



APPENDIX A

Include the following templates at the end of your manual:

- Risk Assessment Form
- Method Statement Template
- COSHH Assessment Form
- Site Induction Record
- Toolbox Talk Attendance Sheet
- PPE Issue Register
- Accident / Incident Report Form
- Near Miss Report Form
- Site Inspection Checklist
- Weekly Supervisor Inspection Form
- Plant & Equipment Inspection Checklist
- Fire Point Inspection Record
- First Aid Kit Inspection Record
- Training Matrix
- Employee Training Record
- Subcontractor Competency Checklist
- Daily Briefing Record
- Hot Works Permit
- Electrical Isolation Permit
- Permit to Work Form
- Corrective Action Register

CONNECT SKILLED CONTRACTOR SERVICE LTD

HEALTH & SAFETY POLICY & MANAGEMENT MANUAL

Version: 1.1

Issue Date: 01 September 2026

Review Date: 01 September 2027

Company Address

171 Forest Road

Walthamstow

London

E17 6HE

1. DOCUMENT CONTROL

This Health & Safety Policy and Management Manual has been prepared to demonstrate Connect Skilled Contractor Service Ltd's commitment to providing a safe working environment for employees, subcontractors, clients, visitors and members of the public.

The manual details the company's health and safety arrangements and explains how legal duties are discharged under the Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015 (CDM 2015).

This document applies to all activities undertaken by the company including domestic refurbishment, commercial fit-outs, office refurbishments, hotel refurbishments, live retail works, IT installations, website and software development, cyber security services and recruitment of trades and labour.

This manual shall be reviewed annually or immediately following:

- Significant organisational change
- New legislation

- Serious accident or incident
- Enforcement action
- Significant changes to company operations

Only the latest approved version shall be issued.

2. HEALTH & SAFETY POLICY STATEMENT

Connect Skilled Contractor Service Ltd recognises that effective health and safety management is fundamental to the successful delivery of all projects.

The company is committed to preventing injury, occupational illness, environmental harm and damage to property by ensuring that health and safety considerations are integrated into every stage of planning, management and delivery.

We will comply with all applicable UK health and safety legislation together with client requirements, industry best practice and recognised standards.

Our objectives are to:

- Prevent accidents and work-related ill health.
- Protect employees, subcontractors, clients and the public.
- Maintain safe places of work.
- Provide safe systems of work.
- Ensure competent supervision.
- Consult with employees.
- Provide adequate training.
- Monitor health and safety performance.
- Continually improve our management system.

No commercial objective shall take priority over the health and safety of any individual.

Directors will ensure sufficient financial and organisational resources are made available to effectively implement this policy.

Every employee and subcontractor has a duty to cooperate with this policy and work safely at all times.

Signed:

Managing Director

Connect Skilled Contractor Service Ltd

3. COMPANY PROFILE

Connect Skilled Contractor Service Ltd provides professional construction, refurbishment and technical services throughout the United Kingdom.

Primary activities include:

- Home refurbishments
- Commercial refurbishments
- Office fit-outs
- Hotel refurbishments
- Live retail and supermarket works
- Internal alterations
- Property maintenance
- IT infrastructure installations
- Website development
- Mobile application development
- Cyber security consultancy
- Recruitment of skilled trades and labour

Projects are undertaken for domestic, commercial and public sector clients.

The company employs a core workforce and engages competent subcontractors where specialist skills are required.

All works are planned, managed and monitored to ensure compliance with statutory requirements and client standards.

4. HEALTH & SAFETY OBJECTIVES

The company has established the following measurable objectives:

- Zero fatalities.
- Zero tolerance of unsafe behaviour.

- Reduce accidents and near misses through proactive management.
- Complete suitable and sufficient Risk Assessments and Method Statements before work commences.
- Ensure all personnel receive appropriate induction training.
- Monitor subcontractor performance.
- Undertake regular site inspections.
- Deliver monthly toolbox talks.
- Investigate every accident and near miss.
- Review health and safety performance quarterly.
- Maintain legal compliance.
- Promote continual improvement.

