



POLICY DOCUMENTS

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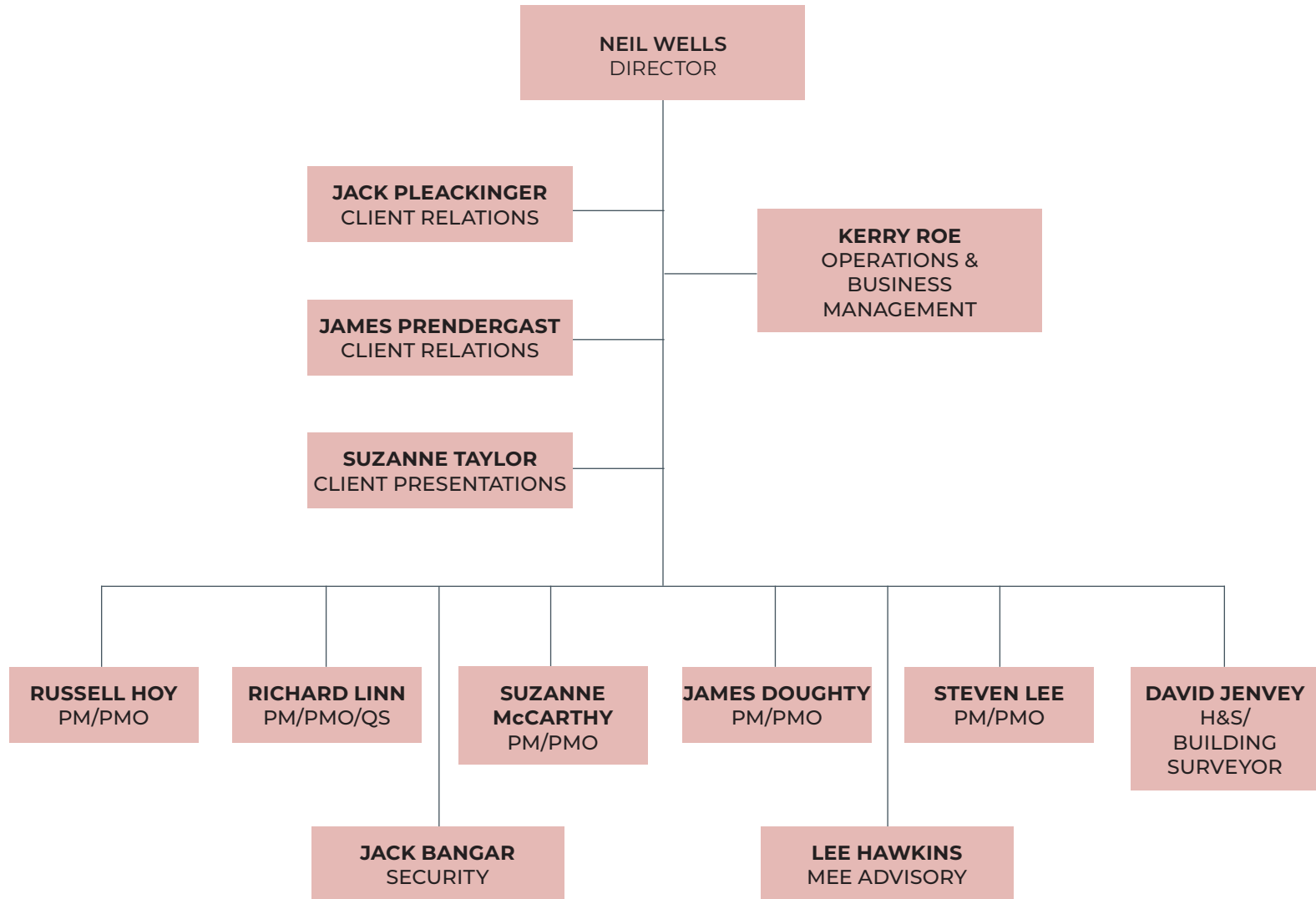
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ON THE COVER, CLOCKWISE
AXA, 22 Bishopsgate, London;
Alantra, City of London;
Trustpilot, Minster Court, London;
WSP, City of London

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COMPANY ORGANISATION



ORGANISATION AND RESPONSIBILITY

It must be made clear to all individuals that the safety legislation demands a clear definition of responsibility of each person within the organisation coupled with adequate level of supervision.

Failure to comply with these statutory requirements can result in legal liabilities being imposed upon individuals at any level within the Company from Operatives to Directors.

Periodic review of the Policy Statement of Aura Consulting (UK) Ltd. will be implemented, in particular the organisation and arrangements for ensuring the health & safety of the employees and others likely to be affected by its activities.

Directors

The Director has the ultimate responsibility for health & safety and for the effective implementation and operation of safety management procedures throughout the Company:

- Is committed to achieving the highest standards of health & safety compliance and will set out an annual management plan stating objectives for achieving this.
- Will ensure that the responsibilities listed below are undertaken and will support all proactive management which promotes improvements in the Company health & safety performance and culture.
- Will ensure that the health & safety policy, procedures and performance are regularly reviewed at Board and Executive level, promoting inspection, audit and monitoring procedures throughout the Company.
- Is responsible for ensuring that adequate resources are made available to enable executive and operational management comply with their statutory duties for implementing Company policy and safety procedures.
- Will appoint a Health & Safety Consultant to provide competent advice to the Company Management regarding health, safety and environmental issues.
- To achieve these commitments and objectives he will nominate, train and appoint suitable employees from key business areas to hold delegated responsibilities for Health & Safety Management.
- Those appointed to have delegated responsibilities are to be known as Nominated Managers and will report directly to the Directors on all operational matters concerning health & safety for the areas of the business under their control.

Director Responsible for Health and Safety

It is the duty of the Director responsible for safety as far as reasonably practicable to be:

- Responsible to the Board in respect of all employees for the administration and implementation of the Company's Safety Policy in accordance with The Health & Safety at Work etc. Act 1974.
- Responsible, in conjunction with Directors, for ensuring compliance with The Health & Safety at Work etc. Act 1974

and any other relevant legislation for all the group activities.

- To ensure that Aura Consulting (UK) Ltd.'s Safety Policy is constantly reviewed and updated to ensure the highest possible standard of safety and awareness is achieved.

Project Managers

It is the responsibility of every Project Manager as far as is reasonably practicable to:

- Be acquainted with the relevant safety regulations (these may have been instigated by the Company but could equally have been imposed by a Principal Contractor or requested by a sub-contractor) which are applicable to that site. Ensure all employees and sub-consultants in their charge are also aware of the requirements.
- Take all practicable steps to ensure that they, and all employees and sub-consultants in their charge, comply with these regulations.
- Take all practicable steps to safeguard themselves, other persons employed in their vicinity, together with any member of the public in the vicinity of the site, from any possible hazard that could be the result of the site work activities under their control.
- Ensure that all plant, machinery, tools and equipment or their site are in a safe condition. All safety rules, regulations and working instructions applicable to each item are complied with including the correct use of personal protective equipment relevant to each situation.
- Regularly inspect the work area under their control to maintain safe and healthy conditions and working practices.
- Deal immediately with safety hazards or breaches of safety regulations encountered or reported to them, and to similarly report such incidents and occurrences to their immediate superior for immediate action.
- Record all accidents and dangerous occurrences in accordance with Aura Consulting (UK) Ltd.'s Safety Policy, informing the Director of their occurrence.
- Ensure after liaison with site management, all statutory registers prescribed by the construction regulations and / or other relevant legislation relating to the works onsite are available properly completed and maintained.
- Use and properly display in prominent positions all relevant safety notices and advertisement materials issued by the Company ensuring they remain onsite for the necessary duration.

Duties of Designers

Designers employed on a consultant basis by the Company hold in addition to their employee health & safety responsibilities under the Health & Safety at Work Act, also hold additional specific legal duties under the Construction (Design and Management) Regulations 2015.

This applies to their work in preparing designs, drawings, specifications etc. on behalf of Clients for construction or refurbishment work.

- Designers will avoid foreseeable risks in their design work to those involved in the construction and future use of structures.
- Will eliminate hazards so far as is reasonably practical, and then reduce the risk associated with any hazards that remain.
- Must provide adequate information about any significant risks associated with their designs and co-ordinate their work with that of others in order to improve the way in which risks are controlled.
- Will support efforts by Project Manager and the Design Team to ensure that the design complies with CDM 2015.
- Will co-operate with Principal Designer and with any other Designers or Contractors as necessary for each of them to comply with their duties
- Will provide any information needed for the Pre-Construction Information Pack and the Health and Safety File.

Human Resource Manager

It is the responsibility of every Human Resource Manager as far as is reasonably practicable to:

- Ensure that job descriptions identify the health & safety competencies and skills required within particular activities and that all job roles clearly state any delegated health & safety responsibilities.
- Ensure that employees receive the necessary training which is required resulting from risk assessment or from statutory requirements.
- Will ensure all new office-based staff receive a health & safety induction.
- To be responsible for recording all formal and informal health & safety information, instruction and training within employee training records.
- Will be responsible for arranging the completion of suitable and sufficient office risk assessments, particularly for: Display Screen Equipment, Pregnant & Nursing Mothers, Occupational Stress, Young Persons, Lone Working, Office Electrical Safety, Fire Risk and COSHH.
- Will arrange quarterly inspections of the Office site and initiate any remedial actions and liaise with the Company Office Landlord and/or Managing Agents over all matters affecting employees regarding their health, safety and welfare.
- Will plan, co-ordinate and carry out office emergency evacuation procedures both internally and with the Landlord and other occupiers at approximately 6 monthly intervals.
- Will co-ordinate the appointment, training and co-ordination of first aid provisions for Office and site-based employees.
- Will co-ordinate formation and arrangements for quarterly Health & Safety Consultative Committee meetings and prepare quarterly and annual Board reports on Health & Safety performance for the Directors.

- Ensure that the requirements for occupational health and sickness absence management are followed.

Health & Safety Consultants

It is the responsibility of every Health & Safety Consultant as far as is reasonably practicable to:

- Assist and advise Directors in meeting their responsibilities for health & safety and ensure that they are kept aware of their legal and management responsibilities for health & safety.
- Assist Directors with the identification and development of practical and effective safe working procedures.
- Will assist Management when requested with implementation of The Policy and its procedures.
- Carry out periodic inspections and unannounced audits of health & safety performance across a representative sample of sites.
- Monitor and report any failings in health & safety performance.
- Review and amend as necessary Health & Safety Policies, procedures and systems in line with changes to legislation, approved codes of practice, industry standards or personnel changes.
- Assist where necessary with accident reporting, recording and investigations.
- Result of the site work activities under their control.

All Other Consultants

In accordance with The Health and Safety at Work etc. Act 1974 it is the responsibility as far as is reasonably practicable of every employee to:

- Take reasonable care for the health & safety of themselves and that of other persons who may be affected by their actions.
- Co-operate with their employer to ensure any duty or requirement imposed on the employer or any other person under any of the relevant statutory provisions can be performed or complied with.
- Comply with Aura Consulting (UK) Ltd.'s Policy and co-operate with the group management and supervision to prevent accidents or health risks to themselves, other employees or contractors, members of the public or visitors.
- Co-operate with Aura Consulting (UK) Ltd. by making themselves acquainted and to comply with the groups Health & Safety Policy and The Health & Safety at Work etc. Act 1974 Regulations and Procedures.
- Wear Personal Protective Equipment (PPE) at all times when circumstances require its use, whether instructed to do so or not, e.g. safety helmets will be worn on all sites at all times, appropriate eye protection will be worn when welding, grinding, drilling etc.
- Take care of Personal Protective Equipment (PPE) and all other Aura Consulting (UK) Ltd.'s property and to report

to their immediate superior, or other responsible person any defects, damage or loss.

- Ensure that all items of plant, machinery, tools and equipment they use are in a safe and serviceable condition before, during and after use and that any safety rules, regulations and working instructions are complied with at all times.
- Inform their immediate superior, or any other responsible person, of any hazards, unsafe conditions or unsafe working practice coming to their attention within their working environment.
- Report all accidents (both injury and property damage) and dangerous occurrences in accordance with Aura Consulting (UK) Ltd.'s procedures.
- In accordance with Section 8 of The Health & Safety at Work etc. Act 1974, no employee shall intentionally or recklessly interfere or misuse any plant or equipment provided in the interest of health & safety.

