MiCiM Health and Safety Policy

MiCiM as an employer will ensure so far as is reasonably practicable the health, safety and wellbeing of all employees and those affected by the companies work activities.

This document comprises of three key parts and its overall purpose is to provide an overview of the MiCiM health and safety arrangements.

1. **Statement of intent.** This is a declaration from the director of MiCiM responsible for health and safety setting the companies aims and objects.

2. **Organisational Responsibilities.** This section details the health and safety responsibilities for the company.

3. **Arrangements for Health and Safety.** This focuses on the company's specific arrangements for various scenarios.

MiCiM Limited (Mission Critical Management) was established in 2016 to provide a focused, end to end, hands on project management and construction delivery service.

Working collaboratively with our clients, professional teams and trade contractors in an open, honest and fair manner is the MiCiM ethos. Our track record of delivering best in class mission critical facilities is the proof that this approach works.

Our board and senior leadership team have extensive experience and a varied skill set which allows us to offer our clients a bespoke solution that provides support throughout the journey from initial discussions to project completion and after care.

Health, Safety, Welfare and the Environment are of utmost importance to us at MiCiM. We are a member of ROSPA and register all our UK projects with the Considerate Constructor scheme.

We want to prove to our stakeholders, customers and our employees that we are not only aware of our health and safety obligations but are looking to manage the risks that are associated with our business activities in line with current best practice.

We continue to conduct hazard identification and risk assessment, so that our projects and services are delivered within health and safety legal requirements.

We intend to ensure that health and safety considerations are extended to our clients and supply chain, thus enhancing our reputation as a health and safety conscious organisation.

Focus on the Health, Safety and Welfare of all those working on our projects will not only reduce the risk of potential litigation cases from reduced accidents, but it will also improve productivity, things are done the best way, no down time, no interruptions.

You can be confident that you are employed by a company that actively promotes health and safety in the workplace and encourages involvement from all to ensure a safe working environment.

MiCiM Ltd - Health and Safety Policy

We recognise the importance of, and will endeavour to provide and promote, a safe environment with safe practices considering the health, safety and wellbeing of our staff, stakeholders and those affected by our work activities.

By developing our policy we are striving to ensure:

- Health and Safety are at the core of our business
- A strong health and safety culture developed throughout the company
- An ongoing commitment to act on all issues of health, safety and wellbeing throughout the organisation by the leaders of the business
- We will remove, reduce or regulate risk as far as is reasonably practicable

We aim to deliver this by:

- Conducting regular reviews and implementing improvements as necessary to our own environment and practices
- Promoting and sharing best practice for health and safety with our staff and all stakeholders
- Training our employees to recognise and implement safe and healthy environments and practices
- Empowering our employees to reject and to change unsafe and unhealthy environments and practices
- Ensuring access is given as required to competent health and safety advice
- Consulting with staff and stakeholders to go gain a better understanding across all levels

We expect all those working for us to:

- Take care of their own health, safety and wellbeing and others affected by our work activities
- Lead by example in their behaviour and implementation of this policy
- Decrease risk by eliminating, substituting, reducing and controlling
- Promote best practice across all areas in which we operate and with all our Stakeholders to remove, reduce or regulate risk
- Take responsibility for their own actions
- Take account of the impact of their actions on others
- Share best practices information and knowledge so that improvement can be made across the business

