Gypsum Limited

GYPSUM

Drylining & Plastering Specialists

Health and Safety Policy

Prepared by

HCS SAFETY

October 2026

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Policy Amendment History

Version	Date	Amendment Details
1.0	24 October 2014	Initial issue.
2.0-5.0	2015 - 2018	Annual reviews and minor updates.
5.1	22 October 2018	Organisation chart amendment.
6.0	16 October 2019	Annual review and update. Addition of arrangements for stress and provision of MHFA.
6.1	18 November 2019	Amendments to RA & MS section page 12, first aid page 23, PPE page 25, driving at work page 31.
7.0	13 October 2020	Annual review and updates. New template.
7.1	22 October 2020	Corrected a duplicated statement on page 10.
8.0	13 October 2021	Annual review.
9.0	13 October 2022	Annual review, update organisation chart, remove COVID section.
10.0	05 October 2023	Annual review, update organisation chart.
11.0	09 October 2024	Annual review, update organisation chart.
11.1	15 October 2024	Update organisation chart and responsibility statement for the Financial Director and Contracts Director.
12.0	17 October 2025	Annual review, add reference to The Building Safety Act under Roles and Responsibilities and a section for The Act under General Arrangements, removed section Responsibilities as a Designer Under CDM, add section on Lithium-Ion Battery Tools within Electrical Tools section.
13.0	08 October 2026	Annual review, added information in the Silica section on RPE.

Version	Author	Date
13.0	Joseph Younger	08 October 2026

Compiled and updated by

HCS SAFETY

Part 1 – General Statement of Intent

Gypsum Ltd. recognises our obligations to ensure the health, safety and welfare of our employees and those affected by our actions. Gypsum Ltd. understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing this policy.

Gypsum Ltd. is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy.

James Evans is appointed as the Director responsible for health and safety. He will take responsibility for the effective implementation of this policy.

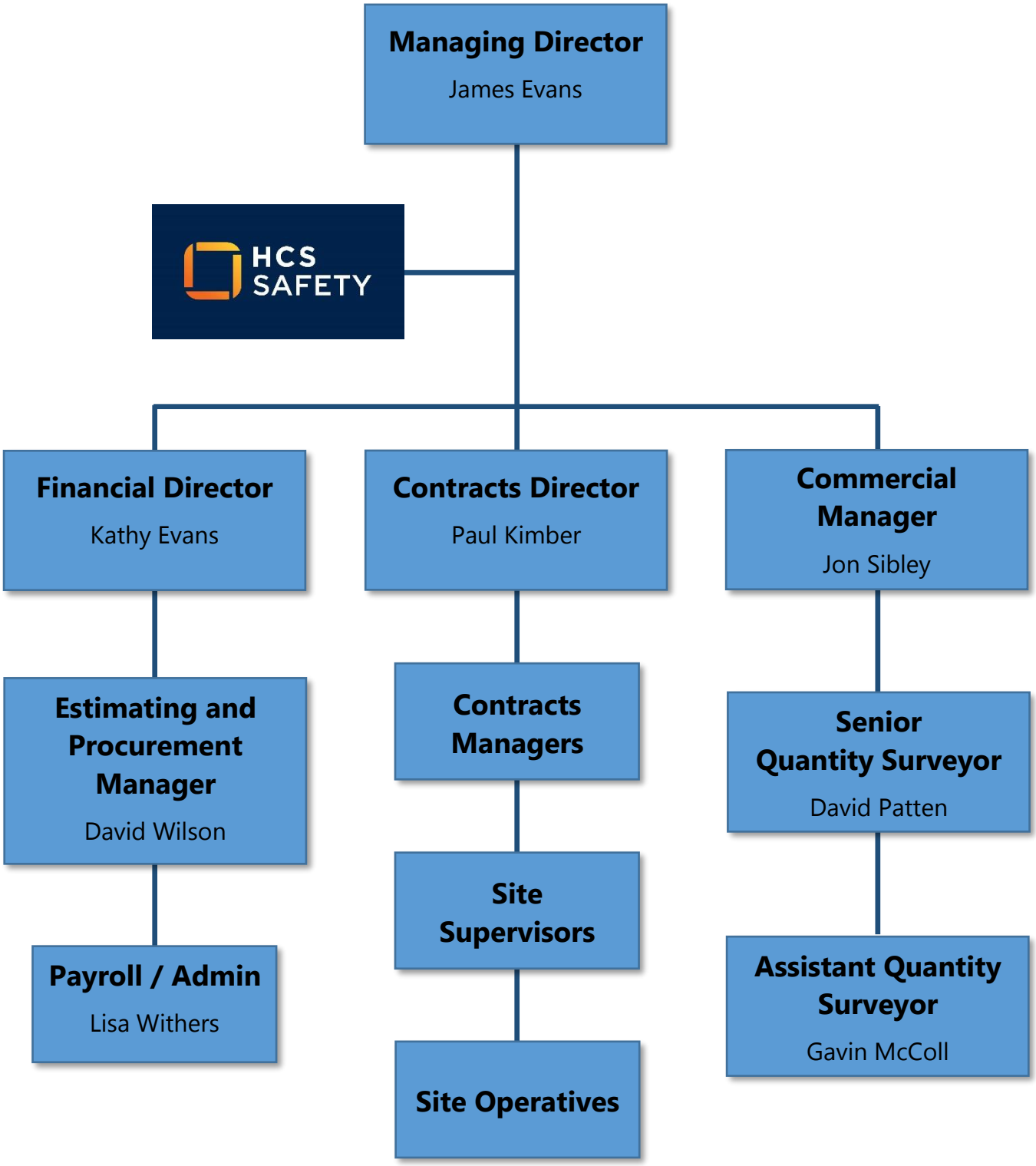
The Company will, so far as is reasonably practicable:

