

## Policy Statement

SCCS Survey Equipment Ltd strives to promote the Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

The Company aims to eliminate hazards wherever possible. Wherever a hazard cannot be eliminated a hierarchy of controls shall be implemented to manage the risk. A hazard is identified as a substance, produce, activity or process that has the potential to cause harm. Risk is defined as the likelihood of a hazard to cause harm coupled with the severity it could cause.

The Company is not currently certified to any recognised quality standard.

## Company General Obligations & Aims

- Safeguard the Health, Safety & Welfare of all employees & and those persons who are not employees that may reasonably be affected by the Company's services, processes, and activities in so far as in reasonably practicable.
- Ensure everyone understands the importance of Health & Safety, reminding them that the neglect of requirements will be regarded as a serious disciplinary matter.
- Ensure the goals of the Company (of client satisfaction, ongoing business development & long-term profitability) are not in conflict with good safety practices.
- Providing a clear set of safety objectives and targets and monitoring our performance against these to ensure continuous improvements in our safety performance.
- Develop a culture of safe and healthy working practices which protect SCCS employees, the Company's most important asset.

## Company Specific Obligations

The Company is committed to (and will take all reasonably practical steps) to providing:

- A safe working environment (including proper emergency procedures).
- Suitable & adequate welfare facilities.
- Safe systems of work (including appropriate training to achieve the same, as required).
- Resources, funds, and equipment to ensure that a high standard of health, safety and welfare management is met.
- Safe & well-maintained plant & equipment.
- Safe handling/storage, use & disposal of materials & waste.
- Competent personnel and sufficient resources.
- Consultation on matters pertaining to the Health, Safety & Welfare of employees.
- Suitable information, instruction, supervision & training of personnel.
- Site safety for employees & visitors.
- Maintenance of suitable and sufficient (recorded) risk assessments.
- Investigate all incidents, dangerous occurrences & close call incidents, establishing trends and appropriately, reviewing hazard control to suitably eliminate or reduce risk.

# HEALTH & SAFETY POLICY

Policy Reference:	014.1.2012.PL
Revision No:	16
Revision Date:	05/03/2025
Reviewed by:	Roz Wankling
Approved by:	Kevin Smith

- The promotion of safe behaviours within its workforce, any agents acting on its behalf and visitors on site and re-educating unsafe behaviours.

## **Employee Obligations**

SCCS Personnel shall be required to comply with the following obligations:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work.
- Co-operate with the Company, to enable the Company to comply with legal obligations imposed upon it (in relation to Health & Safety).
- Work in a manner consistent with training, information & instruction issued.
- Not misuse any equipment or Personal Protective Equipment which may be issued to them or any other person in the course of their employment.
- Report health & safety concerns which may lead to hazard or ill health to the Company.
- Report close calls or accidents to the Company.

## **Compliance & Monitoring**

The Company shall:

- Review this policy at appropriate intervals but not less than annually.
- Ensure that a system of monitoring, auditing & reviewing its compliance with legislation is in place and take such steps as are necessary to ensure compliance by all.

## **Responsibilities**

### **Overall Responsibility**

The Regional Director shall have overall responsibility for the management of the Company's Safety Management Systems (through the implementation of this policy and all subsequent procedural arrangements). This shall include the compliance with various legal provisions of the Health & Safety at Work Act 1974 and all subsequent regulations.

### **Day to day coordination of health & safety activities**

The day-to-day responsibility for coordinating the Company Safety Management System shall be delegated by the Regional Director as appropriate.

### **Individual Responsibilities**

All SCCS Personnel shall be responsible for taking proper care of themselves and all those around them, or any such person who may be affected by their actions (including non-employees) Employees must notify any identified hazards of concern, accidents, dangerous occurrences, or close call incidents to the management team. Employees must use any issued equipment, tooling or Personal Protective Equipment as trained & not misuse any such item.

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## Arrangements

### SCCS Safety Management System

#### Safety Management System overview

SCCS Survey Equipment Ltd operates a Plan, Do, Check Act approach to Health & Safety. The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of Management.



SCCS shall operate a Safety Management System which will operate through the provision of the following:

- Company Health & Safety Policy.
- Policies & procedures suitable to the activities & hazards of the Company, as required.
- Provision of suitable and sufficient risk assessments which are appropriately reviewed, for significant hazards as required.
- Provision of appropriate supervision, training, and information to SCCS Personnel to maintain employee competence.
- Continuous informal auditing of safety arrangements.
- Continuous review of its Safety Management System at Management level as appropriate to ensure continuous improvement.

#### Consultation Arrangements

SCCS has a duty to consult with its Personnel on matters of Health, Safety and Welfare. This will be achieved through the appropriate discussion of matters pertaining to Health, Safety and Welfare in conjunction with its employees as required and appropriate.

