



STRAVICA

# Health & Safety Policy

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## 1. INTRODUCTION AND PURPOSE

### 1.1 Purpose

This policy defines how Stravica Ltd manages health, safety, and welfare across all operational environments. It translates legislative requirements into clear organisational duties, operational controls, and behavioural expectations.

### 1.2 Commitment

Stravica Ltd is committed to integrating health and safety into all business decisions and daily activities. We believe that safe operations are essential to sustainable success and that every incident is preventable.

### 1.3 Objectives

- Prevent injury, ill health, and property damage.
- Ensure compliance with all UK Health & Safety legislation.
- Promote continual improvement through measurement, training, and review.
- Embed a culture of accountability and shared responsibility.

## 2. SCOPE AND APPLICATION

### 2.1 Applicability

This policy applies to:

- All employees, directors, and agency staff.
- Subcontractors and supply-chain partners.
- Visitors to Stravica Ltd offices or worksites.

### 2.2 Operational Coverage

Covers office premises, workshops, depots, and client sites where Stravica delivers facilities management, cleaning, refurbishment, maintenance, or consultancy services.

## 2.3 Contractual Obligations

This document forms part of Stravica Ltd's quality-assurance and compliance framework under government-procurement regulations. It shall be made available to clients, auditors, and enforcement bodies upon request.

## 3. LEGAL AND REGULATORY FRAMEWORK

### 3.1 Primary Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Construction (Design and Management) Regulations 2015 (CDM)
- Regulatory Reform (Fire Safety) Order 2005
- Display Screen Equipment Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005

### 3.2 Guidance and Standards

- Health and Safety Executive (HSE) Approved Codes of Practice (ACOPs)
- ISO 45001 Occupational Health and Safety Management Systems
- Crown Commercial Service (CCS) Supplier Standards
- Local Authority and Client-specific contract requirements

### 3.3 Liability and Enforcement

Failure to comply with this legislation may result in prosecution of the company and individuals. Stravica Ltd will cooperate fully with regulatory authorities and maintain open communication with the HSE.

## 4. POLICY STATEMENT

### 4.1 General Statement

Stravica Ltd accepts its legal duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees while at work and of others who may be affected by its activities.

### 4.2 Corporate Aims

- Embed health and safety in corporate strategy and operational planning.
- Provide safe plant, equipment, and systems of work.
- Prevent foreseeable hazards through structured risk management.
- Ensure adequate resources for implementation and continual improvement.
- Encourage consultation, transparency, and reporting without fear of reprisal.

### 4.3 Leadership and Accountability

The Managing Director sets strategic direction and ensures that health and safety considerations receive equal priority with financial and operational objectives. Line managers must translate this policy into measurable actions.

### 4.4 Commitment to Continuous Improvement

Stravica Ltd will review performance annually, benchmark against industry best practice, and set new objectives to enhance occupational health and safety maturity.



## 5. HEALTH & SAFETY GOVERNANCE AND RESPONSIBILITIES

### 5.1 Governance Structure

Stravica Ltd's governance model is built on clear accountability and competent supervision. The Managing Director retains ultimate responsibility but delegates specific authority through a structured hierarchy to ensure effective control and oversight.

Role	Key Responsibilities
Managing Director	Strategic leadership; approval of policy; allocation of resources; annual performance review; liaison with regulators.
Health & Safety Officer	Day-to-day management of the H&S Management System; conducting audits, inspections and investigations; maintaining statutory registers; advising management.
Project / Site Managers	Implement safe systems of work on each site; ensure contractor compliance; verify risk assessments; conduct toolbox talks; monitor PPE usage.
Supervisors	Front-line monitoring; ensure operatives follow method statements; stop unsafe work; report incidents immediately.
Employees	Follow procedures; use equipment safely; wear PPE; report hazards and near-misses; participate in training.
Subcontractors	Submit RAMS; maintain insurance; ensure own staff are competent; cooperate with Stravica Ltd H&S rules.

### 5.2 Competent Person

A competent Health & Safety Officer will be appointed in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999 to assist with compliance.

### 5.3 Consultation and Employee Engagement

Employees will be consulted on H&S matters via safety meetings, digital forums, and toolbox talks. Employee suggestions and near-miss reporting will form part of continuous improvement.

## 6. HEALTH & SAFETY MANAGEMENT SYSTEM

### 6.1 Framework

Stravica Ltd operates an integrated Health & Safety Management System aligned with ISO 45001 and the HSE's Plan-Do-Check-Act cycle.

### 6.2 Documentation Hierarchy

1. Policy (Strategic intent)
2. Procedures (Operational controls)
3. Risk Assessments & Method Statements (RAMS)
4. Records (Training, inspection, audit evidence)

### 6.3 Implementation Cycle

- Plan: Identify hazards, set objectives, allocate resources.
- Do: Implement controls, communicate responsibilities.
- Check: Measure performance through audits and KPIs.
- Act: Review results and drive continual improvement.

### 6.4 Documentation Control

All documents will carry version control and review dates. Obsolete documents will be removed from circulation to avoid misuse.

