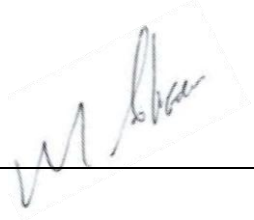
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Health and Safety Policy 2026

Revision	Date	Name Signed
V3	09/01/2026	Nour BAHRA 

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Vision Refurbishments Ltd
Refurbishment, Renovation, Remodelling

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Vision Refurbishments Ltd Values

- **Health & Safety number one**

Through this policy and all Vision Refurbishments Ltd operations we shall ensure that there is no production need, competitive advantage, cost or time saving measure that is worth an injury of any kind to any person. We must have zero tolerance of any practices that could cause accidents or ill health. We have a moral obligation to our families and each other to work safely at all times.

- **Our business is trust**

Vision Refurbishments Ltd is known as a company which is trustworthy and credible and which makes a profit honestly and correctly.

- **A very safe and reliable choice**

Vision Refurbishments Ltd is a safe and reliable supplier, which keeps its promises to its clients and delivers effective services.

- **Local representation**

Vision Refurbishments Ltd is an organisation with a local foundation and a respect for local cultures.

- **Environmentally and socially responsible**

Vision Refurbishments Ltd name should – at all times – be associated with a respect for human rights, acceptable working conditions, social considerations and environmental activities to obtain continuous improvements.

Health and Safety Policy Statement

As Managing Director, I wish to emphasise my personal commitment to ensuring that we achieve and maintain high standards of welfare, health and safety. To reach this level of excellence, it is essential that we set ourselves the high standards of health, safety and welfare.

The company will provide and maintain welfare, health and safe working conditions, equipment and systems of work, along with information, instruction, training and supervision. In return it is expected that everyone will work together to prevent all accidents and work related ill health. It is essential that we all take personal responsibility for welfare, health and safety, to promote a culture where we will not walk past unsafe practices.

Effective management of welfare, health and safety is crucial to our business. At all levels we must ensure that welfare, health and safety arrangements are clear, constantly reviewed and implemented. Formal plans for welfare, health and

safety targets and improvement are in place and monitored. The involvement of employees in our welfare, health and safety effort is fundamental and we shall ensure that effective means of consultation and communication are in place.

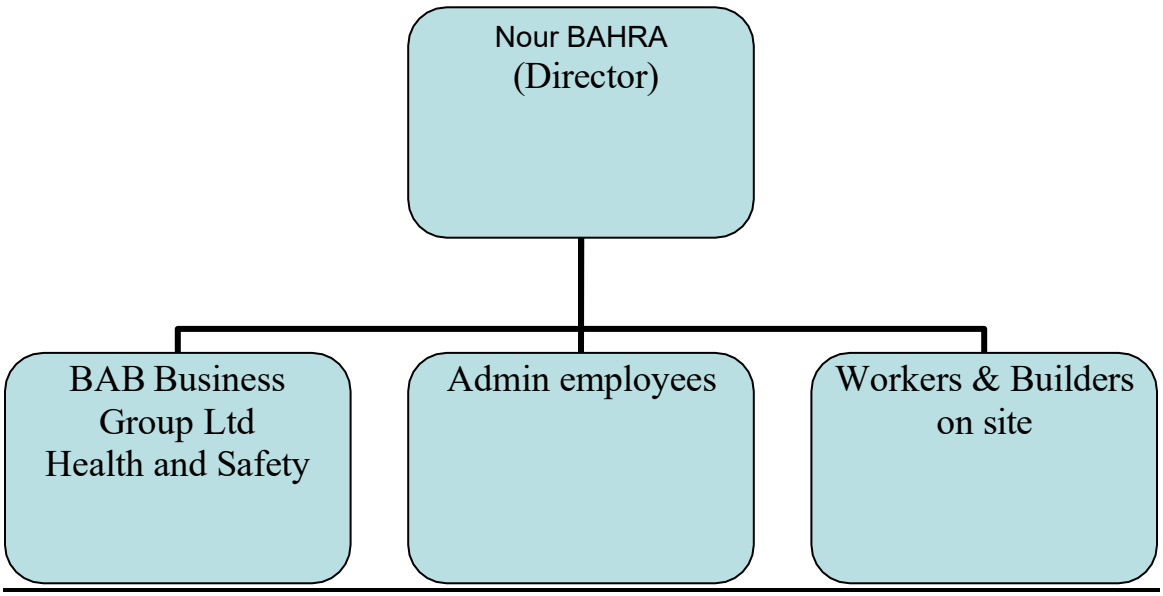
Through the implementation and continuous review of this Health and Safety Policy, we aim to minimize the risks from our operations. In return I expect all employees, contractors and other affected persons to help achieve this aim.