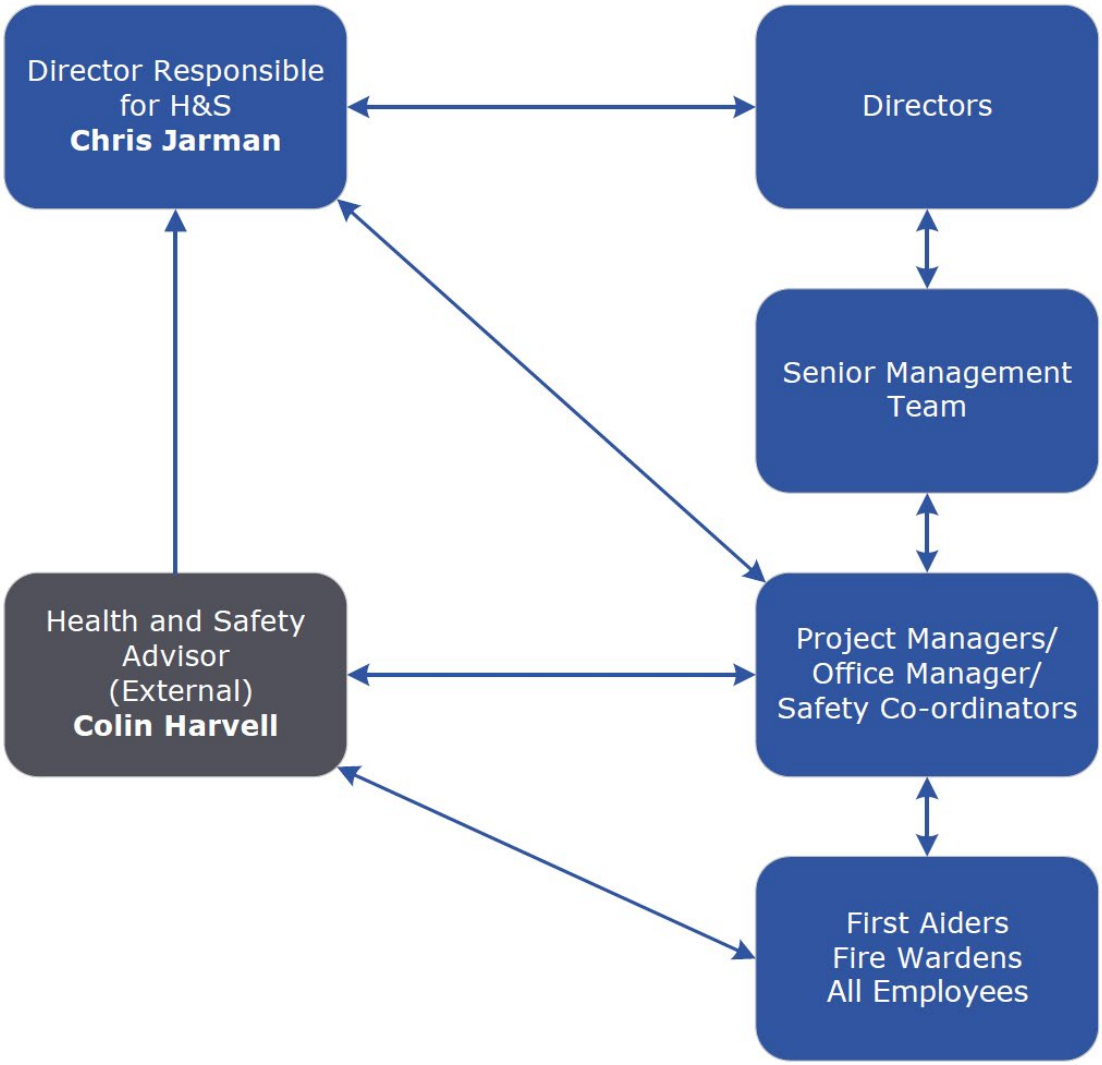
We commit to the promotion of health, safety and wellbeing across our business and to influencing all those stakeholders we work with to share this goal. Overall improving the projects on which we work and the industry as a whole.

Chris Jarman
April 2022

Director responsible for Health and Safety

1. Organisation

Responsibility structure for H&S.



Responsibilities

Directors

The Directors, have the same duties as Senior Managers (see below) however they also are responsible for the coordination's, implementation, development and review of the company's Health and safety policy and all arrangements required to comply including ensuring adequate resource is appointed.

Senior Managers

- Ensure all activities listed under Managers duties are undertaken on their project.
- The effective implementation of the company H&S Policy, and the MiCiM H&S standards.
- Must have a general understanding of the duties required as an employer, premises controller and employee under HASWA 1974 and MHSWR 1999, to assist MiCiM in compliance with legislation and

overall deliver a safe place of work.

- Promote and enforce high safety standards with the aim to maintain a positive health and safety culture.
- Lead by example and promote safety as the number one priority for the project.
- Investigate and report any incidents and dangerous occurrences within your team or project in line with the MiCiM process.
- Ensure your team is competent and adequate training is provided, the MiCiM minimum standards are met, whilst promoting further training and development of your team.
- Ensure your team/project has sufficient resources, management and supervision to ensure that health safety and wellbeing is not compromised.
- Conduct regular safety inspections and record the findings. Interrogate the findings of internal and external inspections and audits completed within your project/team and taking actions to rectify any negative observations.
- Alert the H&S Management of any improvements suggested or shortcomings with practices or processes regarding health, safety and/or welfare.
- Report any activities involving or requiring involvement of the Health and Safety Executive (HSE) to the Director responsible for H&S.
- Plan, manage and monitor all work activities to eliminate, or if unable to eliminate reduce and control risks to staff, contractors, clients and members of the public.
- Ensure effective communication of health and safety throughout your team/project.
- Ensure all contractors are made aware of their responsibilities for H&S matters.
- Only utilising suppliers and consultants that are pre-qualified for H&S. Request pre-qualification of new subcontractors if required.

