company who requires it.

HEALTH AND SAFETY POLICY

PART 3

3.1 Arrangements for Health, Safety and Welfare

Temporary Climate Solutions Ltd are accredited to the OHSAS 45001 standard and has set out a Safety Management System that includes policies, procedures and safe systems of work. Contained within this section is a brief outline of the Key parts of the system. This shall give any person the basic information on the Companies position as to how these risks shall be controlled and managed. When put into practice, more in depth guidance may be required. Where it has been identified that a key area of risk may require more in depth guidance or information - separate extended policies and procedures in relation to those risks exist. Where an extended separate policy or procedures exists in relation to any of the topics below — there will be a clear indication of this.

Employees will have access to their 'Employee Handbook' which will supplement the information below and enable them to overcome most reasonably foreseeable situations.

If a personal copy of any specific policy or procedure is requested — if it is considered relevant to the task being carried out, this is authorised.

If a copy of any Health and Safety document is being requested in relation to a legal matter — the Health and Safety Management must be alerted and give authorisation before a copy is provided.

3.2 Risk Assessments

It is a requirement under the 'Management of Health and Safety at Work Regulations' 1999 (and other category specific Regulations) for Employers to carry out assessments of risks to health and safety to persons who may be affected by the hazards associated with their activities.

Temporary Climate Solutions Ltd has carried out 'General' Risk Assessments for all of its key activities, which are made available to all staff and contractors. The Risk Assessments must either be validated by staff before starting the task - or an additional site / task specific Risk Assessment be carried out before a decision is made on how to continue works safely. If a 'General' risk assessment cannot be validated and it is found that the risks on site cannot be adequately controlled — works are to stop immediately.

Specialist advice on key hazards can be provided (or arranged).

Risk Assessment will be conducted at the survey stage for all site installations — using a specific Temporary Climate Solutions Ltd risk assessment form.

The following principles must be adhered to with regards to all Risk Assessments:

- Risk Assessments shall be carried out on all activities to identify those where existing safety measures are not acceptable and there is a 'significant' risk of injury or damage.
- Risk Assessments shall be carried out by suitably qualified or experienced persons.
- Key and Company 'Generic' Risk Assessments shall be developed by the Health and Safety Management.
- Where 'significant' risks are identified ,Temporary Climate Solutions Ltd will document the findings of the assessment and develop safety systems to control the risk so as to reduce the risk to an acceptable level.
- The safe systems adopted shall aim to eliminate the risk wherever possible. Where elimination is not possible, then other means shall be adopted, including engineering and management techniques.
- Safe systems of work, information, instruction and training are all means of adopting safe working practices and shall be put into place, as necessary.
- Generic Risk Assessments shall be documented to cover activities that are repetitive.

- Documented Risk Assessments shall be reviewed on occasions when the activity has changed, the system of work has changed, the assessment is no longer valid or following an incident related to the Risk Assessment (they will automatically be reviewed annually).

The conclusions to Risk Assessments will provide the foundations for the policies and procedures and training for an identified area of risk.

3.3 Information, Instruction and Training

Temporary Climate Solutions Ltd recognise that it is a requirement of the Health and Safety at Work Act 1974 for all Employers to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at work of all their Employees. We will comply with this by implementing the following:

- All new and temporary employees shall attend induction training, which will include information on general health and safety requirements and issues specific to their job. The information shall also include general information about the company and who to contact when they require further assistance. A Supervisor or Manager shall monitor new and temporary employees to ensure they are effectively integrated.
- All new and temporary employees shall undertake any training as specified for their individual role. This will be refreshed on an annual basis.
- All new and temporary employees will be provided with the Employee Hand Book, which includes Employee Safety Handbook, Asbestos Handbook and guide sheets, Risk Assessments, Method Statements and a copy of the Temporary Climate Solutions Ltd Health and Safety Policy — for those working with Gas this will include an up to date copy of the 'Unsafe Situations Procedures'.
- No member of staff shall attempt to carry out an operation where they have not had the necessary information and training to perform a task safely and a health and safety risk exists to themselves or to others who may be affected by their actions.
- Any requirement for specialist training to be provided shall be identified and arrangements made for the training to be provided to all relevant persons.
- Reference to the company Safety Systems and Policies should be made where information on safety related matters is required

The following safety information will be displayed at all premises within the Company's control:

- HSE Health and Safety Law Poster
- Nominated person(s) for emergency procedures.
- Names(s) of qualified First Aid Personnel
- Location of First Aid Facilities
- Location of Accident Book.
- Safety Policy

3.4 Accident, Incident and Near Miss reporting

All Accidents, Incidents and Near Misses involving Temporary Climate Solutions Ltd employees, persons on our premises, persons conducting operations for or on our behalf and members of the public (affected by our acts), must be reported using the Company's Accident / Incident / Near Miss reporting procedure. The incident shall be reported to the health and safety management and recorded along with actions taken as a result. The report shall identify the nature and severity of any injury, damage, disease or dangerous occurrence.

The Company shall comply with the requirements of the 'Reporting of Injuries, Disease and Dangerous Occurrences Regulations' (RIDDOR). Any incidents that are 'Reportable' as defined under the 'Reporting of Injuries, Disease and Dangerous Occurrences Regulations' shall be reported by the health and safety Management. Temporary Climate Solutions Ltd are aware of the changes to the RIDDOR regulations in 2013 and will comply with these revisions.

Any investigations carried out as a result of an incident shall be carried out in accordance with the Company's incident investigation procedure. The health and safety management shall maintain records of all incidents and associated documentation.

For further detailed information in relation to our arrangements in this area - please consult the separate Temporary Climate Solutions Ltd Accident, Incident Policy.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.5 First Aid

Any situation requiring First Aid treatment or medical attention falls under the scope of the Company Accident / Incident / Near Miss reporting Procedure.

- The Company shall carry out an assessment of first-aid needs appropriate to the circumstances of each workplace.
- Where necessary, suitably trained First Aid personnel or Appointed Persons shall be provided.
- Names of First Aid personnel and Appointed Persons shall be displayed at prominent locations within the workplace.
- Provisions of suitable and sufficient first aid equipment shall be made available and its location shall be made clear to all staff.

For further detailed information in relation to our arrangements in this area - please consult the separate Temporary Climate Solutions Ltd Accident, Incident Policy.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.6 Fire Safety and Emergency Evacuation

Under the 'Regulatory Fire Reform Order (2005)' the Company shall ensure that a Fire Risk Assessment is carried out for all premises under the scope of our responsibilities. The Fire Risk Assessment shall be carried out and documented by the health and safety management; accompanied by suitably qualified person(s). The Company shall nominate Fire Marshalls/Wardens at each location.

The Company MD shall ensure that:

- A list of staff employed at their location is maintained.
- Procedures for evacuation and assembly points are clearly displayed.
- In the event of an emergency ensure all staff are evacuated from the building and check attendance using the list of staff.
- Arrangements shall be made for the safe evacuation of any disabled persons using the Company facilities.
- Adequate firefighting appliances are made available in accessible and prominent locations and shall be inspected and maintained at suitable intervals by qualified persons.

