

General Statement of Intent

DT Civils Limited attaches great importance to safeguarding the health and safety of its employees, visitors and anyone else who might be affected by its undertakings. Therefore, our policy is to aim for best practice within the health and safety field. Compliance with the requirements of the Health and Safety at Work Act 1974, all other relevant statutory provisions, and relevant British and International Standards, etc. is seen as the minimum acceptable health and safety performance.

We view our staff as our most important asset and therefore will seek not only to prevent injury and ill health, but also to positively promote good health. Our goal is to eliminate work-related accidents and ill health by establishing and maintaining safe working practices, by providing safe work environments and equipment, and by providing training and information.

Health and Safety is regarded as a fundamental management responsibility of equal importance to other management functions. We expect that health and safety will be managed to the same high standards.

All employees must ensure that everything reasonably practicable to prevent injury is done and that action is taken to discover the cause of problems and implement preventative measures.

Achieving high standards of health and safety at work will be a mutual objective for all of us, irrespective of grade. The successful implementation of the Health and Safety Policy requires the co-operation and commitment of all staff and that of any contractors. All employees will act responsibly and do all they can to prevent injury to themselves, their colleagues and members of the public.

We consider that the assessment and subsequent control of health and safety risks arising out of its activities is not only a legal responsibility but also good management practice which will prevent work-related accidents and ill health, increase staff morale and motivation, and lead to a reduction in unnecessary financial losses to the organisation. Managers will assess the risks to health and safety arising out of their undertakings and implement adequate measures to eliminate or control the risk.

The Company is responsible for establishing arrangements to carry out risk assessments within their areas of responsibility and acting on the results.

Where hazardous conditions exist which cannot be eliminated or adequately controlled, personal protective equipment will be issued. We will ensure that supplies are available and employees are required to wear protective equipment whenever necessary and to see that it is maintained in a clean and serviceable condition, to ensure personal protection and safe working.

Disciplinary action will be taken against any employee who flagrantly disregards safety instructions or approved safe working practices and in consequence puts at risk either his/her safety or that of others.

We will ensure that contractors employed to carry out work on the premises are competent and that they conduct their operations so as not to expose themselves or staff to risks to health and safety.

The Company Health and Safety Policy shall be reviewed at least annually and updated where necessary. The policy shall be made available to all members of staff.

It is the responsibility of all members of staff to read, understand and comply with the contents of this policy.

Health and Safety Roles and Responsibilities

This section outlines the organisation of general health and safety roles and responsibilities.

The Director has the responsibility for:

- Has overall responsibility for ensuring that the Health and Safety Policy is implemented effectively and that effective arrangements exist for communication, discussion and consultation on health and matters at all levels
- Has final authority on all health and safety matters
- Will monitor the company's performance with respect to both statutory requirements and this policy
- Ensure that sufficient staff and financial resources are allocated to meet the Health and Safety Policy objectives
- Ensure that Staff are provided with comprehensible and relevant information on the risks arising from their work and any preventative and protective measures identified in relevant risk assessments
- Ensure that appropriate disciplinary action is initiated against any member of staff wilfully failing to comply with the requirements of the Health and Safety Policy
- Where appropriate, appoint "Site Foreman" with specific responsibilities for health and safety functions
- Remain aware of the level of compliance with health and safety requirements
- Ensure appropriate resources for the corporate health and safety function

Managers and Field Based Engineers

Field Based Engineers are responsible for all operational activities on site. They will manage the SHE standards and performance of employees and subcontractors. They will be required to take the necessary actions to ensure safe access and egress without risk to employees, contractors and visitors to site. They shall communicate with their Senior Manager for support. They will also seek advice from the Safety Health Environment Coordinator when required:

- Using competent personnel and adhering to the DT Civils SHE auditing procedure ensuring that SHE standards are maintained and enforced on site including the need to wear all necessary personal protective equipment
- Have an accurate understanding of the DT Civils SHE Policy and SHE Management System and their impact upon construction activities e.g. CDM duties, COSHH
- Undertake SHE Inspections and act upon any agreed recommendations made by the Safety Health Environment Coordinator
- Ensure all incidents, accidents and near misses are reported in accordance with the accident reporting procedure

Employees have the responsibility for:

- Organising their workplace to provide a safe working environment
- Only undertake work activities for which they are trained and competent to do
- Ensuring that access and egress routes are clear at all times
- Ensuring that the control measures in place are operable at all times and are not interfered with
- Ensuring that appropriate personal protective equipment is available and worn
- Ensuring that all accidents and near-misses are reported to the relevant person so that they may be entered in the accident book and accident investigation may be initiated
- Ensuring that all staff work in accordance with safety training and with specified safe working practices

Safety, Health, Environment and Quality Manager

The Company has appointed a SHEQ Manager as a 'competent person' to assist the Company to comply with its statutory requirements under section 6 of the Management of Health and Safety at Work Regulations 1999. The SHEQ Manager provides management and staff with advice, information and assistance on all health and safety matters, calling on expert and professional advice as necessary.