All SCCS employees are encouraged to join company Health & Safety meetings or suggest items for the agenda.

SCCS personnel are encouraged to flag concerns with Management as required.

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## Risk Assessment

Suitable & sufficient risk assessments shall be undertaken by competent persons. The Company will assess risks pertaining to its business activities including the safety of all persons on or visiting site. All risk assessments generated will be appropriately reviewed.

Risk assessments shall be viewed at least annually or more frequently, as appropriate, where the following circumstances prevail:

- A more effective hazard control becomes available/ possible.
- Change in legislation or state of knowledge.
- Change in personnel.
- Vulnerable personnel (such as pregnant or young or inexperienced).
- Introduction of new equipment/ tooling.
- A new hazard is identified.
- A dangerous occurrence, near miss or accident occurs.

## Accidents & Investigations

All incidents/accidents requiring first aid will be reported to the company first aiders and recorded in the Accident Report Book. Additionally, the incident/accident must be reported to the Management team (for investigation and accident reporting).

SCCS actively encourages near miss/close call reporting. A near miss or close call may occur when a safety control measure fails to adequately control a hazard.

An accident/injury may not have occurred but could have. These must be reported to the Management Team using and incident/close call Form.

Incident statistics will be reviewed to establish any trends. Where trends are established hazard controls will be appropriately reviewed.

## Compliance Monitoring

Compliance with the provisions of this policy and associated policies will be undertaken on a rolling basis by the Management. Discrepancies in compliance will be flagged with the Management Team for further action, as appropriate.

## **SCCS Survey Equipment Ltd premises & safe place of work**

### General

SCCS operates from the following premises:

**Alpha House, Alpha Drive, Eaton Socon, Cambs, PE19 8JJ**

SCCS personnel are encouraged to be mindful of their activities & housekeeping. Hazards which cannot be appropriately eliminated or controlled by them must be notified to Management.

Personnel should not assume a hazard has been reported by a colleague already.

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## Access & egress

Access and egress into and out of Company premises shall be well lit & kept free of:

- Detritus & debris build up.
- Trip hazards.
- Slip hazards.

## Building maintenance

All building maintenance requirements shall be flagged with Management for attention, as appropriate.

## Fixtures & fittings

All SCCS premises fixtures and fittings shall be fit for purpose. These will be maintained as appropriate.

## Racking & storage arrangements

All racking/shelving shall display load plates providing information about the permissible shelf load and maximum field load.

Items stacked on shelves will be done within acceptable weight bearing limits of shelving used.

Items must not be left protruding from shelves or stacked in a manner likely to cause items to fall off.

All shelving used within the Company will be free of corrosion, damage, or excess wear.

Racking will undergo an independent safety inspection no less than annually.

## Hazard flags

Wherever a hazard is flagged which relates to the fabric of the premises a hazard alert flag will be applied until the hazard is made safe.

## **Visitor safety**

### General

SCCS premises are considered to be low risk.

All visitors must sign in and out of the building via the entry system located in the reception area.

Visitors to SCCS premises will be appropriately supervised at all times. In the event of emergency evacuation visitors shall be escorted out of the premises in accordance with evacuation arrangements.

For prolonged visits; for example, for training purposes; all visitors are to be given the SCCS Visitor induction talk.

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## Emergency arrangements

### Evacuation

In the event of an emergency the alarm will be raised to all occupants of the premises.

All personnel will exit, escorting any visitors, to the designated emergency assembly point.

The premises will be evacuated utilising the nearest (safe) designated fire exit, away from the source of danger.

Personnel will not be permitted to re-enter the premises until the all clear is given by Management.

Fire extinguishing media is provided throughout the premises.

All fire extinguishing materials should be used only if personnel feel confident to do so. Personnel must not place themselves at risk.

Fire extinguishing materials are labelled to indicate their suitability for use depending on the type of fire. Extinguishers are serviced at appropriate interval.

Fire extinguishers must not, under any circumstances, be tampered with.

## Welfare arrangements

### First Aid

SCCS has an appointed first aiders & appropriate first aid supplies. First aid requirements will be reviewed in accordance with the needs of the Company, having regard to the size of the premises, number of staff, hours of operation, special medical requirements, visitor numbers & nature of its business activities.

SCCS have trained mental health first aiders and responders, all employees may also speak with trained mental health first aiders across the Hexagon UK entities such as Leica Geosystems and M&P Surveys if they wish to.

There is a designated welfare room available to all.

### Kitchen facilities

SCCS has two kitchen areas where personnel can prepare hot/cold food & drinks. There are areas to enable staff to take their break period away from their workstation.

