Health & Safety Policy

Policy Statement

Our CEO has responsibility for the health, safety and welfare of all of our employees and others who may be affected by the activities of Groundsure. We will comply with the Health and Safety at Work etc. Act 1974, regulations subsequently laid under it and meet its standards. The objective of this policy is to set and maintain high standards of health and safety performance and detail the standards expected of employees and contractors who undertake work on our behalf.

We will set and maintain high standards of health and safety by identifying the hazards associated with our activities. We will ensure that effective precautions and control measures are identified and implemented to eliminate, reduce or control the risk of harm to everyone exposed to these hazards.

The effective delivery of this policy requires everyone to take personal responsibility for health and safety. We will provide professional and competent support and advice to all employees and volunteers.

Responsibilities for Health and Safety

To ensure that health and safety standards are set and maintained, the Consultancy Director and HR will oversee risk assessments and implementation of aspects that apply to specific teams will be managed as follows:

Offices: Office Manager
Projects & Geology: Environment & Geology Manager
Sales and Events: Chief Customer Officer

All employees have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

Specifically, to:

- cooperate with managers and the CEO on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person.

Failure to comply with the requirements of the Health & Safety Policy and any legal duties under Health & Safety Legislation may lead to disciplinary action (including dismissal) in accordance with the terms of our Disciplinary Policy.

Health and safety will be addressed as an agenda item at Management and team meetings and all employees are encouraged to raise any concerns at these meetings. Otherwise, any other concerns over the standards of health and safety or issues relating to health and safety are to be brought immediately to the attention of any manager.

General

- Health and safety will be a standing item in the thirdlyPlanning Meeting and team meetings.
- Health and safety information, where it relates to the activities of Groundsure, will be displayed in the office and all risk assessments held locally within the Health & Safety drive.

Training

- All new employees and volunteers will receive mandatory training as soon as reasonably practicable which includes all relevant health and safety matters.
- The health and safety training requirements will be identified and appropriate training will be provided to ensure that all employees and volunteers are qualified and competent to undertake the work they are engaged in. HR keeps adequate records of all training given.
- We will ensure that adequate supervision and training is provided for inexperienced employees. They will not be permitted to undertake activities likely to put them or others at risk until we are satisfied that they are competent having due regard to their age and maturity.

Risk Assessments and Safe Systems of Work

The CEO will ensure:

- Where significant hazards associated with organisational activities exist, an appropriate risk assessment is undertaken and communicated to all those at risk.
- Where appropriate, written procedures detailing safe systems of work are produced, based on the findings of the risk assessments.
- Where required, risk assessments are made available to employees and volunteers, including sub-contractors who undertake work on our behalf.
- That all risk assessments and safe systems of work are communicated to all who may be affected by the activity.
- That risk assessments will be carried out, or reviewed, to identify and address the risks to those under the age of 18, when employed by us.
- That risk assessments of the activities undertaken by us take into account the needs of employees and volunteers with disabilities.
- That risk assessments of the activities undertaken by us take into account the needs of new or expectant mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother.

Personal Protective Equipment

- We will provide Personal Protective Equipment (PPE) to our employees who are expected to wear the appropriate PPE based on site conditions, location, as outlined in Risk Assessments and/or as required by the client, or the site operator, or CDM Principal Contractor.
- Where a hazard cannot be controlled by any other means, suitable PPE will be provided to supplement existing protective or preventative measures. Where practicable PPE will be issued on a personal basis or be readily available upon request. Employees will receive any necessary information and training on the use of PPE and their responsibilities as to its use.
- Employees and volunteers will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

Accident Recording, Investigation and Reporting

- All reported injuries and ill-health to employees, contractors or the public arising from work activities will be recorded and where required details will be reported to the appropriate enforcing authority as specified in “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013” (RIDDOR 2013).
- All accidents, instances of work-related ill health and incidents will be investigated to determine the cause

and whether the system of work needs to be revised.

Fire Prevention and Precautions

- We appoint Fire Marshalls in each office to ensure that an adequate fire plan is in place and communicated to all employees and volunteers, sub-contractors and visitors through induction training.
- Emergency procedures and evacuation routes are communicated to all employees and volunteers, and sub-contractors as part of their induction training.
- In the event of a fire in the offices and all premises under our control, the priority will be to raise the alarm and ensure all employees and volunteers, sub-contractors and visitors are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- To reduce the risk of fire within the offices, good housekeeping will be enforced and electrical circuits will not be overloaded.

Alcohol, Drugs & Other Substances

- Under legislation, we have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees and similarly, members of staff have a responsibility to themselves and their colleagues. The use of alcohol, drugs and other substances may impair the safe and efficient running of Groundsure and/or the health and safety of its employees and volunteers and is therefore not permitted.
- Misuse is defined as inappropriate or illegal use of alcohol, controlled substances, drugs, medically or non-medically prescribed, or any other substances e.g. Glue.
- Any substance misuse whilst engaged on Groundsure business will incur disciplinary action, which may result in dismissal.
- If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be sent home immediately from work without pay and/or be subject to disciplinary action which may lead to dismissal.