There is no production need, competitive advantage, cost or time saving measure that is worth an injury of any kind to any person. We must have zero tolerance of any practices that could cause accidents or ill health. We have a moral obligation to our families and to each other to work safely at all times.

Signed

Nour BAHRA
Managing Director

Organisation Chart



Responsibilities for Health and Safety

Managing Director

The Managing director has overall responsibility for health and safety across all of Vision Refurbishments Ltd operations. He will ensure that suitable competent people are in place, along with sufficient resources, to enable this Policy to be implemented fully. In conjunction with all employees he will monitor this policy's requirements to ensure its effectiveness, and also provide clear direction in respect of health and safety matters, especially covering the development of initiatives in connection with the companies Improvement Plan. The Managing Director is responsible for ensuring the Reporting of Incidents, Disease and dangerous Occurrences Regulations are complied with. External advice and assist when due to the nature of the accident, incident and / or injury; it needs to be reported to the HSE.
Additionally, the Managing director ensures competence of all employees through structured training programmes and monitors the condition of plant and equipment through comprehensive spot inspections and defect reporting systems.

Site Supervisors

Site Supervisors have overall responsibility to ensure high health and safety standards are implemented across all project sites. They must lead by example by fully embracing the health and safety systems and procedures and stopping and questioning any operations which are not to the expected and planned standards. Site Supervisors will liaise with all levels in the business to communicate positive health and safety aspects and help to investigate and instigate remedial actions to prevent reoccurrences of poor standards.

Employees

Every employee has both a moral and legal responsibility for their own and their colleagues' health and safety. They should set an example and not walk past unsafe working practices. They should be aware that their acts and omissions could put others at risk and should never take short cuts that compromise safety. They will adhere to the requirements of this Policy and shall ensure that all necessary procedures and inspection schemes are implemented to guarantee the safe operation of plant / equipment.
Employees are expected to participate in planning for health and safety improvements through contributing to site meetings, briefings, risk assessments, etc, ensuring high standards are maintained.

Apprentice / Trainees

In addition to the requirements of the skilled staff all trainees will be introduced and inducted with the contents of this policy. This process will run over the induction training program. Only when both the trainee and Vision Refurbishments Ltd are satisfied that the trainee is conversant with the requirements will he/she move on with specific training etc.

During the period of induction, the trainee must remain extra vigilant when carrying out all tasks and bring to the attention of their Supervisor any concerns with their own, and all others health and safety practices within their work place. Their assistance in this way will help ensure that they are aware of the correct manner in which tasks are to be performed and also enable poor practices to be highlighted and actions taken to improve safety.

Sub- contractors

All sub-contractors will adhere to this policy and formally confirm receipt. They are expected to have an understanding of the requirements of the policy when working for Vision Refurbishments Ltd. They will be expected to set an example and not walk past any unsafe work practices. They will be expected to participate in all planning, site meeting, briefings and the development of risk assessments etc, ensuring high standards are maintained.

External Consultant

Smart Designs Constructors are supported by an external health & safety consultant and they are available to support all levels of Vision Refurbishments Ltd in the development of the health and safety culture and helping structure the forward plans. The aim is to influence a continuing reduction in work related accidents and ill health and monitor compliance with this policy, health and safety performance and standards. Our external consultant will provide a high quality Health and Safety management resource. One of the main duties is to support the operations when preparing and completing actions arising as part of health and safety improvement plans.