Performance against these objectives shall be reviewed during management meetings.

5. HEALTH & SAFETY MANAGEMENT SYSTEM

Health and safety management is based upon the following principles:

Plan

Identify hazards.

Assess risks.

Prepare RAMS.

Allocate competent resources.

Coordinate with clients.

Do

Provide training.

Issue PPE.

Supervise works.

Monitor compliance.

Maintain welfare facilities.

Check

Undertake inspections.

Complete audits.

Investigate incidents.

Review subcontractors.

Record findings.

Act

Correct deficiencies.

Improve procedures.

Review policies.

Provide refresher training.

Update documentation.

This management system applies to every project regardless of size.

6. ORGANISATION & RESPONSIBILITIES

Health and safety is everyone's responsibility.

The company structure ensures clear lines of accountability from Director through supervisors to operatives and subcontractors.

The Managing Director retains overall responsibility for health and safety performance.

Supervisors are responsible for implementing company procedures on site.

Employees and subcontractors must cooperate fully and comply with company rules.

Where projects involve Principal Contractors or Principal Designers, Connect Skilled Contractor Service Ltd will cooperate fully to ensure effective coordination under CDM 2015.

7. MANAGING DIRECTOR RESPONSIBILITIES

The Managing Director shall:

- Provide leadership.
- Establish company policy.
- Ensure legal compliance.
- Allocate adequate resources.
- Appoint competent persons.
- Approve Risk Assessments.
- Monitor company performance.
- Ensure adequate insurance.
- Review accidents.
- Promote continual improvement.
- Ensure suitable welfare arrangements.
- Ensure subcontractors are competent.
- Ensure employees receive training.
- Review health and safety annually.

The Director has authority to stop any activity considered unsafe.

8. MANAGER & SUPERVISOR RESPONSIBILITIES

Managers and Supervisors shall:

Plan work before commencement.

Review client requirements.

Ensure RAMS are suitable.

Deliver site inductions.

Monitor subcontractors.

Carry out site inspections.

Correct unsafe behaviour.

Maintain housekeeping.

Ensure PPE is worn.

Investigate incidents.

Report defects.

Stop unsafe work immediately.

Ensure welfare facilities remain adequate.

Coordinate activities with other contractors.

Maintain communication with the client.

Ensure all documentation remains current throughout the project.

9. EMPLOYEE RESPONSIBILITIES

Every employee shall:

Take reasonable care of themselves and others.

Follow company procedures.

Attend inductions.

Wear PPE provided.

Use equipment correctly.

Report hazards immediately.

Report accidents.

Cooperate with supervisors.

Never interfere with safety equipment.

Maintain good housekeeping.

Follow Method Statements.

Participate in toolbox talks.

Refuse to undertake work they are not competent to perform.

Immediately stop work where serious danger exists and report concerns to management.

Failure to comply with company procedures may result in disciplinary action.

10. SUBCONTRACTOR RESPONSIBILITIES

All subcontractors engaged by Connect Skilled Contractor Service Ltd must:

Provide evidence of competence.

Provide valid public liability insurance.

Provide employers' liability insurance where applicable.

Supply training records upon request.

Provide taskspecific RAMS.

Attend site induction.

Follow site rules.

Wear suitable PPE.

Maintain equipment.

Report hazards immediately.

Cooperate with inspections.

Correct unsafe acts.

Comply with CDM 2015 duties.

Subcontractors who fail to comply with company procedures may be removed from site immediately.

11. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015)

Purpose

Connect Skilled Contractor Service Ltd recognises its duties under the Construction (Design and Management) Regulations 2015 (CDM 2015) and will ensure that all construction activities are properly planned, managed, monitored and executed safely.

The company understands that health and safety begins during the planning stage and continues until practical completion.

Contractor Duties

Before work commences the company will:

- Review all Pre-Construction Information (PCI).
- Understand the scope of work.
- Identify significant hazards.
- Prepare suitable Risk Assessments and Method Statements (RAMS).
- Confirm workforce competence.
- Ensure adequate supervision.
- Verify welfare facilities.
- Confirm emergency arrangements.
- Coordinate activities with other contractors.

