

Health & Safety Policy

Protecting our people, our clients and everyone affected by our work.

Statement of intent

Clark Building & Installation Services Limited (CBIS) recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and will comply with applicable statutory health-and-safety duties. So far as is reasonably practicable, we will protect the health, safety and welfare of our employees and others affected by our work.

Sufficient time and resources will be made available to manage health and safety, provide safe plant and equipment, and maintain safe and healthy working conditions.

Leadership and employee responsibilities

Glenn Clark, Director, has overall responsibility for health and safety. Employees will be made aware of their responsibilities, cooperate with the company, follow safe working arrangements and take reasonable care of themselves and others affected by their actions.

Competence and consultation

Training. We will ensure employees are competent for their tasks and receive suitable information, instruction and training.

Consultation. We will consult employees and co-workers appropriately on matters affecting their health and safety.

Cooperation and protecting others. Before work starts, we will discuss hazards and site arrangements with the client. Suitable signage and controls will help protect people affected by the work.

Alcohol and drugs. Working under the influence of alcohol or drugs is not permitted.

Monitoring and review

We will monitor our arrangements and review and revise this policy and associated procedures at regular intervals and when necessary.

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Safe working arrangements

Risk assessment. We will assess work activities, identify hazards and implement suitable controls. Assessments will be available to staff and reviewed or amended when necessary.

Work equipment. We will provide and maintain safe plant and equipment.

Manual handling. Relevant manual-handling risks will be assessed and staff will receive training in safe working practices.

Hazardous substances (COSHH). We will assess risks and ensure safe handling, storage and use of substances.

Personal protective equipment. Suitable PPE will be provided free of charge to employees, with training in its use.

Asbestos. Relevant asbestos information, including registers and surveys appropriate to the work, will be checked before work starts. Awareness training will help workers avoid disturbing suspected asbestos. If suspected asbestos is encountered, work will stop and the matter will be reported for competent assessment. Awareness training alone does not qualify a worker to carry out work with asbestos.

Welfare and emergency arrangements

Welfare. We will provide or arrange suitable welfare facilities, including toilets, washing facilities and potable drinking water, appropriate to the workplace.

First aid. Suitable first-aid arrangements will be provided for staff or agreed with the client at external premises.

Fire and emergencies. Fire hazards will be assessed and combustible materials appropriately separated. Staff will follow the site emergency arrangements, assemble at designated meeting points and contact emergency services when required.

Accidents and reporting. Accidents must be reported to management and recorded in the accident book. Incidents will be reported under RIDDOR where legally required.

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Construction planning and coordination

For construction activities, CBIS will fulfil the duties applicable to its role under the Construction (Design and Management) Regulations 2015. Work will be sensibly planned so that risks are managed throughout delivery.

We will engage workers about risks and controls, provide relevant information, select suitable people, and cooperate, coordinate and communicate effectively with others involved.

When appointed principal contractor

Where CBIS is appointed principal contractor, we will plan, manage, monitor and coordinate the construction phase and liaise with the client and principal designer. These duties apply to the role regardless of whether the project is notifiable.

- Check that appointed contractors and site managers have suitable competence and understand their responsibilities.
- Monitor subcontractors and provide appropriate supervision.
- Provide site-specific inductions before work begins, with further information and toolbox talks as needed.
- Prepare a construction phase plan proportionate to the risks before the construction phase begins, and review it as work progresses.
- Take reasonable steps to prevent unauthorised access to the site.
- Ensure suitable welfare facilities are in place from the start and maintained. Use client facilities only where suitable; otherwise provide temporary facilities.

Director endorsement

Glenn Clark | Director

Signature: 

Date signed: April 2026

Policy date: April 2026