Managers

- Must request suitable H&S advise and support if required.
- Must have a general understanding of the duties required as an employer, premises controller and employee under HASWA 1974 and MHSWR 1999, to assist MiCiM in compliance with legislation and overall deliver a safe place of work.
- Monitor and control health and safety aspects of the project including the management of contractors, and interface with the public and clients.
- Enforce all MiCiM H&S policy and rules.
- Conduct site safety inspections and implementing actions required from these findings.
- Only utilising suppliers and consultants that are pre-qualified for H&S. Request pre-qualification of new subcontractors if required.
- Promote a positive H&S culture.
- Ensure that when observing any activities that could pose a significant risk to H&S, where possible the unsafe operation is stopped, inform senior management and record appropriately, providing support, assistance and advise where necessary. Please note high risk activities will require more observation.
- Alert the H&S management of any improvements suggested or shortcomings with practices or processes regarding health, safety and/or welfare.
- Investigate and report any incidents/accidents and dangerous occurrences promptly to your senior manager in line with the MiCiM process.
- Effective communication reporting both internally and externally - up and down to maintain a safe

project and environment. Coordination and communication is required with senior management, H&S management, contractors and clients.

Health and Safety Advisor

- Understand the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the company's business.
- Keep up to date with changes in current health and safety legislation.
- Provide specialist H&S input to the directors and operational staff though advise, guidance and support.
- Conduct health and safety inspections and prepare reports of MiCiM's operations recording remedial action/s required and following up on these actions.
- Conduct health and safety inspections and prepare reports of the operations of sub-contractors or trade contractors under MiCiM's control, recording remedial action/s required and following up on these actions.
- Ensure investigations into all accidents and near-miss incidents are conducted and recorded.
- Communication of health and safety information across the company.
- To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- To bring new techniques for improving health, safety and welfare to the attention of the director responsible for health and safety.
- Assist operational staff in the review of high-risk method statements, provide appropriate assistance in assessing other method statements, and monitor their implementation where possible.

First aiders

- Providing first aid as necessary and recording treatment / advice given on the appropriate forms.
- Ensuring that first aid boxes are regularly inspected, the inspections recorded, and the stock maintained.
- Ensuring that First Aid stock does not become out of date.

Fire Wardens

- Checking that fire extinguishers are in place; the checked date is within the last year and that correct signage is displayed.
- Keeping alert to any potential fire hazards e.g. build-up of waste, obstruction of escape routes etc. and taking any necessary action to remove the hazard.
- Complete the fire warden's monthly inspection.
- Ensuring, in the event of emergency evacuation, that their designated area is vacated and that evacuation from that area takes place in a safe manner.
- Ensuring that adequate information is available to staff on the extinguishing of fires and safe access and egress.

All personnel

- Must request suitable H&S advise and support if required.
- To take reasonable care not to put yourself or other people at risk by what you do or don't do during your work.

- Set an example and demonstrate high health and safety standards.
- To read and follow the H&S policies, guidance and instructions provided. Request assist if clarification is required.
- Do not misuse or abuse any health and safety measures, practices or equipment.
- Report any occupational injuries, strains or illnesses you suffer.
- Cooperate with MiCiM on H&S matters.
- To inform management of any information that may affect your ability to safely undertake your duties.
- To utilise any appropriate PPE that is provided for the task you are undertaking and report any defects immediately. If you have reported a defect do not expose yourself to any risks with inadequate PPE, wait for MiCiM to replace it.
- To always report to your line manager and concerns over safety for any tasks you have been asked to do or you have been made aware of.
- Enforce all MiCiM H&S policy and rules.

Note:

Refusal or failure to comply with the Company Health and Safety Policy will be considered a serious disciplinary offence.

2. Arrangements

Document issue and control

MiCiM have various H&S policies, standards and health and safety management support. These policies, standards and systems have been created with input across all levels to achieve the best outcome regarding H&S.

This document will be reviewed if there is a significant change to the business or how it operates and/or at intervals not exceeding one year.