None of the duties imposed on the SHEQ Manager are in any way to be construed as duplicating or modifying the full responsibilities of DT Civils Management and staff for health and safety matters.

The primary responsibility for all health and safety matters remains with all levels of management and with all staff.

The Health and Safety Representative is responsible for:

- Preparing and circulating information relating to health and safety matters
- Promoting awareness of safety within DT Civils as an integral part of good management
- Making recommendations to appropriate management and staff on all matters relating to health and safety
- Monitoring the implementation of the Health and Safety Policy to ensure that it is up to date, comprehensive and practical and ensuring that the policy is updated annually
- Auditing the arrangements to implement the Health and Safety Policy and validating risk assessments
- Carrying out inspections of workplaces at least every 3 months and giving guidance and advice to management and staff
- Organising and presenting safety training as appropriate
- Assists with Investigating accidents, near miss incidents, be responsible for the notification and reporting, to the relevant authority, in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013
- Monitors trends and produces statistical information, giving advice on action to be taken to prevent reoccurrence
- Monitoring emergency and fire precautions arrangements and attending fire drill exercises in an advisory capacity
- Organising and providing first aid facilities
- Liaise with HSE, local authorities where required
- Ensure that appropriate first aid provision is readily available to each employee if they are injured or become unwell at work

Risk Assessment

In order to ensure that they have identified and implemented the measures necessary to fulfil the responsibilities outlined above, and to comply with section 3 of the Management of Health and Safety at Work Regulations 1999, employees are responsible for undertaking assessments of the health and safety risks.

Assessments will identify any hazards, assess the level of risk, measure the effectiveness of any control measures in place and recommend any necessary control measures to remove, reduce or make the risk acceptable. Any significant findings from the risk assessment process will be recorded.

It is the responsibility of all members of staff to report health and safety hazards, particularly those, which present an immediate danger, as soon as is practicable.

Safe Systems of Work

A safe system of work results from a risk assessment and method statement which specifies a safe way of working. It defines the working method(s) to ensure that hazards are eliminated or risks minimised and/or controlled. The safe system of work must be:

- Written
- Kept with the relevant risk assessment documentation
- Brought to the attention of the employees carrying out the tasks

In specified hazardous types of work, a permit-to-work procedure will be employed to ensure that a safe system of work is defined and adhered to.

Staff responsible for the supervision of works will ensure that safe systems of work are identified, established and maintained.

First Aid

The casualty, or any person witnessing the accident, or the person to whom the accident or illness is first reported, must proceed as follows:

- Contact the nearest first aider who will administer treatment as appropriate
- If the casualty's condition appears serious the first aider will summon an ambulance and inform the casualties Manager of the action taken
- Ensure the Accident Book is to be completed

If staff are working outside normal hours, Management must ensure that suitable arrangements have been made to ensure staff have access to adequate first aid facilities.

Accident Reporting

In all accident cases, appropriate first aid and/or medical treatment is to be administered immediately.

Incidents of violence (abuse, threats or assault) against a member of staff from a member of the public or a contractor shall be reported as an accident at work.

Incidents in which injury is sustained but which could have caused injury if the circumstances recurred must also be reported (this is known as a 'near miss' incident).

All accidents to DT Civils staff, contractors and visitors occurring in the premises or during the activity must be reported as soon as practicable.

Training and Supervision

Where job-related safety training has been identified, DT Civils will arrange relevant training, employing competent persons to do so.

All Staff are responsible for ensuring that any site induction procedures are followed. The induction provides staff with specific essential health and safety information.

Lone Working

The term 'lone working' applies to staff where working practices mean that they are solitary and/or when there is no close or direct supervision.

Management must determine:

- If the workplace or work presents a special risk to the solitary employee
- If there are any medical reasons which make staff unsuitable for working alone
- Are not exposed to significantly more risk than employees who work together
- Have access to adequate first aid facilities
- Are capable of responding correctly in an emergency situation

Planning of New Projects, Research and Procurement of New Equipment

Health, safety and welfare aspects are to be assessed at the initial appraisal or feasibility stage, whenever:

- Projects are planned
- New equipment or hazardous substances are introduced
- The layout of any work area is significantly altered

A competent person should regularly monitor project progress to ensure that safe methods of work are maintained.

All staff must follow manufacturers' and suppliers' operating instructions and safety advice for the use of their products.

Monitoring, Communication and Consultation

Annual Safety meetings are to be held once a year. Remit is to review health and safety performance and policy, maintain an overview of safety management and promote a positive safety culture.

The minutes of Safety meetings will be communicated to all staff.

Personal Protective Equipment

Everyone at work is required to wear suitable footwear and protective clothing appropriate to the nature of their work.

In certain work areas, where risk assessments have identified specific hazards, safety clothing and/or Personal Protective Equipment (PPE) may be required to be worn to ensure safe working.

PPE will only be considered should alternative means of eliminating or controlling the hazard prove impracticable.

Information on the selection and use of PPE can be obtained from DT Civils Management.