- Means of escape in the event of a fire shall be maintained to ensure they are in working order and not obstructed.
- Fire exit signs shall be provided and placed in prominent places to provide clear instruction on the means of escape in the event of a fire.
- A means of raising the alarm in the event of a fire shall be provided and confirmation gained that the alarm can be clearly distinguished and heard in all areas.
- The alarm system shall be inspected and maintained and tested at suitable intervals by qualified persons.
- The Fire Marshall/Warden shall maintain all records of inspections and tests.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.7 Bomb Threat and Emergency Evacuation

When suspecting or being made aware of a Bomb Threat, the following shall apply:

- The person suspecting a bomb on the premises shall make their Supervisor aware of the location and await further instruction.
- On the receipt of a specific bomb threat the recipient shall inform their immediate Supervisor or Manager immediately; noting any 'code words', reference to specific groups, etc and any specified location and type of any bomb or device.
- The Supervisor or Manager shall notify the emergency services immediately.

Some types of Explosive devices are specifically designed to detonate when evacuation of the building takes place. The Supervisor or Manager shall await further instruction from emergency services in relation to evacuating the premises or taking further actions.

3.8 Access and Egress/Slips Trips and Falls

All means of access and egress to the Company's facilities shall be suitable and sufficient so as not to place any persons at risk to their health and safety.

The company will ensure that:

- All stairs, corridors, doors and passageways shall be maintained free from obstruction.
- Facilities for the safe access and egress of disabled persons shall be made available, where required.
- Adequate lighting shall be provided and maintained in areas requiring such equipment in the interest of health and safety.
- Consideration shall be made to the provision of equipment and systems to maintain safe access and egress in the event of inclement weather where there is a risk to health and safety of persons using the facility.
- All voids and holes should be suitably covered and where necessary, marked
- Persons will be encouraged in good housekeeping techniques.
- Any spillages are effectively cleaned up i.e. across drinks machines.
- Waste is cleared up as it is created

In relation to 'Site' Work:

We will always attempt to reasonably foresee any Slips, Trips or Fall hazards and attempt to eliminate these risks or forewarn anybody who could be placed at risk. Where it is not practical for us to carry out an assessment of a site OR a Slip, Trip or Fall hazard is not reasonably foreseeable — then Employees,

contractors and any person carrying out work on our behalf will be expected to carry out an assessment of basic risks to their work environment (including any factors which could lead to Slips, Trips or Falls). They MUST then remove any identified hazards; or where this is not possible bring them to their Supervisor's attention for assistance.

Good practice in relation to work sites to prevent Slips, Trips or Falls would include:

- Waste cleared up as it is created.
- Tools, equipment and materials not left lying about on floor areas.
- Spillages to be cleared up immediately.
- Trailing electrical leads re-routed or covered with the appropriate materials to prevent trips.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.9 Vehicle Access

Provision shall be made for the safe access and egress of vehicles to the Company's facilities

- Movement of vehicles shall be kept separate from pedestrian areas so far as it reasonably practicable to avoid risk of injury from contact with moving vehicles.
- Where necessary, warning notices shall be placed to warn drivers and pedestrians of locations where areas merge.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.10 Vehicle Use

Persons who drive vehicles on behalf of the Company (including licensed operators) MUST hold the relevant licence to do so. The company will perform initial checks to ensure that licenses are valid and further checks to ensure that they remain valid. Persons who drive vehicles on behalf of the company (including licensed operators) MUST divulge details of their licence when requested and make the company aware immediately of any changes to it.

Persons are advised to make themselves fully aware of all controls on relevant vehicles prior to use, and the Highway Code and its guidance.

They should observe speed limits at all times and always take into account and drive within the limitations of road and weather conditions.

They are advised:

- To be especially observant when driving in built up areas, near schools and playgrounds.
- To always keep calm and not to enter into arguments with other road users.
- Not to drive if unfit i.e. tiredness, illness, medication Commercial vehicles — to be aware of weight and, where relevant vehicle towing limits.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction and refresh on an annual basis.

3.11 COSHH

It is the policy of the company that no substances hazardous to health shall be used where a non hazardous or less hazardous substance is available. The following principles must be adhered to:

- All substances that need to be used shall be assessed to determine the nature of the substance and the risks involved.
- A COSHH data-sheet for each substance shall be obtained from the supplier of the substance. The information on the data-sheet shall be used to determine the measures needed to reduce the risks to health and safety to those using or exposed to the substance.
- It is the responsibility of the relevant Manager (with assistance from the Health and Safety Management if required) to ensure an assessment is carried out by a suitably qualified COSHH Assessor for each substance.
- This information will identify the measures needed to eliminate, or reduce to an acceptable level, the risks to the health and safety of persons exposed.
- The relevant Manager shall ensure that information related to the hazards, associated risks and required safety measures are communicated to their members of staff who are to use the substance.
- The use of highly toxic, explosive or environmentally damaging substances should be prevented, wherever possible.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.12 Entry into Confined spaces — including Loft Areas

The Confined Spaces Regulations 1997 place a duty on the employer to ensure that certain works are carried out in a manner which is safe. Temporary Climate Solutions Ltd do not currently carry out works that are deemed to be 'Confined Spaces' as per the Regulations — however, we do recognise that working in lofts is sometimes considered to be included within the scope of the definition.

If Loft Access is required - The engineer is to assess what measures need to be taken on the specific site in order to make Loft Access as safe as possible.

If working on their own, the Employee or Sub Contractor needs a system whereby they can summon assistance if they become ill or injured. This may be through the use of a colleague acting as a support or a request to a tenant of the property that they perform regular checks.

There are obvious risks when entering a loft space and the aim is to eliminate or reduce the risk of an incident arising from the various hazards encountered. The Engineer or Sub Contractor must NOT enter the loft area if they can perform basic activities (i.e. visual Inspections of flues) by remaining on the access ladder. In this instance 3 points of contact with the access ladder must be maintained.

If the Engineer is to enter or work in the loft area, the following principles must be adhered to:

- Ensure that the method is safe and the equipment stable when moving off the access equipment into the loft.
- Before entering the loft you need adequate artificial light to illuminate where you are entering - there should be no trailing lead which could potentially be a trip hazard.
- You should ensure that the access equipment being used to access the Loft area is suitable for the purpose and in good condition
- You should try to allow the access ladder to be approximately 1metre above the access hatch to act as a handrail support.

- When considering entering the loft space you will need to ensure that you are not able to fall between the floor joists.

When it is essential to enter lofts - Lofts shall either be fully boarded to prevent falls through areas between joists; or temporary boards (authorised and designed for the purpose of 'temporary' loft works) must be deployed.

For works that fall under the definition of works in 'Confined Spaces' (as per the Regulations) — we would always risk assess each task individually and adhere to the Requirements of the Regulations themselves and in accordance with HSE Publication and Guidance Document 'L101 Safe Work In Confined Spaces'.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.13 Noise at Work

The Company shall so far as is reasonably practicable ensure that no employee is subject to levels of noise whilst at work that may cause damage to their hearing. Noise assessments of all activities that create or involve noise will be carried out on a regular basis and the results provided to relevant Managers.

The Company will always aim to reduce noise levels to those of the HSE Action Levels 'at source' by re-designing the task (rather than to rely on PPE at the first instance).