H&S information, updates and policy changes are to be issued to all employee's by email, with a read receipt asking for confirmation that the email has been read.

The company has adopted Procore as our document control system of choice and this will be used on all projects to carry out health, safety and environmental audits and inspections. This system will also be used to identify actions required, by whom and in what time scale and to record the close out actions taken. This tool can then be used to trend issues on a project and across our business and focus improvements and training.

Application

H&S practices will differ between projects and roles however MiCiM will adopt and implement as a minimum the standards set out in this policy.

Where MiCiM enters into a joint venture or any variation of this, with one or more other entities, this policy will remain the basis of the Health and Safety standards. Authorisation at director level will need to be obtained if the policy is to become redundant during a joint venture operation.

Planning, hazard identification and control

Planning is the most important element of effective risk management.

At all work places MiCiM senior management and management must assess risk in accordance with legislation and record significant findings. MiCiM promote the use of the nine Principles of Prevention when planning work:

1. Avoid risks

2. Evaluate unavoidable risks
3. Combat risks at source
4. Adapt work to the individual, especially the design of places of work
5. Adapt the place of work to technical progress
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give appropriate training and instruction to employees

Recording hazards, controls and implementation via a method statement and risk assessment is a requirement under MHSWR 1999 regulation 3. Contractors working on MiCiM controlled premises (inc a CDM zone) are also required to produce working methodology documents and method statement risk assessments. These must be reviewed and accepted by at least two MiCiM staff, who are competent on the subject matter in question, prior to work commencing.
When risk assessing MiCiM use the qualitative method "5 x 5" table considering likelihood against severity and allocating a score before and after control measures are implemented. If the residue risk has not been reduced sufficiently the activity should not proceed, another method should be developed, seek assistance if required.

Implementation and Operation

Training
MiCiM will provide appropriate training and awareness for each position and specific responsibilities. Employees and contractors are to alert MiCiM if they believe further training is required.

Operational control
The Company will maintain H&S standards and best practice guidance for known and foreseeable risks to ensure, so far as is reasonably practicable, that the minimum legal standard is met, by effective control and counter measures where risks exist.

Due to the varying company activities staff will need to take into account the best application of control measures dependant on the specific scenarios.

Health and safety advise, and assistance is available from MiCiM to assist whenever desired.

Specific hazard control will be enforced for high-risk items including but not limited to, hot works, excavations, confined space works, use of ladders. In addition, MiCiM have produced Electrical and Mechanical Safety Standards for the management of these works. These high-risk items will be controlled via a MiCiM or specialist contractors permit to work.

Further hazard identification and control measures must also be considered during work activities, including but not limited to, exposure to noise and vibration, COSHH, manual handling, working at height, use of plant and equipment, abrasive wheels, welfare, vulnerable workers such as young persons, new and expectant mothers.

A 5-point PPE standard will be implemented across all MiCiM project as minimum, this consists of; hard hat, high visibility vest or jacket, safety boots, gloves and eye protection. These must be assessed for suitability for specific tasks.

All those attending MiCiM controlled premises must attend a site-specific induction or remain with an inducted individual as an escort if visiting.

Lone working is to be avoided where possible. Where this is not possible all staff must comply to the MiCiM lone working policy as specified in the employee handbook.

A DSE assessment has been included within the companies' risk assessment, MiCiM require compliance to this for all employees.

Emergency Procedures

Periodic testing will be conducted for emergency arrangements. These arrangements will be identified in each work place assessment. These may include but are not limited to; emergency first aid plan, fire, rescue plans and evacuation procedures, etc.

These plans will include identifying the emergencies, nominated personnel to manage the situation, actions to be taken and equipment required, process for raising alarms and evacuation.

These workplace emergency procedures will be communicated during inductions and safety briefings.

These procedures will be reviewed annually or after a significant change.

Performance and monitoring

MiCiM will identify and monitor health and safety performance on projects and ensure so far as is reasonably practicable; the hazards are identified, and controls are implemented and effective, the health and safety policy requirements are being met, and lessons are being learnt.

MiCiM will ensure there is sufficient supervision and/or management to monitor H&S performance, including contractor performance.

All projects will have regular safety advisor visits, these may result in reports being produced and issued for action by the projects team.