ARRANGEMENT FOR MANAGING HEALTH & SAFETY

The Company business activities can expose our employees and others to a wide variety of hazards and situations that may present a risk to their health & safety.

The purpose of this section of the Policy is to identify the arrangements that are in place to manage those hazards and situations.

These arrangements and the relevant appendices will so far as is reasonably possible, ensure that we are compliant with current legal requirements for Health, Safety and Welfare at Work.

The arrangements will also help protect the health & safety of others who may be affected by our work activities.

All employees are required to be aware of the specific health & safety arrangements and procedures that apply to their role and ensure that they are followed.

If for any reason it is not possible to follow the Company procedures, every employee is responsible for escalating the issue to their Directors who should seek advice accordingly.

1. Health and Safety Performance Objectives

- In order to achieve continual improvement in our health & safety performance the Company will, on an annual basis, carry out a review of the overall safety performance and set objectives for performance improvement. The objectives will be documented and communicated to each Nominated Manager for action and implementation.
- Objectives are to be realistic and achievable being based on quarterly performance reviews, internal and external inspection / audit results and in line with HSE guidelines and best practice expectations.

- The 4 main objectives will be:
 - 1) The prevention of all accidents, ill health and dangerous occurrences
 - 2) To instruct and train employees and management so as they can work safely and effectively within legislative compliance
 - 3) To monitor health & safety performance on a regular basis to achieve continuous improvement in the audit score at each site
 - 4) The prevention and control of all situations likely to cause damage to property, equipment, the environment or the Company

Performance (Monitoring and Review)

Performance monitoring is required to ensure compliance with Company objectives and legislative requirements for Health & Safety Management.

- The Company is to implement a system of inspection and audit that addresses all aspects of Health & Safety Management, both internally and at project sites. The results will be reported and recorded on an ongoing and yearly basis.
- Before each quarterly Health & Safety Consultative Committee meeting the Project Manager should each complete the pre-meeting agenda with regard to Company performance over the preceding three months.
- The list of health and safety issues on this form will be the agenda for all subsequent Health & Safety Consultative Committee meetings.
- Totals from these will be summarised to inform the Directors on a cumulative and annual basis of progress in improving the Company safety performance.

Site Inspection, Policy Review & Site Audit Frequency

Location	Policy	Inspections	Audits
Site		Daily/Weekly	To be confirmed
Office	Annually	Quarterly	To be confirmed

Annual Performance data will be obtained by quarterly recording of:

Near miss incidents	P.I Claims received
Accidents/Illness <ul style="list-style-type: none"> • Minor • Over 7 days • Serious/fatalities 	Lost time
Accidents investigated	Site audits
Site inspections	Site audits
Company Approved Contractor list	Training completed
Health & Safety meetings	Emergency evacuations
HSE / EHO Visits	Fire service inspection
Staff health & safety issues raised	

2. Risk Assessments

Management Responsibility

The Company has a statutory duty to undertake risk assessments to identify those hazards that may result in significant risk to safety or health of employees or others.

In order for the Company to comply with this legal obligation each Nominated Manager for health & safety is delegated the responsibility to carry this out and should prepare and complete risk assessments which are suitable and sufficient for the particular business areas they control.

The significant findings of the risk assessments will be reported to the Directors with copies made available for staff notice boards and used at inductions and training sessions.

Risk Assessment Purpose

- To identify workplace hazards (in tasks, operations, systems, areas or substances etc.) which might cause harm or illness to employees and/or others?
- To identify and assess the potential for harm actually occurring.
- To identify and implement suitable controls or preventative measures to eliminate or reduce the risk.

Legal

- A legal obligation under section 2 (1) Health & Safety at Work Act 1974
- A statutory duty required under the Management of Health & Safety at Work Regulations 1999

Project Manager may seek assistance over the completion of specific risk assessments from the Company Health & Safety Consultants.

Management action to prevent or reduce significant risk identified by will be approved and agreed by the Board and implemented by the Project Managers for health & safety.

Regular monitoring, inspections and audits will take place to ensure the controls and preventative measures remain effective.

3. Method Statements

A method statement is a detailed safe system of work which identifies the work sequence and necessary resources required to carry out the work in a safe manner. The definition of work does include access / survey activities.

Where relevant it is the responsibility of Project Managers to undertake risk assessments of their proposed activities and produce task or job specific method statements to manage significant risks arising from these activities. Method statements must be task specific and the Project Manager must be in possession of all method statements and risk assessments prior to the work activity commencing on site.

To reduce risk, the "Company Approved Consultant" list is made up of only those reliable consultants who have successfully undergone a vetting and assessment process and are considered able to meet these requirements.

Method statements should include (but are not limited to) the following information:

- Who is carrying out the work (Company name & number of persons).
- A description of the task or work to be carried out.
- Who is employed by the contractor as "the appointed person" to supervise the work on site (with contact telephone numbers).
- Where the work is to be carried out (project/site/location).
- What will be the safe work sequence.
- What competencies (including statutory training) are held by those carrying out the work.
- What specific equipment or plant is being used for the work.
- What control measures will be in place to control the risks identified in the risk assessment.
- What personal protective equipment is required to be worn and who will ensure its use.
- What procedures are in place for dealing with an emergency.
- How effective communications will be maintained.

All employees engaged in consultant procurement and site management should be aware of the arrangements for the application, assessment, control and monitoring of consultants and their risk assessment processes.

Failures on site (Method Statement variations)

Should there be any adverse incident or accident then it follows that the safe system of work identified in the method statement and risk assessment failed in some way. In all such cases the incident should be fully investigated and corrective action taken.

4. Office Safety

In order to manage risks in a multi-discipline office a competent person is to be trained and appointed as a Nominated Manager for Health & Safety.

Within the Company the Nominated Manager for this is: Kerry Roe

Responsibilities include:

- Ensuring risk assessments are carried out, that hazards within office tasks are identified and that suitable controls and preventative measures are implemented.
- Undertake quarterly health & safety inspections of the office.
- The co-ordination and recording of safety training for office and site-based staff.
- Ensuring that the office fire risk assessment is completed.
- Co-ordinate office emergency evacuation procedures - minimum of once per year.
- Co-ordination of office and site first aid provision (including training, certification and equipment)
- Arrangements for office PAT testing requirements.
- Co-ordinate arrangements for forming and scheduling quarterly Health & Safety Consultative Committee meetings.

- Summarise the meeting minutes and data into Board reports on health & safety performance.
- Liaison with the Company Safety Advisers, Landlords and Local Enforcement Authorities.
- Accident recording and reporting procedure for the office.

General Office Risk Assessments

They must be reviewed every three (3) months before each scheduled Health & Safety Committee meeting or when circumstances change significantly or after any work-related accident/illness has occurred.

The risk assessment process may be delegated to the Company’s Health & Safety Consultants who upon request will produce a report of the most significant findings and the recommended control measures.

Display Screen Equipment Risks (DSE)

The Company will ensure that workstation assessments are carried out for all DSE users. Where these take the form of a self-assessment procedure Directors will assess the competence of individuals to carry out such assessments and either supplement these or provide additional training to ensure the suitability and adequacy of the completed assessments.

Eyesight Test for Staff

All new DSE users must be advised of their right to eye and eyesight tests before commencing work on DSE equipment.

Fire Safety & Fire Risk Assessment

The Company while retaining operational “control” over the office premises has formally appointed and trained an employee to be the named as the “Responsible Person” regarding all matters concerning Fire Safety Management.

Within the Company the “Responsible Person” named for H.O Fire Safety Management is: Kerry Roe

A Fire Risk Assessment has been completed and is available from: Kerry Roe

The Company Fire Logbook is kept by: Kerry Roe

The Fire assembly point location is: outside the front of the building (King Street)

The Fire Alarm is tested on: Thursday mornings at 10:00 a.m.

The Alarm is serviced annually by: To be confirmed

The Emergency Lighting is tested at 3 monthly intervals by: To be confirmed

Smoke/Heat Detectors are tested at three monthly intervals by: To be confirmed

Fire Extinguishers are serviced and tested annually by: To be confirmed

Fuel / Services Safety

The main water stopcock is located riser cupboard.

The mains electricity isolation unit is located riser cupboard.

Every Manager is responsible for cut off in case of an emergency situation, but all staff should be informed and know where these are located.

First Aiders and First Aid Boxes

The numbers & locations of First Aid boxes are:

Main Office	One
--------------------	------------

The trained first aiders are:

First Aid (1 day course) NAMES	Department or Job Role	1. Certificate Seen 2. Date 1st Registered
Neil Wells	Director	Yes Date:
Kerry Roe	Office Manager	Yes Date:

Office Accident Reporting & Recording

Kerry Roe is responsible for reporting statutory reportable accidents under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The accident record book is available from: Kerry Roe

NOTE: Completed accident report forms must be completed on the day of the incident and sent to: Kerry Roe

5. Housekeeping

Good housekeeping is vital and everyone must play a positive part in maintaining cleanliness and order.

To this end Aura Consulting (UK) Ltd. provides, for example, proper storage arrangements for waste and materials and under certain circumstances arrangements for the storage of clothing, tools and equipment. Where provided these facilities must be used.

Constant care must be exercised to ensure fire exits, firefighting equipment, fire escape routes, stairways, gangways and electrical switchgear are maintained free from obstruction at all times.

6. Health & Safety Consultation and Communication

It is Company policy to consult with all employees on matters which affect their health & safety therefore the Company will arrange the formation of an Employees Health & Safety Consultative Committee.

The Committee shall comprise of one representative from each tier of the management structure.

The representative’s will ‘sit’ on the Committee for a 2-year period to attend quarterly meetings to discuss safety management issues and how the Company’s health and safety performance may be improved.

Employees Health & Safety Consultative Committee

The following personnel make up the Employees Health & Safety Consultative Committee which is to be regularly chaired in turn by each of the Nominated Managers for Health & Safety:

NAMES	DEPARTMENT
Neil Wells	All
Kerry Roe	All
David Jenvey	Health & Safety Consultant

The Company will always consider suggestions or comments at any time from employees on ways in which our health & safety performance can be improved and any such suggestions should first be made to your relevant Director or through a question for the Health & Safety Committee.

Equally, employees must advise the Company immediately of any unsafe condition or situation that they become aware of which might affect their or others safety or health, or for situations likely to cause the Company to be in breach of statutory regulations.

Health & Safety Communication

A staff notice board dedicated for health & safety communication should contain the following:

- Copy of the Health & Safety Policy Statement signed by the Directors.
- Copies of general risk assessments.
- Copy of Employers Liability Insurance Certificate.
- Copy of the Fire Risk Assessment.
- First Aid Information.
- The Fire & Emergency Evacuation Plan.
- Copies of quarterly Health & Safety Committee meeting minutes.
- Any current Health & Safety advice provided by or to the Company.

The minutes and reports of quarterly committee meetings form the basis of a separate report on Company performance sent to the Directors.

Where “Construction” is an issue or The Construction (Design and Management) Regulations 2015 apply, then Health & Safety will be an agenda item on all “project review”, “site project team” and “site contractors” meetings.

7. Health and Safety Information, Instruction, Training and Supervision

It is Company Policy to ensure that all employees, contractors, visitors and others who work in or access our sites and premises are provided with suitable information, instruction and supervision. Equally individuals will be expected to have received and maintain an appropriate level of training for their task, in most cases this will have been provided by the respective employer but the Company may provide site specific training to non-employees. Site staff will maintain records of training provided to operatives by employers or others.

All Aura Consulting (UK) Ltd.’s employees

Should have easy access to this Policy and the information, instruction and guidance contained within its appendices. In particular and of the greatest importance is the section on specific responsibilities contained within the organisation’s

job roles. All Company employees are encouraged to read and fully understand the requirements contained within this section of the Policy, but if after reading that section any doubt remains, employees should then contact their Director for clarification.

Information

- The Health & Safety Law poster is made available at all Company premises and sites where Aura Consulting (UK) Ltd. are acting as Principal Contractor under the Construction (Design and Management) Design and Regulations 2015.

Where applicable HSE Form F10 information is also displayed on site.