Where the noise is at a level requiring decibel reduction, the Company will always prioritise tackling the problem 'at source'. Where this is not possible, it is the responsibility of the Line Manager or Supervisor, so far as is reasonably practicable, to ensure that suitable and sufficient hearing protection is provided to relevant employees in line with current legislation and that equipment is worn in appropriate risk situations.

In addition:

- Employees identified as 'at significant risk' shall be provided with periodic audiometry testing.
- Good practice in relation to Noise at Work will be promoted through newsletters, Toolbox talks, etc.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.14 Asbestos

Whilst Temporary Climate Solutions Ltd aims to completely eliminate any potential contact with Asbestos; its use within many industries and building constructions until the year 2000 means that we may encounter it unintentionally.

The following principles will always apply:

- The type, amount and location of all asbestos within the Company's buildings and facilities shall be identified and recorded. Records shall include identification as to the purpose of the asbestos, i.e. lagging, ceiling tiles, partitions etc. These records shall form the asbestos register.
- Where asbestos has been located within the Company's buildings, it shall be clearly identified at all access points and shall include the type of asbestos at that location.
- An assessment of the risks of exposure to all on site shall be carried out by a suitably qualified person.
- Work on, or removal of, asbestos shall only be carried out by competent licensed contractors who have been suitably assessed and have provided a suitable and sufficient method statement to identify how the work is to be carried out in a safe manner.

In relation to a client's premises, work site or a building not under the scope of our control — where a suspicion of Asbestos is identified, no work shall continue until analysis has been carried out by suitably qualified persons.

- Where available — the Client’s database of Asbestos risks and locations in their premises shall be accessed. Where a specific area of risk is identified, the work shall be designed to avoid these areas.
- In relation to Installation works’ — a pre work survey will take place to determine the potential risks from Asbestos. If no information is available to determine if a suspected Asbestos source is safe, then an Asbestos Survey will be carried out by an authorised contractor.
- Employees are not authorised or trained to carry out work upon, disturb or remove articles containing types of Asbestos which require a License to do so.
- If Licensed Asbestos materials are confirmed as present in the work areas — and the work cannot be designed to avoid disturbance; then arrangements shall be made (in line with Contract agreed arrangements) to remove the Asbestos before work commences.
- When the presence of ‘Non-Licensed’ Asbestos is identified where persons operating for and on the Company’s behalf are required to work in its location, the risk to health and safety shall be determined by a suitably qualified person (with involvement from the Health and Safety Manager). If this is identified before work commences, a suitable and sufficient Risk Assessment to shall be carried out. This will take into account the condition of materials, the level of disturbance, the PPE required to carry out the work and the overall risk to all persons in the premises. Temporary Climate Solutions Ltd is aware of (and will abide by) the requirements to notify the HSE of certain ‘Non Licensed’ works.
- All persons who may potentially come into contact with Asbestos sources will be provided with Asbestos Awareness training.
- If a suspected Asbestos source is disturbed without precautions being in place — work shall stop immediately and the area cleared. Notification of such instances shall be reported to the team’s immediate Supervisor or Manager and work ceased until clarification has been received, or suitable controls have been adopted. Where necessary the client, occupier of the facility shall be notified.

Temporary Climate Solutions Ltd are fully aware of the revision to the current Control of Asbestos at Work Regulations / ACOP (2012) and its requirement to notify the HSE to specific works upon non-licensed Asbestos. We will comply with these requirements.

There is a specific company training module in relation to this subject (Asbestos Awareness), which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.15 Personal Protective Equipment (PPE)

Temporary Climate Solutions Ltd will always aim to eliminate the risks ‘at source’ so that PPE is not required. However, where there are instances that this is not possible and PPE is considered the most reasonably practicable method to control the risks; the following principles must apply:

- Suitable and sufficient personal protective equipment shall be made available to persons carrying out operations and activities where the risk assessment has identified a need for PPE.
- PPE shall comply with the Personal Protective Equipment at Work Regulations 1992. All users of PPE shall be provided with adequate information and instruction as to the correct use of the equipment.
- A register of all PPE shall be maintained and inspections made at suitable intervals by qualified persons to ensure the equipment is not damaged or out of date.
- All instances of damage or loss to PPE shall be notified to the relevant Manager. Damaged or loss PPE shall be repaired or replaced as identified as necessary.
- The Company will enhance PPE with corporate branding. Where issued, employees and persons operating for and on behalf of the company are required to wear it.
- Corporate clothing is not PPE and as such is not intended as a substitute for it.

The basic rules that apply to the Use of PPE (i.e. PPE must be worn in the following situations):

- Steel Toe Cap and Anti Slip Footwear (i.e. protective) footwear — at all times

- Gloves (hardwearing — not disposable) when handling and using items
- Protective goggles when using power tool for drilling or a task which may cause dust particle dispersal.
- Dust mask when using power tool for drilling / if there is a task which may cause dust particle dispersal.
- High visibility vest when working in public areas, when signage on site tells the operative to do so and / or when installation works are taking place on site.
- Hearing protection when carrying out drilling activities.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.16 Work on Highways and Public Roads

Temporary Climate Solutions Ltd complies with the New Road and Street works Act (NRSWA); in particular the provision of 'Supervisors' and 'Operatives'. To help us fulfil our duties we will always follow the following principles:

- Appropriate persons shall be trained and certificated to the appropriate accredited unit(s) of accreditation.
- NRSWA training (relevant unit) shall also be a requirement for Licensed Operators and their relevant employees.
- Organisation for training on the above shall be co-ordinated through the relevant Project Manager
- It is the responsibility of the relevant Manager or Licensed Operator to ensure that suitably trained and certified persons are available for work

3.17 Manual Handling Operations

It is the policy of the company that manual handling activities be eliminated wherever possible.

We will always prioritise the following, to avoid or reduce Manual Handling Risks:

- Delivery of materials directly to work site from supplier
- Use of suppliers who promote reduced overall packaging
- Use of suppliers who can package large items into smaller units of weights
- Pre warning and display of the weight of items
- Supply of items that are packaged in well-constructed and lightweight materials (to ease the manual handling or transfer process)

Where it is not possible, or it is impracticable to eliminate Manual Handling, provision of mechanical aids shall be employed to assist with transferring of items.

Where it is not possible or relevant to use mechanical aids, suitable and sufficient training on manual handling techniques shall be provided to all operatives.

Where manual handling is necessary the risk of injury and/or damage as a result of manual handling operations shall be assessed by the operative on site, who has received training in the basic principles of TILE (Task / Individual / Load / Environment) assessment.

All operatives on work sites will be provided with good practice / technique reference documents in relation to manual Handling.

Operatives on site have the right to stop work and request assistance from a colleague in performing a Manual Handling activity (team lift).

Operatives on site must never ask a tenant, member of the public (or anybody not involved directly in the work being carried out) for assistance in carrying out a Manual Handling task.