- provide and maintain machinery, equipment and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Part 2 – Organisation and Responsibilities

Organisation Chart



Health and Safety Responsibilities

Everyone within Gypsum Ltd. has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the management structure chart. All persons within the organisation should be familiar with their health and safety responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

Managing Director

The Managing Director has the overall responsibility for ensuring that our health and safety policy is comprehensive, effective and kept up to date.

In particular, they will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- sign and date the General Statement of Intent and ensure that this policy is reviewed at least annually.
- ensure that a health and safety policy is developed and brought to the attention of all employees.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- review safety inspection reports and monitoring data at management meetings.
- ensure all are aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- set a personal example of safe behaviour.

Financial Director and Contracts Director

The Financial Director, Kathy Evans, and Contracts Director, Paul Kimber, are accountable to the Managing Director for implementing the relevant requirements of the Company's health and safety policy within the departments and disciplines for which they are responsible and for the day to day running of the Safety Management System (SMS).

In particular, they will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- monitor the implementation of this policy in all activities for which they are responsible.

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- authorise health and safety expenditure.
- identify health and safety training needs in conjunction with the health and safety consultants.
- implement required training for staff at all levels.
- ensure the provision of adequately trained and competent supervision and personnel to meet this policy's requirements.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.
- consult with the workforce over any changes that may affect health or safety.
- ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- ensure that machinery used by Gypsum Ltd. is to a suitable standard.
- ensure that records are kept and retained as required by legislation and retain documents for the appropriate time periods.
- respond to correspondence from the Health and Safety Executive as required.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management as required under the Construction (Design and Management) Regulations 2015 and The Building Safety Act 2022.
- give support and encouragement to all managers for whom they are responsible.
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.
- ensure all are aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

Contracts Managers

The Contracts Managers are accountable to the Contracts Director for implementing the relevant requirements of the Company's health and safety policy within the areas and disciplines for which they are responsible.

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of every contract under their control.
- ensure the provision of adequately trained and competent management and supervision for all work activities.