Display Screen Equipment (DSE)

- Display Screen Equipment is defined as devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.
- All workstations under our control that include Display Screen Equipment (DSE) will undergo an ergonomic assessment to identify the necessary measures to reduce the risk of harm to users of these workstations.
- In line with current legislation, employees whose work requires daily use of their DSE workstation for a significant part of the day are entitled to a free vision screening or eye test upon request. We will reimburse the cost for this (usually £25-£30). Where such examinations identify the requirement, we will contribute £50 towards corrective prescription required specifically for DSE work. These costs can be expensed through the usual process, subject to approval by the line manager. This does not cover an ordinary prescription.
- We will make suitable provision for workstations in offices and work with staff to provide suitable provision for those working at home.

Chemicals, Hazardous Substances and Asbestos

- Where chemicals and/or hazardous substances are used, a risk assessment will be carried out and communicated to all employees and volunteers.
- Material safety data sheets for such chemicals and hazardous substances are to be obtained from the supplier to enable an assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

- It is company policy that works on or involving contact with asbestos will be avoided wherever possible. Clients will be requested to provide information on the location, type and condition of any asbestos containing material within the premises before work commences. Where this information is not readily available, commercial clients will be requested to provide the appropriate information by undertaking a survey of the work area. Employees who undertake work that may bring them into contact with asbestos containing material will receive training in Asbestos Awareness.

General Office Conditions

- Ventilation in offices will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is within our control, regular cleaning, maintenance and inspection will be conducted.
- Temperature will be maintained not less than 16° C but whenever practicable will be maintained in the range 19.4° C – 22.8° C.
- Lighting will be suitable and sufficient and, so far as is reasonably practicable, will be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- Eating facilities with adequate access to boiling water will be provided.
- Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Manual Handling

- Wherever possible, the requirement to conduct manual handling operations is to be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, or the load split to reduce the risk of harm, or group-handling techniques are to be used.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load is to be provided to those personnel involved in the manual handling of the load.
- An assessment of all manual-handling operations is to be conducted to identify control measures required to protect those at risk and communicate to them.

Expectant and Nursing Mothers

- When notified by an employee of a pregnancy, we will carry out a risk assessment and review work activities with the employee in order to ensure that any risks or hazards that may arise due to the employee's circumstances are identified, and steps taken to protect the employee as appropriate to their capabilities.
- Where practical, we will provide suitable facilities for pregnant and breastfeeding mothers to rest.

First Aid

- We have employees who have undertaken a recognised training course approved by the Health and Safety Executive (HSE) to provide first aid in the workplace. Employees will be informed of the name and location of their nearest trained first aid person during induction and GS Home is updated when these details change.
- The trained first aid person will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

Work Related Stress and Mental Health Issues

- Reasonable care will be taken to ensure that the health of employees is not placed at risk through excessive and sustained levels of stress arising from the way work is organised, the way people deal with each other at their work or from the day-to-day demands placed upon them.
- We encourage any employee who feels that they are suffering from stress or mental health issues which arise from or are exacerbated by their work to initially discuss this in confidence with their manager who can then consider what action can be taken to resolve or mitigate the issues raised and arrange where necessary the appropriate level of support for the employee.
- Individual Managers are responsible for monitoring workplace conditions/practices and for ensuring that any related issues raised by employees are dealt with in confidence and that any requirements for support are considered in conjunction with the CEO and specialist external advice is sought where necessary.
- We would like to remind you that additional support is available through our Employee Assistance Programme (EAP), Help@Hand by Unum. This includes a confidential 24-hour telephone counselling service, which can be accessed at 0808 304 3698. We would encourage you to use this service if you feel you would like to talk to someone. The service can be accessed by downloading the app on your mobile phone. HR can provide more details of this service. We also have trained Mental Health First Aiders across the business, who are available to provide help and support during difficult times. All contact details are available on GS Home.

Project Site Safety Arrangements - Construction (Design & Management) Regulations 2015

- When the project involves construction work and we have been appointed as the Principal Contractor (or sole contractor), aConstruction Phase Plan will be produced detailing the health and safety arrangements during the period of construction work. These arrangements will include site rules and any specific measures put in place where work involves one or more of the risks listed in the regulations.
- It will take into account the Pre-Construction Information provided by the client and designers. During the construction phase, the plan will be appropriately reviewed, updated and revised, so it remains effective and relevant.

Underground Services

- Before arranging for any excavations to be undertaken the person in charge will ensure that information has been obtained from service providers and that CAT scans are undertaken. Where the presence of services has been identified or suspected within the work area then these will be traced and marked using safe digging techniques.

Working Away from usual place of work

- Employees who are going to be working away from the normal work base should make it clear to others where they will be, how long for and how they can be contacted. If during a trip away from the work base plans change significantly, this should be communicated back to the office.
- Employees should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.
- To ensure safety and wellbeing of all employees, it is essential to have an emergency contact on file. This person will be notified in case of an urgent situation where you are unable to communicate. Employees must ensure they provide the name, relationship and phone number on their emergency contact on Breathe, our HRIS. Employees can update this information if circumstances change.