During the project the company will:

- Follow the Construction Phase Plan.
- Cooperate with the Principal Contractor.

- Coordinate with the Principal Designer where required.
- Report unforeseen hazards immediately.
- Protect employees and members of the public.
- Maintain site security.
- Monitor subcontractor performance.
- Carry out regular inspections.
- Review RAMS when work changes.

Upon completion the company will:

- Remove waste.
- Leave the workplace safe.
- Report outstanding defects.
- Return permits.
- Complete client handover requirements.

12. PLANNING AND MANAGING WORK SAFELY

No work shall commence until adequate planning has been completed.

Planning shall consider:

- Scope of works.
- Programme.
- Site access.
- Deliveries.
- Traffic routes.
- Emergency access.
- Welfare.
- Public protection.
- Existing services.
- Live electrical systems.
- Structural stability.
- Weather conditions.
- Manual handling.
- Working at height.
- Fire risks.
- Environmental risks.

Managers shall ensure sufficient time and resources are allocated to complete work safely.

Unsafe shortcuts will never be accepted.

Where work changes unexpectedly, activities shall stop until revised controls have been implemented.

13. COMPETENT PERSONS

Only competent persons shall undertake work on behalf of Connect Skilled Contractor Service Ltd.

Competence is assessed using:

- Qualifications.
- Training.
- Experience.
- Trade skills.
- CSCS or ECS cards where applicable.
- References.
- Previous performance.
- Professional memberships.
- Manufacturer training.
- Site assessments.

Additional supervision shall be provided where workers are inexperienced.

Subcontractors shall only undertake work within their area of competence.

No employee shall be instructed to perform work they are not trained to complete safely.

14. RISK ASSESSMENT PROCEDURE

Risk Assessments shall be completed before work begins.

Assessments shall identify:

- Hazards.
- Persons at risk.
- Existing controls.
- Additional controls.

- Residual risk.
- Responsible person.
- Review date.

Risk assessments shall consider:

- Working at height.
- Electricity.
- Manual handling.
- Fire.
- Slips and trips.
- Dust.
- Noise.
- Vibration.
- Asbestos.
- Plant movement.
- Public interface.
- Lone working.
- Weather.
- Confined spaces where applicable.

Control measures shall follow the hierarchy of control:

1. Eliminate.
2. Substitute.
3. Engineering controls.
4. Administrative controls.
5. Personal Protective Equipment.

Risk assessments shall be reviewed:

- Following accidents.
- Following changes to work.
- Following new legislation.
- At least annually.

15. DYNAMIC RISK ASSESSMENT

Construction work frequently changes.

Employees are therefore expected to continually assess risks throughout the working day.

If conditions change, employees shall:

- Stop work.
- Reassess hazards.
- Inform supervision.
- Introduce additional controls.
- Amend RAMS where necessary.
- Resume work only when safe.

Examples include:

- Unexpected asbestos.
- Damaged electrics.
- Structural instability.
- Severe weather.
- Public entering work areas.
- Plant breakdown.
- New contractors arriving.

Dynamic Risk Assessment forms part of everyday safe working.

16. METHOD STATEMENTS (RAMS)

Method Statements explain how work will be completed safely.

Each Method Statement shall include:

- Description of works.
- Sequence of activities.
- Required competence.
- Required PPE.
- Plant and equipment.
- Materials.
- Hazards.
- Control measures.
- Emergency arrangements.
- Environmental controls.
- Waste management.
- Supervision requirements.

Method Statements shall be:

- Site specific.
- Communicated before work starts.
- Signed by operatives.
- Reviewed if work changes.

No employee shall undertake high-risk work without understanding the Method Statement.

17. SITE INDUCTIONS

Every employee, subcontractor and visitor shall receive a site induction before entering the work area.

