



**DORELBURY I**

# **Health, Safety & Welfare Policy**

**(Incorporating Environmental Management Policy)**

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**May 2026**  
(Addendum)





## DOCUMENT CONTROL

As described in the 'Monitor & Review' Section of this document the Health & Safety Policy will be regularly reviewed and updated as necessary. Revisions may be carried out internally or by out consultant advisors.

<b>Revision Ref.</b>	<b>Date of Last Revision</b>	<b>Revised By</b>	<b>Next Scheduled Formal Review</b>
New Format	March 2002	AEGIS (MAS): Re-format	
Review	May 2005	AEGIS (MAS): New Working at Height Regulations 2005	Spring 2006
Review	Dec 2006	DS Internal Review	Jan 2007
Update	Feb 2007	MSA: Fire Safety, CDM update	Feb 2008
Review	Feb 2008	MSA: Internal Review	March 2009
Review	Nov 2010	RWF Internal Review	Nov 2011
Review	August 2012	MSA – RIDDOR, Asbestos and general update.	August 2012
Review	August 2013	MSA: Improved links and references, added SSIP & certification.	July 2014
Review	August 2014	Minor alterations & References.	July 2015
June 2015	August 2014	CDM2015 and CHIP reg changes. (CLP)	July 2016
Aug 2016	June 2015	MSA, Minor alterations, link check.	August 2017
Aug 2017	Aug 2016	MSA, EMF, Mobile tower rescue, minor alts.	August 2018
Aug 2018	Aug 2017	MSA, link check and minor amendments. New EH40 Link.	August 2019
Aug 2019	Aug 2018	Link check and changes to organisation chart following change of senior management.	Aug 2020
Aug 2020	Aug 2019	Inclusion of infection control policy and link check. No changes to org chart.	Aug 2021
Aug 2021	Aug 2020	Changes to org chart, infection control update and minor alterations.	Aug 2022
Aug 2022	Aug 2021	PPER update, Fire Safety and link check.	Aug 2023
Aug 2023	Aug 2022	Alterations to org chart, minor changes and link check.	Aug 2024
Aug 2024	Aug 2023	Update to first aid guidance, link check and minor alterations.	Aug 2025
Aug 2025	Aug 2024	Addition of BSA statement, changes to mental health & Well being and minor alterations to org chart.	Aug 2026
May 2026	Aug 2025	Addendum to include process and procedure to BSA compliance (Non-HRB).	Aug 2026

About us, more information is available at: <http://www.dorelbury.com>



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## Health & Safety Policy Statement

### Introduction

The company is committed to attaining the highest standards of Health, Safety and Welfare for its employees, sub-contractors and those who may be affected by its undertaking. We believe that this is only achievable by the active promotion of a positive safety culture throughout the organisation. We consider that there is no other function more important than the effective and reasonable management of Health, Safety and Welfare.

### General Policy Statement

It is the Policy of The Company "so far as is reasonably practicable" to:

- Ensure the Health, Safety and Welfare at work of all our employees, sub-contractors and others that may be affected by our work, in accordance with our statutory and legal obligations under the HASAWA 1974 and associated legislation.
- Ensure that we make adequate provision for resources to manage our Health & Safety obligations including, personnel, expertise, equipment and finances.
- Provide our employees with sufficient information and training to enable them to carry out their duties in an efficient and safe manner.
- Provide suitable and appropriate equipment and facilities to ensure the ongoing safety and health of our employees.
- Seek to continually improve our Health, Safety and Welfare performance.
- Implement an ongoing system of monitoring and review to improve on established policies and procedures and general performance.
- Make Health, Safety and Welfare an integral part of the Management of the company.
- Provide all employees with the facility to enable them to consult with the Management.
- Implement, Sustain and develop this revised policy through the implementation of the Health, Safety and Welfare Procedures contained within.
- Review this Policy periodically.

Signed.....  
(Director Responsible for Safety)

Date: 28 August 2025.....



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**Organisation**

Health & Safety is an integral part of company management and to this end the company is organised to ensure that people are managed and consulted at all levels of the business from Site Operatives to the Managing Director.

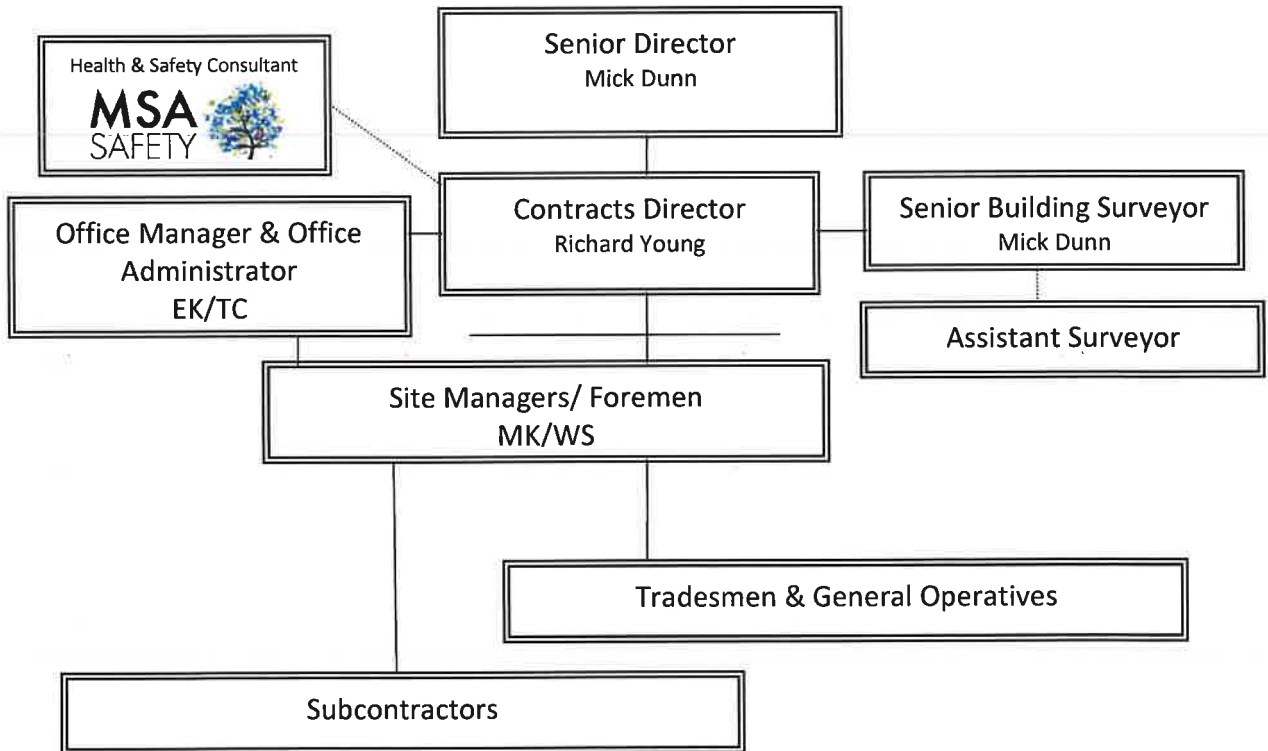
**Communication**

Dorelbury Ltd is committed to maintaining “ISO 9001:2015” status, SSIP accreditation and membership of Constructionline. **We are also committed to ensuring compliance with the Building Safety act for projects and construction services we deliver.** This involves including employees in the development of the business and Health & Safety is an important element of this ongoing process. The latest certification for these external auditing bodies is held in appendices to this policy.

Each employee attends an appraisal session with a specified manager on a regular basis to identify areas for development and establish training needs. In addition to this individual appraisal process the company will undertake regular management and team meetings. During these meetings Health & safety will be a key agenda item ensuring that all employees have plenty of opportunity to raise concerns.

Workplace inductions and communication sessions will also be carried out and will include relevant Health & safety information based on site specific risk assessments and method statements.

**Organisational Management Structure**





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## Responsibilities

The company recognise that in order to establish effective health & safety management systems the respective roles and responsibilities of those who work within the organisation should be defined. The following is an outline of the responsibilities attributed to those who work within the company,

### Managing/Senior Director

Responsibilities include:

1. Knowledge of and compliance with the requirements of Health & Safety Law and the Company's Policy for Health and Safety consistent with his responsibilities including appropriate delegation of responsibilities to subordinate staff.
2. The provision of adequate resources to secure compliance with the requirements of the Safety Policy regarding all of the company's undertakings.
3. Generally setting a personal example, especially during site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.
4. Recognition and implementation of training for employees where necessary.
5. When appropriate, initiating disciplinary action against management and staff at all levels that have failed to comply with their duties under this Policy or statutory requirements.
6. Ensuring before they start work, that all employees, particularly supervisory staff have knowledge of the Company's requirements for safety and health.
7. Prepare Health & Safety documentation as required by the Construction Design & Management Regulations 2015 in respect of each project requiring such a plan and ensuring its effective implementation
8. Ensuring that adequate resources are available to comply with the requirements of the Health & Safety documentation produced in respect of each project (as 7).
9. **Ensure full implementation of the requirements relating to the Building Safety Act and provide adequate resources to discharge the relevant duties.**
10. Recognition of needs and provision of training in consultation with the Staff/Safety Advisor. Ensuring that suitable channels are available to employees for consultation on matters of health & safety.
11. Review relevant document following accident investigations, changes on legal requirements or developments in the business that dictate the need for such.

### Senior Project Manager/ Contracts Managers

Responsibilities Include:

1. Adequate knowledge of and compliance with the Company Policy for Health and Safety consistent with his responsibilities.
2. Supervising compliance of the operatives with Company policies and promoting safe conduct of work through setting an example, recording good practice and reviewing sub-contractor performance.
3. Implementing provisions for Health, Safety and Welfare Regulations during the works including production and implementation of Risk Assessments.
4. Informing the Managing Director of any changes, which may affect Health and Safety including consultation with employees.
5. Ensuring that activities do not put employees, sub-contractors or the public at risk.
6. Monitoring site inspection reports issued by the Safety Consultant or managers and satisfying him that adequate resources are provided to ensure remedial action is taken promptly.
7. **Monitor construction activity to ensure compliance with all relevant building regulations and the building safety act.**
8. The commissioning of Sub-contractors who will carry out contract works. Such contractors will be vetted for competency by checking Health & Safety documentation and training records.
9. Ensure that sub-contractors provide documentary evidence of their safe systems of work e.g. risk assessments and method statements.