Arrangements for Health and Safety

Accident / Incident Reporting & Investigation

All accidents / incidents, including road traffic accidents on the public highway involving injury or property damage on company controlled operations, or injury to employees working away from base locations, must be reported via the standard accident reporting procedure. Near misses shall be reported via the Near Miss/Hazard Alert system.

All accidents and near miss incidents will be thoroughly investigated to establish not only the immediate causes but also the underlying reasons behind each event, thus determining what further precautions are required. All persons who carry out accident / incident investigations will be formally trained in accident reporting, investigation and emergency procedures. The H&S consultant will assist in the completion of all accident investigations until suitable trained staff are in place. Where the need for further control measures is identified, positive action will be taken as quickly as possible to ensure a recurrence is avoided. In all cases when accidents, incidents or near misses / hazards are reported dialog and feedback must be received and given to the person who made the report. The consultant will advise and assist when due to the nature of an accident, incident and / or injury it is required to be reported to the HSE.

In the event of an accident or incident which falls under the requirement to report under RIDDOR, a responsible person (Managing Director) shall notify, by the quickest practicable means (usually by telephone) the enforcing authorities and shall send them a written report within 10 days (on form F2508)

Records of all accidents / incidents and near misses will be produced and where possible statistical information developed to help identify trends and enable additional control measures to be introduced that minimise the risk of further incidents. This information will be reviewed at future health and safety meetings.

Code of Conduct

All staff and contractors engaged by Vision Refurbishments Ltd will be trained and acknowledge receipt of the code of conduct. This code shall be followed at all times.

Company Meetings and Reports

Health and Safety is the first agenda item at all company meetings. This will provide an opportunity to discuss health and safety alongside other business matters, ensuring that policy decisions are made that best suit the business.

All meeting reports shall contain relevant health and safety information to ensure that matters are recorded and communicated throughout the organisation.

Compliance with the Construction (Design & Management) Regulations

Vision Refurbishments Ltd fully recognises its duties and responsibilities under the *Construction (Design and Management) Regulations (CDM)* and is committed to ensuring all projects are planned, managed, and executed in full compliance with these legal requirements.

1. Pre-Contract and Consultation

Before undertaking any contract or site activities governed by CDM Regulations, Vision Refurbishments Ltd always consult with the client and, where necessary, seek guidance on health and safety consultants. This ensures full compliance with all regulatory obligations from the outset.

Once the contract is awarded, these documents will be developed further to include detailed, site-specific information. This will ensure the project is managed in a safe, controlled, and well-planned manner.

Each document will provide clear, concise instructions and guidance, setting out effective control measures for all foreseeable hazards. Continuous consultation and communication will take place throughout the duration of the project to maintain a collaborative and safety-focused approach.

2. Roles and Responsibilities

The company will ensure that all CDM duties are clearly defined, understood, and effectively discharged for each project:

- Client: Identified at the outset of every project and provided with the necessary pre-construction information.
- Principal Designer: Responsible for planning, managing, and monitoring the pre-construction phase to eliminate or control foreseeable risks.
- Principal Contractor: Will plan, manage, and monitor the construction phase, coordinate subcontractors, and maintain safe working conditions.
- Contractors and Workers: Must comply with site rules, risk assessments, and method statements (RAMS), and promptly report any health and safety concerns.

3. Notification to the HSE

Where a project meets the notification threshold under *CDM Regulation 6* (i.e., lasting more than 30 working days with over 20 workers on site at any point, or exceeding 500 person-days of work), the required F10 notification will be submitted to the *Health and Safety Executive (HSE)* prior to commencement.

4. Pre-Construction Information

Vision Refurbishments Ltd will collect and review all relevant pre-construction information to identify significant risks, establish appropriate control measures, and ensure that health and safety is integrated into the project design and planning stages.

5. Construction Phase Plan (CPP)

Before any site works begin, a comprehensive *Construction Phase Plan* will be prepared and approved by the Principal Contractor. The CPP will include:

- Identification of site-specific risks and associated control measures (as per RAMS)
- Emergency procedures and welfare arrangements
- Communication, supervision, and reporting structure
- Site induction, inspection, and monitoring arrangements

6. Coordination and Communication

Regular coordination meetings will be held between clients, contractors, and workers to ensure effective collaboration and management of health and safety throughout the project lifecycle.