- Staff may wish to keep a personal alarm for when they are out visiting new clients or remote areas. However, should this be a concern Groundsure will review whether the work should proceed.

Working from Home

- With the adoption of hybrid working, employees are able to work from home part of the week, while others are fully home-based. We will provide necessary furniture and equipment suitable for a healthy workstation. This remains the property of the Company at all times and should be used solely for the purpose of carrying out Company business. All furniture and equipment will be listed on the asset register of the Company and must be returned to us at the cessation of the employee's contract.

Work Equipment

- Employees are only to use work equipment that is correct and suitable for the job and are to ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.
- Work equipment is to be regularly inspected and tested as required by current legislation and defects or loss reported immediately.
- An authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where the use of the equipment involves a specific risk to health and safety, the use of the equipment is to be restricted to personnel who are trained, competent and authorised in its use.

Electrical Equipment

- All pieces of portable electrical plant will be tested and certified for fitness, on a regular basis, by a competent person, and in accordance with their recommendations.
- Regular visual checks will be made on all electrical equipment and portable electrical plant before use. This will include all cabling and extension leads.
- Work on "live" electrical equipment will be done by a competent contractor.
- Where any major electrical work is undertaken and where mechanical repair work requiring isolation of the plant is undertaken, it will be done so by a competent contractor.

Working at Heights or in Confined Spaces

- The Work at Height Regulations 2005 protect staff and others against risks to their health and safety while working at height.
- Work at Height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This includes standing on a step stool to reach a high shelf. The only time this is likely to apply in Groundsure is where trial pits or exploratory locations are approached. No other activities classifying as 'working from height' should be performed. This can also include means of access and egress to a place of work. No minimum height is stated for which work at height considerations apply.
- When working from height is unavoidable a suitable and sufficient risk assessment must be undertaken, and a safe system of work developed and communicated to all those involved in the working at height activity. Any work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner.
- Ladders should not be used unless to access a suitably supported and safety inspected pit in which case they will be fully inspected prior to use.
- No work will be completed in a confined space.

Driving, Company & Employee Vehicles

- Company vehicles, and those bought with the company funding to service your role, will be insured, properly maintained and regularly serviced and MOT. Only authorised persons holding the appropriate driving licence will be permitted to drive these vehicles. The carrying of unauthorised persons is not permitted.
- Private vehicles may only be used for work purposes where authorised by a Director. Where the use of employee's vehicles for work purposes is authorised, the company will ensure as far as is reasonably possible that they are MOTed and that the driver holds the appropriate insurance and licence.
- Groundsure members of staff do not drive mobile plant.
- Where vehicles are maintained for work use by staff, these should be maintained in roadworthy condition by the member of staff. Daily checks are required and the vehicle should be maintained in accordance with manufacturers instructions.
- It is required that all driving will be undertaken in a competent and safe manner. Seat belts will be worn. All legal limits will be adhered to at all times. Groundsure reserves the right to request a drugs/alcohol test at any time. Contravention may lead to disciplinary action.
- The driver is responsible for all fines and penalties and any associated administration costs.
- Drivers must take a break if feeling sleepy.
- It is recommended that the safest route should be selected including an assessment of weather, congestion and safest time to travel. A member of staff should drive no more than 10 hours in a 24 hour period and that a 15 minute break should be taken after 2 hours of driving. It is also recommended that driving between 2 am and 6 am is avoided.
- It is illegal to use a hand held phone or similar devices whilst driving. It is company policy that personal phones, or similar, must not be used whilst driving vehicles. Use of the fitted hands-free equipment whilst driving is permitted, however, drivers are expected to account for driving conditions and where practicable to wait until the vehicle is safely parked before making or responding to calls.
- It is a legal requirement that there will be no circumstances should there be smoking in a company vehicle.
- Staff who drive on business will notify their Line Manager of:
  - Any incidents and/ or injuries as a result of driving for work or driving for work activities at the soonest safe opportunity;
  - Any licence withdrawals, endorsements or medical conditions that may affect their ability to drive at the time they change.
  - Disciplinary action may follow in a scenario where a serious breach of driving safety has occurred.

Working as a Contractor, Hiring Contractors and Hiring Equipment

When appointed as a contractor, we will cooperate with clients, occupiers and other contractors to assist in achieving safe and healthy site conditions. Health and Safety information will be provided as and when requested. Prior to appointment, enquiries will be made to ensure that contractors have the necessary competence and resources to undertake the work required in a safe manner. The criteria for assessment may include knowledge of previous work carried out, satisfactory evidence of Health and Safety performance, references from other employers, and/or membership of a professional association. We will ensure that tools and equipment are only hired from reputable suppliers and that they are suitable for the task and environment in which they are used and comply with current regulations. Where appropriate, we will ensure that tools and equipment are supplied with the relevant test or examination certificates and operating instructions.

Malcolm Smith - CEO, Groundsure Ltd

This Document is owned and maintained by Groundsure HR. The effectiveness of this policy will be reviewed annually or on significant organisation or legislative changes.

Version	Date	Notes/Changes Reviewed/Approved by
2.0	10 Oct 2024	CEO & post holders updated, new format, Nicola Weaver