## 7. RISK ASSESSMENT AND CONTROL HIERARCHY

### 7.1 Principles

Hazards will be eliminated or controlled in line with the hierarchy:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment (PPE).

### 7.2 Process

- Identify hazards from tasks, materials, and environments.
- Evaluate who might be harmed and how.
- Determine control measures and residual risk.

- Record findings and communicate to the workforce.
- Review assessments annually or after significant change.

### 7.3 Special Assessments

Separate assessments will cover young persons, expectant mothers, lone working, working at height, confined spaces, noise, and vibration.

### 7.4 Dynamic Risk Assessment

Supervisors may perform on-the-spot assessments to address unforeseen hazards.

## 8. EMERGENCY PREPAREDNESS AND RESPONSE

### 8.1 General Arrangements

Emergency procedures will be prepared for fire, gas leak, structural failure, medical emergency, bomb threat, or environmental incident.

### 8.2 Fire Safety

- Fire Risk Assessments reviewed annually.
- Evacuation routes clearly signed and illuminated.
- Fire drills at least annually; alarms tested monthly.
- Extinguishers inspected annually by a competent contractor.

### 8.3 First Aid

- Adequate First Aiders trained and certified (3-year renewal).
- First Aid Boxes maintained at office and site locations.
- All treatments recorded in First Aid Log and Accident Book.

### 8.4 Incident Command and Business Continuity

The Managing Director acts as Incident Controller; alternate site leads may be delegated. Continuity plans will be tested periodically to ensure rapid recovery of critical operations.



## 9. TRAINING, COMPETENCE AND AWARENESS

### 9.1 Induction Training

All new employees receive a formal induction covering policy awareness, emergency procedures, and hazard reporting.

### 9.2 Role-Specific Training

Examples:

- Manual Handling and Lifting Techniques
- COSHH Handling and Spill Response
- Fire Warden and Evacuation Control
- Working at Height Harness Use
- Electrical Safety and Lock-out Tag-out
- Toolbox Talk Delivery for Supervisors

### 9.3 Refresher Training

Re-training intervals follow industry best practice (typically 3 years or sooner if incidents occur or processes change).

### 9.4 Competence Verification

Competence is validated through training records, certificates, and on-site observation.

### 9.5 Awareness and Communication

Key messages delivered through team briefings, posters, and digital alerts. Staff are expected to read safety bulletins and acknowledge updates.

## 10. CONTRACTOR AND SUBCONTRACTOR MANAGEMENT

### 10.1 Pre-Qualification

All contractors undergo vetting for competence, insurance, and previous safety performance before approval.

### 10.2 Information Exchange

Contractors will receive site induction and project-specific risk information. They must provide RAMS and evidence of training.

### 10.3 Monitoring and Control

Site Managers will conduct spot checks to ensure safe practice. Non-compliance may result in work suspension or removal from the approved list.

### 10.4 Co-operation and Co-ordination

When multiple employers share a workplace, Stravica Ltd will coordinate safety arrangements and agree responsibilities in writing as required by Regulation 11 of the Management Regulations.

## 11. HEALTH SURVEILLANCE AND WELLBEING

### 11.1 Physical Health

Medical surveillance will be arranged for staff exposed to noise, vibration, chemicals, or dusts. Records will be confidential and retained in accordance with GDPR.

### 11.2 Mental Health and Wellbeing

Stravica Ltd recognises mental wellbeing as integral to safety. Stress risk assessments will be conducted where necessary. Managers will receive training in mental-health awareness and signposting.

### 11.3 Work-Life Balance

Rotas and shift patterns will be managed to prevent fatigue. Employees will be encouraged to take rest breaks and annual leave entitlements.

## 12. INCIDENT REPORTING AND INVESTIGATION

### 12.1 Immediate Reporting

All accidents, dangerous occurrences, and near-misses must be reported to the Health & Safety Officer without delay.

### 12.2 Recording and Notification

Incidents will be entered in the Accident Book and, where required, reported under RIDDOR within statutory timeframes.

### 12.3 Investigation Procedure

A formal investigation will identify root causes, corrective actions, and lessons learned. Findings will be shared across teams to prevent recurrence.

### 12.4 Trend Analysis

Quarterly analysis of incident data will be used to identify patterns and prioritise preventive initiatives.

## 13. PERFORMANCE MONITORING AND AUDIT

### 13.1 Key Performance Indicators (KPIs)

Typical metrics include Lost-Time Injury Frequency Rate (LTIFR), training completion rates, inspection close-out percentages, and near-miss reporting frequency.

### 13.2 Inspections and Audits

- Weekly supervisor inspections.
- Monthly manager inspections.
- Bi-annual corporate audits by the Health & Safety Officer.

### 13.3 Management Review

Senior leadership will review audit findings, performance data, and compliance issues each quarter. Minutes and actions will be documented.

## 14. CONTINUOUS IMPROVEMENT AND REVIEW

### 14.1 Annual Review

This policy and the H&S Management System will be reviewed annually or after significant change in legislation or operations.

