



Health and Safety Policy 2025

Independent Construction Assessors Limited
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Health and Safety Policy

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Health and Safety Policy Statement

General Statement of Policy Health and Safety at Work Etc. Act 1974

The Directors of **Independent Construction Assessors Limited** declare their Health and Safety policy is set out to achieve and maintain a safe and healthy work environment for all its employees and representatives or contractors and all others who may be affected by the Company's operations. The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

The Company will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and the application of the best trade practices and codes of conduct. Importantly, all personnel acting on our behalf will be experienced, competent construction professionals, familiar with conducting their roles within the construction environment. The risks to employees, contractors and all others who may be affected by the activities of the Company will be assessed, assessments reviewed as required and arrangements made to eliminate or control such risks. This will be achieved by consultation and arranging for competent health and safety advice, as may be required, instituting procedures to be followed in the event of imminent and danger, and identifying danger areas. Providing information to employees and company representatives information of risks to their health and safety and the preventive and protective measures taken. Co-coordinating and co-operating with Contractor clients where necessary to promote health and safety, and when attending their active work sites, requesting details of site hazards and complying with their respective site rules and Health & Safety information.

The Company requests, requires and expects all persons who are employed by, or represent the Company, to co-operate with and conform to the Safety Policy of the Company, comply with arrangements made and actively assist in implementing the policy.

Mr Mark Doyle is responsible for the Company's health and safety policy and procedures.

Our Health & Safety policy will be continually reviewed (minimum annually) and revised as required to meet the changing needs of the Company and its representatives, along with technical innovation and legislative developments that are subsequently introduced.

The Policy is published in three parts:

- i. General Statement of Policy
- ii. The Organisation to Implement The Policy
- iii. The Arrangements and Instructions to Implement The Policy

The full policy is available for inspection on request.

Luke Green
Managing Director
Independent Construction Assessors Limited

17 December 2025

Company Safety Policy Part 2 - Organisation

2.01 Person Responsible for Health & Safety

Mark Doyle has overall responsibility for implementing the Company Safety Policy. In his absence Luke Green, Managing Director, will perform this duty.

2.02 ICA H&S leadership responsibilities are to :

- ensure that there are sufficient guidance and procedures in place to adequately manage the day to day health and safety performance of all company representatives whilst undertaking activities on the company's behalf.
- appropriately record the Company safety performance, including reporting of dangerous occurrences (RIDDOR), notifiable incidents and any notices. Also ensure that appropriate records are kept and insurance companies are informed.
- ensure a suitable and sufficient assessment of the following:
 - a) the risks to the health and safety of employees and representatives to which they may be exposed whilst they are conducting work activities on behalf of the Company.
 - b) make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures initiated to achieve the objectives stated in the general statement of policy set out in Part 1 of this document. To be aware of the contents of Chapter 19 (section 1.1 - 1.7) of The Corporate Manslaughter and Corporate Homicide Act 2007 and to comply with The Health and Safety at Work Act 1974, The Construction (Design and Management) Regulations 2015, Regulation 5 of The Management of Health and Safety at Work Regulations 1999 and where appropriate the Regulatory Reform (Fire Safety) Order 2005. Refer to Fire Safety in Construction HS(G) 168 and Fire Prevention on Construction Sites 6th Edition 2006.
 - c) make arrangements to ensure the Company's compliance with Schedule 2 of The Construction (Design and Management) Regulations 2015.
- supervise the drafting, publication and distribution of the Company Safety Policy and subsequent amendments to all employees, representatives and others who may be affected.
- ensure adequate provisions are available for implementing the Company Safety Policy and all statutory requirements.
- after consultation and agreement as required by the Health and Safety (Consultation with Employees) Regulations 1996 (amended) appoint persons (who may not be direct employees) to carry out specific tasks in connection with implementing the Company Safety Policy.
- assess all training needs and make necessary arrangements for these to be satisfied, including where applicable refresher training and ensuring all new employees and representatives receive induction training and any further training which will help them maintain a safe work environment.
- devise consultation procedures at all levels throughout the Company and with its representatives on health, safety and welfare matters as required by The Health and Safety (Consultation with Employees) Regulations 1996 (amended).

2.03 Assessors and Representatives

Assessors and representatives are to ensure that they take responsibility to make themselves aware of Company policy and Health & Safety process, and apply these principles during the course of their activities.

Above all, Assessors and Representatives must take personal responsibility for managing and ensuring their own Safety, particularly whilst on site, conducting their duties on behalf of the company, this must include but not be limited to :

Wearing the correct personal protective equipment (PPE) as dictated by the client site rules that they are attending. As a minimum, the Company expects Assessors and Representatives to

- wear protective Safety helmets, certified safety footwear, Hi-vis clothing (waistcoat or jacket) and appropriate safety gloves. Any other safety wear such as eye or hearing protection are to be as per client contractor site rules, or as determined by the Assessor or Representatives, relevant and appropriate for the site conditions.

