

1.0 Introduction

setec Consulting Engineers Ltd (SCEL), is a subsidiary of the **setec Group France**, created in 2017. SCEL is a provider of consultancy, design, engineering, and project management services in the UK construction sector and maintains an Occupational Health and Safety Management System (OHSMS) that meets the requirements of BS EN ISO 45001:2018.

The management of occupational health and safety is one of our core business functions. We are committed to developing, implementing, maintaining and constantly improving strategies and processes to ensure that all our activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting national and international standards, while delivering our services.

1.1 Scope

All SCEL's business activities involving direct employees. It also includes activities of contractors and visitors to our offices and clients' sites. The key mechanisms for promoting continuous improvement in workplace health and safety and reducing the number and impact of workplace injuries and illness, are set in our Integrated Management System.

2.0 Commitment

SCEL recognises its duties under the prevailing Health and Safety legislation and is fully committed to ensuring the health, safety and welfare of its employees. We will take all practicable steps to meet, and, where required, exceed, our statutory duties always.

We also acknowledge that we have responsibilities for the health and safety of others, such as contractors, visitors to our workplaces, members of the public and anyone who may be affected by our undertakings.

To provide safe and healthy workplaces, systems of work, substances, equipment and working environment, we have developed and made available for all relevant persons this Policy Statement which shall be subject to regular reviews.

SCEL is dedicated to actively detecting and eliminating or controlling risks through risk assessments of our activities, areas, substances and equipment to eliminate or minimise risk. Such assessments shall be conducted through consultation so that as far as possible, employees will have input. SCEL shall provide time, resources and opportunity for this to occur.

Existing equipment and workplaces shall also be subject to regular inspection and maintenance. SCEL is committed to preventing accidents and cases of work-related ill health.

Appropriate training, education and information, instruction or supervision shall be provided as required.

SCEL will be responsible and accountable to ensure that hazards are identified, reported and controlled and that Employees have what is required for them to work safely.

All Employees are required to cooperate with preventative actions by complying with work procedures, reporting issues they become aware of, using information and skills imparted to them through training and participating in any consultative forums.

Employees of SCEL will also be expected to comply with site safety requirements allocated to and report any hazard or incident to their line Manager. Contractors and Visitors to our sites are expected to also cooperate with site health and safety requirements and to comply with all reasonable directions given to them. They shall also report any health and safety issues of which they become aware.

The successful implementation of this policy requires staff at all levels, from Senior Management, Departmental Heads, Line Managers and Employees, to be fully committed to our health and safety objectives.

2.1 Occupational Health Policy

To promote and maintain the highest degree of physical and mental health, and social well-being of all employees and to prevent work-related illnesses relating to SCEL's work programmes. To achieve this, SCEL provides:

1. Advice on health and safety matters.
2. Private Health insurance and support of individual staff:
3. Occupational Health Medical Questionnaire for reasonable adjustments under Equality Act.
4. First aid will be available for effective paramedic response at all work sites.
5. Safety inspections and audits to ensure prevention procedures are in place.
6. Public Health matters include food, water safety, personal hygiene, pest control and accommodation standards.
7. Health Risk Assessment and control of health hazards to ALARP e.g. DSE Risk Assessment, Fatigue Risk Assessment etc.

2.2 Safety Policy

SCEL recognizes its responsibilities regarding ensuring the safety of its employees and preventing accidents in its operations. All necessary steps are taken to ensure the health and safety of employees and contractors wherever they may be working. All accidents and near misses are investigated to prevent re-occurrence.

Each employee and contractor must take every possible care to protect their own safety and the safety of others. While at a place of work, the employee and/or contractor will use all equipment provided in the correct manner, obey all health, safety and wellbeing instructions, and comply with all policies published or approved by SCEL with the aim of ensuring safety.

These instructions and policies are in accordance with the relevant legislation governing occupational health and safety matters. They are set out in SCEL's health and safety arrangements.

Any employee or contractor, who has any comments, information or suggestions, on how to improve the working environment, should not hesitate in contacting their Line Manager. All safety incidents are preventable through:

1. Management commitment being visible throughout SCEL.
2. Management System being used to ensure all safety aspects are regularly and thoroughly reviewed throughout SCEL, and gaps are closed.
3. Risk assessments are provided to ensure high level risks are controlled.
4. New activities and changes to equipment, processes and procedures are reassessed to confirm full compliance with safety standards.
5. Products and services will be used in accordance with HSE advice.
6. Safety awareness being kept at a high level for all staff and all contractors.
7. All are expected to maintain and promote the highest possible standards of safety awareness and discipline. This requires that before any job is started the risks are assessed and reduced so no injury or accident will be caused.
8. Health and safety targets which are comprehensive, quantified, monitored and actively discussed to drive performance.
9. Alcohol and drugs: SCEL has a zero tolerance to alcohol and drugs if found or detected.

2.2.1 Emergency Preparedness Policy

SCEL will minimize harm from events which may occur during operations by applying emergency procedures when required.

SCEL will establish, maintain and apply response procedures for the following emergencies, which will be developed in full consultation with clients, the relevant authorities and emergency services.

2.2.2 Auditing Policy

SCEL will ensure that our health and safety management system and processes are effective through a comprehensive compliance monitoring programme.

The audits will consider facilities, systems, equipment, contractors and sub-contractors. All follow-up and action points will be tracked via the Health & Safety Department with closeout percentages reported monthly.

This compliance monitoring programme will be supplemented through client inspections and reviews. Audit leaders will be formally trained. All internal audits will include participation by line departments.

2.2.3 Training Policy

Competencies and the attitudes of individuals and teams will be developed to support the General Health & Safety Policy of providing safe and healthy working conditions, protecting the environment and preserving SCEL's assets.

The required training will be planned through a training matrix (which includes contractual and other obligations), need identification and programme design. An assessment of the training's effectiveness will be used to update future programmes.

The competency of contractors and sub-contractors will be confirmed through contractual requirements and monitored through audits and inspections.

3.0 Responsibility

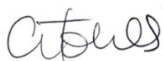
This Policy applies to all our operations including office and consultancy services on Client's sites. The Managing Director (MD) has overall responsibility for ensuring that sufficient resources are made available to enable the business to ensure that this Policy is implemented.

The Quality, Health, Safety and Environment (QHSE) Manager has the day-to-day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

By signing this Policy, the Company commits to fulfilling the requirements of this Policy.

This Policy document will be reviewed annually and will be communicated to all employees and staff working on behalf of SCEL and is freely available to relevant interested parties.

Signed



Grant Jones

Managing Director, SCEL.

Date: 25/06/2024

Next Review Date: 25/06/2025