- carry out risk assessments for all work activities under their control and provide site specific method statements detailing how the work is to be done safely.
- review contractors' risk assessments and method statements to ensure they are suitable and sufficient for the work activities for which they are written.
- be familiar with and to observe all regulations applicable to the work.
- control all contractors / subcontractors in order to ensure safe and healthy systems of work, low fire risk, proper use of shared facilities and co-operation between companies or allied trades in an unselfish and co-operative manner.
- ensure that the integrity of the site is maintained through good security procedures.
- establish and maintain an adequate first aid and reporting system in compliance with current legislation.
- monitor the site management team to ensure they are fulfilling their health, safety and welfare responsibilities and that standards on site are maintained at the high level expected by the Company.
- establish and maintain procedures to ensure that all places, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- identify health and safety training needs in conjunction with the Directors and Site Supervisors.
- release designated personnel as necessary for safety training.
- ensure that work activities are only carried out by suitable and competent operatives, especially where mechanical equipment is used or installed.
- reprimand or discipline any person who is persistently careless in regard to their own or others' health or safety.
- encourage and reward those persons who consistently show awareness and attention to health and safety related matters.
- give support and encouragement to all Site Managers for whom they are responsible.
- take note of any comments on health and safety matters raised by site personnel and pass these on to the Directors as appropriate.
- liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015 and The Building Safety Act 2022.
- ensure that personal protective equipment (PPE) is provided and used as required by the company rules and procedures.
- set a personal example of safe behaviour.

Site Supervisors

The Site Supervisors are accountable to the Contracts Director for the implementation of the Company's health and safety policy and site-specific methods of work.

In particular, they will:

- be fully aware of the requirements of this policy.
- ensure that all operatives have signed into the daily site register and have received a site induction.
- ensure that operatives are familiar with risk assessments (and method statements where relevant), carrying out toolbox talks to ensure full understanding if necessary.
- ensure that substances are suitably stored in accordance with COSHH assessments.
- be fully aware of the COSHH information supplied and to ensure that operatives are made aware of it.
- ensure that subcontractors and self-employed personnel conduct their activities in a safe manner and comply with safety rules, their risk assessments and other procedures.
- encourage operatives to report any hazards observed and any defects in safety standards.
- ensure that all tools and equipment used are safe, free from defect and have the required statutory certification, where appropriate.
- address any hazards reported or observed and take out of service any defective tools or equipment.
- ensure that operatives tidy away any debris, packaging materials, off cuts, etc. that could cause a slipping, tripping or other hazard to themselves or other trades.
- ensure that personal protective equipment (PPE) is provided and used as required by risk assessments.
- co-operate with health and safety personnel in all health and safety matters.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- set a personal example of safe behaviour.

All Employees

All employees will:

- take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- co-operate with Gypsum Ltd. in matters of health and safety.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- read and comply with Gypsum Ltd. health and safety rules.
- behave in a responsible manner at all times, developing and demonstrating a personal concern for the health and safety of themselves and others.
- report damage to tools or equipment to their immediate supervisor.
- use only tools and equipment for which they have received training and authorisation.
- wear personal protective equipment (PPE) as required by the Company rules and procedures, the Principal Contractor's policies and procedures and according to the risk and COSHH assessments.

- look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- not misuse or interfere with anything provided in the interests of health, safety or welfare.
- ensure that any personal injuries are recorded in the accident book.
- inform their supervisor of any near miss incidents or hazardous situations.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

Contractors on Company Controlled Premises

All contractors working on Company controlled premises will, at all times, cooperate with the Company rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy, risk assessments, procedures and method statements relating to the work to be undertaken.
- conduct their activities safely, without risk to health and in accordance with all relevant health and safety legislation.
- ensure all work activities comply with the specific requirements of gypsum ltd. clients, where applicable.
- record all accidents or injuries sustained as a result of their activities in the accident book and report them to Gypsum Ltd. management team.
- report any near miss incidents to the Gypsum Ltd. Company management team.
- provide trained and competent employees and ensure their attendance at any training course arranged by the Company.
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- cooperate with the health and safety advisor during inspections and audits.

Part 3 – Health and Safety Arrangements

General Arrangements

Health and Safety Assistance

Gypsum Ltd. has formally appointed HCS Safety Ltd. as their competent advisors on matters of health and safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety provide a retained service which includes the following:

- use of SafetyNet, a bespoke online system that allows access to:
  - Training records

  - The latest annual safety review report
  - Records of communication between Gypsum Ltd. and HCS Safety Ltd.
  - Health and safety policy
  - Reports of inspections
  - Editable document library
  - Create new users within the Company's SafetyNet Portal
- an annual safety review in which we are audited against our safety management system.
- the creation and updating of this health and safety policy.
- access to a duty advisor over the phone for day-to-day safety queries.
- accident investigations for situations where the injured person is an employee of Gypsum Ltd.
- a monthly newsletter to enable Gypsum Ltd. to stay up to date with current safety news.
- access to an annual safety forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- free seminars and workshops on live issues.
- exclusive preferential fees for other safety services.