7. Training and Competence

All Vision Refurbishments Ltd employees and subcontractors involved in supervising or managing contracts will receive appropriate CDM awareness training. This ensures they are competent, fully conversant with CDM requirements, and capable of fulfilling their duties effectively.

8. Documentation and Record Keeping

All CDM-related documentation—including F10 (if applicable) notifications, RAMS, induction records, Construction Phase Plans, and inspection reports—will be securely maintained, regularly reviewed, and updated as required to demonstrate ongoing compliance.

Consultation with Employees

It is important that the health and safety interests of all employees are represented. Due to the small number of employees and the current regular meeting structures (formal pre installation review meetings) we do not hold a formal committee style meeting structure. However, all staff have a number of opportunities each month to raise health and safety concerns. At the start of onsite activities, the pre job assessment is completed. This process involves all staff and clarifies that health and safety controls have been fully communicated and understood. These meetings encourage positive consultation with all worker groups. We also hold regular briefings with staff where feedback is encouraged.

Control of Contractors

Sub Contractors are used. Vision Refurbishments Ltd operates a robust Contractor Vetting Procedure. To ensure all contractors operate to both legal and Vision Refurbishments Ltd standards an approved List of contractors is maintained. Contractors are only included on the approved list when they have provided sufficient information demonstrating their competence, their works meet expected standards and staff act in a safe manner. The final acceptance on to the approved list is made by Donna Brown, with guidance from ASM, if required. The information provided includes proof of any relevant insurance, staff competence etc. Information used to justify inclusion on the list is retained and formally reviewed at least annually. In addition, Contractor activity will be monitored by the undertaking of Contractor evaluations & assessments. During all contractor activities the Companies management of contractor's procedure will be implemented to ensure hazards associated to the task and the associated risks are controlled.

Where contractors fail to demonstrate safe working practices they will be withdrawn from the approved list and their services no longer employed until they can formally guarantee safe working practices. Before starting work, contractors will receive an appropriate period of induction to ensure that all relevant health and safety requirements are addressed.

Control of Substances Hazardous to Health

Vision Refurbishments Ltd maintains a register and Material Data Sheets of all hazardous substances used during any work process.

The Managing Director is responsible for identifying all substances which require a COSHH assessment. All harmful substances used in the operations undertaken by the projects dept. at Vision Refurbishments Ltd are subject to a COSHH assessment, prior to their use, and the assessment is reviewed by those who handle/use the substances, under the guidance of The Managing Director and following full instruction and training.

The Managing Director is responsible for identifying all substances which require a COSHH assessment. All harmful substances used in the operations undertaken by the reactive dept. Vision Refurbishments Ltd are subject to a COSHH assessment, prior to their use, and the assessment is reviewed by those who handle/use the substances, under the guidance of The Managing Director and following full instruction and training.

The assessment process shall take into consideration storage, handling, usage, exposure, PPE requirements, employee's health and emergency procedures. Wherever possible, harmful substances are replaced by alternative less harmful, inert products.

All staff receive information, instruction, training and supervision and the precautions required when handling potentially harmful substances. If it is necessary for employees to wear PPE, full instruction in its use is given (See separate section covering PPE within this Policy)

The register, along with Data sheets are held at head office.

Display Screen Equipment

Vision Refurbishments Ltd shall comply with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). It is the Company's intention to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE). The Company will fulfil its obligations by undertaking the assessment of work stations, the provision of suitable work equipment, the provision of information, instruction and training for users of such

equipment, the provision of eye and eyesight testing for users, and the provision of spectacles (where these are required solely and specifically for DSE work) & making arrangements for regular breaks for employees working with DSE.

Drugs, Alcohol & Smoking

All staff will be made aware of the content of the Drug & Alcohol Policy. The Policy is designed to promote a culture in which drug and alcohol abuse is eliminated, thus ensuring the safe and efficient running of the business and reducing the risk to the health and safety of employees or third parties.
Vision Refurbishments Ltd does not permit smoking in company premises, company vehicles or client premises.