- Fire, emergency action and first aid plans and provisions are in place and made clear within this policy. Details are posted on all staff notice boards.
- Copies of any specific risks and general risk assessments are also to be posted on staff notice boards for staff and employees to view.
- When first starting work employees will receive information via a health & safety induction.
- The staff consultative Health & Safety Committee meeting minutes will be posted on staff notice boards.
- Where appropriate and when necessary additional information regarding health & safety will be emailed around the business and held for access within related folders and files.

Instruction

The information regarding Company Rules and Safety Procedures contained within this Policy should also be regarded as employee instruction and will be enforced by management and adequate supervision.

All staff and employees are required to work safely using work equipment, materials and substances according to the manufacturers or suppliers written safety instructions or training provided.

All notices and signs provided in the interest of ensuring health & safety are regarded as Company instructions.

Training

Training, as a statutory requirement and as a result of risk assessment for specific activities is provided for all employees and detailed within the Company training matrix Health & Safety training is provided:

- On recruitment into the Company (induction).
- When moved to another task, job role or when promoted.
- When the process, tools and equipment or system of work is changed.
- During working hours wherever possible

The Company has set the following training and competency standards to be met at all levels of the organisation in order to assist in the promotion of the desired safety culture within the Company.

Director(s) training

Half day IOSH Directing Safely (or equivalent)

Project Managers

5 Day IOSH Managing Safely Course (or equivalent)
First Aid 1 Day Course

Records of all health & safety training received by an employee are to be maintained within their personnel file. Managers in conjunction with Human Resources are responsible for periodically reviewing the training needs of their employees and ensuring appropriate refresher training is provided.

Supervision

All sub-consultants will be inducted and issued with a set of Company Health & Safety Rules for information and signature.

Note: A contractor or contractors' employees are not authorised by the Company to begin work on site until a signed acknowledgement has been handed in to the Company.

Monitoring

Inspections and audits along with accident / incident reports and minutes of quarterly Health & Safety Committee meetings will monitor the effectiveness of providing sufficient information, instruction and training and supervision.

8. Selection of Sub-consultants for inclusion of the Approved List

The Project Manager is responsible for contractor selection, vetting and evaluations and will put in place procedures, which assess contractor's performance in carrying out work for the Company.

This will ensure they are competent to undertake such work and have the appropriate resources.

This process is divided into two stages and is designed to provide a benchmark for entry, retention or deletion from the "Company Approved Consultant" list.

1st Stage

To initially assess competence for working safely, a questionnaire is sent to contractors for completion and return. Once returned the consultants suitability and capability are assessed and a decision taken to place them on the "Company Approved Consultants" list for tenders.

2nd stage

After the completion of each project the Consultant performance is reviewed to see if the performance was satisfactory and whether any lessons learnt could be implemented in the future.

It should include an evaluation of:

- The choice of consultant.
- The effectiveness of the planning process.
- The work against agreed standards.
- The effectiveness of the contact and supervisory arrangements.

The Project Manager should as the 2nd and final stage of consultant performance arrange the completion and signing of the 'Consultant Performance Review'. This is to provide feedback to the Company on Health & Safety performance and for the Company to justify retaining consultants on the

"Company Approved List of Consultants."

Non-performance will result in the sub-consultant being removed from the "Company Approved Consultants" list.

The process and procedure can be found in Arrangements for Managing Health & Safety

9. Fire Prevention and Fire Safety

Fire arrangements will be observed at all times.

These will include for example:

- The display of appropriate fire instructions relevant to the particular establishment which should be and located at strategic points.
- The provision of adequate and suitable first aid and fire equipment that is properly maintained and sensibly located.
- The provision and maintenance of fire escape routes and fire related signs.
- The regular testing of fire alarm systems.
- From time to time practice the procedures for evacuating the building in the event of a fire, bomb scare or other threat.

Regular inspections of these fire safety provisions will be carried out.

10. Occupation Health

Every effort is made to ensure that adequate precautions are taken to protect employees from exposure to any health hazards that may arise from Aura Consulting (UK) Ltd.'s work related activities. Where specific hazards are the subject of statutory requirement, Aura Consulting (UK) Ltd. undertakes to ensure any legal set exposure levels to be the minimum standard and will endeavour where possible to achieve better.

When required, expert advice will be sought for specific assessment and monitoring problems falling beyond the levels of expertise existing within Aura Consulting (UK) Ltd.

11. First Aid

Aura Consulting (UK) Ltd. undertake to ensure that adequate provision is made to achieve compliance with the requirements of The Health and Safety (First Aid) Regulations 1981 and the updated Workplace First Aid Regulations 2009.

First aid arrangements are displayed on the main notice boards and will detail the locations of first aid kits and the names and locations of the appointed first aid representatives.

First aid arrangements appropriate to particular construction sites will be established dependant on the scale of the operation. A shared Health and Welfare Facility Agreement may be entered into with Principal Contractors. Under these circumstances a copy of any Certificate issued by the Principal Contractor will be available on site detailing the arrangements.

12. Welfare

Adequate welfare facilities are an integral part of the Aura

Consulting (UK) Ltd.'s Policy. Attention will be paid to ensuring adequate and acceptable facilities are provided or are available for use on construction sites. This must include arrangements for accommodation, drying of clothing, toilet and washing facilities. Combined with first aid, these facilities may form part of a shared Health and Welfare Agreement. Such agreements must be approved and set up by the Project Manager upon advice of the Director responsible for Health & Safety before any site work is commenced.

13. The Construction (Design and Management) Regulations 2015

The Construction Design & Management Regulations provide a framework for the management of safety in construction and refurbishment projects and are aimed at improving the overall management and co-ordination of health, safety and welfare throughout all the stages of the project.

Legal Requirements

The Construction (Design and Management) Regulations 2015 place duties on all those who can contribute to the health & safety of a construction project. Duties are placed upon:

- Clients
- Designers
- Principal Contractor
- Contractors
- Principal Designer

Application of the CDM Regulations

The CDM Regulations apply to all construction projects which have two or more contractors on site. The definition of construction is the following:

- The construction, alteration, fitting out, repair, cleaning, redecoration, renovation, demolition or dismantling of any building or structure including engineering structures, pipes and pipework, tanks and vessels etc.
- Site clearance, site investigation and preliminary groundworks.
- The assembly or erection of prefabricated structures.
- The erection of scaffolding or other supporting false work.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services associated with any building or structure where the work involves the risk of a person falling.

Role of the Company as the Designer

The duties of the Designer are as follows:

- To eliminate hazards at source.
- To reduce risks where possible by competence design.
- To inform residual risks or hazards.
- To communicate risk and hazard information with the whole project team.
- To co-operate with the project team.
- To liaise and assist the Principal Designer to discharge

their duties.

14. Work Equipment

The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of relevant legislation.

Project Manager Responsibilities

- Will ensure that all work equipment hired or purchased for use by Company employees is suitable for the purpose for which it is to be used.
- Will ensure that users of new plant and equipment provided by the Company will be given sufficient instruction and training in order that it may be used safely.
- Will ensure that articles supplied or hired for use at work are provided with relevant health & safety information. This information should be obtained from the relevant manufacturer / supplier, who is obliged to provide it (Section 6, Health and Safety at Work Act 1974).
- Will ensure that all work equipment owned by the Company is properly registered on a PUWER asset log, maintained for safety and the records of all servicing, inspection, maintenance and statutory tests / examinations are made available for inspection and audit.

Employee's responsibilities:

Where Company tools or work equipment are issued to individuals, they are responsible for ensuring that the item is kept in good working order and that any additional hazards in use or defects are reported to their Director.

Employees must carry out a visual inspection of equipment before each use to ascertain any defects and that it is in good repair with particular attention paid to electrical connections and cables.

The Project Manager will take all reasonable steps to ensure that plant and equipment under the control of trade contractors is used in compliance with current legislation, good practice and in accordance with the Company rules.

15. Hazardous Substances

Hazardous substances are those marked: Very toxic, toxic, harmful, corrosive, irritant, dusts, fibres or combinations of these. They carry warning symbols such as the following:



with hazardous substances is relatively small and where

hazardous substances are in use their hazardous properties are often not significant. Within our offices there are a variety of cleaning, adhesive and trade items all of which have some hazardous properties.

There are occasions where highly hazardous substances are used on site that may have significant health effects. In addition, we are often responsible for movement and management of clients' hazardous raw materials and wastes, and interface with their processes that can expose our employees to hazardous substances.

Regardless of the hazard potential of the substance it is necessary to carry out a COSHH (Risk) assessment for all substances that our employees are exposed to in the workplace.

C.O.S.H.H. Regulations

The regulations for the Control of Substances Hazardous to Health (C.O.S.H.H.) are designed to amplify the general requirements defined in The Health & Safety at Work etc. Act 1974.

Aura Consulting (UK) Ltd. will collect up-to-date information on the toxicity and potential hazards of all substances used in the execution of its activities and make this available to those employees with a legitimate need for that information.

Aura Consulting (UK) Ltd. will limit exposure to and where necessary monitor the use of substances hazardous to health as an ongoing exercise.

COSHH 3 step Assessment Process

All substances and materials purchased and used by Aura Consulting (UK) Ltd. should be recorded in a register and have a safety data sheet (SDS) supplied with it. These sheets should be filed and used to produce a COSHH assessment of the degree of risk when the substance or material is used.

- Obtain manufacturers safety data sheets for all substances/materials purchased for use within Company operations.
- Create a register of all the substances/materials purchased and used.
- Complete a COSHH risk assessment of each one using Form 2

16. Instruction and Training

Arrangements for the induction of new employees are the responsibility of the Human Resources. Managers are required to ensure personnel receive such additional induction as is considered necessary to secure the employees' health & safety.

The instruction of people in safe working methods and the maintenance of these procedures are part of the duties of all supervisory personnel. They must also initiate any steps necessary to secure such additional training as they know to be essential or a statutory requirement.

17. Personal Protective Equipment (PPE)

Every effort is made to select the most suitable type of Personal Protective Equipment (PPE) for the full range

of activities carried out by Aura Consulting (UK) Ltd.

Project Manager will inform employees of jobs, activities or areas where certain protection is required and appropriate equipment issued to all those who may be exposed to that particular risk. Equipment may be issued to employees on a permanent basis and to be retained by that person for future use.

Employees must take care of any Personal Protective Equipment (PPE) issued to them and must report any defect, damage or loss to their supervisor immediately.

Employees who are required to use appropriate Personal Protective Equipment (PPE) must be adequately supervised and trained in the correct use of the equipment.

The wearing of Personal Protective Equipment (PPE) is a legal requirement.

18. Manual Handling

Manual handling is defined as any transportation or supporting of a load (including the lifting, putting down, pushing, pulling or carrying / moving) by hand or bodily force.

It is the aim of Aura Consulting (UK) Ltd. to eliminate the need for employees to undertake any hazardous manual handling tasks so far as reasonably practicable in accordance with current legislation and to promote best practice with regard to manual handling tasks.

Aura Consulting (UK) Ltd. is committed to providing a safer working environment to its employees and persons that may be affected by the Company's activities. This will be undertaken through the provision of information, training, supervision and mechanical aids / equipment that is required to enable employees to undertake their duties in a safe manner.

Activities involving the manual handling of loads shall be eliminated wherever possible. Where it is not reasonably practicable to eliminate manual handling, assessments and arrangements will be made to reduce the risk to the lowest level possible. Measures to achieve this will include ergonomic arrangement of the workplace, operational procedures (planning deliveries and size of packages, method statements and risk assessments), training (outside courses and internal toolbox talks) and the provision of mechanical aids (trolley's, barrows, skids etc.).

Aura Consulting (UK) Ltd. shall take all reasonable steps to ensure information is communicated to its employees and shall remind them to make full and proper use of services provided.

19. Electrical Safety

Electricity at Work Regulations 1989, Regulation 14 states "No person shall be engaged in any work activity on or so near any live conductor...that danger may arise unless it is unreasonable in all the circumstances for it to be dead:"

The circumstances for live work must be assessed using HSE Guidance - HS (G) 85 - Electricity at Work- Safe Working Practices:

- Is only to be carried out in exceptional circumstances under the authorisation of the Project Manager and then only by an experienced and competent Electrical Engineer chosen from the “Company Approved Contractor” list.
- A comprehensive written safe system of work must be produced by the Electrical Engineer for the Project Manager in the form of a Permit to Work before the work is authorised to start.
- NO assumptions about the state of any system are to be made without positive verification.
- All circuits must therefore be assumed to be live unless it is established that they are dead.

