

38 Health and Safety Policy

38.1 Statement of intent

Soiltechnics regards the management of health and safety as an integral part of its business and as a management priority. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and people undertaking work experience and to provide the information, instruction, training and supervision that they require for this purpose. We accept our responsibility for the health and safety of third parties who may be affected by our activities.

All reasonably practicable steps are taken to ensure the health and safety of all persons, to prevent damage to the property of the Company and others, and to provide sufficient resources for the maintenance of safe and healthy working conditions through continual improvement. Safety objectives and targets are set and monitored, either as a result of the Management Review or actions arising from this policy, and these will be communicated to the individuals concerned.

Safety and operational efficiency are complementary, and the use of safe working practices and accident prevention techniques are an important responsibility of all employees.

Soiltechnics is committed to the quality of the services it provides, the safety and health of our people and our impact on the environment. Accordingly, we have adopted a fully Integrated Management System to comply with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018, together with current British Standards where these requirements apply to our specific activities. Our Integrated Management System, including supporting procedures and work instructions, has been implemented with the intention of continually improving our business commitment to our clients, our people and the environment.

It is recognised that the Company's operations in the area of fieldwork involve certain hazards. A programme of hazard identification, risk assessment and risk control measures exists within the Company's Occupational Health and Safety Management System (the "OH&S Management System").

The aim of the Directors is that the Company's OH&S Management System is one of continuous improvement in the reduction of risk of harm, injury or damage to any person or property.

All working systems are examined from time to time to ensure that they are maintained as safe systems of work and this policy is subject to regular review.

The requirements of the Health and Safety at Work etc. Act 1974, the Factories Act 1961, and Construction (Design and Management) Regulations 2015 and all legislation relevant thereto shall be regarded as the minimum standard required. This, in itself, is not sufficient and therefore all employees are to contribute towards making work areas as safe as possible and maintaining safe and easy access to and egress from working areas.

Projects are designed with due regard to health and safety during investigation and construction, and to the health and safety of all employees, operatives and others such as end users. When legally required, or considered beneficial, the requirements of the Construction (Design and Management) Regulations 2015 shall be complied with.

The organisation provides appropriate training in matters affecting health and safety at work and makes available competent health and safety advice and adequate resources, including time and money, so that legal obligations may be met.

38.2 Responsibilities for health and safety

Responsibility for this policy being implemented is that of the Directors, but implementation requires cooperation with all Soiltechnics' staff.

The Director with responsibility for health and safety is Stephen Cragg. He has overall and final responsibility for health and safety.

The Health and Safety Advisor is Mariah Hocking. She has day-to-day responsibility for ensuring this policy is put into practice.

Soiltechnics' external Competent Person (CP) is Tom Phillips, of RPA Safety Services. He is responsible for providing guidance and support.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Directors, Associate Directors, Senior Engineers and Project Managers: ensuring engineers and technicians have the correct information and understand what they will be doing on site.
- Store and Equipment Controller: maintaining equipment (or outsourcing) and keeping storage and equipment areas clean and tidy.
- Store and Equipment Controller and Director: fire safety.
- Engineers and technicians: controlling site work under their supervision, including briefing people present on site.

All employees must:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
- use equipment and substances in accordance with training and instructions and must not deliberately misuse things provided for their health and safety; and
- report any circumstances which are dangerous or where improvements could be made.

Young people undertaking work experience are supervised, but must:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions; and
- report any circumstances which are dangerous or where improvements could be made.

It is the duty of all employees to comply with this policy, the Integrated Management System Manual, safety instructions, Control of Substances Hazardous to Health (COSHH) assessments and other Safety Rules and Regulations that apply at the work location. It is also the duty of all employees to take reasonable care of themselves and others that may be affected by their acts and/or omissions, and of such safety and other equipment as may be supplied to them. Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

Should any employee encounter a health or safety problem that they are unable to correct, they must immediately inform any member of the Company management.

All employees whose responsibilities require them to authorise work to be carried out shall ensure that there are adequate health and safety facilities available.

All employees, contractors and sub-contractors are required to cooperate with the organisation and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

38.3 Arrangements for health and safety

Soiltechnics' Director with responsibility for health and safety sets health and safety objectives and is accountable to the Board of Directors.

Soiltechnics' Health and Safety Advisor sets health and safety practices and protocols (including Risk Assessment and Method Statement (RAMS) templates for site work), with support from the Director with responsibility for health and safety and, as required, other Directors. The Health and Safety Advisor also prescribes PPE specifications and requirements, identifies health and safety training requirements, audits practices to check for compliance, investigates adverse events and undesired circumstances, and identifies opportunities for improvement.

Soiltechnics' external Competent Person (CP) is available to provide guidance to staff when required. The CP visits Soiltechnics' premises to provide guidance and support, including discussing issues of concern; reviewing documentation, records, adverse events and management arrangements; and following up on previous visit recommendations. The CP also carries out yearly site audits, to supplement the audits carried out by the Health and Safety Advisor.

Soiltechnics' Directors, Associate Directors Senior Engineers and Project Managers review proposed working practices and subcontractors for health and safety compliance. They also provide guidance to engineers and technicians about project-specific risks and are generally the first point of contact to discuss any issues that staff face. The communication of health and safety matters to all staff is generally shared between members of this group, to ensure health and safety integration throughout the Company and its staff.

Soiltechnics' Store and Equipment Controller, with the assistance of other staff as required, ensures equipment is kept in good working order and arranges scheduled third party calibration/service, keeps the car park and storage areas clean and tidy, manages sample storage, and maintains and cleans vehicles. In the Manchester office, this role is undertaken by staff as appropriate, with assistance from the Store and Equipment Controller or other staff when required. The Store and Equipment Controller also carries out fire safety risk assessments and fire safety equipment checks and delivers the fire safety briefing. In the Manchester office, this is a joint responsibility of the building owners and Soiltechnics and is managed by the designated Director.

Soiltechnics' Administration team prepares site-specific RAMS & CPP/I (Construction Phase Plan/Information) documents, using templates; however, responsibility for checking and, if necessary, amending the documents rests with project engineers and whoever is supervising them. The Administration team maintains the list of approved suppliers and obtains project-specific health and safety information, such as service plans, historical site information and information required for the writing of RAMS & CPP/I documents.

Soiltechnics' engineers and technicians follow safe working practices, provide briefings including health and safety information to site personnel (in-house, subcontractors, visitors and public as required), wear appropriate PPE for the work and control the standards on site.

Young people on work experience people are assigned a Director-level contact within Soiltechnics who will plan their activities and arrange for supervision where required. The risks associated with young people work experience people's work and presence in a work environment are assessed within the "Occupational Health and Safety Critical Risk Register" and "Premises Risk Assessment" sections of QF-01-10 "Issues and risk assessments".