Manual Handling Operations

Recognising that manual handling injuries account for almost one third of UK workplace accidents, the Company is committed to reducing the risks involved in these operations.

Hazardous MHOs shall be avoided where practicable.

Staff responsible for the operation shall ensure that, where manual handling operations cannot be avoided:

- The risk of injury is reduced to the lowest level reasonably practicable
- Staff are provided with appropriate manual handling training

Staff shall report health problems or injury arising out of MHOs immediately to DT Civils Management.

Hazardous Substances

Wherever practicable, exposure to hazardous substances shall be prevented by changes to processes or by the substitution of less hazardous substances. For areas and activities which use, handle, store or transport hazardous substances identified as either flammable, toxic, corrosive, harmful, explosive, carcinogenic, mutagenic, or teratogenic, then relevant COSHH information must be available.

The use of Personal Protective Equipment shall be considered only after alternative control measures have been found to be impracticable or where residual risk remains.

Workplace and Work Equipment

DT Civils will forward workplace health and safety problems, which they cannot resolve to the Health and Safety Consultant.

DT Civils is also responsible for ensuring that workplaces and equipment, devices and systems are:

- Maintained in an efficient state, in efficient working order and in good repair
- Safe and without risks to health
- Located in an appropriate environment for safe working, taking local lighting and ventilation into consideration
- Suitable for the purpose for which it is provided
- Inspected and serviced as appropriate, including either routine or planned preventive maintenance
- Fitted with suitable guards or protective devices as necessary to prevent access to dangerous parts
- Fitted with clearly visible and accessible stop and emergency stop controls as may be necessary
- Fitted with suitable controls which do not compromise the operator's health and safety
- Fitted with the means of isolating the equipment from all sources of energy where appropriate
- Marked with appropriate warnings and safety information

Electricity

The Company will ensure that all electrical installations, systems and appliances are safe for use and free from mechanical and electrical defect when in use.

DT Civils will:

- Organise the inspection and testing of portable electrical equipment by competent persons
- Ensure that this inspection and testing takes place at regular intervals appropriate to the level of risk
- Keep records of testing and inspection

Noise

Staff responsible for operational areas shall:

- Take the level of noise into account where necessary
- Arrange for appropriate action to be taken to reduce the overall level of noise to an acceptable level, if any machinery/plant or process generate an unacceptable level of noise
- Arrange for warning notices to be displayed, and for employees to be provided with suitable hearing protection, where it is impracticable to reduce the noise to an acceptable level

Working from Heights

Staff working at height must ensure that before they use ladders, steps and all other access equipment:

- The equipment is in a safe condition
- They have been adequately trained in the safe use of the equipment
- Make sure that all safety precautions are complied with to prevent accidents from falling or from falling objects
- Ensure that appropriate permit-to-work documentation has been completed

Permit-to-Work Procedures

DT Civils operates a permit-to-work system for specified works, which are identified as being high-risk activities. The following works will be subject to the permit-to-work system:

- Work involving the demolition of pipelines or opening of plant containing steam, hazardous chemicals, vapours, gases or liquids under pressure
- Entry into confined spaces
- Work on live electrical equipment and systems
- Welding and cutting work involving naked flames (Hot works)
- Work in isolated locations or where access is difficult

When employing sub contractors to carry out the above high-risk activities must ensure that permit-to-work systems are followed and contractually enforced.

Waste Disposal

All waste shall be disposed of in accordance with the duty of care contained within section 34 of the Environmental Protection Act 1990.

The Company shall ensure that controlled waste is stored safely prior to disposal and disposed of by a registered waste carrier. Appropriate waste transfer documentation shall be completed and retained.

Staff of work areas producing hazardous waste must ensure, in conjunction with the Health and Safety Representative suitable arrangements are made to dispose of the waste safely under the terms of the Hazardous Waste Regulations 2005. Appropriate waste transfer documentation shall be completed and retained.

Environmental Issues

DT Civils will seek to carry out its operations in a manner, which is environmentally responsible and are committed to providing a responsible procurement service with regard to the environment and will work with suppliers to promote the use of "environmentally friendly" goods and services.

Site Traffic, Loading/Unloading Areas and Car Parking

Staff will make arrangements on each site to segregate vehicles and people.

Designated vehicle and pedestrian routes with appropriate signage will be used to achieve this segregation.

All staff bringing vehicles onto premises must comply with site speed restrictions and signage.

Vehicles must only be parked in designated parking spaces and left in a safe condition so that no other unauthorised staff or operatives can use the vehicle or plant.

Visitors

All visitors including members of the general public visiting areas of buildings and operational sites should be asked to initially report to an appropriate reception point.

The member of staff who invites, or escorts, the visitor:

- Is responsible for drawing their attention to any relevant safety hazards which are likely to affect them
- Must ensure that the visitor is informed of the action to be taken in the event of fire or other emergency

Signature:

Date: **28th August 2025**

Review Date: **27th August 2026**

Name: **Dean Sibley**

Position: **Director**



**DT CIVILS
& UTILITIES**