Electrical Work

Vision Refurbishments Ltd shall comply with The Electricity at Work Regulations 1989 and all electrical work carried out shall be undertaken by trained, competent personnel. A Permit to Work will be completed prior to work commencing. Those who are involved with the issue of permits will have completed suitable training to ensure the process is fully completed. All portable electrical equipment shall undergo 6 - 12monthly PAT Testing & records shall be maintained. All tool voltage shall be reduced to 110v, or battery powered tools shall be used.

Emergency Procedures & First Aid

Risk assessments consider the potential emergency situations and are used to determine the range and extent of emergency plans required. The emergency plan procedure is in place and covers all contracts. It is designed to assist people in responding quickly and efficiently should any serious incident occur. The risk assessment and plans shall be used to determine the requirements for emergency drills and specific training.

Appropriate first aid provision shall be in place at all times. First aid provisions are considered during the tendering process where dependant on the hazards connected to the contract, its duration, and its location to emergency services, first aid requirements are decided and made available. All company vehicles carry first aid boxes. The checking of the contents is conducted during the vehicle inspections linked to the scheme of inspection. First aider location will be communicated through the general notice boards and site inductions and meetings. Certified first aiders are in post with an ongoing program of appointed first aid training progressing over the next 12 months.

Fire Prevention

Through the risk assessment process a generic fire risk assessment has been completed which details general fire prevention for any hot work activities. This assessment covers all aspects of fire prevention ranging from housekeeping to advice from local fire services etc. All staff have been trained / involved in the risk assessment and during periods of hot work employees and contractors will comply with the preventative measures contained on the hot work check list at all times.

Health and Safety Information

Relevant Health & Safety information will be circulated to all employees. ASM will ensure suitable items are brought to the company's attention with any relevant advice included. This service will also include relevant information covering new health and safety legislation. The projects & reactive dept. managers, shall ensure that all relevant health and safety information is circulated to employees and where required formal conformation of understanding will be obtained.

The projects & reactive dept. managers, in conjunction with ASM, will ensure the information contained within the information files held within each company vehicle is kept up to date, with reissues circulated as and when required. All employees will be formally issued with the booklet and training shall be given to ensure full understanding is achieved to help them understand and discharge their responsibilities under relevant legislation.

Health Care and Monitoring

The company may operate a health care programme in the future if it is required. Currently a health questionnaire is completed by all new employees prior to them commencing work. The questionnaires will be reviewed to ensure the new employees general state of health does not put their safety at risk, or put others in danger.

Hypodermic Syringes (Sharps)

An area which needs to be monitored is the finding of sharps (used hypodermic needles). All staff are supplied with protective gloves; however, they will not eliminate the potential for puncture wounds. All staff are instructed to be extra vigilant to prevent contact from sharps. In the event of discovering sharps, the incident shall be reported to the Site Supervisor, who will arrange for the safe disposal.

Inspections, Audits and Defect Reporting

A framework of maintenance and inspection scheme to monitor health and safety standards and promote preventative maintenance has been implemented. The extent of the schemes depends upon the nature of the site / equipment, the hazards / level of risk and statutory requirements e.g. Provision and Use of Work Equipment Regulations. The scheme generally covers handheld equipment. Vision Refurbishments Ltd scope and frequency of inspections is determined and documented in the formal written scheme of inspection, test and audit.

The schemes include the necessary statutory inspections. These are reviewed periodically to ensure that they remain comprehensive and effective. Inspections are carried out by people who are competent by virtue of their training and experience. Records are kept detailing items listed on the various registers and frequency of inspection, together with plans for the remedial work to be carried out. In addition, the pre job assessment includes reference to all tools being in a good and safe condition before work is commenced.

Our external consultant will undertake spot inspections, if requested. A detailed report will be completed following each visit with actions monitored through Vision Refurbishments Ltd management structure.

Management of Asbestos

Vision Refurbishments Ltd are not a licensed remover of asbestos, but considers its staff competent to identify potential substances which may contain asbestos. Employees shall complete an Asbestos Awareness training course to give them the skills and knowledge to identify asbestos containing materials (ACM's).