### Senior Quantity Surveyor/Assistant Surveyor

Responsibilities Include:

1. Compliance with duties under office staff.
2. The commissioning of Sub-contractors who will carry out contract works. Such contractors will be vetted for competency by checking Health & Safety documentation and training records.
3. Provide Sub-contractors with adequate information to make suitable provision for Health & Safety Matters in their tenders.
4. The hiring of plant, machinery and access equipment suitable for the task required, from a competent supplier/ hire company.
5. Making sure that plant, machinery materials and personal protective equipment meets the requirements of current legislation and British Standards.
6. Ensure that relevant information is provided by the suppliers and passed on to the relevant contracts manager for communication to site operatives. This includes any materials or substances for use at work.
7. Updating of records kept with regards to certificates and ensuring that equipment has a valid current certificate before use.
8. Ensure that sub-contractors provide documentary evidence of their safe systems of work e.g. risk assessments and method statements.
9. **Ensure subcontractors are competent to provide their services in relation to both CDM 2015 and BSA 2022.**

### Site Managers & Supervisors

Responsibilities Include:

1. Ensuring correct implementation of the Health & Safety Plan and monitoring sub-contractors for compliance with relevant Method statements and Risk Assessments.
2. Provide Sub-contractors with adequate information to make suitable provision for Health & Safety Matters in their tenders.
3. Ensuring communication of relevant information to sub-contractors and employees through induction and toolbox talks, particularly provision of first aid, welfare and emergency facilities and procedures.
4. Ensure that employees are issued with the relevant items of safety equipment (PPE) and afforded adequate first aid provision.
5. Allowing sufficient consultation with employees through relevant forums and recording any issues raised for action.
6. The hiring of plant, machinery and access equipment suitable for the task required, from a competent supplier/ hire company.
7. Making sure that plant, machinery materials and personal protective equipment meets the requirements of current legislation and British Standards.
8. Updating of records kept with regards to certificates, inspections and ensuring that equipment has a valid current certificate before use.
9. Ensure co-operation and communication between contractors, client representatives, principal designers and others who be affected by the undertaking of the company.

### Site Operatives

Responsibilities Include:

1. Awareness of the Company's Policy for Health and Safety.
2. Observing safe working practices as advised and instructed through a risk assessment or similar safe system of work.
3. Maintaining a personal concern for safety and health and consideration for others who might be affected by his acts or omissions.
4. Using the correct tools and equipment for the job and ensuring that safety equipment and protective clothing is supplied and used.



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5. Keeping tools and equipment in good condition and reporting to the site manger any defects, which become apparent.
6. Avoiding any improvisation or inappropriate behaviour, which would create unnecessary risk.
7. Suggesting ways of eliminating hazards and warning other employees of known hazards.
8. Being aware of notices offering information and advice.
9. Attending any training recognised by the Company as necessary for the execution of his duties.
10. Observing the requirements of risk assessments and other safety instructions in relation to each task and reporting defects or deficiencies in the working practice.

### Office Staff

Responsibilities Include:

1. Adequate knowledge of and compliance with the Health and Safety Policy.
2. Knowledge of fire/emergency evacuation procedures posted on all notice boards.
3. Awareness of first aid arrangements and the identities of first aiders in working area.
4. Good housekeeping in the workplace.
5. Reporting any potential hazards to their supervisor. Particular attention is drawn to electrical equipment. No unauthorised repairs should be made.
6. Avoid manual handling within the office environment and follow the requirements of any manual handling assessment carried out in respect of the office activities.
7. Follow the requirements of any specific risk assessments produced in respect of office activities e.g. Display Screen Equipment, COSHH etc.

### Office Manager

As above including:

1. Ensuring that safe systems of work and relevant risk assessments are communicated to all office staff.
2. Ensure that reportable accidents are reported to the enforcing authority under the RIDDOR 2013 requirements.
3. Ensure that the training matrix is maintained and information about courses and required attendance is passed to all employees.

## General Arrangements

### Corporate Responsibility

The directors of the company address the management of Health & Safety in relation to its staff and those affected by our operations with the utmost care, responsibility, and commitment. With this in mind the Directors will take an active role in ensuring safety management is promoted to the forefront of our staff culture.

A member of the directorial team will undertake a senior safety management tour and record findings. The tour will involve visits to operational sites and will follow an informal but direct approach engaging staff and contractors at all levels in conversation and asking about safety "at the coal face". Findings will be reported back to the board of directors and any necessary action agreed and detailed in the management team meeting minutes. We will also engage with our safety consultant regarding potential improvements to our operational procedures, resourcing, and training.

We also recognise the powers HSE now have in relation to FFI (Fees for Intervention) and the impact such HSE action could have on the business from an employee wellbeing, negative publicity and financial point of view. All staff are reminded that HSE fees for intervention are imposed where a material breach of a statutory obligation is discovered on site.

### Building Safety Act 2022

The new Building Safety Regulator (BSR) works to keep residents safe where they live with a particular focus on High-Risk Buildings (HRBs). These are defined as a building of 6 or more storeys or 18m plus in overall height (not including basements). The Act and subordinate regulations seek to restore confidence in the safety and standards of all buildings and seek to drive positive cultural change in the built environment industry by driving competence, process management and regulatory oversight of HRB's. BSR (Building Safety Regulator) in England is part of HSE and was established under The Building Safety Act 2022 to:

- Control higher-risk buildings (HRB's) through a series of regulated gateways and the "golden thread".
- Raise safety standards of all buildings to ensure building regulations compliance.
- Help professionals in design, construction, and building control, to improve their competence
- Establish registers for building control professionals (RBI's)
- Establish a materials testing regime and registration process to certify the safety of building materials.

For further guidance and details about the full suite of regulations see link provided:

<https://www.hse.gov.uk/building-safety/>

**In order to discharge our duties under the various regulations under the Act we have updated this policy to include specific processes, procedures and requirements. There is specific synergy with the obligations under CDM and we will extend those requirements where necessary to include discharge of BSA requirements.**

### HRB Assessment & Statements

**It is worthy of note that our projects are not defined as HRB's and therefore our projects are not directly supervised by the new BSR (Building Safety Regulator). We will assess each project to check it's status against the BSA requirements e.g. HRB or non-HRB. For all Non HRB's we will ensure that all appointment statements are registered, and statements will include signatories for the key duty holders.**

### Client Awareness

**We will ensure our client is aware of their duties under BSA we will issue an advisory to the contract administrator. We have a standard statement to address this matter which will be issued at our earliest engagement with the client. See appendix 4.**



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We will develop an organisational competence statement to confirm our role as principal contractor under BSA. Our process will broadly follow the Competence requirements under PAS8672 and the Build UK guidance.

As Principal Contractor (PC) we will plan, manage and monitor the building work, cooperate, coordinate and communicate to ensure the building work complies with building regulations. We will take responsibility for managing the flow of information and make sure it gets to those who need it. We will work with designers and other contractors to make sure all building work complies with relevant building regulations. We will have arrangements to monitor building work (and record this) to make sure it complies with the law and to liaise with the principal designer to track and agree changes.

We understand the legal and contractual requirements in relation to our PC duties and recognise the legislative obligations regarding building safety and building control compliance. In order to discharge these duties we will focus on the following key areas,

- **Managing building work, Competency to manage building including knowledge of risks (fire and structural safety) and how to mitigate these.**
- **Planning and organising production, the necessary competence to select competent contractors and suppliers. Competence to procure quality materials, products and building systems.**
- **Managing construction processes/production, Ability to plan, manage and monitor contractors, suppliers and service providers, specifically:**
  1. **develop construction control plans allied to our ISO9001 quality management process.**
  2. **identification, assessment, inspection and testing of safety critical materials, components and building systems.**
  3. **ensuring any time or budgetary pressures do not impact building safety**
- **Leadership, decision making and change management, Competency to lead a building project using learning, experiences, and knowledge of standards and best practice. We are able to take control of a build and manage change control but also delegate and empower others. Our change control arrangements are defined in our ISO 9001 quality manual and supplemented by tracked monitoring of compliance outcomes.**
- **Liaising with the Client, other stakeholders and regulatory bodies, develop a trusting, open and honest relationship with the key parties (Client, Principal Designer, Regulator). We will also avoid using technical jargon or technical reference when communicating with non-technical staff and stakeholders, such as clients. This will be achieved by,**
  1. **Providing clear, concise and plain language avoiding jargon, acronyms and technical reference.**
  2. **Support information with visual aid where necessary.**
  3. **Tailor information to client's level of understanding.**
- **Developing people and teams through regular CPD, briefings and team meetings, we will define the competencies required on a project and develop others to address any gaps through our competency matrix.**
- **Managing the quality of building work, we retain competencies to effectively manage build quality through communicating with, and monitoring subcontractor's work. We will also implement our quality management process (as defined in our ISO9001) to effectively manage alterations or deviations. Change control will be supplemented by tracked coordination with the Principal Designer.**
- **Managing information, we retain accurate and reliable documented information for all projects. In most cases, we will develop digital systems for the building information management and distribution, but some clients still require this in traditional hard copy. All building information packages will include building regulations compliance trackers and final building control sign off within 28 days of completion.**



### **Construction Design & Management Regulations 2015 (inc BSA)**

The company delivers construction projects which are subject to the requirements of the Construction Design & Management Regulations 2015 or CDM. CDM requires that projects that involve more than one contractor require clients to appoint a Principal Contractor and Principal Designer.

Certain projects may also be notifiable (F10) under the regulations, those of 30 working days+ and 20 operatives on site or 500 person days+ is notifiable to the HSE. It is a client duty to make the notification where necessary.

The Principal Designer should coordinate all design activity during the preconstruction phase to ensure that building projects are designed with due consideration for safety **and building safety compliance**. They should also collate and distribute pre-construction information and the initial Health & Safety File. The client is required to ensure that the Principal Contractor produces a Construction Phase Plan in respect of the works and ensure that the PD and PC cooperate.