- sign in and out of each site, in accordance with site protocols
- comply with the client contractor's site rules and any site code of conduct
- request and complete a project specific Site Safety Induction briefing
- be aware of site fire safety procedures, and location of fire assembly point
- pay attention to, and comply with all site safety signage and Hazard boards
- use their professional judgement, and if they consider that an area is unsafe to access, they are not to proceed but alert site management explain their reasoning as to why the area is considered unsafe to access. Assessors and Representatives have the support of the Company to abort an inspection visit, should the environment be considered unsafe to conduct their visit, whilst also giving the site team the opportunity to make the necessary adjustments ahead of this. Any such instances are to be reported back to ICA management on leaving the site.
- use mobile phones to make calls, within designated safe zones. It is acknowledged that the use of mobile devices is necessary to complete a site inspection report, and these should be used whilst safe to do so, and in cognizance of the surrounding environment and potential hazards
- conduct themselves in a professional manner at all times

2.04 Accidents, Incidents and Near Misses

Any Accident, Incident or Near Miss affecting a representative of ICA whilst conducting their responsibility on behalf of the company, must be immediately reported by phone, and later confirmed by email to ICA management and no later than 24 hours after being incurred.

The Employee, Assessor or Representative, must complete a detailed Incident report and submit to ICA management within 48 hours of the incident taking place and obviously assumes that they are well enough to do so. This includes travel to/from place of work.

Any such accident, incident or near miss must also be immediately reported to the client contractor's site management team

For the avoidance of doubt, ICA use the following classifications in relation to the above :

- **Accident** : A situation resulting in harm being caused to an ICA representative, or another caused by their actions.
- **Incident** : A situation that has not caused harm, but damage has been incurred as caused by the action of an ICA representative. This includes loss of property/assets.
- **Near Miss** : a situation that had the potential to cause harm, or damage as caused by an ICA representative, but fortunately did not result in harm or damage.

Although ICA representatives are engaged to fulfil a specific role on client contractor sites, which does not include provision of advice on matters such as health & safety, it

2.05 Travelling to/from place of work on behalf of ICA.

Assessors/representatives will be required to travel in the course of their duties on behalf of ICA, and will be expected to make their own arrangements in accordance with the terms of their appointment, allowing appropriate time to arrive at their destination for any agreed timeslot. In addition, we expect that all representatives using their own transport in the course of their activities are to :

- Hold a current, appropriate driving license for their vehicle
- Comply with all relevant UK law and legislation
- Ensure that their vehicle fully complies with UK law and required standards of road worthiness
- Be in suitable health to safely use their vehicle

We would expect any representative working on behalf of ICA to advise the company if they are unable to meet the obligations above, and arrange for alternative means of transport.

2.06 Use of Equipment in the course of duties on behalf of ICA.

Employees, Assessors and Representatives using equipment in the course of their duties, should ensure :

- The equipment is appropriate for use
- That electronic equipment is regularly PAT tested
- That equipment used for data transfer, has appropriate and adequate security measures and anti-virus software
- Equipment is only used when safe to do so
- That they assess their Display Screen Equipment is set up to ensure that it will not cause any long-term health conditions.

2.07 Drugs, alcohol and substance misuse

ICA operate a zero tolerance in relation to its representatives consuming, or having recently consumed any of the above, ahead attendance to conduct activities on behalf of the company. Breach of this is highly likely to result in the representative's engagement with the company being immediately terminated.

Company Safety Policy Part 3 - General Information

3.01 Ill Health

Any representative that has ill health that is likely to impact on their safety on site, or the health and safety of others should take appropriate action, which is to rearrange any inspection visit (or wear a face mask if appropriate) in agreement with the client site management. They must also advise ICA management, who reserve the right to make alternative arrangements.

They must be Young persons under the age of 18 years of age will only be employed/engaged where circumstances allow for adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed fit enough to perform their duties, ahead of a return to their role.

3.02 The Disability Discrimination Act 1997

A suitable and sufficient assessment will be made (prior to the employment or placement of persons falling into the scope of the Act) of the facilities and access arrangements where necessary access arrangements will be adapted. Very careful consideration will be given to ensure the Health, Safety and Welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises. The company is an Equal Opportunities Employer; persons are employed on the basis of merit and skill.

3.03 Environmental impact

At ICA we are acutely aware of our responsibility towards the environmental impact of our activities on the planet, but as a service provider we generate limited waste. Where practical, our representatives and ICA are to consider :

- The most environmentally efficient and pragmatic means of transport to any allocated project inspections
- Where practical, limiting travel by grouping together projects for inspection, in a similar geographical location
- Allocating inspection sites to Assessors, in their geographical base
- Limiting hard copy reports as far as possible, whilst issuing digital formats
- Recycling of items used in the course of their duties.

3.04 Policy Review

ICA will regularly review and update its protocols in relation to management of Health & Safety, and where necessary update and re-issue this Health & Safety Policy. This policy will be subject to annual review.



Luke Green – Managing Director
17 December 2025

End of policy.