



## **Health and Safety Policy**

### **1. Introduction**

GEODEC Limited is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and members of the public who may be affected by our painting, decorating, and interior design activities. This policy outlines our approach to managing risks and ensuring compliance with health and safety legislation.

### **2. Responsibilities**

#### **2.1 Employer Responsibilities**

As the employer, GEODEC Limited will:

- Comply with all relevant health and safety legislation.
- Provide and maintain safe working conditions, equipment, and systems.
- Conduct risk assessments and implement appropriate control measures.
- Ensure employees receive adequate training, supervision, and information.
- Provide personal protective equipment (PPE) where necessary.
- Investigate incidents and take corrective action.
- Maintain first aid facilities and procedures for emergencies.

#### **2.2 Employee Responsibilities**

Employees must:

- Follow company health and safety procedures.
- Use equipment and materials safely.
- Wear the required PPE.
- Report hazards, near misses, or accidents immediately.
- Maintain a clean and organized workspace.
- Attend health and safety training sessions.

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## 2.3 Subcontractor Responsibilities

Subcontractors must:

- Adhere to all health and safety policies and legal requirements.
- Provide evidence of risk assessments and insurance coverage.
- Use PPE and follow safe work practices.
- Report any incidents or hazards to GEODEC Limited.

## 3. Risk Assessment and Hazard Control

### 3.1 Risk Assessments

Risk assessments will be carried out before starting any project. Key hazards include:

- Working at height (e.g., ladders, scaffolding).
- Handling hazardous substances (e.g., paints, solvents).
- Manual handling (e.g., lifting heavy furniture or equipment).
- Electrical hazards (e.g., use of power tools).
- Slips, trips, and falls.

### 3.2 Control Measures

- Use appropriate access equipment with fall protection.
- Ensure proper ventilation when using hazardous substances.
- Follow manufacturer guidelines for chemical use and disposal.
- Implement manual handling techniques and lifting aids.
- Keep walkways clear and use warning signs for wet floors or obstacles.

## 4. Personal Protective Equipment (PPE)

Appropriate PPE will be provided and must be worn where necessary:

- Safety gloves (for handling chemicals and sharp tools).
- Safety goggles (when sanding, spraying, or handling hazardous materials).

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- Protective clothing (to prevent skin contact with chemicals).
- Safety boots (to prevent injuries from falling objects or sharp tools)

## **5. Safe Use of Equipment and Tools**

- Employees must inspect tools before use and report defects.
- Power tools must only be used by trained personnel.
- Extension cables and electrical tools must be checked for damage.
- Tools must be stored safely when not in use.

## **6. Working at Height**

- Ladders and scaffolding must be in good condition and used correctly.
- Work areas must be assessed for stability before using access equipment.
- Employees must not overreach while on ladders.
- A second person must hold the ladder where necessary.

## **7. Hazardous Substances (COSHH - Control of Substances Hazardous to Health)**

- A COSHH assessment will be carried out for all hazardous substances.
- Employees must follow safety data sheet (SDS) guidelines.
- Hazardous materials will be stored securely and disposed of responsibly.
- Adequate ventilation must be maintained when working with chemicals.

## **8. Fire Safety**

- Flammable substances must be stored in designated areas.
- No smoking near flammable materials.
- Fire extinguishers must be available at work sites.
- Employees must be trained in fire prevention and emergency procedures.

## **9. First Aid and Emergency Procedures**

- First aid kits must be available on all work sites.

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- At least one employee per team will be trained in first aid.
- Emergency contact numbers must be displayed at work locations.
- All incidents, however minor, must be reported and recorded.

## **10. Workplace Environment and Welfare**

- Clean, well-ventilated workspaces must be maintained.
- Drinking water and rest facilities will be provided.
- Employees must take regular breaks to prevent fatigue.

## **11. Incident Reporting and Investigation**

- All accidents, near misses, and dangerous occurrences must be reported.
- A full investigation will be conducted to prevent recurrence.
- Records will be kept for legal compliance and improvement.

## **12. Training and Competency**

- Regular health and safety training will be provided.
- New employees will receive induction training.
- Refresher courses will be conducted annually.

## **13. Monitoring and Review**

- This policy will be reviewed annually or after major incidents.
- Employee feedback will be used to improve safety procedures.

## **14. Enforcement and Disciplinary Action**

- Non-compliance with health and safety rules may result in disciplinary action.
- Repeated or serious breaches may lead to termination of employment.

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## **15. Policy Approval**

This policy is approved by management and applies to all employees and subcontractors.

Signed By:

George Ryan Matthews

17<sup>th</sup> November 2025

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