Operatives on site have the right to stop work and refrain from carrying out any Manual Handling activity that they believe is beyond their capacity to carry out safely.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.18 Display Screen Equipment

Temporary Climate Solutions Ltd recognises that the use of display screen equipment (DSE) - also known as visual display units (VDU) - can carry risks to health if considerations are not given to the ergonomics of the work station and the quality and type of the display itself. To comply with our duties under the Display Screen Equipment Regulations 1992, we will always follow the following principles:

- Users of display screen equipment (DSE) shall be identified and an assessment carried out by a suitably qualified person to identify the workstation is appropriate for the user.
- An individual DSE assessment will be carried out for specific individuals (and monitored) when a relevant need is identified (e.g. following a return to work, disclosure of a disability / condition which can be affected by their work, etc).
- New and expectant mothers will always be given a DSE assessment as soon as possible after they declare their Pregnancy to the Company. They will be monitored by additional DSE assessments every 6 / 8 weeks. (see section below).
- Where necessary, measures shall be adopted to ensure users of DSE are not subject to unnecessary discomfort, muscular or eye strain.
- Supervisors and Managers shall ensure that suitable breaks for use of DSE are provided to long term users.
- Eye tests shall be provided to an employee when requested in line with the Company's eye test policy and current legislation.

There is a specific company training module in relation to this subject, which all staff MUST complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.19 Young Persons

A young person is a term given to a person who has not achieved the age of 18. An assessment of the activities required of a young person shall be carried out to ensure there is no risk to their health and safety. The assessment shall take into consideration the tasks to be carried out, the physical capabilities of the person and their inexperience of the work required.

Wherever necessary, the person shall be supervised by a competent person and shall not be allowed to carry out activities that are beyond their capabilities, or present an unacceptable risk to their health and safety.

In relation to work sites, Young persons are not authorised to carry out the following:

- Work at Height (including use of Double tiered ladders or Scaffold)*
- Use of Power Saws such as Circular Saws or Chop Saws*
- Use of Blow Torches / Lamps*
- Use of Saws or Grinders*

* The only exception to this rule is when it is necessary for the Young Person to complete certain tasks as part of their formal qualification / development — any such tasks will be Supervised by a competent person at all times.

Work Experience

Children under the age of 13 years of age are prohibited from any form of employment; however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local Education Authorities. If Temporary Climate Solutions Ltd offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other Employee.

Before engaging any young employees the company will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised including restrictions and supervision.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

All young people who start work with Temporary Climate Solutions Ltd will receive suitable training so that they can undertake the work tasks safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. Temporary Climate Solutions v Ltd view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to make sure that they are competent to carry out the tasks. In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons:

- Specific risk assessment records for the tasks that young people within Temporary Climate Solutions are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.

Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents / parental guardians.

For further information, please consult the health and safety management for support with regard to assessments of risk with regard to young persons.

3.20 Work Equipment

Temporary Climate Solutions Ltd.'s policy is to comply with the Provision and Use of Work Equipment Regulations 1998.

- To this aim it will endeavour to ensure that all equipment used in the workplace is suitable and fit for purpose.
- All workers will be provided with adequate information and training to enable them to use the equipment safely

Where the use of specific equipment may present a risk to persons, its use will be restricted to those specifically authorised personnel.

- All equipment will be maintained in good order and repair.
- All test instruments, compression tools and equipment requiring it, will be calibrated in line with manufacturer recommendations.
- All workers will be provided with adequate personal protection relevant to the equipment used.

It is Temporary Climate Solutions Ltd's Policy that Electrical Power tools are either:

- Battery powered
- 110v (via transformer)
- 230v with RCD

230v Equipment is not authorised for use on site, unless it is connected to the power supply via an RCD.

All equipment must be PAT tested as part of a 12 month cycle

All equipment must receive a Visual inspection by Operative before use — to check for signs of electrical damage.

Routine checks are to be carried out by the Line Supervisor / Manager to ensure they remain in good and safe condition.

It is Temporary Climate Solutions Ltd Policy that any equipment that is used on site, must have a Risk Assessment for its use in the Operative's possession — whilst most traditional hand and power tools are covered within our General Risk Assessment arrangements, there are some tools that will not be; and this is usually because they are deemed to be unauthorised for the tasks we carry out.

If you Operatives do not have a Risk Assessment in place for an item and / or they are unsure of whether an item is authorised for use on work sites — they must stop work and contact their Line Manager / Supervisor immediately.

Items that are not authorised for use on work sites (i.e. they must NOT be used) are — Chainsaws and Nail Guns.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.21 Equipment Inspection and Testing

To comply with legislation, all items of equipment that require regular inspection and testing, shall be clearly identified and recorded.

- The frequency of inspections and testing shall be defined by the requirements of regulations or by manufacturer guidance and/or associated 'Approved Code of Practice'.
- Suitably qualified persons shall carry out all inspections and testing
- Records of all inspections and testing shall be recorded and maintained by the relevant Manager.
- Clear identification of the inspection / test carried out shall be identified on the equipment. The next due inspection / test date shall also be identified.
- Equipment shall not be used if the inspection is out of date.
- It is the responsibility of operatives to check and ensure the equipment they are about to use, is checked for damage or obvious defect.
- Damaged and defective equipment should not be used.

When operating equipment — operatives are advised not to wear clothing, jewellery or long hair in such a way as it may cause a risk of injury, to themselves and others.

- All portable electrical equipment will be inspected frequently and PAT tested annually.

All staff will be made aware of the requirements this key area during their induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.22 Control of Contractors

Please also see section 2.10 with regards to contractor selection and Health and Safety responsibilities.

Contractors must complete an application pack which will consider their experience, health and safety arrangements, and competence to carry out the task they are applying for.

Contractors are only authorised to begin work for the Company after a successful application process has been completed and given approval by the relevant Directors responsible for Operations, Finance and Health and Safety.

- Evaluation and control of Contractors shall be carried out in accordance with the Company's quality procedures. Assessments shall include the Contractor's ability to manage health and safety effectively.
- On request the Contractor shall provide suitable and sufficient method statements to cover the activities to be carried out, detailing how their employees, and all others on site, shall be protected.
- Where Temporary Climate Solutions v Ltd Method Statement or Risk Assessment exists for the task being carried out — the Contractor must adhere to this and not their own.
- Where necessary the Contractor shall be supervised.
- Any tools and equipment brought on site by a Contractor shall conform to relevant specific health and safety legislation.
- Where necessary, documented evidence of the required inspections and tests shall be made available by the Contractor on request.
- If in the opinion of the site Manager or Supervisor, a Contractor is working in an unsafe manner - the site Manager or Supervisor shall request the Contractor to cease the activity in question and not resume until the issue has been resolved.
- Such instances shall be recorded and reported back to the person responsible for the contractor. Where necessary, the Company Health and Safety Manager shall be notified.

3.23 Occupational Health

The company realises the importance of the health and wellbeing of all employees and will ensure on recruitment that persons are medically fit for the work that is required of them. All prospective employees will be required to complete a confidential pre-employment medical questionnaire and return it to the Human Resources department. The medical questionnaire or the HR Dept will advise them of their rights under the Confidentiality of Medical Reports Act.

Where necessary, the Human Resources department shall inform the relevant Manager on the suitability of the candidate, without the disclosure of confidential information, and may recommend a prospective employee be referred to a local medical advisor appointed by the Human Resources department.