### 14.2 Improvement Planning

Improvement actions will be logged, assigned owners, and tracked to completion. Outputs feed into the company's Strategic Improvement Plan.

### 14.3 Benchmarking

Stravica Ltd will benchmark its performance against industry standards and peer organisations to drive innovation and best practice.

## 15. COMMUNICATION AND CONSULTATION

### 15.1 Internal Communication

Health and safety information will be communicated through emails, posters, briefings, and intranet portals.

### 15.2 External Communication

Clients and regulators will receive timely updates on relevant health and safety issues affecting contract delivery.

### 15.3 Employee Representation

Employee Safety Representatives may be appointed and will participate in periodic committee meetings to discuss performance and improvements.

## APPENDICES

### Appendix A – Accident Reporting and Investigation Procedure

#### A1. Purpose

To ensure that all accidents, incidents, dangerous occurrences, near misses, and occupational illnesses are reported, recorded, investigated, and acted upon in a consistent and legally compliant manner across all Stravica Ltd operations.

#### A2. Legal Basis

This procedure satisfies the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, as enforced by the Health and Safety Executive (HSE).

#### A3. Immediate Actions

1. Ensure safety first – make the area safe, provide first aid, and prevent further injury.

2. Inform a supervisor or site manager immediately.
3. Call emergency services (999) if the injury is serious or life-threatening.
4. Do not disturb the scene of a serious incident until authorised, unless it is necessary to prevent further harm.

#### A4. Reporting Procedure

All incidents must be reported to the Health & Safety Officer within 24 hours and logged in the Accident Book kept at each site or office.

Incident types include:

- Accidents causing injury or illness.
- Near misses (no injury but potential for harm).
- Dangerous occurrences (machinery failure, collapse, fire, etc.).
- Occupational diseases (as defined under RIDDOR).

#### A5. Notification to HSE

The Health & Safety Officer is responsible for notifying the HSE using the online RIDDOR Form F2508 within statutory deadlines:

- Fatalities and specified injuries – within 10 days of the incident.
- Over-seven-day incapacitation of a worker – within 15 days.
- Diseases or dangerous occurrences – as soon as diagnosed or detected.

Examples of RIDDOR reportable events:

- Fractures, amputations, loss of sight.
- Electric shock causing unconsciousness.
- Collapses or overturning of lifting equipment.
- Fires or explosions causing shutdown of operations.
- Exposure to biological agents causing illness.

#### A6. Investigation Process



1. Initial Review: The Health & Safety Officer conducts an immediate fact-finding review.
2. Evidence Gathering: Secure photos, witness statements, CCTV, and equipment logs.
3. Root Cause Analysis: Identify underlying, immediate, and contributing causes.
4. Corrective Action Plan: Define actions, assign responsibilities, and set deadlines.
5. Management Review: The Managing Director reviews investigation findings within 14 days.
6. Closure: Actions verified as complete; lessons learned communicated to all staff.

#### A7. Record Retention

- Accident Book entries – minimum 3 years.
- Investigation reports and RIDDOR forms – minimum 5 years.
- HSE correspondence – retained for audit and insurance purposes.

#### A8. Accident Report Form (Template)

Incident Reference:

Date / Time:

Location:

Persons Involved:

Type of Incident:

Immediate Actions Taken:

Witnesses:

Description of Incident:

Injury / Illness Sustained:

Root Cause (if known):

Reported by:

Signed (Supervisor):

Date:

## Appendix B – Control of Substances Hazardous to Health (COSHH) Assessment Template

### B1. Purpose

To ensure all hazardous substances used by Stravica Ltd are identified, assessed, and controlled in compliance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

### B2. Definitions

- Hazardous Substance: Any substance that may cause harm through inhalation, ingestion, skin contact, injection, or absorption.
- SDS: Safety Data Sheet – official manufacturer information required for all hazardous products.

### B3. Responsibilities

- Site Managers must maintain a COSHH register for each project.
- The Health & Safety Officer will review all COSHH assessments annually.
- Employees must follow control measures and use PPE correctly.

### B4. Assessment Requirements

Each COSHH Assessment must include the following data fields:

Field	Description
Substance Name	As listed on SDS
Manufacturer / Supplier	Contact details for reference
Intended Use	Cleaning, maintenance, degreasing, etc.
Physical Form	Liquid / gas / powder / aerosol
Hazard Classification	e.g., Toxic, Corrosive, Irritant, Flammable
Exposure Routes	Inhalation / Ingestion / Absorption / Injection
Workplace Exposure Limits	Based on HSE EH40 (in ppm or mg/m <sup>3</sup> )
Potential Health Effects	Short-term and long-term
Existing Control Measures	Ventilation, enclosed use, substitution
Required PPE	Gloves, goggles, respirators, coveralls
First Aid Measures	From SDS
Spill Response / Disposal	Safe cleanup and waste disposal

Training Required	COSHH awareness, chemical handling
Assessment Date / Reviewer	Signature and next review date