The Plan should detail the management arrangements for the project and detail the arrangements for dealing with identified risks and control of sub-contractors. Typically, we would undertake the role of the Principal Contractor (PC) and understand the obligations imposed with regards to the production of Construction Phase Plans, management of site activities and co-ordination with the Client, design representatives and the Principal Designer. **We will also plan, manage and monitor compliance with building regulations and building safety delivery.**

The company expects to receive relevant information from the Designer/s and the Principal Designer in order to allow adequate resource for health & safety matters/**building safety compliance** in respective tenders and co-ordinate subcontract design elements and works. This information should include (not exclusively) existing site conditions, co-ordination issues and potential hazards to health.

The designated Contracts Manager and the Managing Director will produce documentation required under these regulations using the standard forms in the management folder. They will also ensure that the documents are correctly communicated and implemented on site. Occasionally the Health & safety Plan is prepared by our consultant safety advisor as requested. It is duly noted that the requirement for a Construction phase plan applies to all projects no matter who the client i.e. under the old regulations a plan was not required for a domestic client project.

Where we appoint specialist design consultants to provide specialist designs, we will request the appropriate design safety information/building regulations compliance and vet competence as required under CDM/**BSA**.

In addition, the company understands its obligation under the regulations to provide operations, maintenance and other relevant information for the Health & Safety File **and building manual**. This information is particularly important in relation to testing and commissioning certification submitted under various statutory requirements.

Further guidance is available at: <http://www.hse.gov.uk/pubns/books/l153.htm>

### **Risk Assessment**

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out a suitable and sufficient risk assessment for all work activities. Significant risks must be recorded and communicated to all relevant staff. The assessment will involve identification what hazards are associated with the activity and thereby evaluating the extent of the risks involved and establishing suitable and sufficient control measures. Whenever a work activity alters, then a new risk assessment will be made or previous assessments revised.

All generic risk assessments must be made site specific by reviewing the content and ensuring all local site-specific risks are adequately addressed; in addition, the assessor should date and sign the document. If the situation on site is not



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fully covered by the generic assessment, a separate specific assessment must be made or the generic assessment updated.

A risk assessment must:

- Identify all foreseeable hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.
- Identify any specific group of employees or individuals who are especially at risk.
- Identify others who may be at risk, e.g. visitors, members of the public.
- Evaluate current control procedures, including the provision of information instruction and training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.
- Prioritise the protection of the majority rather than the individual.

A model risk assessment form has been devised to record such assessments. If the risks are identified as high a full Method Statement will be produced in respect of the work activity. This will only be provided for high-risk activities. Again, a standard format for this statement has been devised.

A register of Risk Assessments will form part of the overall safety management folder and will be updated and reviewed on a regular basis.

The register will take the form of controlled list of assessed risks. Where new assessments are undertaken or old assessments are reviewed and revised the register will be updated.

### **Special Assessments**

The company recognises that certain specialist assessments are required particularly in relation to,

- Pregnant or nursing mothers,
- Young Persons
- Fire Safety (within our premises and on our sites) and,
- Work at height

Where these issues are identified within the organisation assistance will be sought in relation to the risk assessment. As a minimum all employees under the age of 18 will be specifically assessed and in addition where the management consider that an employee lacks relevant training, experience and general competence a similar assessment will be undertaken. Individual assessments will always involve direct consultation with the individual to explain the process and agree control measures.

A fire risk assessment will be undertaken for the main office building, and a copy will be held for regular review in the safety management folder. Each of our sites will have a site-specific fire safety plan drawn up as part of the Health & Safety plan folder.

Specialist forms are held within the safety management folder to deal with other specialist assessments such as Manual Handling and COSHH.

### **Health and Safety Training & Competence**

The company has embarked on a program of Health & Safety training at all levels of the organisation. It recognises the importance of training the workforce to allow the company to compete in the marketplace, develop and grow and to improve personal achievement within the organisation. The company will implement an induction-training program for all new employees and an ongoing program of Health & Safety training of both a general and job specific nature.



These programs are expressed in the company's training matrix, which will be regularly updated and managed as part of the office management function. **The matrix will also include competence indicators for the delivery of BSA duties. Our subcontractor will be vetted for their understanding and competence under BSA and we have updated our subcontractor competence process to include relevant questions under BSA. All responses will be reviewed and held on file. We will seek specific competence in fire safety and structural elements for example, BM Trada for fire doors or CSCS Smart Check etc. We will seek to confirm the subcontractor also has a broader understanding of building regulations implications for all projects. See subcontractor procurement section below.**

#### **Reporting of Accidents**

All operatives and staff have a role to play in reporting accidents efficiently and effectively and the company will actively promote the reporting of accidents that occur in the workplace.

All accidents, be it in the office or on a site, however minor, will be entered into the accident book. It is important that if an accident occurs on site, then it is reported to the contracts manager who can ensure that the accident is recorded.

If the accident is reportable under RIDDOR 2013 then Form F2508 will be completed within 15 working days and submitted online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) by **Richard Young**. Advice will be sought to establish whether an accident should be reported or not. Some accidents (defined as "major injuries") or dangerous occurrences may be sufficiently severe that a telephone call to the HSE will be necessary. In such circumstances the consultant advisor will be called for advice. All accidents resulting in incapacitation for more than 7 days (not including the day of the accident) will also be reportable.

#### **Accident and Incident Investigation**

The Company recognises that any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

In order to learn more from accidents that take place the company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. The results from an investigation will hopefully prevent further accidents and may well instigate further procedures to help prevent them. Each circumstance will be different; however, accident investigations will usually lead to a change in the risk assessment or even policy arrangement. Investigations will include employee interviews, statements and site visits. Our safety consultant may be called in to assist in this.

#### **Accident Records**

Records will be held on file and where appropriate statistical information will be analysed to establish trends, patterns and repetitive occurrences. Records will be held on file for at least three years and reviewed thereafter to establish the need for longer term archiving.

#### **Alcohol, Drugs & Smoking Policy**

The company considers that individuals under the influence of drugs and/or alcohol present a serious danger to themselves and others around them whilst at work. This is of particular importance in the construction industry in light of the hazards present in the workplace. Employees found to be using alcohol or drugs (which have not been prescribed by a doctor) during working hours, will face disciplinary action and possibly dismissal.

Those employees who are required to take prescription drugs for an illness or ailment are requested to seek the advice of their doctor regarding the possible side effects of any such drug and likely effects in the workplace e.g. drowsiness, loss of concentration. These effects should be reported to your supervisor, and you may be required to undertake light duties or abstain from work.

Where appropriate we will implement direct monitoring of the workforce through physical testing. This will only be intelligence lead and with express consent of our workforce. We will not implement obligatory testing in normal



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working conditions however if concerns are raised or incidents recorded, we will review our testing approach. If testing is undertaken, it will follow a strict protocol and only with the support of an external provider.

The company operates a No Smoking policy at the Head Office. Employees will be consulted regarding smoking and all areas within the building will be suitably marked to prohibit smoking. Those who wish to smoke are requested to do so in designated areas only.

No Smoking policies will also operate on site; however, arrangements for designated areas will be controlled in consultation with those working on the site and any client undertaking therein. It is duly noted that the company are required to provide employees who do not smoke with facilities that are free from the risks of passive smoking.

### **Company Driving Policy**

Due to the nature of our operations, we require that employees drive company vehicles whilst at work to operational sites. The company recognises employees as representatives of the company whilst driving at work and requires that all employees observe the Highway Code as a minimum requirement. Company vehicles are maintained under contract; however, all employees have a duty to ensure that the vehicle is road worthy on a daily basis. Checking of tyres, lights and other essential features of the vehicle is the employee's duty and correct use of the vehicle is also important.

The latest highway code is available at, <https://www.gov.uk/highway-code>. The company will retain copies of driving licenses on an annual basis.

### **Driving Instructions**

All employees must observe the company rules regarding the conduct of company vehicle users and relevant safety instructions. Employee must only operate vehicles that they are trained and licensed to drive.

Operatives have a duty to ensure that all journeys are properly pre-planned and that the office is aware of your intended destination. Regular breaks are necessary particularly when driving for more than an hour in one continuous driving period. Drinking any amount of alcohol is strictly forbidden and the company does not advise use of mobile telephones whilst driving. Should telephone calls be made in the car a suitable parking place should be sought and the vehicle should be stationary prior to making the call. Do not overload your vehicle or allow improper use of the vehicle e.g. passengers riding in the van compartment.

### **First Aid**

The Company shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work.

The Company shall ensure that a person trained in First Aid shall be present on every site, whether this person is an employee of the Company, or where the client employs this person if the Company makes adequate arrangements to agree such.

Employees and sub-contractors will be informed of the company's first aid arrangements and the identities of trained First Aiders via the induction talk and by the use of notices.

Where employees leave the company premises to carry out work on behalf of the company, they shall be provided with a first aid box suitable for the works that they are to carry out. First Aid boxes and other related equipment will be regularly checked to ensure that all items are fully stocked and that the box is ready for use at all times.

The contents of the first aid boxes will be as recommended in the Approved Code of Practice under the Health and Safety (First Aid) Regulations 1981.



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First Aid training will be provided to Site Foremen to the minimum level e.g. basic life saving training (appointed persons). Other persons may be required to undertake basic life saving first aid training as identified.

### **First Aid Guidance has been Updated L74 (Third Edition 2024):**

It is worthy of note that the guidance to the first aid at work regulations has been changed (L74-2024) and now includes a recommendation that *"It may also be helpful to have people trained to identify and understand mental ill health symptoms who are able to support someone who is experiencing a mental health issue"*. With this in mind we will give due consideration to the appointment and training of mental health first aiders and/or "champions". See link: <https://www.hse.gov.uk/pubns/priced/l74.pdf>

### **Sub-Contract Procurement**

It is of paramount importance that the Company employ only competent sub-contractors. Although competence can rarely be guaranteed the Company will endeavour to 'vet' contractors prior to placing sub-contract orders.

Prior to any appointment the Managing Director, Quantity Surveyor and Contract Manager will discuss whether the sub-contractor is competent and will undertake a responsible attitude to Health and Safety. This will be ascertained by past experience, references, interviews, evidence of qualifications and method statements etc. We will issue a questionnaire within all sub-contract enquiries to contractors who are "new" to the Company and contractors that provided satisfactory replies will be added to our approved subcontract register. **The competence assessment questionnaire will include relevant questions to assess the subcontractors competence under the Building Safety Act. We will request evidence of these competence indicators which will be held on file and reviewed annually in the normal way.**

Where a sub-contractor is issued with 'supply and fit' contract information will be requested regarding the materials used/provided. Suppliers are required to supply adequate Health and Safety information to support their products and this information may be required for relevant Health & Safety Files/Building manuals.