Employees may also be required to attend a periodical medical examination as required by the nature of their work, such as confined spaces work or use of breathing apparatus.

Employees may also be requested to attend a medical examination in cases of frequent absence or after a period of prolonged illness to ensure they are fit to resume their work as required by company standards.

Some staff and Licensed Operators shall be required to maintain immunisations relevant to their work, so as to ensure their own safety and welfare.

The Human Resources department will also provide health surveillance where appropriate as required by the 'Management of Health and Safety at Work Regulations'.

NOTE: The suitability of prospective employees on medical grounds will be judged solely on the required capability for specific jobs. Application from persons with disabilities will be accepted where it would not be prejudicial to the safety of themselves or their colleagues.

3.24 New and Expectant Mothers

Once the Company has been notified in writing that an employee is a new or expectant mother, a risk assessment shall be carried out to identify any increased risks to themselves and/or their child as part of their work activities. The assessment shall take into consideration any physical, biological and chemical risks associated with her duties.

If the assessment identifies the new or expectant mother is unable (or there is an unacceptable risk) to continue their normal work, the employee must re-allocate them onto other tasks or work patterns so as to reduce the risk of harm to the mother or her child.

3.25 Mobile Phones / Tablets

Temporary Climate Solutions' Policy is to meet the following objectives:

- Supply mobile phones / tablets to its employee where a business need or risk assessment has identified a requirement, such as lone working or where emergency aid may need to be called.
- Provide instruction and guidance on use including the requirements of Mobile phone law when driving.
- Comply with the provision of the Management of Health and Safety at Work Regulations 1999.

3.26 Lone Working

Managers and Supervisors must ensure that no employee or person operating for an on behalf of the company is allowed to work alone when there is, or may be a significant risk to their health and safety from doing so.

Employees and those operating on the company's behalf should, for their part, continually assess if the work they are carrying out when alone, places them at risk (difference in weather, time of day etc.). Where they feel a situation has changed to a point where they feel there is a risk they should cease work and inform their Supervisor.

All employees and persons operating for and on behalf of the company should inform the relevant manager of any medical condition that should be taken into account in lone working situations.

An effective means of communication should always be available in lone working situations.

No person under the age of 18 should be allowed to work alone.

3.27 Alcohol and Drugs

Temporary Climate Solutions Ltd is committed to providing a safe and healthy working environment. It recognises in the present climate that the misuse of alcohol and /or drugs may affect the health, performance, conduct and relationship of persons at work.

To this aim the company will:

- Ensure its policy is communicated to employees and persons operating for and on behalf of the company.
- Cooperate with clients in the implementation of their site specific Alcohol and Drug Abuse Policy.
- Promote the health and wellbeing of employees and to minimise problems at work resulting out of alcohol or drug miss-use and abuse.
- Endeavour, at an early stage to identify employees, with possible problems that may be related to alcohol and /or drug miss-use/abuse.
- Offer employees, known to have problems, advice on source of diagnosis and treatment.

The policy does not take away the company's right to prevent persons known, or proven, to have alcohol and/ or drug problems from carrying out their work activities, where those activities could present a danger to themselves, or others or where the effects of their problem may result in an illegal action.

Any person working for or behalf of the Company who is found to be intoxicated or in possession of Alcohol or Illegal Drugs will be removed from site — the Company regards this as Gross Misconduct. They may be suspended immediately and following investigation be subject to disciplinary actions (including consideration for dismissal).

Where any person working for or on behalf of the Company is using medication prescribed by their GP or Medical Practitioner - an individual assessment will be made to determine how their effects impact on the person's ability to perform a specific task safely (without injuring themselves or others).

3.28 Working At Height

The company recognises the need for a work at height hierarchy of control - as such, it promotes this control throughout its business. Where work at height is unavoidable situations involving it should be assessed and considerations given to the options that are available to carry out work a height safely.

There are a number of 'General' Risk Assessments relating to tasks involving works at height. As per any other situation, the 'General' Risk Assessment must either be validated or a site specific risk assessment be carried out.

Following assessment, the following options (in order of preference for safety) should be considered alongside considerations as to whether the option chosen is the most 'reasonably practicable' with regards to site hazards:

1. Mobile Elevated Work Platform
2. Scaffolding/Mobile Tower Scaffold
3. Ladder with Fall Arrest Equipment / 'TETRA'
4. Ladder
5. Step Ladder

In each case, risk assessment should consider all 'other' site hazards to ensure that the chosen method is the safest option e.g. the use of scaffold may not be the most appropriate where there are very poor ground conditions in some areas.

Persons who carry out specialist tasks involving work at height equipment, such as:

- Fall Arrest / TETRA
- Construction of Mobile Tower Scaffolds
- Use of MEWPS, etc;

MUST have the appropriate / valid training in order to carry out the task.

If 3 points of contact cannot be maintained at any time on a ladder, an alternative system of work must be made available — i.e. Scaffold, Mobile Elevated Work Platform, Ladder with Fall Arrest (aka 'Tetra').

Roof work **MUST** have systems in place to prevent or protect against a fall from an edge — such as Edge Protection, Full Roof Scaffold, the use of Roof Ladders and Fall Arrest, etc.

Roof ladders without Edge Protection / Scaffold / Fall Arrest in place is not deemed as a safe system of work — and breaches of this rule will be classed as Gross Misconduct.

There is a specific company training module in relation to this subject, which all staff **MUST** complete upon induction — this will then be refreshed on a regular basis via annual refresher and Toolbox Talks / Safety Training Briefings, etc.

3.29 Welfare Facilities

The Company will ensure that at all of the sites in our control, the physical welfare of personnel is promoted by:

- Provision of adequate washing, cleaning and sanitary facilities.
- Provision of fresh drinking water.
- Provision for the heating of food and drink. — And an area to eat and drink free from contamination from work processes.
- Provision of a working environment which, so far as is reasonably practicable, is comfortable in relation to lighting / luminance and temperature.

3.30 Electricity

Temporary Climate Solutions Ltd will ensure the following arrangements are in place and monitored:

- All electrical installations and equipment are installed in accordance with the IEE wiring Regulations.
- Inspection and testing of all portable electrical equipment as required.
- Promotion of a safe working culture for maintenance, testing and inspection.
- Ensure no work takes place on live utilities
- Ensure only trained and competent personnel carry out electrical work.
- Ensure all high voltage installations and/or maintenance work is carried out by an approved contractor.
- Ensure that all contractors provide evidence of their competence to carry out the work safely.
- Ensure that all PPE provided is correct for the work in question and is maintained in good condition.
- Maintain detailed records of the above.

All faulty equipment must be reported immediately and the equipment taken out of service. Under NO circumstances will repairs be carried out unless it is authorised.

In relation to Portable Electrical Equipment when used for Site Work:

- They must be checked before each use to determine the equipment is safe to use
- They must be visually inspected by the user at least once a week for signs of burning plugs and worn wiring.
- They will be included in the maintenance schedule for regular maintenance checks.
- If used outdoors, they should be 110volts — if this is not possible then a Residual current Device (CD) should be fitted.
- Avoid the use of long extensions.