Inductions shall include:

- Site rules.
- Emergency procedures.
- Fire arrangements.
- Welfare facilities.
- First Aid.
- Accident reporting.
- Site traffic.
- PPE requirements.
- Restricted areas.
- Environmental controls.
- Client requirements.
- Smoking policy.
- Drugs and alcohol policy.
- Housekeeping expectations.
- Security arrangements.

Attendance records shall be retained.

Additional inductions shall be delivered where site conditions significantly change.

18. TRAINING AND COMPETENCE

The company is committed to maintaining a competent workforce.

Training includes:

- Company induction.
- Site induction.
- Manual handling.
- Working at Height.
- Fire Safety.
- First Aid awareness.
- Asbestos Awareness.
- COSHH Awareness.
- Electrical Safety Awareness.
- Tool Box Talks.
- Plant training where required.
- Manufacturer instruction.

Training records shall be maintained.

Competence shall be reviewed regularly.

Refresher training shall be provided whenever:

- Legislation changes.
- Equipment changes.
- New hazards are introduced.
- Skills deteriorate.
- Following accidents.
- Following poor performance.

19. CONSULTATION WITH EMPLOYEES

Connect Skilled Contractor Service Ltd believes employees are best placed to identify hazards.

Employees shall therefore be encouraged to:

- Raise concerns.
- Suggest improvements.
- Report hazards.
- Report near misses.
- Participate in investigations.
- Attend toolbox talks.
- Contribute during safety meetings.

No employee shall be disadvantaged for reporting genuine health and safety concerns.

Constructive feedback shall be encouraged at every level of the organisation.

20. WELFARE ARRANGEMENTS

Suitable welfare facilities shall be available throughout every project.

Facilities shall include where reasonably practicable:

- Toilets.
- Hand washing.
- Drinking water.
- Rest facilities.
- Heating.
- Drying area.
- Eating facilities.
- Waste bins.
- First Aid provision.

Work areas shall remain clean and hygienic.

Smoking shall only take place within designated areas.

Good housekeeping standards shall be maintained at all times.

Employees shall immediately report any welfare deficiencies to supervision.

21. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose

Connect Skilled Contractor Service Ltd recognises that Personal Protective Equipment (PPE) is the last line of defence against workplace hazards and shall only be used after other control measures have been considered.

Suitable PPE will be provided free of charge where required by legislation or risk assessment.

Minimum Site PPE

Unless otherwise instructed, the minimum PPE requirements for construction activities are:

- Safety helmet
- High visibility clothing
- Safety footwear with protective toe caps
- Suitable work gloves
- Eye protection where required

Additional PPE may include:

- Hearing protection
- Respiratory Protective Equipment (RPE)
- Face shields
- Cut-resistant gloves
- Chemical resistant gloves
- Disposable coveralls
- Harnesses for work at height
- Arc-rated clothing where applicable

Employee Responsibilities

Employees and subcontractors shall:

- Wear PPE correctly.
- Inspect PPE before use.
- Report damaged equipment immediately.
- Maintain PPE in a clean condition.
- Never modify PPE.
- Replace defective PPE immediately.

Failure to wear mandatory PPE may result in removal from site.

22. HOUSEKEEPING

Good housekeeping significantly reduces accidents and demonstrates professional standards.

Work areas shall be maintained in a clean and orderly condition throughout the project.

The following standards shall be maintained:

- Walkways kept clear.
- Cables managed to prevent trips.
- Materials stored safely.
- Waste removed regularly.
- Fire exits unobstructed.
- Tools returned after use.
- Spillages cleaned immediately.
- Deliveries stored safely.
- Access routes maintained.

At the end of each shift operatives shall leave their work area clean and safe.

Poor housekeeping will be corrected immediately.

23. MANUAL HANDLING

Manual handling activities shall be avoided wherever reasonably practicable.

Where lifting cannot be avoided the company will reduce the risk by:

- Using mechanical lifting aids.
- Reducing load weights.
- Team lifting.
- Improving access.
- Planning deliveries.
- Reducing carrying distances.

