



Pravas Sustainable Technologies Ltd

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HEALTH & SAFETY POLICY

Company's Name: PRAVAS SUSTAINABLE TECHNOLOGIES LTD

Approved by the Company's Director – Roman Perciun

10/04/2024

A handwritten signature in blue ink, appearing to read 'R Perciun', is written over the date.

GENERAL

The safety and health of our employees Pravas Sustainable Technologies Ltd's most important business consideration. No employee will be required to do a job that they consider unsafe. The company will comply with all applicable HSE workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

The Company will establish a safety committee, consisting of management and labour representatives, whose responsibility will be identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping evaluate the company's effort to achieve an accident-and-injury-free workplace.

EMPLOYER'S DUTIES

The Company pledges to do the following:

- Strive to achieve the goal of zero accidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.

- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all legal health and safety requirements.
- Train all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce company safety and health rules and require employees to follow the rules as a condition of employment.
- Investigate accidents to determine the cause and prevent similar accidents. Managers, supervisors, and all other employees share responsibility for a safe and healthful workplace.
- Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety-and-health hazards and regularly review the company's safety and health program.
- Supervisors are responsible for supervising and training workers in safe work practices.
- Supervisors must enforce company rules and ensure that employees follow safe practices during their work.
- Employees are expected to participate in safety and health program activities including, immediately reporting hazards, unsafe work practices, and accidents to supervisors or a safety committee representative, wearing required personal protective equipment, and, participating in and supporting safety committee activities.

EMPLOYEES' DUTIES

All Pravas Sustainable Technologies Ltd employees should:

- co-operate with supervisors and managers on health and safety matters;

- take reasonable care of their own and others health and safety;
- report all health and safety concerns to an appropriate person

The Company will have a safe system of work to assure the Risk assessments, toolbox talks, checklists and templates to help ensure safe systems of work to protect against preventable accidents and injuries and to help you comply with the following regs:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (Display Screen Equipment) Regulations 1992

And many more such as COSHH, DSEAR, PUWER, LOLER and REACH.

GENERAL HEALTH & SAFETY ARRANGEMENTS

Although every day is different, there are a number of issues central to the way we manage health, safety and welfare. For these, Pravas Sustainable Technologies Ltd will plan in advance and develop arrangements for the control of the risks that arise. They are set out in the following paragraphs. Our employees have been made aware of them at induction or during team and individual briefings. We will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people. All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

Risk Assessment

Pravas Sustainable Technologies Ltd undertakes risk assessments of all identified hazards related to work undertaken by our employees. We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our workers and others. Our Company's risk assessments are reviewed periodically, and new work activities are risk assessed, as above. We have listed the specific activities undertaken by our employees that are likely to carry significant risk. We have considered the risk from each of these activities and assessed whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments have been made known to our employees and are available for their reference. Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Consultation

Pravas Sustainable Technologies Ltd has a duty to consult with our employees on matters affecting their health, safety and welfare whilst at work. To meet this obligation, we have established a process for managers to consult with employees about work-related health, safety and welfare issues. We also use this system to deliver simple safety messages and rules through 'one to one' meetings and short training periods.

Defect Reporting

To ensure our workplace is maintained in a safe state, regular inspections are carried out. We encourage employees to let us know, through their managers or representatives, about their concerns for health and safety at work. We also

maintain a system whereby defects which may cause an accident can be reported. This system is checked on a regular basis and defects corrected.

Use of Tools and Equipment

Our employees are users of construction tools and equipment. We provide standard tools and equipment, and all users are given information about the correct use and adjustment of the workstation and the correct operation. Where these identify issues, we work to resolve them or seek further advice.

Lone Working

Pravas Sustainable Technologies Ltd employs people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum. Where lone working does take place, we identify and implement systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that we require them to notify management of their concerns in this area so that we can improve our ability to make work operations and travel safer for them.

Manual Handling

From time to time some employees have to manually handle loads, in such cases we have assessed the risks to their health from this type of work. Where possible we have eliminated the need for manual handling, by providing mechanical handling equipment or by introducing alternative measures. Where we have been unable to do this, we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height

Pravas Sustainable Technologies Ltd have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height. Wherever possible we avoid work at height, however when it cannot be avoided, we consider the risk to our employees ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

Young Persons

When the Company employs young people (under 18 years old) we use a checklist to assess and guide the measures we need to take to ensure their health and safety at work. We do not allow young people to operate dangerous machines unless as part of a formal training qualification and then only under close supervision. Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. We use a checklist to assess and guide the measures we need to consider and undertake 'one to one' discussion and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

First Aid

We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required and have made the appropriate arrangements.

Qualified First Aiders:

Roman Perciun

Tudor Nunu

Accidents, Accident Reporting, and Investigation

The Company's employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. We understand our duties to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Register located at every construction site in the office.

Training

For business to operate efficiently and effectively we need to have trained and competent employees. We recruit employees with the specific skills and qualifications appropriate for their job. On starting work they are given induction training, using the induction training pack which tells them about and how to recognise hazards and risks and what they need to do to eliminate, reduce and avoid identified risks. We also provide any additional training that may become necessary. All training is recorded.