Examination and Test requirements

Fixed Installation - Portable Electrical Appliances

All electrical works on behalf of the Aura Consulting (UK) Ltd. must be undertaken by an experienced and competent Electrical Engineer chosen from the “Company Approved Contractor” list.

Permanent office buildings must be tested, examined and certificated every 5 years.

Portable electrical appliances / tools and extension leads used on sites, shall be tested and examined every 3 months. Contractors and sub-consultants’ equipment must be similarly tested and maintained and records kept.

Fixed plant / installations on sites shall be examined and tested upon installation.

Residual current devices (RCD’s) and earth leakage breakers shall be examined and tested at intervals not exceeding 3 months.

All temporary/permanent installations shall have a completion certificate, bearing the name of the installer, contact number and signature on all distribution units and appropriate installation boxes/certificates.

Maintenance of Portable Electrical Appliances - Inspection and Testing

Contractors Appliances

Where contractors bring their own portable electrical appliances to a site / location to use it should be ascertained that the contractor operates a portable electrical appliance maintenance system. This fact shall normally be confirmed at the initial safety meeting. Thereafter the adequacy of such maintenance shall be checked by cursory visual inspection during the usual site safety inspections or audits.

Frequency of Inspection and Testing

The frequency at which inspection and testing is required shall depend on:

- The risk of injury (burn, shock, fire, explosion).
- The circumstances of use of the equipment.
- Results of previous inspections and tests.

The following table provides guidance of minimum frequencies in different work situations although these may be varied in the light of experience.

Location	External Visual Inspection	Person Undertaking Inspection	Full Inspection and Electrical Testing	Person Undertaking Full Inspection and Electrical Testing
Construction Site	Before use or daily	Users	Every 3 months	Electrical Engineer
Office	Quarterly	Users	12 - 48 months	Electrical Engineer

Plug	No damage, cracks or bent pins, cable sheath secured
Cable	No damage, significant abrasions, cuts, taped joints. Also check same for any extension lead
Appliance Casing	No damage, loose parts or screws missing
General	No evidence of overheating (discoloured/hot areas), air intakes clear, appliance is dry (where appropriate), appliance within its test period (check tag)
NB	You must always switch off and unplug appliances whilst inspecting. If appliance is defective don't use or try to repair it - REPORT IT!

Consulting (UK) Ltd. carry a tag indicating they have been electrically tested and the next test date. A record of the test result and date for each appliance shall be maintained for inspection and audit when required.

NOTE: Records shall be kept for at least 5 years after the inspection/test date.

20. Asbestos Control, Awareness and Management Policy

It is Aura Consulting (UK) Ltd.’s policy that no employees or contractors will be exposed to asbestos containing materials (ACMs) on Client’s sites without all the appropriate safety checks and controls in accordance with the Control of Asbestos at Work Regulations 2012.

Client

The Client must be informed of the need to provide fully intrusive refurbishment Asbestos Survey during pre-tender/ contract negotiations.

Project Manager

Aura Consulting (UK) Ltd. expects Project Managers to ensure Clients provide the appropriate Asbestos Survey and Registers and that these are to be made available within the Pre-construction Information Requirements.

Prior to commencement of any refurbishment or demolition works the Project Manager must ensure that the Client or Client’s Agent has provided a fully intrusive Refurbishment Asbestos Survey and that this is made available to Aura Consulting (UK) Ltd. before work begins on the project.

Mandatory Awareness Training

The “Control of Asbestos Regulations 2012” combines three previous pieces of legislation regarding asbestos:

- The Control of Asbestos and Work Regulations 2002 and 2006.
- The Asbestos (Licensing) Regulations 1983.
- The Asbestos (Prohibitions) Regulations 1992 (Prohibitions Regulations).

Control of Asbestos Regulations 2012 requires mandatory awareness training for any worker likely to be exposed to asbestos containing materials.

This training is applicable to our employees and applies to anyone who is likely to come into contact with asbestos from plumbers, joiners or electricians etc. to Project Managers, Surveyors, IT and communications installers etc. Equally contractors we engage should provide such mandatory training to their own employees.

Control of Asbestos Regulations 2012 introduced a lower control limit. This is a single control limit of 0.1 fibres per cm³ and applies to all types of asbestos measured over a period of four hours.

Survey and Asbestos Register Communication

The fully intrusive Refurbishment Survey and the associated Asbestos Register must be made available to Company employees as well as those contracted to work on site.

A copy of the survey and register should be kept available and posted on the site notice board.

Employee and Contractor Responsibility

Employees and contractors MUST NOT work on or disturb any of the asbestos containing materials identified within the register.

In the absence of such surveys the project will not precede until such surveys have been undertaken and any asbestos identified as a result appropriately dealt with.

Asbestos Removal

All works with potentially hazardous asbestos containing materials will only be carried out by HSE licensed specialist contractors.

Accidental discovery procedure

- Where potential asbestos containing materials are uncovered during the course of the works the Project Manager will ensure that all work in the area is suspended and the area sealed pending further investigation.
- Operatives and contractors will be instructed that, should they uncover or suspect the presence of asbestos they must immediately stop work, notify others in the area to do likewise and report immediately to the Project Manager who in turn should seek advice.
- Where there is any doubt as to the presence of asbestos containing materials, the assumption must be that an asbestos hazard exists until proven otherwise.

21. Fire and Emergency Procedures

Fire and the effect of fire is one of the areas that can potentially affect all employees within the Aura Consulting (UK) Ltd. regardless of whether they are site or office based. Depending on the seriousness and location of a fire it has the potential to kill if control and evacuation does not happen quickly.

To reduce the likelihood of fires occurring and to minimise their effects in the workplace, a fire risk assessment is to be carried out prior to occupation of any office and when

commencing a new site contract.

The completion of a Fire Risk Assessment is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005.

The Directors as "the employer" is responsible for ensuring that fire risk assessments are completed and that there is an effective and workable emergency plan in place. In practice this will be delegated to the Nominated Managers for health & safety.

The purpose of the risk assessment is to:

- Identify potential fire hazards in the workplace.
- Decide who might be in danger in the event of a fire or while trying to escape from it.
- Evaluate the risks arising from the hazards and decide if the existing fire precautions are adequate
- Identify the adequacy and suitability of the fire detection and fire warning systems.
- Ensure that there are adequate and suitable means of escape from the building or site in the event of a fire.
- Identify the training needs of employees regarding evacuation and fire prevention.

Communication of the assessment & Fire and Emergency Action Plans

A copy of the Fire Risk Assessment and Fire Action Plan is to be posted on the staff notice board and explained to all new staff during induction. Fire Action Plans are also posted at entrances and exits. For site works this will be the health & safety site notice board with fire action plans being explained during site inductions.

Responsibilities

Where employees are operating at remote locations, Project Manager are responsible for ensuring that there is an appropriate emergency fire action plan in place and that it is effectively communicated to all appropriate personnel.

Employees must co-operate with Company procedures and keep all fire doors and keep exit routes free of obstructions.

22. Company Vehicles

Aura Consulting (UK) Ltd. will ensure that all Company vehicles are maintained at intervals recommended by the manufacturers.

Drivers are responsible for reporting any defects that are hazardous or may render the vehicle un-roadworthy.

It is the driver's responsibility to ensure loads are secure and that vehicles are not overloaded.

Drivers of Company vehicles are expected to drive in a safe and considerate manner.

Drivers, who fail to comply with the various provisions of the Road Traffic Acts and related guidance, will be subject to disciplinary action. In particular, the Company does not require or support the use of mobile phones whilst driving.

No smoking is permitted in Company vehicles at any time.

23. Communication

It is the policy of Aura Consulting (UK) Ltd. to encourage open

communication between personnel at all levels. Generally, this shall be achieved by operating an 'open door' arrangement where personnel can hold face to face discussions on health & safety issues with immediate Directors at any time.

Site operatives are requested to bring to the attention of the Project Manager any matters that may affect the health and welfare of themselves or persons who may be affected by their activities. Informal meetings shall be held at regular intervals where such issues can be discussed and addressed. Informal notes shall be made by individuals on matters discussed for personal record.

General health & safety information shall be forwarded to all personnel through internal memorandum and formal issue of safety alerts.

Site operatives shall attend a series of toolbox talks on each project to communicate both site specific procedures and general arrangements. These shall be carried out on a weekly basis on topics appropriate to the works being undertaken. Personnel attending toolbox talks shall sign a record of attendance for each talk. Sub-consultants employed by the Aura Consulting (UK) Ltd. shall be required to undertake individual Company toolbox talks or attend those held by the Aura Consulting (UK) Ltd.

Informal and formal meetings shall be held with sub-consultants managers at regular intervals. The purpose of the meetings shall be to generally review site progress, co-ordinate activities, plan forthcoming works and address health & safety issues. Should there be a need for more urgent communication then telephones and face-to-face meetings shall be used.

It shall be the responsibility of the Project Manager to attend formal meetings held on site by Principal Contractor. Generally, these meetings are held at monthly intervals. Formal minutes are taken and produced by the Principal Contractor. Copies of all minutes of meetings issued by the Principal Contractor shall be placed on file and held on site. It shall be the responsibility of the Project Manager to ensure any matters raised and noted are responded to in a timely manner and actions taken.

List of Statutory and other Requirements

Aura Consulting (UK) Ltd. expects its employees and sub-consultants to comply fully with all relevant statutory and other safety related requirements applicable to both their own work-related activities and any special locally or site specified imposed restrictions, at all times they are present on site or acting on behalf of the Company.

24. Health and Safety Training

Policy Statement

It is the policy of the Aura Consulting (UK) Ltd. to ensure that all employees are competent and trained in all Health and Safety aspects relating to the works being undertaken.

To this end Project Manager are required to attend relevant seminars and courses relating to Health & Safety within the industry.

Typical topics covered are as follows:

First Aid at Work (4 Day Statutory Certificate)

Working at Height

Manual Handling

Personal protective equipment

Confined spaces

Lone working

25. Accident Reporting Procedures

In the event of an accident or near hit the injured or affected person shall immediately notify the Office Manager.

The Office Manager shall complete an entry into the accident book.

The information recorded includes the following:

- Name of person injured / affected.
- Injured / affected person's employer / trade.
- Date and time of incident.
- Location on site of incident.
- Type of injury sustained.
- Confirm if injured / affected person has left site to attend hospital / GP.
- Time the injured / affected person left site.

In the event of the injured / affected person returning to work within 72 hours (3 days including Saturdays and Sundays, before HSE notification becomes applicable), the Office Manager shall be made of their return.

In the event of the injured or affected person not returning to work within 168 hours (7 days including Saturdays and Sundays) where the incident becomes reportable under the RIDDOR Regulations, the Office Manager shall fully complete HSE Form F2508 Report of an Injury or Dangerous Occurrence. The Office Manager shall issue the original copy of the completed HSE Form F2508 under cover to the Health & Safety Executive.

In the event of an accident or near hit the Office Manager shall investigate the incident. The investigation shall follow the general format as detailed within document HSG 245 Investigating Accidents and Incidents.

The HSE must receive the report no later than 10 days from the date of the incident. For accidents resulting in over 7 days incapacitation of a worker then the enforcing authority are to be notified within 15 days of the incident.

26. Accident Investigation Procedures

The Office Manager shall:

- Visit the location of the accident / near hit to ascertain the site and environmental conditions.
- Isolate the area if required in association and agreement with the Principal Contractor.
- Where possible take photographic evidence of the scene and make preliminary notes.
- Obtain written statements from the injured / affected person and any witnesses to the incident.

- Complete the Aura Consulting (UK) Ltd.'s Investigation Report form. This form follows the suggested content detailed within HSE Guidance Document reference HSG245 - Investigating Accidents and Incidents.
- Assess the report and prepare suggested reviews of arrangements if applicable i.e. method statements, risk assessments, training, toolbox talks, site instruction and supervision etc.
- Issue the completed Investigation Report to the Health and Safety Co-ordinator. The Project Manager shall telephone the Health and Safety Co-ordinator to confirm the documentation issue.