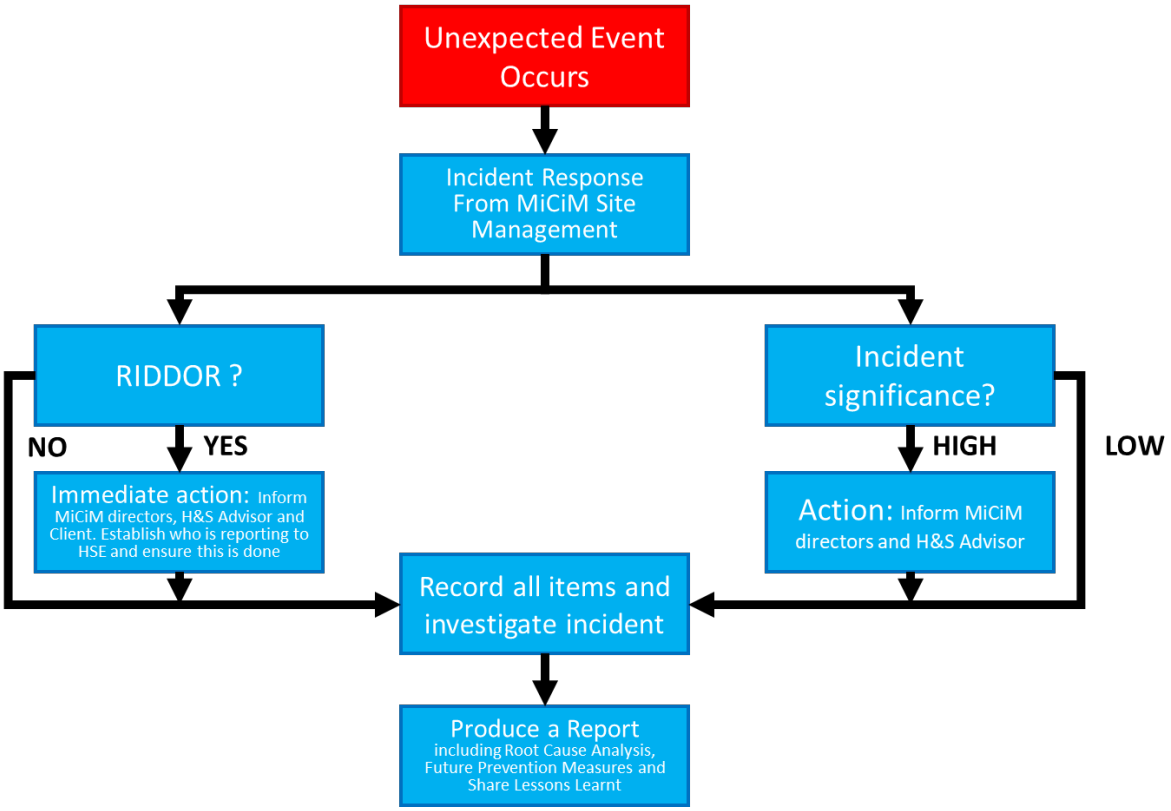
All individuals will be consulted periodically regarding H&S measures, and performance, with the aim of improving the standards and practices used under MiCiM control.

Accident/incident reporting & Audits

As specified within individual's responsibilities MiCiM has standards for reporting all incidents/accidents and dangerous occurrences, ensuring they are investigated, recorded and review appropriately.

Any all incidents/accidents and dangerous occurrences is subject to investigation. By raising these incidents via the Company standard this allows MiCiM to report these issues to any stakeholders, such as clients, contractors and the HSE.

Incident Reporting Flow Diagramme



H&S audits will also be conducted on a periodic basis to determine conformity against the MiCiM standards and ensuring they are appropriately implemented and maintained.

Investigating and recording these events allows MiCiM to collate data to establish trends to improve performance, once analysed this information will be made accessible to staff as appropriate.

The role of the Health and Safety Committee

A Monthly Health and Safety Committee Meeting will be held to ensure that concerns and suggestions from across the company structure can be raised and considered in an open and approachable environment. This will be attended by the Health and Safety Director, Health and Safety Advisor and a group of volunteers from a range of disciplines across the company.

The committee will:

- Canvas input from across the company prior to the meeting for discussion.
- Review any incidents or accidents to agree communication to the company as a whole.
- Agree any improvement plans and implement.
- Review Health and Safety Resourcing on current projects.
- The project pipeline will be reviewed to discuss Health and Safety provision requirements.
- Review and update the company training matrix
- Review the company Health, Safety, Welfare and Environmental Policies (Including DSE Risk Assessments etc.)