Safety Management System (SMS)

HCS Safety Ltd. have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health and Safety Executive's guidance document HSG 65 – Managing Health and Safety.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- Competent Advice
- Health and Safety Policy
- Competence and Consultation
- Working Safely
- Monitoring and Recording

Reviews and Updates

HCS Safety Ltd. will conduct an annual safety review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety Ltd. advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

Date of Last Annual Safety Review: 08 October 2026

An interactive version of the annual safety review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within Gypsum Ltd. will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety Ltd. and attending the annual safety forum. In addition to these updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

Risk Assessments and Method Statements

Gypsum Ltd. ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on Gypsum Ltd.'s behalf will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The persons within Gypsum Ltd. responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis the Contracts Managers.

The following procedure will be used to write risk assessments:

- identify foreseeable hazards.
- identify who could be affected and how.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.

- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

Young Persons' Risk Assessments

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health and Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd. in producing a young person's risk assessment.

New and Expectant Mothers

Once informed in writing that an employee is pregnant, Gypsum Ltd. will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.

- excessively noisy workplaces.

Gypsum Ltd. will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

Gypsum Ltd. will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

Health Surveillance

It is the aim of Gypsum Ltd. that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of Gypsum Ltd. will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and James Evans. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

Training

Gypsum Ltd. recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix. The training matrix is maintained by Lisa Withers regularly to ensure that it is kept up to date.

Induction Training

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- The Company's health and safety policy.
- Procedures for reporting of accidents and near misses.
- Risk assessments and safe methods of work.
- First aid arrangements.
- Sources of health and safety information.
- Correct use of personal protective equipment where required.

- The role and function of the Company health and safety consultant.
- Safety consultation procedures.

General Safety Training

General awareness of safety responsibilities is important for personnel at all levels. Gypsum Ltd. has adopted the CITB Site Safety Plus training schemes for the provision of safety awareness training for employees at all levels:

- 1-day CITB Health and Safety Awareness for Operatives.
- 2-day CITB Site Supervisors Safety Training Scheme for Supervisors.
- 5-day CITB Site Management Safety Training Scheme for Managers.
- 1-day IOSH Leading Safely for Directors

Hazard Specific Training

Specific training will be given to those who require it. This may include:

- First aid.
- Manual handling.
- Asbestos awareness (UKATA or equivalent).
- Work at height.
- Preventing and managing workplace stress.
- Mental health first aid.

Consultation and Communication

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- The Company's commitment to health and safety.
- Feedback on risk assessments and method statements.
- Health and safety training requirements.
- The responsibilities of employees to co-operate and work safely.
- The contents of this policy, such as safe working procedures, etc.
- Specific role-based issues.

The Contracts Managers will record any issues raised on the Company inspection report form and these will be discussed during management meetings and any actions taken will be relayed back to the employee.

Management of Contractors

Gypsum Ltd. acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control.

Gypsum Ltd. will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health or safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.

Self-Employed Labour

The Company will ensure the competence of self-employed persons by ensuring the following:

- Each self-employed subcontractor engaged to work on site on behalf of the Company must hold a current CSCS or equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established before allowing the person to start work.
- Self-employed persons will be assessed during the first 2 weeks to assess their suitability. The findings will be discussed before a final decision is made as to whether to continue with the engagement.
- Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of Gypsum Ltd.
- Self-employed workers will be expected to work to Gypsum Ltd.'s risk assessments and method statements when working on the Company's behalf.

Accidents

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environments for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. The Contracts Manager and James Evans will be informed as soon as possible after the incident. The contact number to call is 02392 240000.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified online by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at http://www.hse.gov.uk/riddor/report.htm.

James Evans will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety Ltd.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd. and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences which are reportable under RIDDOR.