The Office Manager shall collate copies of the following documentation and formally issue copies to the Principal Contractor:

- Completed Investigation Report.
- Written statements.
- Applicable certification of training where required.

The Office Manager shall arrange a meeting on site with the Principal Contractor to discuss and review the report with the view to undertaking remedial actions / recommendations where necessary.

Accident investigations shall be undertaken by the Office Manager following assessment of the severity of the incident / injury i.e. Accident investigations shall be undertaken for major injuries as defined within the RIDDOR regulations explanatory notes, not for minor accidents such as minor cuts, abrasions, strains, sprains etc.

27. List of Statutory and other Requirements

Aura Consulting (UK) Ltd. expects its employees and sub-consultants to comply fully with all relevant statutory and other safety related requirements applicable to both their own work-related activities and any special locally or site specified imposed restrictions, at all times they are present on site or acting on behalf of the Company. These requirements will include:

Building Regulations 2000
 Confined Spaces Regulations 1997
 Construction (Design and Management) Regulations 2015
 Construction (Head Protection) Regulations 1989
 Control of Asbestos Regulations 2012
 Control of Lead at Work Regulations 2002
 Control of Noise at Work Regulations 2005
 Control of Substances Hazardous to Health Regulations 2002
 Control of Substances Hazardous to Health (Amendment) Regulations 2004
 Control of Vibration at Work Regulations 2005
 Equality Act 2010
 Electrical Equipment (Safety) Regulations 1994
 Electricity at Work Regulations 1989
 Factories Act 1961
 Gas Appliances (Safety) Regulations 1995
 Gas Safety (Installation and Use) Regulations 1998

Gas Safety (Management) Regulations 1996
 Hazardous Waste (England and Wales) Regulations 2005
 Health and Safety at Work etc. Act 1974
 Health and Safety (Consultation with Employees) Regulations 1996
 Health and Safety (Display Screen Equipment) Regulations 1992
 Health and Safety (First-Aid) Regulations 1981
 Health and Safety (Safety Signs and Signals) Regulations 1996
 Health and Safety (Training for Employment) Regulations 1990
 Lifting Operations and Lifting Equipment Regulations 1998
 Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003
 Management of Health and Safety at Work Regulations 1999
 Manual Handling Operations Regulations 1992
 Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations 2006
 Personal Protective Equipment at Work Regulations 1992
 Personal Protective Equipment Regulations 2002
 Pressure Systems and Safety Regulations 2000
 Provision and Use of Work Equipment Regulations 1998
 Regulatory Reform (Fire Safety) Order 2005
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 Safety Representatives and Safety Committees Regulations 1977
 Smoke-free (Premises and Enforcement) Regulations 2006
 Supply of Machinery (Safety) Regulations 1992
 Work at Height Regulations 2005
 Working Time (Amendment) Regulations 2007
 Workplace (Health, Safety and Welfare) Regulations 1992

HEALTH & SAFETY POLICY STATEMENT

The Health and Safety at Work etc Act 1974, imposes statutory duties on employers and employees. To enable these statutory duties to be carried out it is the Policy of this organisation, so far as reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of our organisation. All practicable steps are to be taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

The company is wholly committed to consistently improving its health and safety performance.

It is the intention of our organisation, as far as reasonably practicable to:

- Set and maintain high standards of safety and provide for a healthy working environment for all employees.
- Provide the means for discussion and review of up-to-date information on all aspects of health and safety.
- Provide all employees with up-to-date information to enable them to fulfil their responsibilities competently.
- Ensure arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and are without risk to health.
- Comply with all relevant statutory requirements under The Health and Safety at Work etc Act 1974, The Construction (Design and Management) Regulations 2015 and other relevant statutory regulations and to ensure all staff is aware of these requirements.
- Ensure that this policy statement and all supporting documentation are regularly reviewed in the light of changes in operational and statutory requirements.

It shall be the duty of all employees at work:

- To take reasonable steps for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the organisation so far as is necessary to enable that duty or requirement to be performed or complied with.

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells

SIGNATURE:



POSITION: Managing Director

DATE: 19th June 2024

Introduction

Aura Consulting (UK) Ltd. acknowledge responsibility in being a good corporate citizen. Through Directors and staff Aura Consulting (UK) Ltd. is committed to promoting protection of the environment, supporting charities and local communities, promoting equal opportunities, ensuring safe and efficient working practices and working with suppliers who uphold similar values.

Aura Consulting (UK) Ltd. acknowledge that our staff are our greatest asset and key to continued growth and success and as such Aura Consulting (UK) Ltd. is committed to providing careers and working environments in which our people can achieve their maximum potential.

Aura Consulting (UK) Ltd. are committed to keeping staff informed of company news through circulars and regular staff meetings. Employees can access the website to obtain general information and are encouraged to discuss operational issues with their line management to suggest ways to improve performance and efficiency.

Aura Consulting (UK) Ltd.:

- Provides clear and fair terms of employment for its employees.
- Provided clean healthy and safe working conditions.
- Has a fair remuneration policy.
- Strives for equal opportunities for all present and potential employees.
- Encourages employees to develop skills and progress their careers.
- Does not employ underage staff.
- Ensures that staff are aware of the Company's policy with regards gifts, management of Client funds etc.
- Encouraging a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics.

Equal Opportunities

Aura Consulting UK Ltd. are committed to a policy of equal opportunity and diversity in employment and recognises that this is essential to ensuring the success and growth of the organisation. To this end the Company make every effort to select, recruit, train and promote the best candidates based on suitability for the job, to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality ethnic origin religious belief, sexual orientation or disability and to ensure that no employee suffers harassment or intimidation.

Disabled Employees

It is company policy to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals.

Should an existing employee become disabled every reasonable effort will be made to ensure that their employment with the Company can continue on a worthwhile basis and that career opportunities are available to them.

Health, Safety and Welfare at Work

The health and safety, welfare and wellbeing of employees is of paramount importance to the Company. It is the policy of the Company to create and improve standards of Health & Safety which will lead to avoidance and reduction of risks and to ensure that the company complies with all Health and safety legislation. The Health & Safety Policy Statement is held on a noticeboard in the reception area.

Health & Safety and Fire Officers implement the Company's policies standards and procedures to all workplaces to which Aura Consulting (UK) Ltd. staff operate. Both Offices are supported by an external Health & Safety Consultant all of whom sit on a health and safety committee which in turn reports to the Board of Directors.

Aura Consulting UK Ltd. makes every reasonable and practicable effort to provide safe and healthy working conditions in all its offices. All employees are duty bound to operate in a safe manner and not to put either themselves or others at risk by their actions.

Standards and procedures are communicated to employees through contracts of employment, staff handbooks, operating manuals, bulletins and notice boards and staff training as appropriate.

Staff are encouraged to participate in the following:

- Access to gymnasium
- Health care plans
- Medical screening
- Cycle to work schemes
- Workplace charity
- Childcare voucher scheme
- Employee Assistance Programme

Information Security

Aura Consulting (UK) Ltd. is committed to ensuring the integrity and security of its business information with particular attention given to personal and sensitive data where inappropriate use or inadequate maintenance and safeguarding could have serious repercussions. The company policies and procedures are based on its requirements for a secure operating environment, an assessment of the risks that the company faces and the relevant legal and best practice requirements.

Responsibility for information security sits with local management teams with appropriate training and support provided. A dedicated group information security manager is responsible for the strategic management of information security, risk management, together with implementation and enforcement of the information security policy.

Environmental Issues

Aura Consulting (UK) Ltd. acknowledge that savings make good sense. The Primary objective is to minimise the carbon footprint and any negative impact the company may have on the environment. The Company is committed to the following:

- To meet or exceed current legislation, regulations and environmental codes of practice.
- To identify reduce and dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land air and water.
- To reduce the consumption of energy and water and use the renewable and or recyclable resources wherever practicable.
- To encourage our suppliers and sub-contractors to implement good environmental practices and procedures which support our own objectives and targets.
- To take responsibility for the maintenance and revision of our environmental policy which is renewed on a regular basis in order to set environmental objectives and targets for continuous improvement as we recognise the need for sustainable development.
- Using recycled printing paper.
- To recycle printer cartridges.
- Launched local initiatives for companies to recycle their office waste.
- Uses fair trade produce.
- No company cars with staff expected to use public transport.
- Launched a cycle to work scheme.

Charitable Giving

Aura Consulting (UK) Ltd. supports one particular charity Cancer Research to which employees are encouraged to support. Furthermore, events such as marathon running, London to Brighton Bike ride are encouraged and sponsored for various charities and not just Cancer research.

Clients

Aura Consulting UK Ltd. acknowledge the importance of good clients and to this end:

- Seeks honest and fair relationships with Clients.
- Provides the standards of products and services that have been agreed.
- Takes all reasonable steps to ensure the safety and quality of products or services that are produced.
- Provides best practice professional services in accordance with the relevant professional institutions.

Suppliers

Aura Consulting (UK) Ltd. attempt to participate/ implement the following:

- Seeks honest and fair relationships with suppliers and sub-contractors.

- Pays suppliers and subcontractors in accordance with the agreed terms.
- Has a policy not to pay or accept bribes or substantial favours.
- Encourages suppliers and subcontractors to implement the same standards.

Local Communities

Aura Consulting (UK) Ltd. attempt to participate/ implement the following:

- Aims to make the communities in which Aura Consulting (UK) Ltd. work to become better places to live and do business.
- Aims to be sensitive to the local community's cultural, social and economic needs.
- Endeavours to protect the environment wherever the Company operates.
- Encourages suppliers and subcontractors to support causes within the local community.

Industry participation

Aura Consulting (UK) Ltd. attempt to participate/ implement the following:

- Engages in consultation with government regulators and relevant trade bodies on issues affecting the housing sector related industry services.
- Engages with journalists and reputable research bodies.
- Provides support to public bodies.

Volunteering

Aura Consulting (UK) Ltd attempt to participate/ implement the following:

- Encourage staff to volunteer through internal and external programmes.

Listening

Aura Consulting (UK) Ltd attempt to participate/ implement the following:

- Encourage staff to submit suggestions and will be open to any ideas which may help the company to develop on a holistic basis.

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells

SIGNATURE:



POSITION: Managing Director

DATE: 19th June 2024

Introduction

The earth's environment is under severe stress from uncontrolled human activity threatening the survival of our society and the performance of Aura Consulting (UK) Ltd. mission.

Aura Consulting (UK) Ltd. accepts that it must work to preserve the environmental sustainability of the planet, at all levels of its operation - in its open practice, as a participant in the community and as a participant in the global discourse.

Aura Consulting (UK) Ltd. aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this Policy and fostering responsible environmental behaviour amongst staff, consultants and users at all levels.

Aura Consulting (UK) Ltd. is committed not only to complying with applicable law in all of its operations but to minimise risks and impact through the development of robust and documented systems to implement, measure, monitor and to disseminate excellent environmental performance both within its operations and to the broader community.

Purpose

The Environmental Sustainability Policy aims to integrate a philosophy of sustainable development into all the organisations activities and to establish and promote sound environmental practice in our operations.

Policy

Aura Consulting (UK) Ltd. commits itself to minimising its impact on our environment through:

- Providing a safe and healthy workplace.
- Having an environmentally sustainable aware culture.
- Being an environmentally responsible neighbour in our community.
- Conserving natural resources by reusing and recycling.
- Using in our own operations, processes that do not adversely affect the environment.
- Ensuring the responsible use of energy throughout the organisation.

- Participating in efforts to improve environmental protection and understanding.
- Taking steps to improve environmental performance continually.
- Conducting rigorous audits, evaluations and self-assessment of the implementation of this Policy.
- Working with suppliers who promote sound environmental practices.
- Enhancing awareness amongst our employees, consultants and others - educating and motivating them to act in an environmentally responsible manner.

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells

SIGNATURE: 

POSITION: Managing Director

DATE: 19th June 2024

Priory Mechanical Services Ltd is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. Priory Mechanical Services Ltd will operate in compliance with all relevant environmental legislation and will strive to use pollution prevention and environmental best practices on all projects.

Priory Mechanical Services Ltd commit to the following:

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- train, educate and inform our employees about environmental issues that may affect their work
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable
- promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- purchase and use environmentally responsible products accordingly
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes
- communicate our environmental commitment to clients, customers and the public and encourage them to support it
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities

Signature of person responsible for policy:

Print Name: Barry Kennedy Position: Managing Director.....