It is Temporary Climate Solutions Ltd Policy that Electrical Power tools are either:

- Battery powered
- 110v (via transformer)
- 230v with RCD

230v Equipment is not authorised for use on site, unless it is connected to the power supply via an RCD.

All equipment must be PAT tested as part of a 12 month cycle (with records kept in branch and label on tool).

All equipment must receive a Visual inspection by Operative before use — to check for signs of electrical damage.

3.31 (Prevention of) Violence at Work

Violence and aggression is more than just physical assault. It also includes verbal abuse and intimidating behaviour. There is a tendency to downplay the importance of verbal abuse. However violence or the fear of violence can cause physical and mental injury to person(s) at work.

Temporary Climate Solutions Ltd will ensure that:

- Relevant local procedures, such as lone working, are in place.
- The physical security of all buildings under our control has been assessed.
- Risk Assessments take into account security issues — this includes pre work assessments of clients' sites not in our control.
- Where possible, systems are in place to warn of those with a history of violence.
- All incidents of violence and aggression are reported using the incident reporting system.

Employees in Company buildings must highlight to Supervisory staff immediately, any concerns they have in relation to unescorted person(s) on Company premises.

In the event that any staff members or person(s) conducting work for the Company are faced with a physically hostile situation they should:

- Put themselves, and if possible others, beyond the reach of the assailant
- Obtain immediate assistance
- Call the police
- Not attempt to detain the offender and place themselves in harm's way

The company supports the right of all staff to reasonably and proportionally defend themselves. There is a specific company training module in relation to this subject ('Personal Safety'), which all staff MUST complete upon induction and refresh on an annual basis.

3.32 (Prevention of) Needle Stick Injuries

In certain premises, there is the potential for us to come into contact with drug paraphernalia; including needles. Unfortunately, due to the illegal nature of certain drugs, these needles may be hidden in areas away from view. They may also relate to persons who are no longer residing in the property we are visiting. There may be areas which contain needles that we have no advance warning about.

Engineers / Operatives must exercise caution when accessing areas such as:

- Behind radiators
- Within heating cupboards and behind heating appliances
- The inside of wall cavities
- Behind toilet cisterns
- Above ceiling tiles
- Under floorboards
- Behind skirting boards
- Within doorframes
- Drains
- Furniture
- General household rubbish etc.

Engineers / Operatives should carry out a visual inspection before accessing these areas, to ensure that they do not contain needles. If suspicious, the Engineer / Operative should use a stick or screw driver or something similar to probe behind areas which are hidden from sight. A torch should be used where areas are in darkness.

Only when you are satisfied that the area is completely clear must any attempt to put hands fingers etc into the area — protective gloves must be worn at all times as a precaution.

Where possible, the engineer / operative is to be supplied with information from the Client, housing association, council or other controlling body to obtain information on properties / tenants which are known to have a history of drug abuse.

3.33 Tenant and Third Party Safety

Whilst Temporary Climate Solutions Ltd ensure that our own staff, operatives and sub-contractors are protected whilst at work, we also recognise that our works may involve persons not in our employment, for example:

- Tenants / Residents of properties that we are working within
- Members of the public (both in and around work sites and branches — including driving to and from)
- Contractors employed by ourselves to carry out works upon work sites or Company branch buildings
- Other contractors (on work sites — employed by other parties and carrying out works not connected to ourselves or our work)

General good practices — Work Sites

Site Operatives will liaise with tenants prior to starting and during the works to ensure they are aware of the risks that will be present - Special attention will be paid where children and pets are present.

Site Operatives MUST explain to the Tenant / Property Occupier the areas they will be working in and how they should avoid these areas.

With regards to work sites — if any works create risks for others not in our employment or service; barriers are to be erected at entrances, around the work area and around the areas where waste is kept on site to protect Tenants / Property Occupiers and members of the public.

Safe access and egress for tenants will be erected and maintained. Site Operatives will not leave any area of work in a dangerous condition or with risks to themselves, tenants and other contractors.

Site Operatives must minimise the use of materials and equipment on work sites.

Site Operatives must liaise with other contractors on site for the purpose of exchanging information regarding work schedules and safety.

The Site Operative(s) is to be made aware of all issues relating to tenants 'vulnerability' in advance of arriving on site.

Where a Tenant Liaison Officer has highlighted a concern, a pre work meeting will take place to discuss with the engineer the actions they must take when working to consider the tenant's needs.

Site Operatives MUST take into consideration arrangements that have been recommended by the Supervisor (or Tenant Liaison Officer TLO) re: a tenant's Vulnerability issue. The engineer is to ensure that their activities on site always reflect the recommendations of the TLO.

Visitors and other members of staff are prohibited from entry to work areas unless accompanied by competent person - all visitors are to be wearing the relevant personal protective equipment (PPE).

When it is necessary to raise floorboards, Site Operatives must inform the tenant and all person's within the property as to the locations of the missing floorboards. Site Operative(s) must receive confirmation that they understand. Site Operative(s) must attempt to put in place a physical barrier and warning signage to prevent them accessing these areas (warning signage only where a physical barrier is not possible). Site Operative(s) must replace floorboards and ensure they are secured immediately following work.

Temporary Climate Solutions Ltd vehicles will be parked in a suitable area, so that they do not present a hazard to other road users and the occupier of the premises being worked within.

The site operative will introduce themselves to the tenant, conduct a pre work assessment of the site and explain to the tenant the works to take place.

Temporary Climate Solutions Ltd employees will at all times act courteously and with respect to the client and to the premises.

All occupiers will be asked to remove any domestic pets away from the work areas and if there is any doubt about the safety of Temporary Climate Solutions Ltd employees, the pets are to be secured away from the working areas.

The occupier will be asked to remove all obstructions from the access and egress routes and the working area (including fixtures, fittings and furniture).

Considerations and concerns in relation to risks involving children and young person's on site are to be brought to the tenant's attention during the pre-work site assessment stage. The engineer and tenant are to agree actions to remove children and young people on site from any risk.

Dust Sheets will be used to minimise the risk of damage to existing fittings and furniture
Site Operative(s) must collect all waste and dispose of it in the designated area or skip provided for waste.

Where 'Hot Works' (use of blow torch, etc) are being carried out on work sites - Site operatives must cease work 1 hour before leaving site and check the areas where they have carried out Hot Works for signs of burning or smouldering items.

Site Operatives must remove waste from the premises at the end of each working day.

- Tenants / Property Occupiers, Members of the Public or other Tradesmen are not to be provided with any of the site waste materials (even if requested).
- Burning of waste materials on Domestic Properties is strictly prohibited.

The property will be cleared of waste, work equipment and materials and handed back to the Tenant and Client in a safe and good condition.

Temporary Climate Solutions Ltd operatives MUST always ensure that their tools and any work equipment is removed from site at the end of each working shift, especially when work areas are accessible to members of the public.

Where fixed access equipment (scaffold) is used, it will be removed at the end of the working day. If, for any reason, it must be left on site at the end of the working shift, Temporary Climate Solutions Ltd engineers must ensure that:

- Access ladders are removed from the scaffold and taken off site to prevent unauthorised access
- Physical Barriers are left in place to warn of hazards and to physically prevent access
- Warning Signage is to remain in place to warn of hazards
- Check for burning or smouldering where hot works have been carried out

Ladders must never be left unattended when accessible to the public - formal rest breaks should be arranged to avoid work at height equipment being left unsupervised.

