
HEALTH & SAFETY POLICY

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Approved By: Paul Swift – Managing Director

1. STATEMENT OF INTENT

Varna Engineering Services Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, subcontractors, clients, visitors and any other persons who may be affected by its activities.

The Company recognises its duties under the Health and Safety at Work etc. Act 1974 and all associated legislation and is committed to:

- Providing safe places of work and safe systems of work.
- Preventing work-related injury and ill health.
- Providing suitable plant, equipment and work methods.
- Ensuring employees receive appropriate information, instruction, training and supervision.
- Identifying hazards and implementing suitable control measures.
- Consulting with employees on health and safety matters.
- Maintaining high standards of welfare and occupational health.
- Promoting positive mental health and wellbeing.
- Continually improving health and safety performance throughout the business.

Health and safety responsibilities are regarded as an integral part of all business activities and carry equal importance to quality, productivity and commercial performance.

This policy shall be reviewed annually or following significant changes to legislation, company activities or organisational structure.

Signed:

Paul Swift
Managing Director
Varna Engineering Services Ltd

June 2026

2. ORGANISATION AND RESPONSIBILITIES

Managing Director

The Managing Director has overall responsibility for health and safety and shall:

- Ensure adequate resources are provided.
 - Establish and maintain suitable health and safety arrangements.
 - Monitor company health and safety performance.
 - Ensure legal compliance.
 - Appoint competent health and safety advisors where required.
 - Review this policy annually.
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Managers and Supervisors

Managers and supervisors shall:

- Implement company health and safety procedures.
 - Ensure risk assessments and RAMS are prepared and followed.
 - Monitor site activities and standards.
 - Provide adequate supervision.
 - Ensure operatives are competent and suitably trained.
 - Report and investigate accidents, incidents and near misses.
 - Stop unsafe work where necessary.
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Employees and Operatives

All employees shall:

- Take reasonable care of their own health and safety and that of others.
- Comply with company policies and procedures.
- Follow risk assessments, method statements and site rules.
- Use tools, equipment and PPE correctly.

- Report hazards, defects, accidents and near misses.
 - Attend training and toolbox talks.
 - Never interfere with safety equipment or safeguards.
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Subcontractors

Subcontractors working on behalf of Varna Engineering Services Ltd shall:

- Work in accordance with legal requirements and site rules.
 - Provide evidence of competence and training.
 - Comply with project-specific RAMS.
 - Use suitable equipment and PPE.
 - Cooperate fully with Varna management and client representatives.
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3. HEALTH & SAFETY ARRANGEMENTS

Risk Assessments and Method Statements

Suitable and sufficient risk assessments shall be undertaken for all significant activities.

Where necessary, detailed method statements shall be produced to establish safe systems of work.

Assessments shall be reviewed:

- Annually.
 - Following accidents or incidents.
 - Following significant changes.
 - When new hazards are identified.
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Training and Competence

The Company shall provide suitable information, instruction, training and supervision.

Typical training may include:

- CSCS / ECS Certification
- SSSTS / SMSTS
- Working at Height
- Asbestos Awareness
- Manual Handling
- Abrasive Wheels
- IPAF
- PASMA
- First Aid
- Safe Isolation
- Manufacturer Product Training

Training records shall be maintained and reviewed regularly.

Employee Consultation

Employees are encouraged to actively participate in health and safety matters through:

- Toolbox talks
- Safety briefings
- Site inductions
- Team meetings
- Near miss reporting

Suggestions for improvement are welcomed and encouraged.

Personal Protective Equipment (PPE)

Suitable PPE shall be provided where risks cannot be adequately controlled by other means.

Minimum site PPE will typically include:

- Safety footwear

- High visibility clothing
- Hard hat
- Gloves
- Eye protection

Additional task-specific PPE shall be provided where required.

Welfare Facilities

Suitable welfare facilities shall be provided in accordance with:

- Construction (Design and Management) Regulations 2015
- Client and Principal Contractor requirements

Facilities should include:

- Toilets
- Washing facilities
- Drinking water
- Rest facilities
- Heating and lighting where applicable

First Aid

Adequate first aid arrangements shall be maintained.

The Company shall ensure:

- Suitable first aid equipment is available.
 - Trained first aid personnel are identified.
 - Emergency contact details are communicated.
 - Accidents are recorded and investigated.
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Emergency Procedures

Emergency arrangements shall be communicated during inductions and briefings.