Where a sub-contractor is appointed, the terms and conditions of their sub-contract require them to comply with the relevant Health and Safety matters and to convey this information including assessments, method statements, proof of training certification etc, to the Company and to their operatives prior to the commencement on site. Each and every subcontractor employed by Dorelbury will sign a copy of our standard terms and conditions and return this for our records. The terms and conditions will be regularly reviewed to ensure they remain current and cover the areas we wish to convey to our subcontractors.

Subcontractors who repeatedly fail to adhere to our terms and conditions may be removed from our register.

### **Consultation with Employees**

The company understand the importance of consulting with employees on matters of health & safety and will undertake to do so on a regular basis. All employees will attend regular site safety inductions and any concerns raised will be feed back through the contracts managers for appropriate action. Where issues are repeatedly raised without satisfactory resolution the matter will be raised at the regular management meetings for discussion. Regular management meetings will always include health & safety as an agenda item and would typically include a review of risk assessments, accidents and relevant procedures as described under "Communication". All employees attend appraisal meetings with lines managers, which provide a further avenue to raise concerns and address issues relating to Health & Safety.

### **Personal Safety & Lone Working**

All staff are reminded of their general duty to look after their own health & safety, that of others they work with and the public at large. Horseplay and generally irresponsible behaviour will not be tolerated on company premises or third-party sites. Be aware of your surroundings at all times particularly when you are alone in the office, on site or travelling to and from site. Ensure that you are able to communicate quickly and easily with your manager and always notify a member of staff or office reception of your intended destination and approximate time for return.



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In addition, we are keen to promote good safety practice in the home and encourage employees to keep safety in mind both at work and in the home. Accidents and incidents outside of the working environment account for a significant percentage of “time lost” injuries and this is an additional cost to the business. Many are sporting injuries or as a result of DIY activities. We do not discourage our employees from these important activities but request that safety remains a consideration for employees outside of working hours. Employee’s personal safety and that of their family’s is important to the business and our long-term objectives for success.

### **Mental Health & Stress**

We recognise the importance of proactively managing occupational health, including raising awareness and addressing mental health issues to prevent stress, anxiety, and depression, which can affect work performance and general wellbeing. If an employee is concerned about their workload, working practices or even a problem outside of the workplace they are actively encouraged to discuss this with a colleague or line manager. All employees should be assured that where matters of concern are discussed with line managers they will be treated with the utmost confidentiality.

### **Employee Wellbeing**

Our employee wellbeing initiatives include:

- **Employee Assistance Programme (EAP):** Our EAP provides confidential assistance via a mental health champion who can sign post appropriately to additional support services, available to all employees, to address personal or work-related concerns.
- **Physical and Mental Health Resources:** Active engagement in mental health awareness and wellbeing activities arranged by our clients.

### **Mental Health at Work Initiatives**

We are committed to supporting mental health in the workplace through the following initiatives:

- **Mental Health First Aiders:** designated staff available to offer immediate support to colleagues who may be experiencing mental health issues.
- **Mental Health at Work Standards:** Implementing the **Thriving at Work** mental health core standards within our organisation. This includes promoting a supportive work culture, ensuring management is aware of mental health and providing access to mental health resources.

### **Participation in Mental Health at Work Initiatives**

We actively participate in mental health at work initiatives, such as:

- **Mental Health Awareness Campaigns:** Participating in awareness about mental health campaigns and reduce the stigma associated with seeking help.
- **Workplace Mental Health Assessments:** Periodically reviewing our workplace environment and culture to identify potential stressors and areas where additional mental health support may be needed. See HSE website, <https://www.hse.gov.uk/stress/risk-assessment.htm>

### **Ongoing Training and Development**

Training will be a key component in our policy to manage Fatigue and associated health implications. We will promote an ongoing focus on recognising signs of fatigue and mental health challenges among our staff. This also includes delivering toolbox talks based on contemporary guidance.

For emergency support and trauma management we can access the Lighthouse Club Charity who provide counsellor services and support via specialist helpline. The website address is as follows, <https://www.lighthouseclub.org/>. The 24hr helpline is available on T: 0345 605 1956.



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## Site Safety

### Work at Height

The Working at height Regulations 2005 require specific arrangements in relation to selection, use and inspection of equipment and places of work at height. A basic guide to the regulations is held in an appendix to this policy.

Working platforms, edge protection and fall arrest equipment shall be provided and maintained in accordance with the regulations and subject to the findings of a risk assessment. If scaffolding is to be used, then it must be erected in accordance with access code (NASC TG20:21) and by competent scaffolders. An inspection of the scaffold must be carried out by a competent person under the new regulations on a weekly basis as a minimum. Access equipment should be carefully selected to take into account the following:

- Location and proximity to other hazards e.g. overhead obstructions/cables
- Duration of work
- Type and weight of materials
- Number of workers
- Ground conditions
- Other contractors working close by or members of the public
- Weather conditions (this must be continually monitored).

When considering all these factors it is important that the safest access equipment is selected for the given task, in particular the selection of equipment that prioritises general protection measures over individual; that avoids the use of ladders or step ladders in favour of working platforms and that ensures work at height is carried out with minimum risk to those carrying out the work and others affected by the work. A guide to the hierarchy of selection will be help for general reference at our offices.

### Inspection & Checking

The company makes regular use of mobile towers, ladders and stepladders for access. Operatives will be specifically trained in the safe use of this equipment, and all access equipment will be subject to regular inspection. Inspections will be recorded on a regular basis, and records will be available to all for checking prior to removing the equipment from the store. Equipment will also be inspected following an event that may have damaged the structure i.e. adverse weather conditions. Inspections will be carried out by a competent person and recorded on our standard inspection form.

### Ladders & Step Ladders

All operatives should be reminded that these items are for short duration activities and do not generally provide a suitable place or safe system of work. If ladders are selected for use then aids to ladder safety must be introduced i.e. out stays, secure lashings or ties. Whilst we will generally avoid the use of this equipment where it is used, we will operate in accordance with HSE/Ladder Association Guidance LA455, link: <https://ladderassociation.org.uk/la455/>

### Other Factors

Protection of the public should always be considered when erecting and using scaffolds and other work equipment at height i.e. MEWP's. Particularly in schools, in high street locations and over entrances and traffic routes. All these factors should be considered when selecting equipment and undertaking risk assessment.

Where it is not practicable to provide working platforms or edge protection other equipment must be provided to minimise the distance of any potential fall and the consequences of the fall. This could mean installing collective fall arrest equipment such as netting or air bags. Collective fall arrest measure should usually be prioritised over individual fall arrest (harness) systems.

### Lifting Operations

As described under Manual Handling the company understand the importance of avoiding manual handling where possible and this dictates the need for mechanical handling of materials and components.



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Where lifting equipment is used it should be fit for the purpose, suitably rated i.e. SWL and operated by specially trained persons only. All lifting equipment should be regularly inspected by a competent engineer and regularly checked for minor defects.

All lifting operations will be undertaken in accordance with the approved Lifting Plan, which will form an essential part of any Method Statement devised to cover a lifting operation. Dorelbury will provide a suitable format to sub-contractors where this is not available or acceptable.

Use of cranes on site will be strictly controlled and managed. Detailed proposals from the crane supplier will be sought as to the location, types of equipment and items to be lifted. Key persons responsible for lifting operations will also be identified at this stage. As a general policy we employ specialist competent contractors to carry out these operations via a "contract lift" plan.

Use of Forklift Trucks, Hoists and other construction lifting equipment is rare due to the nature of our work; however, we will ensure that these items are, suitable for purpose, operated by trained persons, fully inspected and tested and used in accordance with a site-specific risk assessment.

### **The Control of Substances Hazardous to Health (COSHH)**

To comply with the Control of Substances Hazardous to Health Regulations 2002, the Company will apply the following:

1. Keep an inventory of all the chemicals used in production, maintenance, cleaning etc.
2. Identify the point of use for each substance.
3. Whenever possible rationalise the use of chemicals - e.g. only one form of brick cleaner.
4. Obtain information (material hazard data sheets) from the manufacturers or suppliers of each substance.
5. Carry out a COSHH assessment stating control measures required to control or prevent the risk.
6. Monitor the effectiveness of (1-5).
7. Develop and commence a training programme informing users of risks.
8. Any personal protective equipment required during the use of the substance shall be provided and maintained by the company. Employees are required to notify their foremen if the PPE is no longer serviceable. Employees are expected to co-operate with the company and comply with the Regulations.
9. Keep records and documentation on each assessed substance.
10. Keep all chemicals in safe places locked and marked where necessary.
11. Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations.

Material Safety Data sheets (MSDS) will be requested from manufacturers and used undertake the COSHH assessment. The MSDS will accompany the COSHH assessment, which will be added to the Risk Register. COSHH assessments will be communicated to those using the products and relevant equipment will be issued for use. Where necessary training will be rendered to ensure the safe use of any such equipment.

From August 2018 the EH40 "Guide to Occupational Exposure Limits" has been revised and includes some additional limits for previously unlisted Chemicals. It is important to check Data sheets against the new guidance as some limits detailed in the data sheet may now be out of date. Link to new EH40: <http://www.hse.gov.uk/pubns/books/eh40.htm>

### **Health Hazards**

As described above in the section above it is essential that all potential health hazards are properly assessed and suitable controls devised to control the risk. Health Hazards come in various forms and modes, and it is important that employees and managers are adequately trained to recognise their potential.

All Health Hazards fall into three categories, Physical, Chemical and Biological. The following is not an exhaustive list but relevant as a guide:

- Physical hazards include, noise, vibration, heat, cold and the elements of the earth e.g. earth, wind, water and fire.



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- Chemical hazards include organic chemicals, natural gases, petrochemicals, solvents, fibrous minerals and heavy metals (particularly Lead).
- Biological hazards include, communicable diseases, infections, waste products, microorganisms, zoonoses and blood borne pathogens.
- One of the most recognised health hazards in construction is the mineral fibre collectively known as Asbestos. See below current hazard symbols.



Acute Toxic



Health Hazard



Flammable



Exclamation Mark



Corrosion



Flame over circle



Gas Cylinder



Exploding Bomb



Environmental  
Hazard

### Dust control /management (EH40)

Many work activities can create dust, and exposure to any dust in excessive amounts can create respiratory problems.