If potential ACM's are located, the work will be suspended so that the client can complete analysis to confirm the presence of asbestos or not. If asbestos is confirmed, no work will progress until a licenced asbestos removal company can be brought in to remove the asbestos and only when this has been undertaken, then activities can be recommenced.

To help in the general management of asbestos, the pre job risk assessment, which is completed prior to work activities, includes reference to material containing asbestos, acting as a back stop for the identification of suspect substances.

Manual Handling

In relation to Manual Handling Activities, The Managing Director is responsible for identifying manual handling operations and assessing all significant risks to employees within the project dept. Measures are implemented to eliminate manual handling operations where practicable and any remaining risks are reduced to their lowest level, by the introduction of control measures. These include; reducing weights, reducing the frequency of handling loads, increasing the numbers of employees to handle loads, automating or mechanising the activity and by the selection of appropriate persons to carry out the activity. Appropriate employees are those who have received appropriate training, are competent and possess the physical attributes in terms of age, physique and health to undertake the task.

In relation to Manual Handling Activities, The Managing Director is responsible for identifying manual handling operations and assessing all significant risks to employees within the reactive dept. Measures are implemented to eliminate manual

handling operations where practicable and any remaining risks are reduced to their lowest level, by the introduction of control measures. These include; reducing weights, reducing the frequency of handling loads, increasing the numbers of employees to handle loads, automating or mechanising the activity and by the selection of appropriate persons to carry out the activity. Appropriate employees are those who have received appropriate training, are competent and possess the physical attributes in terms of age, physique and health to undertake the task.

All employees shall receive information, instruction, training and supervision in manual handling tasks. The training shall cover the requirement of employees to consider the TILE approach to assessing risks associated with manual handling activities. **TASK** (eg. Repetitive handling, moving loads to/from different levels etc) **INDIVIDUAL** (eg. age, gender, physical capability, existing medical conditions, level of training etc), **LOAD** (eg. Size, shape, bulky, stable etc), **ENVIRONMENT** (eg. Floor surface, cramped conditions, housekeeping, route etc) Training shall also include avoiding moving heavy loads manually, and also cover kinetic lifting techniques (i.e. using the body's natural movements to the advantage of manual handling operations) and the use of appropriate PPE.

Prior to moving any load, Vision Refurbishments Ltd expects that all employees carry out a Manual Handling Assessment of the risks to themselves & others, from manual handling of loads. They are expected to:-

a) Avoid hazardous manual handling operations so far as is reasonably practicable (this may be to automate or mechanise the activity)
b) Assess any hazardous manual handling operations that cannot be avoided
c) Reduce the risk of injury so far as is reasonably practicable by the introduction of control measures.

Personal Protective Equipment (PPE)

All necessary protective equipment is supplied and its use enforced. A core list of standard PPE has been developed from employee consultation, to endeavour to provide the best possible and most suitable equipment for the hazards connected to Vision Refurbishments Ltd operations. During the assessment and selection of PPE, consideration is given to the engineering measures to negate the need for PPE. Where this is not possible training in use, maintenance procedures, storage arrangements and the replacement procedure for damaged and/or worn equipment is clearly explained.

Records of PPE issue along with training, maintenance, storage and replacement are maintained.

Permit to work and hot work activities

To ensure high standards of health and safety are maintained during specific high risk activities permits to work will be completed involving all relevant employees and if required reference will be made to associated method statements and risk assessments. Vision Refurbishments Ltd Permit to Work and/or Hot Work Permit form will be completed prior to work commencing. Those who are involved with the issue of permits will have completed suitable training to ensure the process is fully completed.

Planning

Health and safety planning is critical in improving standards / business performance and driving down accident rates. A formal Health and Safety Improvement Plan has been commenced in 2013. The plan will be produced annually and established following full consultation with all employees and, where relevant, sub-contractors. The Managing Director is responsible for ensuring that the items on the plan are adequately resourced for the projects dept. and he shall monitor progress on a monthly basis. The Financial Director is responsible for ensuring that the items on the plan are adequately resourced for the reactive dept. and she shall monitor progress on a monthly basis.
Our external consultant will monitor performance and assist where required in the completion of the plans actions.