Other Contractors' Safety (Work Sites)

In relation to other contractors working on site (who are employed by others and are not being directed by ourselves or working under the scope of our works):

- It is preferred that we avoid having to work on the same site and at the same time as another contractor — but it is recognised that this is sometimes necessary for operational reasons.
- Wherever possible, we will determine if any other contractors will be on site at the time of our works and advise the site operatives in advance.
- If the works being carried out by the contractor have the potential to create risks for our own operatives, then we will carry out a site specific risk assessment and follow its recommendations accordingly.
- We will advise the contractor of the works we intend to carry out and can provide the risk assessments / method statements for our works if they wish to determine if our own works will cause risks to their operatives.

In relation to CDM sites - Other appointed contractor(s) who have a direct interface with the project works must liaise with our site management team, Client and Principal Designer. Where risks exist from the works they are carrying out, they must supply any relevant safety information in relation to project works.

Temporary Climate Solutions Ltd operatives and its Operational Supervision and Management team will always intervene if they see another contractor working in an unsafe manner. If there is a need for escalation due to no actions taken to remedy any issues raised (or the Operative or Supervisor / Manager believes that a serious breach of Safety standards has taken place), Temporary Climate Solutions Ltd will alert the Client for them to be aware of the situation / unsafe practices.

3.36 Legionella Risks and Control

The Approved Code of Practice (ACOP) for the control of legionella bacteria in water systems requires an assessment to be carried out for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled - possibly causing a foreseeable risk of exposure to the bacteria. A water system includes all plant / equipment and components associated with that system, e.g. all associated pipework's, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers and air conditioners, etc. It is very important that the system is considered in its entirety.

Temporary Climate Solutions Ltd will take all reasonable steps to identify potential Legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.

Where employees are concerned about the risk of an outbreak of Legionella, they should report their concerns to a senior member of staff so that the company can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on Temporary Climate Solutions Ltd premises. The assessment will be completed by a person who is competent to do so.

As far as practicable, Temporary Climate Solutions Ltd will operate water systems at temperatures that do not favour the growth of Legionella. 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build-up of bio-film and sediments.

With regard to employees working with water systems (e.g. hydrants, pumps, risers, etc) suitable training and information will be provided in addition to the development of assessments of risk that will subsequently be communicated to staff who work with water systems.

Field based operatives will receive a specific training session on awareness of the hazards of Legionella — they will report any concerns they have in relation to a non-Temporary Climate Solutions Ltd premise (Client / Tenants Home, etc) to the person in charge of those premises — including their Line Supervisor / Manager within any communication. If they are unaware of the person to contact to raise their concerns directly, they should involve their Line Supervisor / Manager immediately.

3.37 Work Related Stress

It is Temporary Climate Solutions Ltd policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable. The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. Temporary Climate Solutions Ltd recognises that personnel are the company's most valuable assets and that for any problem associated with work-related stress it is a management duty to control it as far as is reasonably practicable. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that Temporary Climate Solutions Ltd aims to address. Through the risk assessment process, Temporary Climate Solutions Ltd will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is self-realisation from the individual who is actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just 'being nose-y'.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the timescale we wish and / or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are:

Possible environmental stressors

- Noise
- Temperature
- Overcrowding
- Humidity

Possible work related stressors

- Deadlines
- Overworked
- Under challenged, leading to possible boredom
- Change
- Promotion prospects

- Racial or sexist remarks
- Personal relationships with superiors and other members of staff
- Travelling
- Job satisfaction
- Harassment
- Confrontation
- Likes and dislikes

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true. It may be difficult to talk to the direct line Manager about the problem face to face, as it might be that this relationship is the cause - the Temporary Climate Solutions Ltd policy in this situation, is that all members of staff can approach any other manager, including the HR department and the health and safety management and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and individuals suffering from stress will be assisted to allow them to deal with the problem(s).

3.38 CDM (Construction, Design and Management)

Temporary Climate Solutions Ltd may undertake tasks or projects that fall within the scope of the current Construction, Design and Management Regulations and in particular with regard to the role of Principal Contractor or Designer.

It is though accepted that through the nature of contracted works or projects there are times whereby Temporary Climate Solutions Ltd may also adopt the role of Contractor through our supply chain partners. Temporary Climate Solutions Ltd possesses the knowledge, skills and ability to successfully and Safely undertake CDM projects at varying levels.

Temporary Climate Solutions Ltd will identify projects or work requirements that would fall under the scope of the Construction (Design and Management) Regulations 2015 in order that we can effectively discharge our responsibilities.

Where the company is working on a construction site or as part of a construction design project, we will comply fully with the requirements of the current Construction (Design & Management) Regulations (CDM) as required*. Reference will be made to the current 'Managing Health & Safety in Construction ACOP'.

In addition to the company health and safety procedures, full cooperation will be given to the 'Client', 'Designer', 'Principal Designer' and/or the 'Principal Contractor' (if not ourselves) as and when required during construction phases in providing accurate health and safety information.

Temporary Climate Solutions Ltd will act in accordance with the requirements of the CDM Regulations 2015 at all times in undertaking the duties of Contractor or Principal Contractor (If applicable)

It is noted by Temporary Climate Solutions Ltd that as this Policy is being released, there are proposed changes to the CDM2015 Regulations — which may have a massive change to various roles / responsibilities within the current Regulations.

3.39 Training Refreshers / TBT Safety Briefings

The health and safety management will release a Health and Safety Training Refresher to be shared with and discussed with all staff — the Topics will vary, but will be health and safety related and will generally include refreshers on key controls / good practices / safe systems of work.

With regards to any recent Accident / Incident / Near Miss 'trends' — a monthly Toolbox Talk Safety Briefing communication will be issued also, to highlight any key basic refreshers of key information to prevent re occurrence.

3.40 Hot Works

Hot Work hazards are fully documented in Temporary Climate Solutions Ltd Risk Assessment / Method Statement documents (relating to Hot Work Processes). However — the following principles apply at all times with regards to Hot Works:

No works are to be carried out on live gas supplies - all gas supplies are to be isolated before works take place.

To carry out Hot Work, Engineers need permission via a 'Hot Work Permit' supplied by their Supervisor.

Preparing the work area for the Hot Work activity, Blow Torches (or other Hot Work equipment) must be secured in works vehicles when not in use — they are to be taken out only when use is required; and returned immediately following use to the secured vehicle. A lockable portable toolbox is authorised where frequent trips to and from the works vehicle is not practical. Any toolbox should be in the engineer's possession and sight at all times.

Engineers must only use their own work equipment and must NOT 'borrow' work equipment from other contractors on site (or tenants).

The room(s) where hot work activities are taking place are to be isolated to tenants and building occupiers; clear barriers and warning signage are to be put in place.

The areas surrounding the hot work task should be cleared of all combustible materials and flammable liquids. Openings, holes or gaps in walls, floors and ceilings through which sparks could enter are to be protected.