Employees shall assess:

- Load
- Individual capability
- Task
- Environment
- Equipment

Heavy or awkward loads shall never be lifted without assistance.

Manual handling training shall be provided.

24. WORKING AT HEIGHT

Working at height presents one of the highest risks within construction and shall be carefully planned.

The hierarchy of control shall always apply.

Step 1

Avoid working at height wherever possible.

Step 2

Prevent falls by using:

- Mobile towers
- Podiums
- MEWPs
- Scaffolds
- Edge protection
- Guard rails

Step 3

Minimise consequences by using:

- Safety nets
- Harness systems
- Fall arrest equipment

Ladders shall only be used for short-duration, low-risk work where safer alternatives are not reasonably practicable.

Weather conditions shall always be considered before commencing work.

No person shall work at height unless competent.

25. LADDERS, TOWERS AND MEWPS

Only trained persons shall use access equipment.

Ladders

Ladders shall:

- Be inspected before use.
- Be secured where possible.
- Extend above landing points.
- Be positioned on firm ground.
- Never be overloaded.
- Never be used as working platforms.

Mobile Towers

Mobile towers shall:

- Be erected by competent persons.
- Be inspected before use.
- Have locked wheels.
- Be fitted with guardrails.
- Never be moved while occupied.

MEWPs

Operators shall:

- Hold recognised training.
 - Wear harnesses where required.
 - Complete daily inspections.
 - Follow manufacturer instructions.
-

26. ELECTRICAL SAFETY

Electricity presents a significant risk of fatal injury.

Before commencing work employees shall identify:

- Live services.
- Temporary supplies.
- Distribution boards.
- Isolation points.

Construction tools shall normally operate at **110 volts** or battery power unless otherwise justified.

The following controls apply:

- PAT testing.
- Visual inspections.
- RCD protection.
- Suitable extension leads.
- Cable management.
- Lock-off procedures.
- Permit to work where required.

Only competent electricians shall undertake electrical installation work.

Defective equipment shall be removed from service immediately.

27. FIRE SAFETY

Fire prevention forms part of every project.

The company shall:

- Reduce combustible materials.
- Control ignition sources.
- Maintain escape routes.
- Provide suitable extinguishers.
- Store flammable materials safely.
- Operate hot work permits where required.

Employees shall:

- Know alarm procedures.
- Know assembly points.
- Report fire hazards.
- Never obstruct fire exits.
- Never misuse extinguishers.

In the event of fire:

1. Raise the alarm.
2. Evacuate immediately.
3. Call the Fire & Rescue Service.

4. Report to the assembly point.
5. Do not re-enter until authorised.

28. COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Hazardous substances shall be controlled in accordance with the Control of Substances Hazardous to Health Regulations.

Before using hazardous products the company shall:

- Obtain Safety Data Sheets.
- Complete COSHH Assessments.
- Identify exposure risks.
- Implement suitable controls.

Controls may include:

- Ventilation.
- Local extraction.
- Enclosed systems.
- Reduced quantities.
- Suitable PPE.
- Safe storage.
- Spill procedures.

Employees shall:

- Read instructions.
- Follow assessments.
- Wear PPE.
- Report spillages.
- Never mix chemicals.

COSHH assessments shall be reviewed whenever products change.

29. ASBESTOS MANAGEMENT

Asbestos remains present within many buildings constructed before the year 2000.

Before intrusive work begins the company shall:

- Request asbestos information.
- Review refurbishment surveys.
- Identify restricted areas.
- Brief operatives.

If suspected asbestos is discovered:

- STOP WORK IMMEDIATELY.
- Prevent access.
- Inform supervision.
- Inform the client.
- Arrange specialist assessment.

No employee shall intentionally disturb asbestos-containing materials unless legally authorised and appropriately licensed.

30. PLANT, TOOLS & WORK EQUIPMENT (PUWER & LOLER)

All plant, machinery and work equipment shall comply with the Provision and Use of Work Equipment Regulations (PUWER).

Lifting equipment shall comply with the Lifting Operations and Lifting Equipment Regulations (LOLER).