Items listed on the health and safety improvement plan arise from risk assessments, audits, inspections, near miss reporting, etc. The plan includes clear objectives, targets and aims to minimise hazards, control risks and reduce

accident rates on an ongoing basis. New statutory requirements will be considered during the planning process.

Risk Assessments

All levels within the business and if required sub-contractors will be involved in the risk assessment process, covering all relevant activities. Assessments cover all generic and contract specific hazards with associated risks identified and subsequent control measures being suitable and sufficient. All employees shall receive training in hazard identification and risk assessment. The assessment process will include the review of all relevant statutory requirements, i.e. Noise, Vibration, Asbestos, Working at Height, Manual Handling etc. Where required, ASM will assist in the process.

The company operates a CoSHH assessment process linked to the general risk assessments. As part of this process there is a list of substances held along with manufacturer data sheets. This information is converted into assessments which are reviewed by all persons who handle / use the substances. (See above)
Completed risk assessment forms, including significant findings, will be brought to the attention of all relevant people, including contractors and visitors, through discussions at health and safety meetings and informal discussion with all affected parties. Risk assessments shall be reviewed if there is any reason to suspect that the original assessment is no longer valid, such as a change in process, staff, working conditions, for a new contract etc. or following an accident or reported near miss / hazard. In addition, they shall be formally reviewed at least once every 12 months.

All persons involved in the risk assessment process will formally confirm their involvement on the individual assessment sheets. Prior to any new contract commencing the generic assessments will be reviewed and where required specific assessments created. This process forms part of the Pre-Job Risk Assessment process. All major tasks on site will only be completed after the completion of formal assessments, including consultation with all relevant worker groups. If the conditions and work practices are covered and controlled by the measures within the generic assessments, the job can commence. If other hazards are present, the job will not commence until the hazards are controlled to an acceptable level.

Safe Systems of Work (SSOW) and Procedures for operation
SSOW and Procedures covering key hazard areas are in place. They are compiled following full consultation involving all relevant staff and identify the expected performance requirements when working for Vision Refurbishments Ltd, covering both employees and contractors. All of the key tasks and operations are being undertaken, i.e. working at height, hot working, lifting and handling loads, health hazards, etc. These have been completed involving all relevant employees and contractors as required. Conformation of involvement is recorded on each document.

Statutory Duties & Inspections
Vision Refurbishments Ltd will comply with all relevant statutory duties and inspections. The full list of requirements is established following consultation with our H&S advisor. An inspection scheme is in place to ensure maximum time periods for inspections are not exceeded and that items identified from inspections are closed out and signed off. All staff have access to this scheme and training given to those who have responsibility to complete inspections listed on the scheme.

Stress Management
Stress management is a key concern within industry. During all levels and mediums of communications, if the pressures of work, hours worked, contact with clients and home life issues are causing any individual in connection with the company's operations concern, the person affected must inform the Managing Director. All instances will be treated with the upmost confidentiality and assistance and support will be given where required.

Structural Stability
Prior to any work on smaller contracts (Non CDM) that could affect the structural stability of the building or area to be worked on, a structural review will be conducted and any remedial actions taken to ensure the integrity of the structure is maintained both during and following the completion of the task.

Training
On Induction - All new employees, including temporary staff, will receive safety training to ensure safe methods of working are adopted at all times. Training will commence on day one and will consist of a formal written programme that takes into account the individual needs of the employee and the specific job role.

The duration of the induction training programme will vary dependent on the individual and the complexity of the tasks. The duration will be sufficient to ensure that the employee or others are not put at risk. In particular, specific requirements shall be put in place where young / inexperienced employees are recruited. After a predetermined period,

the induction shall be formally reviewed and assessed, to ensure full understanding of procedures and areas/items discussed.

On-going Training - Training needs for all personnel is formally identified on individual training matrix and reviewed on an annual basis. Training and development programmes will help ensure that all employees are competent for their job role. Up to date training records shall be kept which shall also include details of National Vocational Qualifications, Gas Safe, CSCS, and other competency based assessments as required.