Signature Date

Policy Statement

Aura Consulting (UK) Ltd. is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of the services. Aura Consulting (UK) Ltd. aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity and that encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Purpose

The purpose of this Policy is to provide equality and fairness for all in our employment and in the provision of services and not to discriminate on the grounds of the gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Aura Consulting (UK) Ltd. opposes all forms of unlawful and unfair discrimination.

All employees and sub-contractors, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, volunteering or any other benefit will be on the basis of skills and ability.

Principles

Aura Consulting (UK) Ltd.'s commitment to Equality and Diversity is:

- To create an environment in which individual differences and the contributions of all our employees and sub-contractors are recognised and valued
- To create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated
- To ensure training, development and progression opportunities are available to all
- To promote equality in the workplace, which it believes is good management practice and makes sound business sense
- To regularly review all employment practices and procedures to ensure that no job applicants, staff, sub-contractors are treated less favourably than others
- To regularly review service to ensure they are accessible and appropriate to all groups within society
- To treat breaches of the Equality Policy seriously and to take disciplinary action when required
- To provide information and training to all employees and sub-contractors so that they are full aware of the issues relating to equality and diversity and their responsibilities relating to it
- To develop Equality Action Plan, to ensure our Equality and Diversity Policy is fully implemented
- To ensure the Policy is fully supported by the Board of Directors
- To monitor and review the Policy annually

Procedures

Positive action

Aura Consulting (UK) Ltd. will act positively in using the Equality and Diversity Policy as means of making public its commitment to provide equal opportunities to all present and future employees and sub-contractors.

Aura Consulting (UK) Ltd. encourages all employees to apply for suitable opportunities and to seek training for promotion or in particular skills.

The Equality and Diversity Policy forms part of the Staff Handbook and Contract of Employment. Training in equality and Diversity is provided as part of the Induction Programme.

Any form of discrimination by an employee and sub-contractor is treated very seriously and where appropriate will be dealt with using the Disciplinary Procedure.

Aura Consulting (UK) Ltd. aims to ensure that the Board of Directors reflects the diversity of society in general.

Positive Discrimination

Positive discrimination is illegal and the recruitment of 'quotas' of particular groups is also illegal. Discrimination in selection to achieve or secure a balance of person of different racial groups is also not allowed under the Race Relations Act 1976.

There is an exception, however, which may be appropriate for certain posts in Aura Consulting (UK) Ltd. i.e. when a genuine occupational qualification (GOQ) is necessary or desirable for a Particular group or sex. Both the Race Relations Act 1976 and the Sex Discrimination Act 1975 allow these exceptions.

Recruitment

Job descriptions and person specifications

Job descriptions and person specifications are prepared for all posts. The job description indicates the responsibilities and tasks to be undertaken by the job holder. The person Specification describes the qualifications, skills and abilities required.

A list of preferred criteria may also be prepared. Care will be taken to ensure that neither the description nor the Specification is discriminatory on the grounds quoted in the Policy Statement.

All candidates will be asked about their eligibility to work.

Selection

All candidates will be scored against the job description and person specification. The highest scoring applicants will be offered the position.

Offers will be made to successful candidates, subject to satisfactory references and CRB check (where required).

All unsuccessful candidates will be informed of the result of their application and offered brief feedback.

CRB Policy

For certain positions we will request enhanced disclosures for all employees and sub-contractors. This requirement will be clearly stated in the application pack.

Ex-Offenders

Aura Consulting (UK) Ltd. will not discriminate against ex-offenders with unspent convictions, unless required to do so because of the nature of the post. All applications will be considered on an individual basis.

Induction and Training

All employees and sub-contractors will be required to follow an appropriate induction process to ensure they are equipped to do the job. All employees and sub-contractors will receive training on the Equality and Diversity Policy, Procedures and Action Plan as part of their induction.

Recruitment Monitoring

All applicants will be asked to complete an anonymous monitoring form as part of the application pack (to be returned in a separate envelope).

The 2001 census categories will be used in order to monitoring ethnicity of staff. Additional categories for gypsies and travellers will be included. The monitoring form will monitor the age, race, ethnic origin, religion, gender, material status and disability. Recruitment statistics will be produced on an annual basis and presented to the Board of Directors.

Flexible Working

Aura Consulting (UK) Ltd. will consider all requests for flexible working arrangements constructively and creatively, taking into account of the balancing the needs of the organisation with the needs of the individual employee.

Aura Consulting (UK) Ltd. will offer a range of flexible working arrangements and will work collaboratively to identify solutions that suit both the individual and organisation.

Promotion

All vacancies will be advertised internally and externally where appropriate.

Training

All employees and sub-contractors have access to a wide range of training opportunities which are regularly circulated.

Training opportunities will be discussed during supervision sessions and selection for training will be made on the basis of both the needs of the business set out in the business plan and personal development of the individual.

Special needs and requirements for people with disabilities or caring responsibilities will be taken into account whenever practicable and methods sought to help them overcome disabilities in taking up training opportunities.

Staff with management, recruitment and selection responsibilities will be given guidance in the implantation of the Equal and Diversity Policy to ensure that they understand their position in law and under the organisations Policy.

Induction training will include an explanation of the Equal Opportunities Policy and a requirement to undertake formal training within the probation period of employment.

Terms and Conditions

Annual Leave and Religious Holidays

Aura Consulting (UK) Ltd. will not ask about an employee's religion and will not discriminate anyone wishing to celebrate their festivals. Employees are required to use part of their annual holiday entitlement to cover time off for these and must follow the normal holiday booking procedure.

Cultural and Religious Needs

Where employees and sub-contractors have particular culture and religious needs, Aura Consulting (UK) Ltd. will consider whether it is reasonably practicable to meet these needs whilst maintaining the efficiency of the business.

People with Disabilities

Aura Consulting (UK) Ltd. will make genuine efforts to recruit people with disabilities and take reasonable steps to make the work place and individual jobs accessible to people with disabilities.

Aura Consulting (UK) Ltd. will regularly review its facilities for disabled employees and sub-contractors and will try to overcome any problems faced where every practicable and within reasonable resources available.

Aura Consulting (UK) Ltd. will ensure that people have maximum access to employment opportunities and to meetings and events regardless of any disability.

Grievance and Disciplinary Procedures

Aura Consulting (UK) Ltd. will take seriously any complaints of discrimination and will not victimise any people who make such complaints.

Staff will be made aware as part of their induction process of their responsibilities in relation to equality and diversity and that discriminatory behaviour will be full investigations and dealt with using the disciplinary procedures.

Bullying and Harassment

Aura Consulting (UK) Ltd. upholds the rights of any employees and sub-contractor to be treated with respect and dignitary and to work in an atmosphere free from bullying and harassment.

All employees and sub-contractors are responsible for ensuring that their own behaviour is sensitive to others and for ensuring that they do not condone or support the bullying or harassing behaviour of others.

All complaints of bullying and harassment will be treated seriously and should be raised using the grievance procedure. All complaints will be investigated and where appropriate the disciplinary procedures will be followed.

Monitoring

Monitoring the Workforce

Employees and sub-contractors will be asked to fill out a monitoring form on appointment. The monitoring forms will be reviewed on an annual basis and statistics presented to the Board of Directors.

Recruitment Monitoring - Refer to above

Service Provision

Aura Consulting (UK) Ltd. will endeavour to ensure that its services are implemented in a sensitive and appropriate manner to all Clients whenever practicable i.e. taking into the account of minority groups.

Aura Consulting (UK) Ltd. will take care to avoid unintentionally discriminatory passages appearing in published, printed or spoken material.

Aura Consulting (UK) Ltd. will continue to take a leading role in combating any form of discrimination.

Aura Consulting (UK) Ltd. will work with others to ensure that the diversity of the population in the company is recognised and celebrated.

Responsibility

It is the Directors responsibility with the support of the Board to ensure the implementation of the Equality and Diversity Policy. Appropriate funds will be sought to implement approved aspects of the Policy which requires special and additional resources.

All employees and sub-contracts have the individual responsibility to:

- Follow procedures introduced to ensure equal opportunity and non-discrimination
- To draw the attention of management to suspected or alleged discriminatory practices
- To refrain from harassing or intimidating other employees, sub-contractors, clients or visitors, Aura Consulting (UK) Ltd. on any of the grounds cited in the policy statement

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells


SIGNATURE:



POSITION: Managing Director

DATE: 19th June 2024

READING GAS METERS

Project:	
Consultant: Aura Consulting (UK) Ltd	
Element of Works: Reading Gas Meters	
Main Hazards: <ul style="list-style-type: none"> ▪ Overlap with Tenants operations ▪ Explosion ▪ Mixture of leaking gas and 240 volt supply ▪ Size of cupboard ▪ Possible confined spaces ▪ Existence of asbestos ▪ Condition of meter ▪ Level of lighting ▪ Blockages 	
Risk Mitigation: <ul style="list-style-type: none"> ▪ Communication with Tenant prior to reading the meter ▪ Condition of the meter to be obtained prior to access ▪ Similarly size of cupboard to be obtained to see if any specialist equipment is required ▪ Any torch to be pat tested and fit for purpose ▪ Asbestos survey made available ▪ Sufficient lighting in place ▪ Blockages removed ▪ Any permit to access completed ▪ Operatives trained to use hand tools and wear sufficient PPE 	
Persons likely to be exposed to hazards: Direct workforce	
Method of Working: <ul style="list-style-type: none"> ▪ Locate the meter to be read ▪ Obtain information on any constraints before accessing the cupboard ▪ Asbestos register to be reviewed ▪ Any access permits completed and submitted ▪ Taking a torch, the cupboard is opened and the meter read - dial version or numbers ▪ Figures written on a note pad and brought back to the office ▪ Any access facilities removed lights turned off and the door locked 	
PPE Requirements: <ul style="list-style-type: none"> ▪ Goggles, hard hat, high-vis, gloves, dust masks and protective footwear 	
Emergency Measures: <ul style="list-style-type: none"> ▪ Responsible person to sign off permit ▪ All routes kept clear ▪ First aid kit & fire points in place 	
Signed: 	Date: 19th June 2024

READING GAS METERS/RISK ASSESSMENT

Activity	Hazard/Risk	Severity	How likely	Rating	Controls introduced to Reduce the Risk	Residual Risk		
		S	L	R= S+L		S	L	R= S+L
Competency	Operative to be sufficiently trained / qualified to use the equipment.	2	2	4	Training to be carried out if necessary and all operatives to be suitably qualified.	2	1	3
Meter reading general	Insufficient lighting in place to allow safe access to take place.	2	2	4	Temporary lighting to be used. May vary from a simple torch to temporary lighting.	2	1	3
Location of meter	Existing items preventing access.	2	2	4	Survey of area to establish existing constraints which may affect accessing the cupboard. Removal of blockages.	2	1	3
Location of meter	Location - Close proximity of Tenants.	2	2	4	Communication required with tenants. Any access permits completed.	2	1	3
Location of meter	Condition of meter cupboard.	2	2	4	Obtain background information.	2	1	3
Access the meter cupboard	Size / access constraints of cupboard.	2	2	4	Ascertain whether it falls under the Confined Space Regulations requiring a two person operation.	2	1	3

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:
PRINT NAME: Neil Wells

SIGNATURE:

POSITION: Managing Director

DATE: 19th June 2024

RISK ASSESSMENT

Activity	Hazard/Risk	Severity	How likely	Rating	Controls introduced to Reduce the Risk	Residual Risk		
		S	L	R= S+L		S	L	R= S+L
Competency	Operative to be sufficiently trained / qualified to use the equipment.	2	2	4	Training to be carried out if necessary and all operatives to be suitably qualified.	2	1	3
Competency	Equipment to be in good order.	2	2	4	Sufficient type, variety and condition of equipment to be used. To be double checked prior to taking to site. Sufficient ladders, lighting and tools etc.	2	1	3
Access	Is the property occupied or not.	2	2	4	Contact agent to ascertain whether property is occupied or not. Lone working policy to be activated with surveyor ringing in before and after the survey.	2	1	3
Access	Security - nature of the local area to which the property is located.	2	2	4	Back ground information obtained. Survey to be carried out during day light hours.	2	1	3
Access	Proximity of parking vehicle.	2	2	4	Organise / arrange parking in close proximity to the actual survey.	2	1	3
Access	Any particular difficulties in obtaining access.	2	2	4	Obtain sufficient background information i.e. alarm codes. Any items preventing access.	2	1	3

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Schedule of Services Provided

Aura Consulting (UK) Ltd provides the following professional services, where required, in order to support the Client and Principal Designer.