The company shall ensure:

- Equipment is suitable.
- Equipment is inspected.
- Maintenance records are kept.
- Defects are repaired.
- Users are trained.
- Daily checks are completed.
- Guards remain fitted.
- Safety devices are operational.

Employees shall:

- Inspect equipment before use.
- Never use defective equipment.
- Report faults immediately.
- Follow manufacturer instructions.
- Only operate equipment they are trained to use.

Lifting accessories shall be thoroughly examined at the required intervals and records retained.

31. FIRST AID ARRANGEMENTS

Purpose

Connect Skilled Contractor Service Ltd will provide adequate first aid arrangements to ensure employees, subcontractors and visitors receive prompt assistance following injury or illness.

Suitable first aid provision will be determined by risk assessment and the nature of the works being undertaken.

Arrangements

The company will ensure:

- Suitable first aid kits are available.
- Kits are regularly inspected and replenished.
- Trained first aiders are available where required.
- Emergency contact numbers are displayed.
- Site addresses are available for emergency services.
- All injuries receive appropriate treatment.

Employee Responsibilities

Employees shall:

- Report all injuries immediately.
- Record treatment provided.
- Cooperate during investigations.
- Never remove items from first aid kits unnecessarily.

Where emergency medical assistance is required, work shall cease until the area has been made safe.

32. ACCIDENT REPORTING & RIDDOR

All accidents, incidents, dangerous occurrences and near misses shall be reported immediately to management.

The company will investigate every incident to identify:

- Immediate causes.
- Underlying causes.
- Root causes.
- Corrective actions.
- Lessons learned.

Where required by law, incidents will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Records shall be maintained for statutory periods.

The company encourages the reporting of near misses to prevent future accidents.

No employee will be criticised for reporting genuine safety concerns.

33. EMERGENCY PROCEDURES

Emergency arrangements shall be established before work commences.

Emergency planning shall consider:

- Fire.
- Medical emergencies.
- Structural collapse.
- Flooding.
- Gas leaks.
- Electrical incidents.
- Security threats.
- Severe weather.

All personnel shall know:

- Emergency contacts.
- Assembly points.
- Escape routes.

- First aider locations.
- Fire extinguisher locations.

During an emergency:

1. Stop work immediately.
2. Raise the alarm.
3. Make the area safe if possible.
4. Evacuate calmly.
5. Report to the assembly point.
6. Await further instruction.

No person shall re-enter a building until authorised.

34. ENVIRONMENTAL MANAGEMENT

Connect Skilled Contractor Service Ltd is committed to reducing the environmental impact of its operations.

The company will:

- Prevent pollution.
- Minimise waste.
- Segregate recyclable materials.
- Protect drains and watercourses.
- Reduce unnecessary energy use.
- Control dust and noise.
- Store fuels and chemicals safely.
- Use licensed waste carriers where required.

Employees shall:

- Prevent unnecessary waste.
- Report environmental incidents.
- Follow waste segregation procedures.
- Protect wildlife and vegetation where applicable.

Environmental performance shall be monitored alongside health and safety performance.

35. LIVE RETAIL & SUPERSTORE WORKING

The company regularly undertakes works within occupied retail premises.

Additional control measures include:

- Working outside trading hours where possible.
- Maintaining safe pedestrian routes.
- Installing barriers and warning signage.
- Controlling dust and noise.
- Protecting customers and staff.
- Securing tools and materials.
- Maintaining emergency escape routes.
- Coordinating with store management.
- Completing daily site inspections.

Works shall be planned to minimise disruption to business operations while maintaining safety at all times.

36. HOTEL, OFFICE & OCCUPIED BUILDINGS

Work within occupied buildings requires additional planning and communication.

Before work commences:

- Occupants shall be informed where appropriate.
- Escape routes shall be protected.
- Noisy work shall be planned.
- Dust control measures shall be implemented.
- Deliveries shall be coordinated.
- Access restrictions shall be maintained.

Operatives shall:

- Behave professionally.
- Respect client property.
- Keep work areas secure.