Employees shall:

- Familiarise themselves with emergency procedures.
 - Know evacuation routes and assembly points.
 - Report emergencies immediately.
 - Follow site-specific arrangements.
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Occupational Health

The Company is committed to protecting employees from occupational health risks including:

- Noise exposure
- Hand Arm Vibration (HAVS)
- Dust exposure
- Hazardous substances
- Manual handling injuries
- Respiratory hazards

Health surveillance shall be implemented where required by risk assessment.

Mental Health & Wellbeing

Varna Engineering Services Ltd recognises the importance of mental health and wellbeing.

The Company is committed to:

- Promoting a positive working environment.
- Supporting employees experiencing mental health difficulties.
- Reducing workplace stress where reasonably practicable.
- Encouraging open communication regarding wellbeing concerns.

Fatigue Management

The Company recognises fatigue as a workplace safety risk.

To minimise fatigue-related incidents:

- Working hours shall be monitored.
- Excessive travel and overtime shall be managed.
- Employees shall be encouraged to report fatigue concerns.
- Adequate rest periods shall be maintained.

Working at Height

Work at height shall be avoided wherever reasonably practicable.

Where work at height cannot be avoided:

- Suitable access equipment shall be selected.
- Risk assessments shall be completed.
- Equipment shall be inspected before use.
- Falls of persons, tools and materials shall be prevented.
- Only trained and competent persons shall undertake such work.

Electrical Safety

Electrical work shall comply with:

- Electricity at Work Regulations 1989
- BS 7671 IET Wiring Regulations (Current Edition)
- NICEIC requirements

Safe isolation procedures shall be followed at all times.

No live working shall be undertaken unless absolutely necessary, justified and authorised.

Fire Safety

The Company shall maintain effective fire prevention measures.

This includes:

- Good housekeeping standards.
 - Suitable fire extinguishers.
 - Control of ignition sources.
 - Hot works permit compliance.
 - Fire watch procedures following hot works.
 - Staff awareness and emergency training.
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Lone Working

Suitable controls shall be implemented for lone workers including:

- Communication arrangements.
 - Check-in procedures.
 - Emergency response planning.
 - Dynamic risk assessment.
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Manual Handling

Manual handling activities shall be avoided where reasonably practicable.

Where unavoidable:

- Loads shall be assessed.
 - Mechanical aids used where possible.
 - Employees trained in safe lifting techniques.
 - Team lifting utilised where required.
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COSHH

Hazardous substances shall be assessed under COSHH Regulations.

The Company shall:

- Maintain COSHH assessments.
 - Retain Safety Data Sheets.
 - Provide suitable storage and controls.
 - Provide appropriate PPE where required.
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Asbestos

No work shall commence which may disturb asbestos-containing materials unless suitable information has been provided.

Where suspected asbestos is encountered:

- Stop work immediately.
 - Prevent disturbance.
 - Report findings to site management.
 - Follow site asbestos procedures.
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Plant, Equipment and Tools

The Company shall ensure:

- Equipment is suitable for intended use.
 - Equipment is inspected and maintained.
 - Defective equipment is removed from service.
 - Operators are trained and competent.
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Driving at Work

Employees driving on company business shall:

- Hold a valid licence.
 - Operate vehicles safely and legally.
 - Conduct routine vehicle checks.
 - Report accidents, defects or licence endorsements.
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CDM Compliance

Varna Engineering Services Ltd shall comply with the Construction (Design and Management) Regulations 2015.

The Company shall:

- Cooperate with duty holders.
 - Provide competent personnel.
 - Follow Construction Phase Plans.
 - Participate in coordination activities.
 - Maintain suitable site standards.
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4. ACCIDENT REPORTING

All accidents, incidents, dangerous occurrences and near misses must be reported immediately.

The Company shall:

- Investigate incidents proportionately.
 - Identify root causes.
 - Implement corrective actions.
 - Comply with RIDDOR reporting requirements.
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5. MONITORING AND REVIEW

Health and safety performance shall be monitored through:

- Site inspections.

- Audits.
- Accident investigations.
- Near miss reporting.
- Training reviews.
- Management reviews.

Findings shall be reviewed and improvements implemented where necessary.

6. POLICY REVIEW

This policy shall be reviewed annually or following:

- Significant organisational change.
- Changes in legislation.
- Major incidents.
- Changes in operational activities.

Kind Regards,

Paul Swift

Managing Director

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