Specific Training - Where required specific training will be given along with a period of assessment to ensure competence. (e.g. first aid, etc.) Only when employees have successfully completed the program will they be deemed competent and certificated accordingly.

Transport, Driving & Mobile Phones

Vision Refurbishments Ltd provide suitable vans etc to be used on company business. To ensure they are in a road worthy condition and all essential equipment is being carried, vehicle inspections will be completed. All drivers of vehicles must complete the daily van inspection sheet, reporting any defects and return the completed inspection sheet at the end of the week. In addition, all employees who drive company vehicles will be asked to provide proof and a copy taken every 6 months of their driving licence.

Mobile phones must not be used whilst driving any Vision Refurbishments Ltd vehicle whether answering / making calls, text messaging etc. Employees can only receive calls when using an approved hand free system and then conversations must be kept to a minimum. People making calls to mobile phones are responsible for encouraging compliance with these Standards by checking in the first instance that it is safe for the driver to receive the call. This prohibited use of mobile phones also extends while operating any hazardous equipment or machinery.

Welfare

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the company will endeavour to provide workplaces with adequate provision for ventilation, temperature, lighting, sanitary conveniences and washing facilities. Due to the nature of some of the premises where works are undertaken the conditions could be minimal however all of our staff have been trained and are aware of the procedure for dealing with poor quality working areas and the expected hygiene standards when working at premises with limited services. Part of the pre job risk assessment covers the provision of welfare facilities to hopefully arrange suitable cover from the outset of every contract.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations

Before new equipment is introduced into the working environment, an assessment will be made by the Managing Director. Along with the staff using the equipment in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment until they have received specific training. During the training it will be reiterated that the equipment must not be used without the guards being in place and no employee will knowingly misuse work equipment. All work equipment will be maintained and inspected at suitable intervals by a competent person as detailed with the scheme of inspection. (All portable electrical equipment shall be PAT tested on a 6monthly / 12monthly basis.) All inspections shall be formally recorded in line with the schemes requirements.

If any faults or damage is found on any equipment, the equipment shall be immediately withdrawn from service and the fault reported to a Supervisor.

Working at Height

If work cannot be carried out safely from ground level, then suitable access equipment will be utilised. All work to be carried out at height will be in full compliance with the relevant method statements / risk assessments and in line with best practice, limiting injury from falls. Training will be completed for all staff using access equipment prior to the respective employee using the equipment. (e.g. PASMA) The following seven steps will be followed during surveys and pre job assessments where working at height cannot be avoided.

Safe Work at Height - seven steps

1. Assess the risk and decide how to work safely.
2. Follow the hierarchy for safe work at height
   (i) **Avoid** (e.g. design out the need to work at height; clean high windows from the ground using extending poles)
   (ii) **Prevent** by using an existing place of work at height (e.g. a permanent structure such as a flat roof or gantry with fixed guard rails and safe means of access/egress)
   (iii) **Mitigate** by minimising the distance and consequences of a fall.
   (iv) **Give priority to collective protective measures** which protect more than one person (e.g. tower scaffolds, Mobile Elevating Work Platforms)
   (v) **Prevent the risk of falls using personal work equipment** (e.g. work restraint Systems which make it impossible to get to a fall position shall be given priority over fall arrest systems which do not prevent a fall but minimise the consequences)
3. Plan and organise work properly, taking account of weather conditions and the possibility of emergencies.
4. Ensure the competence of those working at height, including those planning and managing activities involving work at height.
5. Select and make use of appropriate work equipment.
6. Manage all risks associated with work at height including risks from working on or around fragile surfaces and from falling objects.
7. Inspection and maintenance of the work equipment to be used and inspection of the place where the work will be carried out (including access and egress routes).

Closing Statement

Everyone at Vision Refurbishments Ltd, including subcontractors, shares the responsibility of upholding the standards and objectives of this policy. Together, we must ensure a zero-tolerance approach to any actions or conditions that could lead to accidents or ill health.
It is important to remember that no one is expected to place themselves at risk. Working safely is not just an expectation—it is a condition of employment.
There is no justification for unsafe practices. We must honour our moral responsibility to safeguard ourselves, our families, and our colleagues.