Specified Injuries to Workers

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalpings (separation of skin from the head which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injuries to Workers

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Dangerous Occurrences

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- explosions or fires causing work to be stopped for more than 24 hours.
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.
- structural collapse – the collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- failure of a pressure vessel.
- serious electrical incidents causing explosion or fire

Reportable Occupational Diseases

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

Fire

Gypsum Ltd. will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be reviewed annually and updated after any notable change to the layout or use of the premises. James Evans is responsible for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire.

The fire risk assessment document and records of regular testing can be reviewed upon request in the Company office.

Information regarding the position of fire extinguishers and routes of escape can be found on the safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel working on external site locations will co-operate with the Principal Contractor on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager if any fire exit signs need to be removed as part of preparation work.

Building Safety Act

Section 156 of the Building Safety Act has made some amendment to the role of the Responsible Person for a building.

Risk Assessment Assistance

As a 'Responsible Person' under the Regulatory Reform (Fire Safety) Order, Gypsum Ltd. is responsible for ensuring the competence of any person or organisation engaged to assist in fire risk assessment for our building. The Company will ensure prospective appointments are assessed for competency on the basis of their:

- Training
- Experience
- Knowledge
- Any other relevant factor that may affect their suitability to assist in fire risk assessment

Provision of Information to New Responsible Person

If the Company passes our role as Responsible Person on to someone else, we will ensure that we pass relevant fire safety details on to the new Responsible Person.

Co-operation with Accountable Persons

Where the Company occupies space in a 'higher risk residential building', at least 18 meters in height or have at least 7 stories, as the Responsible Person, we will take reasonably practicable steps to identify the Accountable Person nominated for their building and co-operate to assist them in carrying out their duties.

Housekeeping

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

Supervisors will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Welfare Facilities

As an employer, Gypsum Ltd. is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under Section 2(2)e of the Health and Safety at Work, etc. Act 1974, The Construction (Design and Management) Regulations 2015 and The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager and Contracts Manager as soon as possible.

First Aid

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Kathy Evans and James Evans.

The first aid kits are located in the office.

A qualified first aider is required to be present in all workplaces, including those away from Gypsum Ltd. premises. The Contracts Managers must ensure that a qualified first aider is available to employees when they are working away from the office. Information about first aid personnel and facilities must be provided to our employees by the host company Principal Contractor.

Personal Protective Equipment (PPE)

Gypsum Ltd. will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

Gypsum Ltd. will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

Gypsum Ltd. will comply with additional PPE standards required by different Principal Contractors.

Drugs and Alcohol

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. Gypsum Ltd. will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- undertake pre-employment, post incident and unannounced random drugs and alcohol screening.
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

Lone Working

Gypsum Ltd. will ensure, so far as is reasonably practicable, that employees who are required to work at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Company will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, machinery, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

Health Risk Management

Gypsum Ltd. is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

Hazardous Substances (COSHH)

Gypsum Ltd. will adhere to the hierarchy of risk controls for substances harmful to health in the workplace to minimise potential health effects to our employees. Gypsum Ltd. will:

- make an inventory of substances used in our processes.
- rationalise these substances to reduce the number of different types.
- select less hazardous substances where it is reasonably practicable to do so.

- obtain Safety Data Sheets (SDS) for all substances.
- develop COSHH assessments for these substances, ensure the control measures stated are adhered to and monitored where necessary.
- communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to Gypsum Ltd. tasks and processes.

The Globally Harmonized System (GHS) of classification and labelling of chemicals hazard warning pictograms on containers must also be heeded. A summary of the common warning signs:

	Toxic		Harmful		Harmful to the environment
	Gasses under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Company premises were built before 2000 and there is no asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on Company premises.

When working on refurbishment projects, or within buildings built prior to 2000, Gypsum Ltd. will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and Gypsum Ltd. ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

Gypsum Ltd. will not be carrying out non-licensed work with asbestos.

Silica

Respirable Crystalline Silica can be a serious health hazard when inhaled. The products and processes that would cause most concern for the Company's work activities, include:

- Bricks – when drilling and chasing out.
- Blocks – when drilling and chasing out.
- Mortar – when chasing out.
- Ceramic tiles – when drilling.
- Plaster products – when mixing, sanding and cutting.