Where combustible materials within 10 metres cannot be removed, they shall be protected. Floors shall be swept clean to avoid contact with flammable dust.

Flammable cleaning solvents must not be sprayed onto surfaces or areas near the hot work activity. Good ventilation shall be in place (open windows, etc) as the process may cause fumes or smoke. The work area is to be made inaccessible via barriers and warning signs.

Carrying out Hot Works

Apprentices must not carry out Hot Works involving blow torches unless this is part of their formal training and the task is being fully supervised.

The Engineer will carry out pre use checks to assess the general condition of the equipment and nozzles. If damage is identified, the blow torch must not be used. If an alternative is not available immediately, the Supervisor will be contacted to arrange delivery of an alternative.

Blow-lamps / Blowtorches are to be lit for as short a time as possible before work commences and extinguished IMMEDIATELY after the work ceases.

'Lighting up' should only be carried out in accordance with the manufacturer's instructions.

Blow-lamps / Blowtorches should never be left attended when alight.

Unauthorised lighting agents MUST not be used.

Before carrying out work on one side of a wall or partition — a check should be made to see what is on the other side (to avoid igniting or conducting heat via unseen materials).

Completing Hot Works

Hot Works must cease at least one hour before engineers leave the work site — this is to ensure that no signs of smoke, burning become evident.

A final check of the work site to identify signs of fire will take place before the engineer leave site (one hour after the hot work has finished).

Hot Works Emergency Procedures

It is Company Policy that upon entry to the premises, Engineers make themselves aware of the escape routes from the work site.

The Engineer has a Dry Powder Fire Extinguisher, which should be brought onto site and kept next to the hot work area.

In the event of a minor fire outbreak due to the blow torch use, the Engineer shall try to extinguish the fire with the extinguisher.

If the fire cannot be controlled or it is unconnected to the Engineers work, the engineer shall leave the premises via the nearest available exit.

They should ensure that the tenant and all others within the property are aware of the fire — and the fire brigade called immediately.

Fires involving flammable gasses should only be controlled and not considered extinguished until such time as the gas supply can be shut off.

HEALTH AND SAFETY POLICY

PART 4

4.1 Overview — Monitoring/Review of the Health and Safety Policy

This section sets out the arrangements for monitoring, auditing and regularly reviewing the Temporary Climate Solutions Ltd to support the continuous improvement of our health and safety systems. The aim is to identify the level of performance of our Company in relation to health and safety — and ultimately, use this information to determine if the Health and Safety Policy and its associated policies and procedures are both relevant and effective; and if they are being complied with. Whilst we hope that feedback will indicate that our Policies and systems are valid and effective - we will aim to find areas of contention and measure all performance against company objectives and targets.

The Health and Safety Policy and its associated policies and procedures will be formally reviewed on an annual basis. However, if at any time it is indicated to the Company that the current Policy is inadequate or irrelevant — we will make immediate changes to remedy this.

There are several sources that will individually assess the health and safety performance of specific areas which will then be collated to form a review of the whole policy.

The Company will carry out formal monitoring exercises of the performance of individual engineers, offices, working practices. Whilst this ensures that individual persons or branches remain safe (as we can remedy unsafe situations as we identify them), we also use this data to continuously monitor and improve as and when identified areas are noted.

We also continually assess the effectiveness of the Policy by:

- Using feedback from Clients
- Using feedback from the health and safety management
- Taking feedback from employees and personnel in Toolbox talks and team meetings
- Using information and updates from the HSE, GasSafe, trade bodies and safety organisations

4.2 Monitoring

Engineer's performance in relation to health and safety is monitored on a continual basis. The Supervisor will have constant and frequent face to face contact with the engineer, as well as telephone and email contact. However, to enable us to assess this formally and identify trends, we carry out the following recorded formal monitoring:

- On a weekly basis — the engineer's vehicle will be inspected for signs of damage, road worthiness, and overall safety.
- On a Monthly basis, the Engineer's performance and competence whilst carrying out work tasks will be assessed. The Supervisor will attend a work site whilst the Engineer is working and assess the following areas (amongst others):
- The conditions found on site (i.e. has the site been prepared to avoid risks to both Engineer and tenant / property resident)
- The use and quality of PPE
- The tasks being performed are safe (i.e. is the Engineer complying with all relevant procedures)
- The Engineer attitude to safety in general
- The precautions taken by the Engineer to ensure the work area and site remained safe for both themselves and any tenant or resident
- The working methods of the Engineer (i.e. are they working in compliance with our policies)

In relation to works specifically involving Gas / Gas Installations

3 times a month — each individual Engineer's safety performance and quality of work (in relation to Gas safety) will be audited by the Health, Safety, Environment and Quality Auditor.

They will assess the following areas (amongst others):

- The safety and quality of the Installation / Service and Maintenance of Gas Appliances carried out by Engineers
- The quality of the paperwork completed by the Engineer (in relation to highlighting risks)

Branches / Office Locations

- On a daily basis - the Company MD (or a person they have assigned to the task) will walk around the premises and check for obvious signs of non-safe situations.
- On a weekly basis - the Fire alarm will be tested in each area and Fire Fighting equipment, break glass points; etc will be inspected for damage and tested as part of an ongoing schedule. The first aid facilities will also be inspected.
- On a monthly basis - the Company MD (or a person they have assigned to the task) will carry out an inspection of their branches by utilising a Monitoring form, which will view the conditions found at the time; and also inspect documents for routine monitoring that should be taking place.

4.3 Auditing

(Audit of) Health and Safety Systems

Auditing of the Health and Safety Systems shall be carried out - to assess the content of this Health and Safety Policy and verify that its contents and philosophy remain valid.

Audits of specific areas of the systems will take place every 3 months and will assess the ongoing performance of the Health and Safety Policy by viewing and confirming:

- That responsibilities are still valid and are being discharged
- That Health and Safety rules and requirements are being complied with
- Analysis of all Accident and Incident reports
- Feedback from Staff Consultation
- All other issues raised in connection with Health and Safety Management

If any major concerns are raised at any time — then this may initiate immediate policy change (following consideration).

(Audit of) Employee Performance

The audit itself will also carry out random checks without warning in relation to the quality of health and safety signage, risk assessments and Employee and contractor training records.

(Audit of) Branch Performance

Temporary Climate Solutions Ltd will employ externally appointed auditors to support these internal audits and the schedule is created and maintained by the health and safety Management.

Every non-conformance identified will be investigated and controls will be implemented to prevent re occurrence.

Temporary Climate Solutions Ltd is committed to the 'continual improvement' of its systems and processes in relation to Health and Safety.

4.4 Review

Reviews of the Health and Safety Management Systems shall be carried out at intervals not exceeding 12 months. This Health and Safety Policy and any associated policies shall be reviewed to confirm the contents are still valid. Any amendments shall be made and approved. The revision of the document shall be agreed and signed by the Company Director. A record of changes shall be maintained.

Further reviews shall be carried out when the following are relevant:

- Changes to safety systems
- Changes to responsibilities
- Organisational changes
- Requirements of new or revised legislation
- As a result of an incident

Managing Director — Tarrant Beaumont

Signed -



Date- 12/02/24