### Toilet facilities

SCCS has male and female and disabled toilet facilities. Facilities are regularly cleaned as appropriate. Suitable materials for hand washing are in place.

### Office cleaning

SCCS premises are regularly and appropriately cleaned to ensure the preservation of hygiene standards. These standards are continually monitored by Management.

### Smoking

All SCCS premises and vehicles are strictly non-smoking.

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## Tooling & equipment

All equipment & tooling will be appropriately stored to prevent damage.

Any appropriate preventative maintenance will be undertaken on a rolling basis to eliminate and/or reduce risks.

The Company has trained staff who operate a Fork-Lift, which it currently hires from Hoist Mech Limited.

SCCS have been provided with and keep filed, a copy of a 'Fork Truck Thorough Examination Report', which complies with the 1998 LOLER requirements and the Fork-Lift supplied to SCCS was found fit for use with no known defects.

A Fork-Lift checklist with daily/weekly pre-user checks and results of the checks are logged on the checklist and is retained on the Fork-Lift. The Company complies with the LOLER Regulations.

A Fork-Lift Risk Assessment is provided within the Warehouse Health & Safety Folder and H:/drive.

The Company also has two Pump Trucks to assist with the relocation of heavy stock within the Warehouse and a 'Warehouse Risk Assessment' has been compiled and control measures are to be implemented with any physical lifting of items, whereby a team of Warehouse staff would need to lift in a controlled and co-ordinated manner.

## Electrical Equipment

Portable appliances are safety assessed before use, PAT tested as appropriate or replaced at appropriate interval dependant on the frequency of use, environment it is used in, manufacturer guidelines, HSE guidelines.

## New equipment & tooling

Wherever new equipment & tooling is to be purchased, the purchasing department will ensure health & safety data will be obtained so that an informed decision can be made by the management team. Associated hazards (connected with the equipment type) should be eliminated or reduced as far as reasonably practicable.

Regard will be had to hazards such as (but not limited to): noise, vibration, hazards machinery parts, sharp surfaces, heat producers, ergonomics, easy of control, electrical insulation.

## Faulty Equipment

Wherever a defect occurs with equipment/ tooling the item shall be immediately decommissioned and clearly tagged as faulty until the item is fixed or replaced. SCCS personnel failing to observe a tagged item may be subject to disciplinary proceedings.

## Use of hazardous substances

The Company utilises minimum items considered hazardous in accordance with regulations (such as cleaning fluids). A COSHH register will be held of all hazardous items & items risk assessed (in accordance with manufacturer safety data information).

Personnel will be instructed on the appropriate storage, handling, and disposal of hazardous items, as appropriate.

Wherever new items are to be purchased (of a hazardous nature) the Company will attempt to ensure a non-hazardous product is purchased or where this is not possible obtain manufacturer safety data sheets to select the most suitable (lowest risk) product.

All hazardous waste will be disposed of by authorised hazardous waste carriers.

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## Vehicles & pedestrians

### Company Vehicles

SCCS personnel using vehicles in the course of their employment are required to comply to all Company Vehicle procedures/policies. This includes the requirement to keep vehicles legally roadworthy (tax, insurance, serviced etc).

Any vehicle used by SCCS Personnel in the course of their employment and used or shared with another must be strictly no smoking.

Company vehicles shall be subject to regular user safety checks. Any notifiable defect will be suitably rectified. The vehicles will also be subject to routine servicing & maintenance.

## Staff competence & safe systems of work

### Competence

As part of its commitment to safety of all personnel, the Company will strive to maintain the competence of all its personnel through the provision of suitable training, supervision, instruction, and information.

The Management Team will continuously review specific training requirements as appropriate.

Personnel who are not fully competent to undertake work activities safely will be prohibited from doing so without appropriate supervision.

Wherever new personnel are to be employed the Company will ensure appropriate recruitment via the utilisation of job specifications/ person criteria to select the best candidate.

New personnel will receive appropriate induction into the company covering all aspects relevant to their employ and their role.

## Facilitation of requests to inspect safety systems

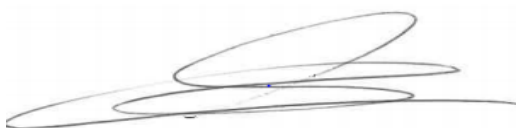
SCCS can facilitate requests to inspect its premises and safety management systems subject to any GDPR implications and business confidentiality implications.

Any such request should be made to the Regional Director of SCCS

## Policy Review

This policy will be reviewed not less than annually.

**Signed:**



**Print name:** Kevin Smith

**Position:** Regional Director

**Revision No:** 16

**Date:** 5<sup>th</sup> March 2025

**Next review:** 4<sup>th</sup> March 2026