When these products are cut, a mixture of inhalable (larger) and respirable (smaller) particles is released. Respirable Crystalline Silica dust is responsible for causing or increasing the risk of a number of serious lung diseases including:

- silicosis.
- chronic obstructive pulmonary disease (COPD).
- tuberculosis.
- lung cancer.

The Workplace Exposure Limit (WEL) for Silica dust is 0.1mg per m^3 over an 8-hour period. In order to reduce exposure below this limit, Gypsum Ltd. will:

- avoid producing the dust at design stage, consider the use of alternative or pre-cut materials.
- reduce the dust at source by wetting down the cutting operation or by using suitable extraction equipment.
- issue the correct respiratory protective equipment (RPE) equivalent to assigned protection factor (APF) 20, which filter out 99% of the particulate. These include disposable masks rated at FFP3 (Filtering Facepiece), reusable masks with P3 filters and power respirators with TH2 filters.
- make sure it is worn by providing training and supervision.
- make sure it works properly by fit testing individuals.

Noise

Excessive noise can cause permanent hearing damage. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life.

To reduce the risks of damage to hearing for our employees and others we will assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower Exposure Action Value (EAV) 80 dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about the effects of noise.
Upper Exposure Action Value (EAV) 85 dB(A)	Introduce controls to eliminate or reduce risk. Provide hearing protection and ensure it is worn. Create hearing protection zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Exposure Limit Value (ELV) 87 dB(A)	Exposure must not exceed this level.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to exposure action levels and Exposure Limit Values. Gypsum Ltd. will protect our employees by taking the following action at the levels indicated below:

<100 points Below Exposure Action Value (EAV)	Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.

100 - 400 points At or above Exposure Action Value (EAV)	Introduce controls to eliminate/reduce risk, including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.
>400 points Exposure Limit Value (ELV)	Take immediate action to reduce exposure below the limit value. Continue to enact Exposure Action Value measures.

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. Gypsum Ltd. will take into account the specifics of condition and use that may affect vibration output.

Manual Handling

Manual handling can cause Musculoskeletal health effects. Gypsum Ltd. will operate according to the hierarchy below:

- avoid manual handling where reasonably practicable through good planning and organisation of work.
- mechanise the movement of materials and plant by utilising equipment such as mobile cranes, overhead cranes, forklifts, genie lifts and hoists.
- conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- utilise manual lifting aids where possible such as sack trucks, board trollies, wheelbarrows, carrying handles.
- provide training in safe lifting techniques.

Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

Gypsum Ltd. aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

Gypsum Ltd. aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

Gypsum Ltd. will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- Demands – issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

Gypsum Ltd. will undertake research among employees to gauge how well they believe the management standards are being implemented.

Safety Risk Management

Office Safety

Gypsum Ltd. appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.
- training will be provided to employees in the correct use of fire extinguishers, where required.
- lighting levels will be suitable for the tasks being undertaken.
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning supplies will be kept away from foodstuffs in the kitchen area.

Display Screen Equipment (DSE)

Gypsum Ltd. will analyse and assess workstations to reduce risks to health. Users of DSE will be asked to carry out a DSE Assessment to identify any areas that require attention. Gypsum Ltd. will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.

- the daily work routine of users allows for breaks away from the screen and/or changes in activity.
- eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.
- if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- training in the use of display screen equipment will be provided to users.

Driving for Work

Gypsum Ltd. understands its responsibilities to ensure the safety of employees while they are driving on Company business. The Company provides all personnel, expected to drive as part of their work, with a driver's handbook which details their responsibilities when driving at work.

Company vehicles are managed by Lisa Withers, who ensures all insurances, driving licences, services and MOTs are provided and regularly reviewed.

All drivers will be expected to carry out regular checks to their vehicle in accordance with the Company procedure and driver's handbook and report back any issues to Kathy Evans.

Kathy Evans will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

Construction Arrangements – The Construction (Design and Management) Regulations 2015

Under the requirements of The Construction (Design and Management) Regulations 2015 (CDM 2015), Gypsum Ltd., will take on the duties of Contractor. The following summarises these duties.