- Prevent unauthorised access.
- Leave areas clean at the end of each shift.

Additional supervision shall be provided where vulnerable persons may be affected.

37. IT, CYBER SECURITY & OFFICE ACTIVITIES

Although office-based activities present lower physical risks, they remain subject to health and safety requirements.

The company will ensure:

- Workstations are suitably arranged.
- Electrical equipment is maintained.
- Trailing cables are controlled.
- Adequate lighting and ventilation are provided.
- Employees receive Display Screen Equipment (DSE) guidance.
- Manual handling risks are reduced.
- Lone working arrangements are considered.

For cyber security operations, the company will also:

- Protect client information.
 - Control access to systems.
 - Use secure passwords and authentication.
 - Maintain confidentiality.
 - Comply with applicable data protection requirements.
 - Report information security incidents promptly.
-

38. MONITORING, INSPECTIONS & AUDITS

Health and safety performance shall be monitored continuously.

Monitoring includes:

- Site inspections.
- Supervisor checks.
- Director visits.
- Toolbox talks.
- RAMS reviews.
- Equipment inspections.
- Training reviews.
- Accident investigations.
- Corrective action tracking.

Formal audits shall be undertaken periodically to confirm compliance with company procedures and legal requirements.

Findings shall be recorded and actioned promptly.

39. RECORDS, FORMS & TEMPLATES

The following records shall be maintained where applicable:

- Health & Safety Policy.
- Risk Assessments.
- Method Statements.
- COSHH Assessments.
- Site Induction Records.
- Training Matrix.
- Toolbox Talk Records.
- PPE Issue Register.
- Plant Inspection Records.
- Accident Report Forms.
- Near Miss Reports.
- Fire Equipment Checks.
- First Aid Kit Inspections.
- Subcontractor Approval Records.
- Site Inspection Checklists.
- Audit Reports.
- Corrective Action Register.

Documentation shall be retained securely and made available to clients or enforcing authorities where appropriate.

40. ANNUAL REVIEW & CONTINUAL IMPROVEMENT

This manual forms part of the company's commitment to continual improvement.

The Managing Director will review the Health & Safety Management System at least annually, or sooner where significant changes occur.

The review shall consider:

- Accident statistics.
- Near misses.
- Audit findings.
- Client feedback.
- Employee feedback.
- Legislative updates.
- Training requirements.
- Performance against objectives.
- Effectiveness of risk controls.

Where improvements are identified, the manual shall be amended and communicated to employees and subcontractors.

Connect Skilled Contractor Service Ltd is committed to maintaining high standards of health and safety and ensuring that all work is carried out safely, professionally and in compliance with legal requirements.

DIRECTOR APPROVAL AND DECLARATION

I confirm that I, as Director of Connect Skilled Contractor Service Ltd, have overall responsibility for the implementation, monitoring and continual improvement of the Company's Health & Safety Management arrangements.

I confirm that the Company is committed to:

- complying with applicable UK health and safety legislation and regulatory requirements;
- providing safe systems of work and appropriate control measures;
- protecting employees, subcontractors, clients, visitors and members of the public;

- providing suitable information, instruction, training and supervision;
- consulting with employees and workers on health and safety matters;
- identifying hazards and controlling risks so far as is reasonably practicable;
- maintaining appropriate welfare, emergency and first-aid arrangements;
- investigating accidents, incidents, near misses and dangerous occurrences;
- taking corrective and preventative action where required;
- monitoring health and safety performance; and
- continually improving the Company's health and safety arrangements.

Adequate resources will be made available to implement this policy and its associated procedures.

This policy will be communicated to employees, subcontractors and relevant interested parties and will be reviewed at least annually or sooner where there are significant changes to legislation, Company activities, organisational arrangements or health and safety risks.

Approved by:

Name: Aleem Aziz

Position: Director

Company: Connect Skilled Contractor Service Ltd

Signature: _____ Aleem Aziz _____

Date: _____ 01/09/2026 _____

Policy Review Date: _____ 01/09/2027 _____

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