We will reference the HSE guide (EH44) to help with controlling dust at work: <https://www.hse.gov.uk/dust/index.htm>.

This leaflet is for employers and managers, but employees and health and safety professionals may also find it useful. It will help you understand what you need to do to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and gives advice on the precautions that may be needed to prevent or adequately control exposure.

<https://www.hse.gov.uk/coshh/>

### Leptospirosis/Weil's disease/Psittacosis

Construction workers may be exposed to a type of Leptospirosis called Weil's Disease. The risk of Weil's disease is linked to areas where rats are or have been present and is contracted from the urine of infected rats. Work is considered higher risk where there is evidence of rat infestation. This is likely to be to include work linked to canals, rivers and sewers. Psittacosis is an infection that affects birds and can often be found in bird droppings or guano. Working in roofs and places where birds may have roosted presents and additional risk that should be controlled with good hygiene arrangements and PPE. The company will follow the Assess, Control and Review model and refer to the guidance set out by the HSE.

### Infection Control: Introduction

In some working situations we will be faced with health risks including communicable diseases, infections and illness. There are a number of well-established and well recognised control measures for preventing the spread of infection and disease. The recent coronavirus outbreak has brought infection control issues and control measures into very strong focus. Fighting this particular disease has required personal isolation in the past to minimize the spread but like any infectious disease the main control measures have much in common, coughs, sneezes and hand contact are the primary cause of spread. To minimise transfer of infectious disease the following general principles apply in almost all circumstances,

- Ensure that workplace is well ventilated and where necessary open windows to ensure good air flow through your workplace.
- Ensure regular and thorough washing of hands.
- Catch sneezes and coughs in tissues or similar and ensure safe disposal.



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- Avoid unnecessary contact with others and try not to share tools or utensils.

Whilst the above are very general precautions they serve to minimise a large variety of known diseases. At the time of the review the latest version of the covid-19 guidance is CLC SOP Reference Guide. HSE no longer have a specific expectation to see a Covid risk assessment however consideration is still required for vulnerable locations such as health care locations. As and when this guidance changes, we will review our risk assessment and include the latest version in our site arrangements/method statement and ensure suitable communication to staff, contractors and relevant others.

### **Asbestos**

The company or often involved in works where asbestos materials are present. Information will be sought from the client as to the type, nature and amount of asbestos present and carry out a suitable risk assessment. The information should take the form of an asbestos management plan or survey. The survey should be drawn up in accordance with HSG264, link: <http://www.hse.gov.uk/pubns/books/hsg264.htm>, and will be either a "Management" survey or a Refurbishment and Demolition Survey. If you are carrying out refurbishment works within a building the management survey probably not be sufficient and further investigation may be necessary.

Our works often involve the need for drilling, ducting and chasing into the existing fabric of buildings and therefore it is essential that all operatives follow the procedures laid down in relevant method statements with due regard for the potential presence of ACM's.

Prior to any works operatives MUST check local registers to establish the potential for asbestos containing materials. This must be carried out BEFORE you start work. You may also be required to adhere to local rules regarding work near ACM's i.e. permit to work or similar.

**It is our general policy that under no circumstances should any operative remove or disturb asbestos based materials.**

We will assess the need for notification in accordance with the decision flow chart in guidance HSE guidance A0 form the asbestos essentials pack. <http://www.hse.gov.uk/pubns/guidance/a0.pdf>

All operatives have a role to play in ensuring that **any** suspect material is reported to their supervisor immediately. If in doubt operatives should cease work powering down tools and equipment and leaving the work area immediately. The area should be temporarily sealed and appropriate signage posted, pending an investigation by a specialist.

All operatives will attend asbestos awareness training, which will include a basic overview of the requirements, understanding of the different types and potential materials in which asbestos may be found and what action to take. This training will be updated to ensure operatives continue to understand and recognised asbestos risks.

### **Asbestos Incident Procedure**

In the event of an Asbestos incident on site, either the uncovering of a suspected ACM within the building fabric that has not been previously identified during the construction works, or any other incident involving ACM that may have been disturbed, the following emergency procedure will be put into place.

- a. Works in the area will stop immediately and the area will be sealed off.
- b. A sample will be taken of the material by a licensed contractor to confirm its content and from this a risk assessment will be undertaken with assistance from our safety consultants to determine the most appropriate course of action.
- c. If the material has been disturbed with the potential to release fibre into the air, any operative that may have been exposed will proceed to the welfare arrangements and decontaminate themselves, including the removing of clothing. The welfare facilities will need to be sealed and decontaminated by a licensed contractor.
- d. The area where the suspected incident occurred will be sealed and all accesses taped up with duct tape and signed with Asbestos warning signage.



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- e. A licensed contractor will be employed to undertake an air test of the suspected area and provide a certificate of reassurance.
- f. If the air test comes back as positive, or it is confirmed by other means that the material contains asbestos, a sample of the material will be taken for analysis, and the licensed contractor will be instructed to undertake decontamination of the area as soon as possible under controlled conditions.
- g. The area will only be re-occupied upon receipt of a certificate of reassurance indicating that the levels within the area are <math><0.01\text{ f/ml}</math>.

### Noise & Vibration

There is a statutory duty to control noise and to protect employees and other persons from its effects. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption and may directly or indirectly increase the risk of accidents. Every practicable step will be taken by the company to control noise.

Where the Company believe that noise may be approaching the first action level (see below), then a competent person will undertake a survey of the area. Results will be kept so that they can be referred to after repeated surveys.

The noise levels set in the Noise at Work Regulations 2006 will be used for the introduction of control measures. These levels are:

1. First action level, daily personal noise exposure of 80 dB (A)
2. Second action level, daily personal noise exposure level 85 dB (A)
3. Peak action level, 87 dB (A).

If employees are liable to be exposed to noise at or above first action level, then assessments will be made and records kept. Where the noise is at or above second action level or peak action level, the noise will be reduced as far as is practicable by means other than ear protectors. All employees will wear ear protectors when the noise is greater than first action level. Rule of thumb guide: If you have to shout to speak to someone at 2 metres, then the noise exposure is excessive. If you have to shout at 1 metre, then the noise exposure is probably in excess of 85 dB (A) and could cause significant damage to your hearing.

Noise and its effects are also heavily influenced by levels of vibration. Vibrating plant, machinery and portable tools can amplify the effects of noise but in addition carry with them their own health effects. Hand Arm Vibration is a known condition caused by repetitive and continued use of vibrating equipment. This can lead to Vibration white finger (loss of hand and finger articulation and numbness due to vibration damage) and requires adequate control.

Risk Assessments are required to reduce this potential hazard especially for high-risk groups such as those using pneumatic road breakers and other percussive plant. We will assess these activities and reduce risks by, seeking information from manufacturers and equipment suppliers about the potential noise and vibration levels, risk assessing the potential safe period of work using this equipment and ensuring tools and equipment is kept in good working order and well maintained. As a general rule we will attempt to avoid vibration risk by employing remote mechanical means where possible i.e. use of machine mounted breakers.

The HSE have published a noise calculator system which can be accessed here:

<https://www.hse.gov.uk/noise/calculator.htm>

### Personal Protective Equipment

The Company shall ensure that suitable PPE is provided to their employees and workers (PPER 2022) who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must:

- Be appropriate for the risks involved and the conditions at the workplace where the exposure to risk may occur.
- Take into account the state of health of persons wearing it.
- Ensure the ergonomic requirements are met.



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- So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved without increasing the overall risk.
- Be compatible with other risk reducing measures.

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable. Whenever the task or place of work changes, a reassessment shall take place. Records will be kept of all assessments and issue of PPE. Employees and workers (PPER 2022) are required to notify their foremen if the PPE is no longer serviceable. A specific assessment will be undertaken in respect of safety footwear on all Dorelbury sites. As a general rule all operatives will be required to wear safety footwear at all times. Only in extreme cases where a site-specific risk assessment clearly identifies no risk will this rule be relaxed.

### PPE Standards,

The following is indicative listings for the everyday PPE that will be used by our operatives and more unusual equipment along with the associated British Standard (or CE/European equivalent EN designation).

- Footwear to BS EN 346 standard.
- Protective headwear to BS EN 397 standard.
- High visibility clothing to BS EN 471 class 3 (jackets).
- Gloves to BS EN 388.

Example "Traffi" system as illustrated below,



Additional protective equipment that is available upon request:

- Full body harness to BS EN 361 and arrest bocks and belts to BS EN 360/358.
- Impact resistant goggles to BS EN 166 1-B standard.
- Dust respirator to BS EN 149 FFP3 standard.
- Ear protection to BS EN 352 standard.

Below is a typical set of mandatory signs that indicate which PPE is required in a given area. All staff must observe the requirements of these signs, and our RAMS will also show these:



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- (a) round shape,
- (b) white pictogram on a blue background (the of the area of the sign).



Eye protection must be worn



Safety helmet must be worn



Respiratory equipment must be worn



Safety boots must be worn

### Electrical Safety

The Company only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment. As specified in the regulations electrical equipment used at work will be the lowest voltage possible for the task required. This will typically be 110v or battery-operated portable equipment; however, where 240v tools are required additional RCD protection will be required.

All electrical work carried out on the premises will be in accordance with the latest regulations published by the Institute of Electrical Engineers for Electrical Installations. All service engineers will be NIC EIC approved operatives.

Under the Electricity at Work Regulations 1989 there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire. Testing of equipment will be in relation to its use and environment. Generally, office equipment will be subject to an annual test, and equipment used on site to a six-monthly test. Any equipment found to be faulty would be removed from service immediately and labelled accordingly. Records will be kept for the life of the equipment.

The Company expects employees to carry out a visual and tactile inspection of electrical equipment prior to use and to report all defects for repair before the equipment is used. No employee is to knowingly use defective equipment. These guidelines apply whether the equipment is owned by the company or hired.

### Electromagnetic Fields (EMF)

All electrical equipment emits an electromagnetic field; however, the output can vary significantly, and likelihood of employees being exposed to high levels of EMF. Most equipment emits such low levels of EMF that there is no need for further action other than for vulnerable groups such as those with active implants. The health effects are quite subtle until you reach higher frequencies e.g. 100kHz - 300Ghz at which point thermal shock and at close range/direct contact deep tissue burns are possible.