Responsibilities for all parties under CDM 2015

For all roles undertaken, we will:

- accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only appoint Designers and Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- cooperate with others involved in all projects to promote health and safety standards.
- inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- ensure that information is provided in a comprehensible form and as soon as is practicable.

Responsibilities as a Contractor Under CDM 2015

When undertaking the role of Contractor, Gypsum Ltd. will comply with the Contractors' duties we will:

- only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- only undertake construction work once they are satisfied that the Client is aware of their duties.
- plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- ensure that information is provided in a comprehensible form and as soon as is practicable.
- cooperate with others involved in all projects in order to promote health and safety standards.
- inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

For multiple contractor projects where the Company is NOT Principal Contractor, we will:

- comply with any directions given by the Principal Designer or the Principal Contractor.
- adhere to relevant parts of the Construction Phase Plan.

For projects when the Company is the only contractor we will:

- take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Work at Height

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.
- instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- podium steps.
- Stairsafe™ systems.
- Oxford™ landing systems.
- proprietary aluminium hop ups.
- step ladders.
- stilts.

Scaffolding

When scaffolding is selected or provided by another for our use, we will ensure the scaffold:

- has been erected by a competent organisation.
- has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following:
  - completion of any section of scaffold,
  - any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant,
  - any addition or adaptation,
  - and at regular intervals not exceeding 7 days.
- has been adapted as necessary to suit the differing needs of users.
- meets the requirements of the NASC guidance TG20:21, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds.

Any scaffolds that cannot be erected in accordance with TG20:21, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance.

Authorisation from the Site Manager must be gained before using any scaffold.

Mobile Access Towers

When mobile access towers are selected, we will:

- ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- be aware of the limitations of the equipment, including weather and weight limits.
- not allow our towers to be loaned to other contractors.

Mobile Elevated Work Platforms (MEWP's)

When Mobile Elevated Work Platforms are selected, we will ensure:

- that it is suitable for its purpose in terms of the reach and capacity of the machinery
- the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work.
- the equipment is operated only be a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.

Use of Equipment

The proper selection and maintenance of mechanical equipment and the provision of information, instruction and training in their use are requirements of the Provision and Use of Work Equipment Regulations 1998.

The selection of equipment will be the responsibility of the Contracts Managers, who will ensure that it is suitable for its purpose and that the work area, ground conditions and public safety have been considered prior to it starting work.

The Supervisor will ensure copies of certificates of conformity or thorough examination / inspection reports for all items, where appropriate, are present and the equipment is pre-use checked before its use.

Lifting Operations

Gypsum Ltd. may use mobile cranes for certain tasks. All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each crane operation will be treated as unique and will be planned on an individual basis. The Company may be responsible for managing lifting operations or may engage the

services of a competent contractor for lifting operations. This will be clearly established before the project begins. In either case, a lifting plan will be drawn up by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

- the load to be lifted.
- the equipment required.
- the environment in which the lift will take place.
- the competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor will undertake the role of ensuring that the lift is carried out in accordance with the plan.

Working with Power Tools

The person within the Company with responsibility to oversee the safety of tools is the Contracts Manager; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site.
- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

The Supervisors are responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

Lithium-Ion Battery Tools

Lithium-Ion batteries may present a significant fire risk if not handled correctly. When damaged they may be subject to thermal runaway and be extremely hard to extinguish. The following steps should be taken to ensure their safe use.

When charging:

- only approved manufacturer's chargers to be used.
- use a well-ventilated area, away from flammable materials.
- do not charge batteries in direct sunlight or near heat sources.
- charge in dry area.

Storage:

- store in a cool, dry, and well-ventilated location.
- keep away from heat sources, direct sunlight, and moisture.
- store separately from metal objects that could cause short circuits.

Use of batteries in tools:

- inspect batteries for any signs of damage (swelling, leaks, discoloration) before each use.
- allow batteries to cool after charging before use.
- do not use damaged batteries.
- do not disassemble or modify batteries.
- do not expose batteries to excessive heat or cold.
- avoid dropping or impacting batteries.

Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
- tools will be stored appropriately in toolboxes or racks with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.

The use, suitability and condition of work equipment and tools will be regularly monitored by the Contracts Managers during their site safety inspections.