Principal Designer Services

- Make reasonable endeavours to relevant parties to obtain existing hazard and risk information.
- Take reasonable steps to ensure that Designers discharge their duties ensuring co-operation and co-ordination between parties.
- Set up a Design Risk Management Process - preparing a Design Risk Register and updating as and when necessary.
- Prepare / set up the Health & Safety File at the outset of the project.
- Production of the Pre-Construction Information Package to assist in the transmission of information between both design and construction parties.
- Issue Pre-Construction Information Package to both Design and Construction parties where applicable.
- Continue to monitor health and safety implications relating to any design changes throughout the project.
- Agree apportionment of required information for inclusion within the Health & Safety File.
- Production of the Health & Safety File containing life safety certification / residual risk information only.

Client Advisor Services

- Submit the initial F10 notification to the Health & Safety Executive.
- Update the additional F10 notification to the Health & Safety Executive.
- Provide best endeavours to provide sufficient information to the Principal Contractor to ensure that and 'adequate Construction Phase Plan including Site set up Plan prior to works commencing onsite.
- Review and sign off the Construction Phase Plan.

- Ensure site set up is correct before works commencement onsite taking particular attention of the welfare facilities.
- Monitor the Principal Contractors working methods on a regular basis checking the development of the Construction Phase Plan.

Management Tree

Aura Consulting (UK) Ltd. will apportion the following resources to the Project:

David Jenvey - Member of the Executive Committee - Association for Project Safety

Philip Baker - Associate / Previous Chair Association for Project Safety

Tracey Jenvey - Associate of the Association for Project Safety

Harrison Benson - CDM Assistant

Other Resources

We confirm that all the above resources are competent in usage of IT including Word, Excel, Microsoft Project and various data base software. Tracey Jenvey provides additional resource as an Associate member of the Association for Project Safety assisting in administration the process.

David Jenvey has been involved in Planning Supervision / CDM Co-ordination / CDM Consultancy since it's outset in 1995 having set up his own department 1996 building up a Client base proving pro-active Planning Supervision to a number of Clients including ASDA, Vodafone, Tesco, Marks & Spencer, Virgin, G&G Estates, Coca Cola, Slough Estates, Wrigleys, ABN Amro, BT Looksmart, Accenture, Aleni Marconi, Ariston, Legal & General, Bank of America, Ascot Underwriting, ICAEW, MasterCard, News International, Math works, Salesforce, Zurich Insurance, Winston & Strawn, London Borough of Croydon and Basingstoke & Dean, Broadgate Estates, Savills, Hackney Community College, Howard de Walden, Maritz Research, Plantine Holdings, Portman Heritage and Transport for London.

Having joined the Association for Project Safety in 1996 David became an active member in the Southeast Region reaching Fellowship status in 2004. Since then, David has been invited to act as Convenor for the Fellowship Assessment Committee and also sits on the Executive Committee for Project Safety.

Tracey Jenvey has been involved in Planning Supervision / CDM Co-ordination since 1998 initially focusing on the ASDA portfolio but has since developed work with Howard de Walden, Whistlers and Park Construction working for both Clients and Contractors. She has recently reached Associate Status with the Association for Project Safety.

Philip Baker a previous Chairman of the Association for Project Safety provides additional resources / advice as and when required. During 2018 we worked with us carrying out site audits on a number District Heating Projects.

Harrison Benson joined the company in 2012 after completing a HNC in Building Studies before going on to complete his degree at Chichester University. Since joining the team Harrison has been heavily involved in the day to day running of the projects as well as valuable administration and IT support during the collation / production of the final Health & Safety File documentation for handover to the Client.

Harrison Benson provides valuable administration assistance collating and producing the final Health & Safety File documentation for handover to the Client.

Key Criteria

Our approach is based on building good relationships with all team members, which allows us to gleam / cajole information / ensure the team members comply with their responsibilities.

Where applicable Aura Consulting (UK) Ltd. will audit all Design information submitted which is also tracked showing a full audit trail. Not only is all information vetted it is also sent back with recommendations attached which we find is very much more successful rather than just rejecting design submissions.

Environmental issues are also taken into account at design stage and form part of the Design Risk Assessment check.

Aura Consulting (UK) Ltd. have a good track record in meeting deadlines, collating health and safety information as the project develops with the intention to hand the Health & Safety File over within one month of Practical Completion.

Whilst confirming our commitment to the above we have also kept our costs in line with Market rates.

Methodology

The way we work is very proactive. From the outset we agree attendance to design team meetings and attendance to site along with the number of competency tests required. We have since the advent of CDM 2007 formulated standard templates for both Contractor and Designer Competency checks, which can be implemented via desktop or face-to-face interview exercise. Similarly, since the advent of 2015 Regulations we provide a similar service providing the Principal Designer / Client with approved lists of possible Principal Contractor appointments.

With regards Design Team issues, we actually join in with the Design Team at the earliest opportunity issuing all Members with their roles and responsibilities and also setting out what information is required and in what format.

Once this has been done, we can then work with the Designers to ensure that they submit the information we require. We also chair design risk workshops with the design team, either on an individual or collective basis depending on the size and nature of the project. The workshop allows the design team to run through their design and conversations taken place in relation to buildability, maintainability and how the structure is removed on completion. The design teams thought process and design decisions are challenged to ensure good design risk management is being implemented. It also allows the design team to solely think about risk rather than cost and programme.

Obvious questions are asked such as 'how do you clean that element and how do you access that item of plant?' Draft Access for cleaning and maintenance strategies are requested along with plant replacement strategies. Notes are produced from the meeting and a Design Risk Register produced with risks apportioned and a review timetable put in place to where possible design the risks out or worst-case highlight as a residual risk which should be passed across to the Principal Contractor.

The Site is visited and a risk assessment produced focusing on logistics etc and other constraints to which the Principal Contractor should be aware of and more importantly allow the necessary resources to plan to reduce risk. On the basis of this information, we will produce a Pre-construction Information Package for submission to the Principal Contractor. Furthermore, we vet the tender submissions from a Health & Safety point of view giving recommendations / advice to our Client.

In view of the 2015 Regulations the Health & Safety File is set up at this early stage with any relevant information inserted. We meet with the Client or his representative to agree the format of the Health & Safety File. Once we have done this, we can then apportion who will be submitting which piece of information required for this file. A tracker is set up and the information 'chased down' until we have received it.

On behalf of the Client, we agree the Construction Phase Plan with the Principal Contractor, which we do in a meeting rather than sending documents back and forth. Furthermore, we ensure that all necessary information is passed across to the Principal Contractor to allow him to produce the document.

On behalf of the Client, we carry out a full audit to ensure that the site is a 'CDM site' with all the paperwork, posters etc. in place. Going forward we then attend progress meetings, collate information for the file providing advice as and when necessary to the Client / Project Manager on any Health & Safety issues.

The Health & Safety File refers to information contained within O & M Manuals provided by Contractors at the end of a project. We meet with the Principal Contractor / Design team, agree manual layouts and set up a tracker process whereby the O & M Manuals are developed from Status 'C' to 'A'. Along with the O & M Manual process we then finalise the Health & Safety File with the intention to issue at Practical Completion with a covering letter.

Deliverables

- Initial F10 - as soon as appointed (Client Advisor)
- Design Risk Register - after meeting with Design team to review the proposals (Principal Designer)
- Pre-construction Information Package - in accordance with tender issue date (Principal Designer)
- Set up initial H & S File (Principal Designer)
- Additional F10 - subject to further information/ changes are made (Client Advisor)
- Agreement of Construction Phase Plan - prior to commencement of works on site (Client Advisor)
- Site set up audit - report issued (Client Advisor)
- Monitoring of Principal Contractor - report issued (Client Advisor)
- Monitoring of Design Changes (Principal Designer)
- Production of the Residual Design Risk Register for inclusion with the Health & Safety File (Principal Designer)
- Issue of Health & Safety File - electronic (Principal Designer)

RISK ASSESSMENT

Designer: David Jenvey						Project: 244A Collingwood Road, Sutton SM1 2NX				
Job No. TBA						Date: 31.01.18				
Ref No.	Activity / Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Action Taken		Possible Control Options (Contractors)
				L	S	R		By	Date	
1.	Construction Work	The Building and Adjacent Occupied Properties	Both Contractors & General Public	8	8	64	Request Contractors not to block fire escape routes etc.	DJ	April 2018	Detailed Method Statement required
2.	Construction Work	Hidden Services	Contractors Men	7	9	63	Carry out full Services Survey	DJ	April 2018	Check isolation points
3.	Construction Work	Hidden Deleterious Materials	Contractors Men	4	7	28	Carry out Deleterious Materials Survey	DJ	April 2018	Vigilant at all times
4.	Unloading/Deliveries	General Public	General Public	7	5	35	Specify least bulky materials	DJ	April 2018	Phase deliveries to quiet times
5.	Construction Work	Low Cill Heights	Contractors Men	3	9	27	Highlight issue to Contractor	DJ	April 2018	To be incorporated within R.A & M.S

Key:
L = Probability (Low, Medium, High) **S** = Severity (Low, Medium, High) **R** = Risk (Likelihood & Severity)