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The guidance to the regulations includes chart of situations where EMF is likely to be well below the action levels and other situations where further risk assessments and measuring is required. See HSG 281 at the following link: <http://www.hse.gov.uk/pubns/priced/hsg281.pdf>

### Permit to Work

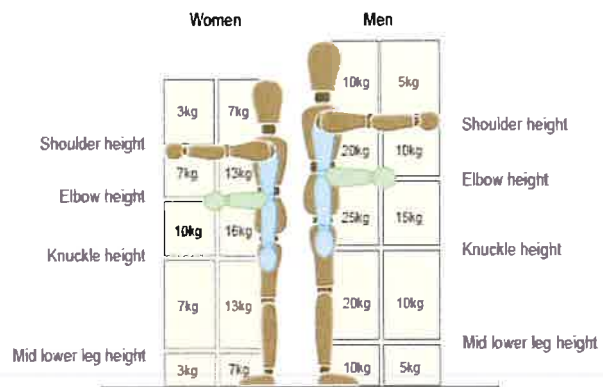
The Company operates a permit to work on hot works operations. This enables the Company to be satisfied that a suitable and sufficient risk assessment has been undertaken, and that a method statement has been written and agreed prior to the commencement of work. Once the work is complete, the form is signed off and the area can be put back into use or handed over to the client. This procedure applies to contractors as well as employees and is designed to ensure that fire safety risks are suitably managed.

### Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques. The Manual Handling Regulations 1992 which came into force on 1 January 1993 implement European Directive 90/269/ EEC on the manual handling of loads.

This company will comply with these regulations by carrying out the following: -

- Avoiding hazardous manual handling operations as far as is reasonably practicable.
- Making a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- Reducing the risk of injury from those operations so far as is reasonably
- Practicable - with particular consideration being given to mechanical assistance.
- Individual assessments will be made where required to assess the suitability of the person for the task.



Properly based 'generic' assessments will be used where work is of a repetitive nature in similar situations and conditions. When the nature of the load or the environment dictates, personal protective equipment will be issued and will be expected to be used by employees.

### Fatigue Management

Fatigue management is essential to ensuring safety on site. We follow guidelines from the HSE and industry best practices to mitigate fatigue risks, which include:

- Working Hours and Breaks: Adhering to regulations and best practices in the management of working hours, ensuring employees receive regular breaks to reduce fatigue.
- Fatigue & Monitoring: Conducting reviews of tasks and conditions that may contribute to fatigue, such as prolonged work shifts or repetitive manual labour, and implementing mitigation strategies like rest periods, shift rotation, and workload adjustments.
- See HSE website on Fatigue Management, <https://www.hse.gov.uk/humanfactors/topics/fatigue.htm>

### Handling & Storage of Materials

When unloading or stacking materials, the following points will be adhered to:

- The vehicle that is delivering the material should not be in a position so as to create a hazard for other contractors or members of the public.
- Suitable protection in the form of barriers or hazard tape will be provided, and a banksman will be present, if the delivery vehicle is to be unloaded from a public highway.



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- The route to the point of material storage should be as safe as is practicable and not made more hazardous by obstacles/excavations.
- Correct machinery and lifting equipment must be used for the task.
- Certain operations will come under the Lifting Operations and Lifting Equipment Regulations 1998. This will require a lifting plan and appointment of a competent person to supervise the work.
- Materials must be stacked in a manner so that they do not create a hazard. Materials should not be stacked where the ground is unsuitable, in places where children have access, or adjacent to public footpaths etc., where retrieval could be hazardous.
- Materials should be stored flat and be kept bound together where feasible. Pipes must be protected from moving by the use of chocks, stakes etc.

As a general rule material will be stored with due regard for the surrounding population. Oil or other fuel oils will be stored with due regard for the oil storage regulations i.e. sufficiently bunded with suitable drip trays. Bunding must be 110% of the vessel capacity to allow safe containment in the case of failure (leak).

### **Portable Hand and Power Tools**

All hand tools should be suitable for their intended use.

Tools should be inspected prior to use to ensure that guards, blades, abrasive wheels, leads and handles etc are in good working order.

Tools that are damaged should be repaired or replaced. Cold chisels that have a build up of metal burr should be trimmed to reduce the risk of cuts or flying debris.

Operatives should be trained and conversant with the use of power tools. They should be aware of the general risk involved in the use of power tools including COSHH implications, the generation of excessive noise, the principles of machine guarding and the risks related to vibration.

It is essential that operatives select the correct tool for the task as inappropriate or incorrect use of power tools can lead to additional risks and increased risk of injury.

### **Mobile Plant**

Designated operatives shall be trained so that they are competent to drive/ operate specific items of plant in order to carry out their normal duties i.e. dumper trucks, excavators, FLT's. Once the operative has received appropriate training, a copy of the certificate or operators' licence will be kept in the site safety folder on the site.

In order to comply with the Provision and Use of Work Equipment Regulations 1998, all lifting appliances will be inspected by their drivers on a weekly basis, and a note made in the old style F91 Register, or on the weekly plant inspection form.

All defects found on company or hired plant must be reported immediately.

At the end of the work period, all plant shall be left safe, and in places where they are not likely to be hazardous to others, secured and immobilised with the keys kept by a designated person.

The safe operation of mobile must be assessed to ensure that, traffic management is considered (separation of vehicular and pedestrian routes), Overhead obstructions do not provide additional risk (such as power cables when using excavators) and that ground conditions do not present additional risk (overturning, loss of load or rough terrain).

To ensure the safety of MEWP users we have also developed a rescue procedure so that in the case of emergency those in the basket or those who have fallen and are suspended on their harness can be quickly rescued. The detailed procedure is included in our site-specific RAMS documentation for each project as some slight variation is possible depending on the type of equipment and location etc.



### **Demolition**

No demolition work will be undertaken until such time as the building has been assessed in relation to, potential hazardous contamination, potential hazardous materials in the fabric of the building, potential structural issues relating to the sequence of demolition and the need for temporary support and the potential for hidden services within the fabric.

Typically, we undertake only minor demolition and dismantling operations e.g. breaking out new openings for doorways or windows; however, the above will still apply to the assessment.

We understand that this is an activity that requires expertise and special training/ experience therefore where more extensive demolition is required a specialist sub-contractor will usually be employed.

We will carry out basic demolition work following an assessment of building by the contract manager with the support of project engineers and others with appropriate expertise. We will generally expect client-employed representatives to provide such instruction.

### **Health and Safety Audits & Safety Inspections of Construction Sites**

Health and safety inspections will be carried out in designated areas to ensure that the company's high standard of safety is maintained.

Records of these inspections will be kept ascertaining whether standards have changed. Recommendations arising from the audits will be reviewed by management so that a priority can be placed on what actions are to be carried out.

Our Health & Safety Consultant will be requested to carry out site inspections of any operational sites on a monthly basis. This frequency will be increased or decreased pending ongoing reviews of the site complexity progress and requirements. A report will be produced for each visit and copied to the relevant manager and the director. We will also carry out internal management inspections and tours, which will result in remedial action and form part of our regular performance reviews.

### **Office Safety**

The Company is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means:

1. Wastepaper bins and packing materials should be removed daily.
2. Management of cables to defined routes, so that they do not present a trip hazard or an overload to a circuit.
3. Training of employees in the correct use of fire extinguishers.
4. Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
5. Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
6. Cleaning chemicals kept away from foodstuffs and heat sources in the kitchen area.

Health and safety audits will be carried out at regular intervals in the office areas to ensure that the risks of accidents are kept to a minimum. Office personnel will carry these out, so that areas can be inspected and commented upon by company employees.

### **Housekeeping**

(Regulation. 9 – Workplace (Health Safety and Welfare) Regulations 1992)

The Company believes that poor housekeeping can be a cause for accidents. This includes spillages, articles left in access ways and inadequate systems for storage of refuse.

All employees are required to maintain access routes and work areas in as clean a state as is reasonably practicable. Waste materials must not be allowed to accumulate except in suitable receptacles.



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Stores on construction sites shall be kept tidy, with materials stored as recommended by the manufacturer.

### **Welfare (Office & Workshop)**

The Company will use the Workplace (Health, Safety and Welfare) Regulations 1992 and the guidance from the Approved Code of Practice as a minimum for its standards. Facilities will be checked whenever a general health and safety audit is carried out. Should an item of equipment fail, the Company will repair or replace the equipment as soon as is practicable.

Construction site Welfare facilities are required by the Construction Design & Management Regulations 2015. These will typically include the following:

- Facilities for changing clothes and drying rooms.
- Drinking waters (cartons or piped supply) and marked as drinking water, with cups or supplied from a drinking jet.
- Facilities for heating water and basic food.
- Washing facilities with hot and cold-water, soap and towels.
- Sufficient Sanitary conveniences

### **Fire Safety**

For each operational site fire safety will be controlled through the Construction Phase Health & Safety Plan and site-specific fire safety plan held in section 9 of the safety folder. Arrangements will be devised to comply with CDM and the Regulatory Reform Fire Safety Order 2005 and any local requirements, restrictions and interaction. In the case of site operations our designated site manager will be the responsible or designated person for fire safety. Arrangements will be devised to comply with the Loss prevention Council's guidance on Fire Precautions on construction sites and the HSE guidance HSG 168: <http://www.hse.gov.uk/pubns/books/hsg168.htm>

Fire Safety in the office and workshop environment will be controlled through the fire safety management plan. A fire safety risk assessment will be carried out and suitable precautions will be devised to ensure fire safety. Information and training will be provided to all staff and key personnel with specific duties within the Fire precautions procedures. In the case of the office our office manager will be the responsible person for fire safety.

### **Fire Equipment**

The Company will maintain fire fighting equipment as deemed necessary for its premises, and will inform its employees on which type of fire extinguisher is suitable to tackle the different categories of fire. Servicing of the fire extinguishers will be carried out annually by a specialist contractor.

### **Fire and Emergency Drills**

The Company will hold a fire drill not less than once every year. Employees will exit the building and assemble at the fire assembly point for roll call. The drill will be recorded in the fire safety management plan by the office manager.

### **Visual Display Equipment**

The Company will carry out assessments on employees and their workstations and review them on an annual basis taking into account the criteria outlined in the schedule to the regulations, to comply with the Display Screen Equipment Regulations 1992.