Managing Temporary or Migrant Employees and Volunteers

Temporary and migrant employees or volunteers are only taken on if they have right to work in UK and the specific skills and qualifications appropriate for their job. They receive induction training, using the induction training pack, including health and safety information and instructions and details of emergency and first aid procedures. We check that employees who do not have English as their first language understand what we tell them and our procedures. If they are involved in safety critical tasks, we assess their

abilities ensuring they have the competence and understanding to perform in their role and communicate clearly with colleagues.

Equipment

We at Pravas Sustainable Technologies Ltd try to ensure that all equipment used in the by our company is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The employee is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices, and guarding. Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager.

It is our policy that defective equipment will be withdrawn from use until repaired or replaced. Where we use equipment, such as lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements. All equipment used is logged and copies of inspections and maintenance records are held.

Purchasing

When the Company purchase or hire new work equipment and materials, we consider the health and safety implications of its use. We also look to obtain the safest available equipment and substances. The Company always obtain Safety Data Sheets for substances and similarly, technical data and instructions for work equipment. We consider the hazard and risk data that is provided and inform and train our employees as necessary.

Hazardous Substances and Occupational Health

Our employees may use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless

deliberately misused. We list and assess all the chemicals and substances that we use. Where there is potential risk, we implement suitable control measures and provide clear instruction and information to the employees.

Personal Protective Equipment (PPE)

Work undertaken by employees may require the use of personal protective equipment (PPE). Where identified we will provide appropriate PPE, with storage facilities and replacements free of charge. We will instruct and expect our employees to use any PPE identified as necessary. Employees are responsible for the day-to-day care of the PPE issued to them, to report damage and to request replacements.

Sub-Contractors

From time to time, Pravas Sustainable Technologies Ltd employs sub-contractors to work for us or to do work on our behalf. We expect them to comply with our health and safety procedures and to have their own arrangements for safe and healthy working. Before a sub-contractor is employed we ask them to provide copies of their health and safety policy, insurance and risk assessments and assess their ability to work safely and without risk to our staff and visitors. Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors sign in and whilst working on college premises their adherence to our site rules is monitored.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. Where we believe an employee is showing signs of work related stress, we have in place systems to discreetly monitor and assess individuals. Where

appropriate the Company seeks to provide the necessary occupational health assistance and counselling programmes as and when required.

WORKING PLACE MANAGEMENT ARRANGEMENTS

Working Place

Pravas Sustainable Technologies Ltd manage our working place to provide a safe place of work and we maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit, and ventilated.

Power Tools

The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor. Our employees are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to us for repair or replacement. We have also implemented a formal system for the more thorough inspection and electrical PAT test of portable electrical equipment. We keep an inventory of equipment and records of these inspections.

Asbestos

We survey all areas of works to establish the location and condition of asbestos containing materials. An asbestos management plan has been developed to manage the risk of exposure to asbestos. Where employees may be exposed to asbestos containing materials asbestos awareness training is carried out and refreshed. We check regularly to ensure the condition of any

asbestos remaining in the premises is maintained. Contractors coming to work for us are informed of its presence.

Plant and Equipment

All plant and equipment within working place are inspected and maintained and records are kept.

Infections

Pravas Sustainable Technologies Ltd have a duty to protect the health of our employees and others affected by our activities from the risk of infection. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 2 years.

Waste

The Company have suitable arrangements in place for the collection and disposal of our waste.

Permits to Work

To protect our employees and others from risks to their health and safety we have developed and implemented permit to work systems for all high-risk work activities such as:

- hot work on plant that has contained flammable or hazardous substances.
- hot work anywhere else because of the fire risk
- work on electrical distribution systems and high voltage installations.

FIRE SAFETY ARRANGEMENTS

Pravas Sustainable Technologies Ltd have nominated the Site Managers to take responsibility for coordinating fire and emergency arrangements and for the regular review of our fire risk assessment. They will identify fire risks, potential emergency situations and people who may be affected on each construction site. The Company provides firefighting equipment, emergency lighting, emergency signs, adequate means of escape, and evacuation procedures in accordance with our Fire Risk Assessment. We review our fire procedures and precautions every year and make sure that our Fire Risk Assessment remains valid. Employees receive instruction in fire safety procedures as part of their induction and fire drills are held regularly. Details of the action we take to maintain our fire safety equipment, arrangements and procedures are kept in our Fire Safety Logbook. Visitors receive information on fire safety on first coming to the college. Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training.

H&S GUIDANCE

Advice and guidance on all of the issues covered in our Health and Safety Management System plus the forms recommended to be used can be found in Guidance Notes.

Relevant Guidance Notes include:

- Managing Safety and Health at Work
- Managing Migrant Workers
- Accident Reporting and Investigation

- Workplace Health and Safety Consultation
- Hazard Reporting
- Occupational Health & Health Surveillance
- Purchasing
- Risk Assessment
- New and Expectant Mothers
- Young Persons
- Health and Safety Training
- Personal Protective Equipment
- Employing Temporary Staff
- Fire Risk Assessment
- Fire Safety, Arrangements, Procedures and Management
- First Aid at Work
- The Control of Waste
- Staff Amenities
- Working Place
- Electrical Safety
- Use and Maintenance of Work Equipment
- Working at Height
- Manual Handling
- Asbestos
- Buildings
 - Control and Management of Sub-Contractors