Ref No	Activity / Element	Potential Hazard	Risk Rating	Action at Design Stage	Resultant Risk	Possible control options (Contractor)	Status - Open or Closed
Architectural - Pilbrow & Partners							
1	Roofs	Falls from height	H	Long term low maintenance aluminium seam cladding systems specified. Flat areas comprising of pavings on pedestals with surround ding balustrading. Man safe system in place where parapet walls are not provided.	M	Suitable and sufficient scaffold to be provided	Open
2	Gutters / rainwater goods	Falls from height	H	Valley / boxed gutter designed to be walked upon. Man safe system in place. Down pipes located externally and easy to access.	M	Suitable and sufficient scaffold to be provided	Open
3	External walls	Falls from height	H	Long term low maintenance brick cladding systems specified. Man safe system in place where parapet walls are not provided.	M	Suitable and sufficient scaffold to be provided	Open
4	Windows	Falls from height	H	Ground to 2nd floor level to be cleaned via reach and wash. Above 2nd floor level windows to be reverse / tilted and cleaned from inside. Internal eye bolts to be provided	L	Suitable and sufficient scaffold to be provided	Open
5	Roof terrace	Falls from height	H	Suitable and sufficient permanent edge protection to be provided to a height of 1100mm with intermediate barriers.	L	Scaffold to be adapted to provide a temporary working platform.	Open
6	Roof lights	Falls from height	H	Positioned in the centre of the apex of the roof. Man safe system in place.	M	Scaffold to be adapted to provide a temporary working platform.	Open
7	Plant	Falls from height / insufficient working space	H	Specific location found at roof level and basement level with space allowed for to create a working area around. To include suitable edge protection	L	Craneage / lifting plan will be required. Suitable and sufficient scaffold to be provided	Open
8	Ceiling	Falls from heights	H	Long term design to be accessible via step ladders. Storage provision included in core	L	Suitable and sufficient working platforms to be provided	Open
9	Internal walls	Falls from height / insufficient working space / manoeuvring materials into position	M	Plasterboard lining clipped to Reinforced Concrete (RC) structure	L	Suitable and sufficient working platforms to be provided. Edge protection to be in place	Open
10	Floors	Slips trips and falls	M	Flooring system to include access provision to services. Floor finishes to be non slip	L	Barriers to be in place when lifting floor coverings	Open
11	Drainage	Confined spaces / insufficient working areas	M	Drainage provision located in the risers which are sufficient size and barriers at each floor	L	Temporary barriers in place	Open
12	Floor layouts	Fire	H	Fire Strategy Report in place. Central protected core with two means of escape in case of fire and a fire mans lift. Alarm system TBC etc.	M	Strict compartmentation / fire proofing sign off procedures in place	Open
13	Lift	Falls from height	H	Lift motor room provided and of a sufficient size to allow safe access	M	Lift shaft and motor room to tie in with lift contractors final design	Open
14	Risers	Confined spaces / insufficient working areas	H	Located within with the central core	L	Temporary barriers in place	Open
15	Waste provision	Long term health and hygiene	L	Bin store etc. located at basement level	L	None	Open
Structural - Campbell Reith							
16	Ground conditions	Structural collapse due to insufficient foundation design	H	A Geotechnical and Geo-environmental Land Quality Statement document has been produced. The results have used during the Stage III design	L	Final below ground piling design to be submitted	Open
17	Adjacent buildings	Structural collapse due to insufficient foundation design	H	The deep double level basement against the boundaries will be formed using an embedded piled retaining wall. The expected ground conditions are 3m of made ground underlain by London Clay. Ground water to be 2m bgl	M	Final below ground piling design to be submitted. Along the south elevation there is an existing row of contiguous piles and capping beam. Drilling and grouting in to the column and wall starter bars will be required	Open
18	Adjacent highway	Structural collapse due to insufficient foundation design	H	Basement designed light against the boundary line with a strip of lowered suspended slab at the east of the site to allow access from the highway to an external service yard. This area of ground floor slab will be designed to support highways traffic	M	Protection and detailing at the junction with the adjacent structures to be agreed	Open
19	UKPN cables to be run in from	Explosion	H	The bored pile is to be lowered locally at the east side of the site forming an RC trench above which the cables will be run in @ 1m below road level. The RC trench will be designed to have 4 hours fire resistance	M	Trench to be back filled and protected by brick pavours	Open
20	Future maintenance	Safe access to plant	H	Soft spots to be formed within ground floor level slab to allow for future large openings allowing access into the lower ground for future stairs and plant replacement	M	Reinforcement to be cast into the sides of the potential openings and construction joints formed allowing breaking out in the future. Lighter slab reinforcement to be used in the soft spot panels	Open
21	Higher and lower roofs	Structural stability. Formation of the higher and lower terraces	H	A series of duo pitched steel trusses supported on UC columns with stability vertical and plan bracing specified. Raised terrace sections formed from steelwork stooled off the main trusses. Loading allowance for the congregation of people and planters. All steel work to be fire rated as 'habitable'	M	Roof steelwork to be connected to the RC core using steel plates with welded headed studs on the back cast into the RC upstairs around the core with subsequent steel connectors designed by the steel fabricator	Open
22	Superstructure	Structural stability	H	RC flat slabs of varying thicknesses 320mm / 325mm with internal square columns on a 9m grid. Rectangular / blade columns are utilised around the perimeter. Stability provided by the RC core walls which act a vertical cantilever to transmit wind and rotational horizontal forces through to the foundations. The concrete slabs act as a diaphragm to transmit the lateral forces into these core walls which will be 50mm throughout.	M	Site logistics plan to allow for suitable cutting area / formation of timber shuttering. Provision of sufficient concrete deliveries or inhouse? Storage / safe handling of reinforcement	Open
23	Cladding	Structural stability	H	Full height external facing brick with minimal store of metal stud with insulation and plasterboard lining. The facing brick is to be supported at every storey from 1st floor level above via proprietary brick support stainless steel angles due to the onerous line loading applied to the 5m slab spans between perimeter columns. To be supported	M	Suitable and sufficient working platform to be erected around the concrete frame to allow the external cladding to be constructed	Open
24	Transfer beam structure	Structural stability	H	Has been avoided where possible by ensuring the columns line up throughout the building. However there are some locations where this has not been possible. These include ground floor level to the west elevation where the columns are required above ground to support the superstructure but below the ground would be too close to the retaining walls. In addition a transfer beam is used at lower ground level where a column above that supports ground floor slab areas cannot continue in the same location down to the basement due to plant room equipment. This transfer beam is designed as a cantilever with the back span connection into an adjacent column	M	RC transfer beams to be used in those two locations	Open
25	Super structure	Insufficient spaces / lifting materials into position	H	Provision of tower crane included within tender documents	M	Tower crane to be set up onsite on a temporary slab	Open
26	Sub structure	Structural stability	H	Assumed bottom up construction. Bored pile foundations chosen which are anticipated to be 800mm diameter extending 20 metres below the lowest basement level. It is anticipated that a CFA solution will be suitable to penetrate to the required depths. It has been assumed that all piling will be carried out from ground level	M	Final piling design to be carried out by the piling contractor. Individual piling capacity in compression is expected to be @ 1800KN	Open
27	Temporary propping	Structural stability	H	The final contiguous wall pile design to the basement perimeter walls will be carried out by the piling sub-contractor to suite both temporary and permanent design criteria.	M	Temporary propping design to be carried out by the Contractor. Prop locations to be co-ordinated with the permanent works to avoid clashes. Most likely to be in the form of flying shores	Open
28	Basement slab	Long term structural stability	H	Specialist heave protection to be included	L	Cordek or similar compressible materials to be placed below the ground floor level slab	Open
29	Basement slab	The extent of the groundwater is unknown	H	A cautious 50m/ha has been considered in the basement slab design	L	Dewatering methods to be implemented during construction across the whole basement	Open
30	Basement slab	Ground water general	H	Basement slab specified to be waterproof concrete	L	Water proofing specialist to be appointed. Concrete to include a water proof additive. Detailed design to include cavity drains	Open
31	Basement slab	Provision of inspection manholes	H	Inspection covers to be included for surface water, pump stations found and cavity sump pumps etc.	L	Locations and sizes to be recorded on record drawings	Open
32	Civils	Existence and adaptations of public sewers	H	Sewer records obtained from Thames Water indicate a 1100mm diameter combined sewer along York Way that flows north to south and a 900mm diameter combined sewer along Yale Road that flows east to west to join the main sewer in York Way. There is 150mm diameter combined sewer in 11 yard to the north of the site with flows from west to east and joins a 300mm diameter combined sewer running from north to south adjacent to the eastern boundary	L	Pumped system to be adopted	Open
33	Civils	Surface water	H	Designed using the SUDS hierarchy and ground conditions etc.	L	Attenuation tank to be installed	Open
34	Structure	Fire	H	Generally the structure will be designed providing 90 minute fire rating. The UKPN room will have four hour fire rating	L	To be recorded on the record drawings	Open
Services - Attiler							
34	Unexploded bombs	Explosion	H	Review 2nd World War bomb sight maps	M	Brief operatives prior to excavation	Open
35	Existence of services below ground level	Explosion / electrocution	H	Existing service routes across site to be located via both Desk Top Study (Ground wise) and a Site Survey. Information to be included within tender documents	M	Double check information and hand excavate prior to any works being carried out. CAT Scan to be carried out	Open
36	Plant	Long term safe access for maintenance	M	Assess size of plant required / liaise with the Architect to ensure suitably sized plant room is allowed for. Develop an access route to the goods lift. All plant rooms will require double doors to allow plant removal	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
37	Replacing plant	Working within the constraints of the site. Inability to access and replace plant at the end of its lifespan	M	Soft spot in the services yard is provided to allow for plant installation in the basement	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
38	Replacing the fuse serving the extract fan	Falls from height due to the fan being located at high level	M	Space allowed for on the floor in front of the fan to allow a temporary access platform to be erected. Platform to be specified	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
39	Smoke extract and make up fans	Falls from height due to the smoke extract and make up fans being located in fire rated enclosure at high level	M	Space allowed for on the floor in front of the fan to allow a temporary access platform to be erected. Platform to be specified	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
40	Electrical inroom	Explosion / electrocution. Services route located within a trench running along the service yard	H	Route / location cannot be changed. Drawings to be clearly marked and protection specified	L	Co-ordinate safe access to electrical cable. Hand digging to be carried out	Open
41	Risers	Full access for maintenance required to all risers. Compartmentation to be included at each floor level	M	Full riser access provided. Detail of riser floor protection to be developed	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals.	Open
42	Risers	Restricted access to the risers	M	Services arranged to minimise the access requirements from ground floor level wherever access is limited	M	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals.	Open
43	Plant at roof level	Limited provision of lifting items up to roof level	H	Plant replacement of roof plant via access hatch and crane. Plant specified to be easily broken down into sections or be of a long life specification	M	A crane lift will be required along with the associated lifting plan etc.	Open
44	Working at roof level - general	Falls from height	H	Use safety harnesses in conjunction with safety anchor points as appropriate. All roof plant dedicated areas with safe access and plant removal routes identified	M	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
45	Risers / lift shafts	Falls from height	H	Specify barriers to be installed as early as possible	L	Provide appropriate temporary barriers and notices etc.	Open
46	Primary services distribution in ceiling voids and risers in main circulation areas	Falls from height. Working in Confined spaces	H	Specify the primary services to distribute vertically in fully accessible rear cupboards and corridors wherever possible with sufficient access and working space	L	Record drawings and Plant Replacement Strategy to be included within the O & M Manuals	Open
47	Electrical installation at basement level	Electrocution due to water intrusion to basement level	H	Specify that the works are deliberately phased to ensure that the electrical installation is not carried out until basement is dewatered	L	Guarantee to be made available for the basement tanking	Open
48	Switch on of final circuits	Electrocution due to incomplete final circuits	H	Specify that the final circuits are not to be connected to distribution boards until all connections have been terminated or made safe and in an approved manner	L	Detailed method statement to be provided	Open
49	Photovoltaics	Shock risk from photovoltaics generating power during installation and before connected to main electrical infrastructure	H	Specification to ensure that the contractor includes signage on cables connected to PV arrays noting risk of live service even whilst unconnected to building electrical installation	L	Consideration to be given to covering PV generator areas in before commissioned to further reduce risk.	Open
Other - General							
50	Location	Third parties / general public		Contractor to price within the tenders for sufficient traffic management resources		Traffic and Logistics Plan to be produced	Open

“Assuring that required standards of performance are attained”

Procedure as follows:

- Initial Client communication
- Definition of Clients brief
- Submission of fee proposal/resource schedule
- Evaluation - does the fee proposal provide/include sufficient resource to meet Client expectations/deliverable
- Proposal amended as necessary
- Form of appointment issued to Client returned and checked
- Finalised form of appointment issued to all relevant parties
- Professional service administered
- Interim review:
 - Number of project reviews defined at fee proposal stage
 - Clarify service being administered meets Client brief
- If necessary proposed schedule of services revaluated, amended, re-issued and agreed with Client
- External review:
- External auditors carry out interim inspection/work review to include all above items
- Number of project reviews defined at fee proposal stage
- Document control:
 - Checked/formatted by separate party to that of author
 - Technical content checked by separate party
- Subject to both internal and external interim reviews professional services provided maybe revaluated and amended to include either replacement resource or additional resource
- To include revised service administered - revaluation
- Project handover:
 - Relevant parties involved
 - Anticipated deliverable dates met
 - Technical content met
- Client feedback
- Production feedback obtained
- Project review:
 - Time / programme - KPI
 - Quality - KPI
 - Technical - KPI
- Key performance indices produced based on results from internal/external reviews of the project
- Lessons learnt both positive and negative to be applied in future projects

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells

SIGNATURE:



POSITION: Managing Director

DATE: 19th June 2024

Aura Consulting (UK) Ltd. is committed to ensuring that slavery and human trafficking does not take place within directly employed staff or sub consultants or any of the supply chain.

The recruitment process is transparent and reviewed regularly. We communicate directly with candidates to discuss job opportunities and to confirm the details of any offer made. We have robust procedures in place to vet all employees and to ensure we are able to confirm their identities and that they are paid directly into an appropriate personal bank account.

All suppliers are checked to ensure that slavery and human trafficking does not take any part of their business, Information obtained is checked by both the administration team and a partner within the business. The senior partner will ultimately decide whether or not the supplier is appropriate to work for / have any involvement in Aura Consulting (UK) Ltd.'s business.

Aura Consulting (UK) Ltd. carried out audits on supply chain partners which includes physical audits of supplier's records regarding their workforce. Suppliers employing or providing non-UK Nationals undergo appropriate investigation to understand their recruitment methods and their management of permits and working visas.

SIGNATURE OF PERSON RESPONSIBLE FOR POLICY:

PRINT NAME: Neil Wells

SIGNATURE:

A handwritten signature in black ink, appearing to read 'Neil Wells', written over a faint, illegible background.

POSITION: Managing Director

DATE: 19th June 2024