The Company will comply with the regulations in that period breaks are made available to DSE users and will provide regular eyesight tests for "users" as required in the regulations. If glasses are required to enable users to operate workstations in comfort the company will contribute towards the costs of basic lenses and frames only.

Records will be kept of all assessments made on employees and their workstations.

The Display Screen Equipment Work – Guidance on Regulations - provides a comprehensive guide on the Regulations and on how to carry out an assessment. The Company's Health and Safety Consultant will carry out these assessments if required.



Assessment will initially be undertaken by the employee themselves through completion of our DSE Questionnaire. This questionnaire should establish any significant problems and identify areas for improvement.

## Workshop Safety

### General Arrangements

The workshop will be the key responsibility of the workshop foreman. Day-to-day tidiness, clearing of access and escape routes and maintenance of fixed plant and machinery will also form the workshop foreman's duties. Access to and from the workshop will be at the workshop foreman's discretion in so far as this is a restricted area due the type of fixed plant present. Signage will be posted to warn of general hazards such as noise and machine guarding will be an absolute requirement at all times.

General house keeping and good order is particularly important in the workshop environment where there may be moving parts of machinery and bench activity. Navigating around fixed machines is also important and clear walkways need to be maintained. Clear walkways are also critical for fires safety and general access and egress.

### Machine Guarding and Fencing

Whenever machines require guarding, the Company will refer to BS 5304 - 'safeguarding of machinery' for guidance.

In essence the Company will ensure that measures are taken in order to:

- Prevent access to any dangerous part of machinery
- Stop the movement of any dangerous part of machinery before any part of a person enters a danger zone.

All guards and protection devices provided should be suitable for the purpose for which they are provided.

Employees are forbidden to tamper with guards to machinery with the intent to bypass them so that the machine can be operated. Guards to machinery will be inspected on a regular basis. Portable tools will be checked regularly to ensure that they comply with current legislation and electrical testing is required on a regular basis.

Employees are required to notify their foremen if the PPE is no longer serviceable. Management of both dust and noise are a particular focus in the workshop environment.

### Local Exhaust Ventilation

The workshop has a full LEV system attached to each piece of machinery. This system has been designed and installed to control dust levels in the workshop and prevent unacceptable exposure to operatives from wood dusts during cutting, drilling and other wood working activities.

The systems will be regularly inspected and tested to ensure ongoing efficiency and effectiveness. An external specialist contractor will provide testing of capture hood values and provide maintenance to the system where required.

Further exposure monitoring will be carried out periodically to ensure that these controls remain effective and reduce dust exposure levels beneath the control limit. Only fully trained and experienced workshop operatives will be allowed to use the machinery and should be fully briefed in the correct use of the LEV system as some control values need to be adjusted to ensure maximum efficiency at each of the fixed machine locations.

## Environmental Policy Statement

## Environmental Policy Statement

### Introduction

We recognise that our activities have an impact on the environment, and we are committed to minimise that impact through seeking continually to improve our environmental performance and keep pace with most recent improvements in environmental protection and understanding.

### General Policy Statement

The Company will put its environmental policy into practice by pursuing the following objectives,

- Meet all relevant legislation, regulations, government guidance and industry codes of practice on environmental issues.
- Ensure that all our staff has a good understanding of the environmental impacts of our business and what they are expected to do to minimise these impacts.
- Make efficient use of natural resources by minimising waste, recycling office paper and other materials
- Keep transport use to a minimum and service vehicles and plant regularly to maintain their efficiency.
- Keep sites clean, tidy and control noise, dust fume and other pollutants and statutory nuisance to ensure minimum disturbance and disruption to clients and neighbours.
- Refrain from burning of waste materials on site particularly to avoid "dark smoke".
- Ensure that our suppliers are aware of this policy and encourage them to apply similar environmental standards to their own work.

### Targets for 2025/26

- Save energy consumption in our offices and on site.
- Improve our recycling arrangements.
- Undertake basic carbon foot printing assessment for both office and direct site activity and record for client evidence.

Review this Policy periodically.

Signed.....  
(Managing/Senior Director)

Date: 28 Aug 2025.....



## Environmental Protection

### Introduction

Dorelbury recognise the increasing importance placed on environmental protection and the general need to raise awareness of environmental matters. With this in mind and with positive support from our clients we will endeavour to implement the following policy in so far as it relates to our undertaking.

### Control of Statutory Nuisance

A considerable weight of legislation and guidance under the banner of Environmental protection deals with the control statutory nuisance i.e. Noise, Vibration, Dust and Fume. The following sections detail the approach required when tackling these issues.

### Control of Emissions from Vehicles

- Every effort shall be made to ensure that vehicles comply environmental standards required by the various schemes implemented by local authorities affecting the movement of heavy goods vehicles. Other company vehicles will comply with the MOT emissions testing regime as a minimum.
- Site Supervisors and other operatives shall not allow engines to run while lorries or plant are waiting to be unloaded or leaving the site. The only exception is if an engine needs to be run for unloading e.g. Hi-AB or similar.

### Dust Nuisances

- We shall take all necessary measures to avoid creating dust nuisance before starting work.
- Before commencement of any work, we shall assess the sensitivity of the locality to dust nuisances. The locality is defined as the area where any dust emissions from the works might disperse and settle.
- Our supervisors shall liaise closely with the local authorities and comply with any requirements of the local authority regarding dust emissions.

### Control of Dust Nuisance

- Where practicable, we shall provide easily cleaned, hard standing areas for vehicles. This is particularly important where we intend to use heavy vehicles or anticipate heavy plant or vehicular traffic.
- Where appropriate we shall damp down unsurfaced haul routes and verges, as well as cleaning areas of assessed sensitivity. Off-site road cleaning will be considered as a safety issue.
- Our supervisors will enforce proactive rules to minimise the creation and dispersal of dust namely,
  1. Establish & enforce speed limits over unmade surfaces,
  2. Ensure adequate enclosure of material stockpiles and provide water sprays for periods of dry weather,
  3. Control cutting, grinding and chipping processes on site
  4. Ensure that all vehicles carrying surplus spoil are suitably covered to prevent unwanted spillage or loss of the load.
  5. Store materials away from the site entrance and principal access routes.
  6. Mix Cementous and other damaging substances in controlled conditions to prevent unwanted leaching or run-off into nearby watercourses.
  7. Replace topsoil and re-vegetate open areas as soon as possible.

### General Noise Control

- Prior to commencement of works an assessment will be made of the likely impact that noisy works may have upon the locality particularly residential areas.
- Where noisy works cannot be avoided an appointed person will liaise with local residents, third parties and the local authority at regular intervals and field any complaints or concerns.



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### Noise Control Strategy

- **Substitution**  
Replace noisy plant or processes by less with less noisy alternatives or use pre-drilled or prefabricated materials. Use electric motors instead of combustion engines as power plants.
- **Modification**  
Stiffen resonating panels or components, ensure no parts are loose or rattling, fix resilient materials to moving parts that make contact, fit efficient silencers and mufflers.
- **Enclosures**  
Use acoustic screens around noisy operations such as breakers; enclose noisy operations as close to the source as possible.
- **Location of Equipment**  
Reduce noise by placing noisy operations away from sensitive areas, Use natural barriers where possible e.g. spoil heaps, fences or hills.
- **Use of Equipment**  
Do not leave equipment idling when not in use, do not drop or throw materials, keep covers engaged, do not excessively rev plant and machinery, ensure correct maintenance of equipment and train operatives in correct use.

### Personal Noise Exposure

- Where noise emissions are likely to exceed 80dB carry out a noise assessment and ensure that controls reduce noise levels to within legal limits. Use PPE as a last resort.

### Waste Disposal

#### Storage & Separation of Waste

- Measures will be taken to ensure that any waste temporarily stored in safely secured. Skips should not be overloaded and should be suitably covered, lit and signed. Ensure that skips are located on stable ground and not liable to overturn or slide.
- The company will issue guidance as to the correct separation of waste materials to ensure that specified items (hazardous waste) is placed in special skips designated for purpose. Other controlled wastes such as fluorescent tubes, PCB's, refrigerant gases and asbestos will be removed by specialist hauler to licensed reprocessing units.

#### Removal of Waste

- The company will ensure that all duties are met in relation to the production of waste and relevant transfer as a duty of care. Documentation relating to waste transfer and licensed removal will be retained and special waste regulations observed where specified wastes are disposed off.

### Water Pollution Control

- In planning the works precautions will be considered to ensure that deleterious materials do not reach open or underground watercourses or adversely effect local flora and fauna.
- Silt & Cement washout from concrete mixing will not be allowed to flow into surface drainage or watercourses.

### Fuels & Oils

- All fuel and oil storage will be located in an impervious base or bund. The base and bund walls will be impermeable and of sufficient capacity to contain 110% of the volume of the tank or drum. Filling and refuelling will be strictly controlled, and drip trays will contain any localised minor spillage or leakage during fuelling.
- All valves will be as resistant to unauthorised interference and vandalism so far as reasonably practicable and securely lock off when not in use.
- The content of drums and tanks will be clearly labelled in accordance with CHIPR.



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### **Waste Minimisation**

- We will seek to minimize the volume of waste we generate through various planning and strategic techniques and where it is unavoidable attempt to repurpose materials or seek a suitable recycling or upcycling solution.
- Our project planning will include an assessment of the likely waste generation and strategies for reducing this in a sustainable manner. We will attempt to ensure all works are definitively measured to minimise over ordering and train staff on minimisation techniques, pre-cut measuring etc.
- Where possible we will seek a factory fabricated solution that is made to measure in controlled conditions to reduce locally generated waste that needs to be transported.
- We will seek to standardise designs and fixing solutions to reduce the overall range of fixtures, fittings and materials we use. This will allow greater reuse of materials where design parameters are similar.
- We will engage with our supply chain to seek consistency of provision and promote reduction of packaging and ancillary waste associated with delivery and transportation.

### **Energy Management**

#### **Fuel Conservation**

We will minimise wasted or unnecessary journeys in company vehicles and thereby save on fuel and vehicle maintenance costs.

- Vehicle sharing where destinations are the same.
- Delivering materials directly to the point of use.
- Ensuring vehicles are clean, tidy and capable of transporting their full capacity potential therefore reducing repeat trips to reload.

### **Carbon Footprint**

We are currently considering implementation of a carbon footprint scheme to assess our current energy, materials and fuel usage. The scope of this assessment has not yet been agreed; however, we intend to carry out the basic assessments in this policy year.

### **Environmental Impacts & Complaints Procedure**

We will carry out a basic assessment of potential environmental impact for each site we attend. This will form part of our standard method statement. Any specific restrictions or requirements will be assessed during our pre-start survey report form and picked up within the method statement to ensure that all staff and contractors are aware of the implications on site.

Where our operations result in statutory nuisance we will cease works and reassess working practices. If complaints are received as a result of our operations, we will record these and establish a remedial action plan to address the matters raised. This will be monitored and managed by the Contract Coordinator and where necessary escalated to Mick Dunn (Director).

### **Environmental Emergencies**

Where incidents occur, we will react to minimise the impact of any spillage, emission or failure of containment.

We will issue emergency spill kits for high-risk activities where risk of oil or fuel leak/spillage is a risk, and staff will be trained in the correct use of this equipment.

Emergency Contact numbers will form part of our standard method statement, and this will be communicated to all staff and contractors at the site induction/RAMS briefing.

### **Restricted Materials**

We will avoid where possible, through a commitment to considered procurement of materials the acquisition of materials and products that contain chemicals and substances that are particularly damaging to the environment. We have developed an aide memoir list of materials that we will avoid where possible:

- Virgin aggregates.



## **D O R E L B U R Y |**

- Non- certificated timber (Non – FSC certified timber sources).
- HCFCs and HFCs. (refrigerant gases)
- PVC.
- Formaldehyde.
- High VOC content solvents.

It will not in all cases be possible to avoid some of these products and substances in part if not completely; however, we will consider all alternatives when selecting materials to avoid these particular groups.



## Monitoring & Review

The company will undertake to ensure that Health & Safety rules and procedures are adhered to. Generally operational supervisors will have an overview of each workplace and monitor the workforce during regular visits to site. Where necessary we will request that our consultant advisor visits site to carry out a site safety inspection and produce a written report of findings. Reactive monitoring will take the form of accident/incident investigations. Reactive accident and proactive site inspection reports will form part of the regular review meetings as described below.

There are many influences on the effectiveness and efficiency of this policy and the company take the view that this document should live and grow with it. External factors such as new legislation or approved guidance may dictate the need for a review of the policy. Internal factors such as a change in the operational nature of the company or an accident or incident will also prompt a review.

In order to keep up to date with the latest changes in Health & Safety the company will undertake a full review of this policy and procedures document at least once every year. This review will be carried out in consultation with employees and our appointed Health & Safety advisors. The Managing Director will control and amendments and sign the revised document to confirm a commitment to its implementation.



## **Appendix 1**

### **SSIP Certification (CHAS)**

**CERTIFICATE** OF

**COMPLIANCE**

This is to certify that

**Dorelbury Ltd**

Membership No.: CHAS-119099

SSIP Approved: Principal Contractor [CDM]

SSIP Approved: Contractor [CDM]

has been awarded certification after demonstrating compliance with the CHAS standards in line with the requirements of SSIP Core Criteria and UK H&S Legislation.



**Colby Lane**  
Chief Executive Officer

CERTIFICATE VALID UNTIL	25/02/2027
CERTIFICATE DATE OF ISSUE	25/02/2026
DATE OF INSPECTION	25/02/2026
CERTIFICATE NUMBER	A4290883-2A7F-4FA9-9690-6B1FC910DB59

0345 521 9111

CHAS.co.uk



## **Appendix 2**

### **Constructionline Certificate (CAS)**



# Constructionline

## Gold Member

### Certificate of Membership

This certifies that the member named below has met pre-qualification requirements appropriate to public and private sector procurement.

**Dorelbury Ltd**

Registration No:

**4922**

Date Issued:

**28 January 2026**



A supplier's verification status is dynamic.

This certificate proves the Supplier was verified to the named level on the day stated only.

For the current status please check the Constructionline platform.



PO BOX 6441,  
Basingstoke, Hampshire, RG21 7FN  
0333 300 3066 | [Constructionline.co.uk](http://Constructionline.co.uk)



**Appendix 3**  
ISO 9001 Certificate

Certificate GB97/9216

The management system of

# Dorelbury Ltd



Crompton Way Segensworth West Fareham Hampshire PO15 5SS United Kingdom

has been assessed and certified as meeting the requirements of

**ISO 9001:2015**

For the following activities

Provision of alteration, extension works, maintenance and repair in the local government and private sectors.

This certificate is valid from 03 October 2024 until 03 October 2027 and remains valid subject to satisfactory surveillance audits.

Issue 12. Certified since 26 January 1997

*L. Moran*

Authorised by

Liz Moran  
Business Manager

SGS United Kingdom Ltd  
Rossmore Business Park, Ellesmere Port, Cheshire, CH65 3EN, UK  
t +44 (0)151 350-6666 - [www.sgs.com](http://www.sgs.com)



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## **Appendix 4**

### **BSA Client Advice (Client Duties)**

### **The Key Responsibilities of the Client under the Building Safety Act 2022:**

**Project Management:** As the client, it is your responsibility to make appropriate arrangements for planning, managing, and monitoring the project, including allocation of sufficient time and resource to deliver compliance with all relevant requirements upon completion. You must:

- Allocate sufficient time and resources for the building work to meet building regulations.
- Establish, review, and maintain systems to ensure compliance with building regulations.
- Collaborate with all project stakeholders to facilitate their compliance with their respective duties.
- Foster cooperation between designers and contractors.
- Provide comprehensive building information to all designers and contractors involved, covering the building and design work, project planning, management, and resolution of compliance issues.

### **Ensuring Safety at the Planning Stage**

The Client is responsible for making sure that quality and safety is considered from the outset of the project. This involves clearly defining the safety expectations for the building and ensuring that safety risks, especially those related to fire safety and structural integrity, are properly managed during the design and construction phases.

### **Appointment Of Designers and Contractors**

Clients are required to take reasonable steps to appoint designers and contractors who possess the necessary competence or organisational capability to fulfill their roles effectively.

For projects involving more than one designer or contractor:

- Appoint a principal designer responsible for overseeing the design work.
- Appoint a principal contractor responsible for overseeing the building work.
- If only one designer or contractor is involved, they assume the role of principal designer or principal contractor respectively.
- Appointment of Organisations as Principal Designer or Principal Contractor

You have the option to appoint an organisation as the principal designer or principal contractor, provided that a competent individual within the organisation is designated to perform the role. It is important to note that the legal responsibilities remain with the appointing organisation.

The Client must ensure that all individuals involved possess the necessary skills, knowledge, experience, and behaviours (SKEB) to carry out their tasks in line with building safety regulations. Additionally, when appointing organisations to carry out work, the Client must verify that these organisations have the appropriate capabilities to perform the tasks competently and in compliance with relevant requirements.

### **Ensuring Compliance with Regulations**

The Client is accountable for making sure the project meets all relevant Building Regulations and other relevant requirements. This includes ensuring compliance with the Building Safety Act, fire safety standards, and any other applicable building regulations and codes.

For projects involving higher-risk building work, the Client must manage the application for building control approval. This includes submitting required documents and information to the Building Safety Regulator (BSR), such as drawings, plans, competence declarations, construction control plans, change control plans, and mandatory occurrence reporting plans.

In addition to managing the building control approval application, you must:

- Ensure that the principal designer and principal contractor implement a mandatory occurrence reporting system.
- Conduct periodic reviews of the building and design work to identify higher-risk aspects.
- Provide information to designers and contractors so they are aware the project involves higher-risk building work.
- You must establish and maintain a comprehensive record of building information - the Golden Thread, and provide this information to relevant individuals and organisations, including accountable persons.



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When appointing individuals or organisations to carry out work, you must:

- Maintain written records of the steps taken to verify their competence.
- Include details of their competence in the competence declaration and construction control plan submitted for building control applications.

### **Cooperating with Duty Holders**

The Client must work collaboratively with other Dutyholders (such as the Principal Designer and Principal Contractor) throughout the project. This includes sharing information and ensuring that there is a clear flow of communication on safety matters.

### **Assessing and Managing Risks**

The Client has an obligation to make sure that safety risks, especially those related to fire and structural safety, are identified and managed. This involves working with Dutyholders to assess risks at various stages and ensuring that safety measures are integrated into the design, construction, and operation of the building.

### **Designing for Building Safety**

The Client is responsible for ensuring that safety and building regulations compliance is prioritised in the design phase. This includes incorporating features such as fire-resistant materials, safe evacuation routes, and other elements designed to protect the building's occupants from potential risks.

### **Overseeing Construction and Handover**

The Client must oversee the construction phase to ensure that it aligns with the safety standards set during the planning and design stages. This includes ensuring that the building is constructed in accordance with the approved plans and that safety and building regulations compliance is prioritised during the construction process.

### **Ensuring Safety During Occupation**

After the building construction has been completed, the Client must ensure that safety is maintained throughout the building's occupation. This includes ensuring that appropriate measures are in place for ongoing maintenance, safety inspections, and risk assessments to keep the building safe for residents and occupants.

### **Record Keeping and Handover**

The Client must ensure that adequate documentation is maintained during the entire lifecycle of the building. This includes keeping records of safety assessments, building design, safety features, and any other relevant safety information. For higher-risk buildings, these records must be handed over to the Principal Accountable Person (PAP) or the building owner once the building is completed, ensuring that the building's safety is continually monitored and maintained.

### **Notification of Building Safety Risks**

If safety risks or issues arise during the building's lifecycle, the Client has a responsibility to notify the appropriate regulatory authorities. This may include informing the Building Safety Regulator or other safety authorities about risks that might endanger the building's safety.

### **Engagement with the Building Safety Regulator**

The Client must cooperate with the Building Safety Regulator during inspections, audits, and reviews. They are also responsible for ensuring that they meet any obligations set by the Regulator.

### **Summary**

The Client has a key role in ensuring that building quality and safety is prioritised from the start to the finish of a project. This includes appointing competent professionals, ensuring that risks are assessed and managed, complying with regulations, and maintaining safety throughout the project and the building's subsequent lifecycle.

The Client's responsibilities are vital, ensuring that safety is not compromised and that the building meets the required standards necessary for the protection of the building's residents and occupants