WE TRADEWORKS
CONTRACTORS

HEALTH & SAFETY POLICY

Policy statement, organisation and arrangements

Company	We Soul Ltd t/a WeTradeWorks
Company number	13993546
Registered office	Office 12057, 182–184 High Street North, London E6 2JA
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Approved by	Rafaela S. Borges, Director

Revision history

Version	Date	Change
1	21/03/2025	Original issue.
2	26/02/2026	Short-form policy issued, adding CDM 2015, working at height, electrical and gas safety, hazardous substances and asbestos.
3	26/11/2026	Annual review. Versions 1 and 2 combined into one policy. All health and safety duties consolidated under the Director, with site supervisors appointed for each project. First aid and emergency arrangements set for each site. New sections on Building Regulations dutyholder duties, dust and silica, noise and vibration, fire on site, occupied homes and subcontractor management.

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The arrangements in section 4 cover: risk assessment and RAMS; CDM 2015; Building Regulations dutyholder duties; training and competence; information and consultation; plant and work equipment; working at height; electrical and gas safety; hazardous substances, dust and silica; asbestos; manual handling and storage; noise and vibration; fire on site; welfare; occupied homes and the public; subcontractors; accidents, first aid and emergencies; waste.

1. Health and safety policy statement

We Soul Ltd t/a WeTradeWorks will ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, subcontractors, clients, visitors and members of the public affected by our work. We work within the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and other relevant legislation, approved codes of practice and guidance.

We give health and safety the same priority as any other business objective. We manage it with a risk-based approach, so that hazards from our work are identified and controlled as part of how we work every day, not as an afterthought.

Leadership. The Director will:

- Allocate health and safety responsibilities to employees, subcontractors and suppliers appropriate to each activity.
- Provide adequate budget and resources for health and safety.
- Monitor, review and report on health and safety performance at least once a year, and sooner when work or conditions change.
- Lead by example, carrying out regular site visits to identify and resolve issues.
- Make sure everyone can raise health and safety concerns, and that concerns are acted on.

Competent people. We will:

- Use competent people and obtain competent external health and safety advice when we need it.
- Give everyone the information, instruction, training and supervision they need to work safely.
- Keep up to date with industry good practice.

Risk management. We will:

- Assess risks before work starts, tell people about the risks that affect them, and control those risks.
- Maintain the arrangements in this policy and the procedures that support them.
- Set emergency arrangements for each site.
- Provide health surveillance where a risk assessment shows it is needed, to prevent work-related ill health.

Anyone who does not follow this policy may be removed from site and dealt with under the relevant company or contract procedures.

Approved by:	Rafaela S. Borges, Director
Date:	26/11/2026

2. Environmental policy statement

We Soul Ltd recognises its responsibility to protect the environment where we work. We aim to improve our environmental performance across the business, and we encourage our clients, subcontractors and suppliers to do the same.

Our main environmental impacts are:

- Energy use.
- Buying materials and products.
- Waste produced on site and off site.
- Dust, noise and other emissions to air, and the risk of pollution to drains and watercourses.
- Water use.
- Vehicles and travel.

We will:

- Meet, and where reasonably practicable exceed, relevant environmental legislation.
- Look at how we work and reduce our impacts where we can.
- Reduce waste through careful ordering, reuse and recycling, and use licensed waste carriers.
- Choose sustainable products where feasible, such as FSC-certified timber, recycled materials and low-VOC finishes.
- Control dust, noise and run-off on site to protect neighbours and the environment.
- Plan deliveries and travel to reduce vehicle journeys.
- Give our people the information and training they need to work in an environmentally responsible way.
- Review our environmental performance each year as part of the annual review of this policy.

Approved by: Rafaela S. Borges, Director

Date: 26/11/2026

3. Organisation and responsibilities

Overall responsibility

Name	Position	Responsibility
Rafaela S. Borges	Director	Overall and day-to-day responsibility for health and safety

The Director makes sure sufficient resources are available to put this policy into practice, and that its arrangements are implemented, monitored and working. The Director will:

- Keep this policy up to date and make sure it is communicated to everyone it applies to.
- Make sure hazards are identified and risk assessments and method statements (RAMS) are prepared before work starts.
- Prepare a construction phase plan for each project where required.
- Appoint a competent site supervisor for each project.
- Select competent subcontractors and suppliers and check their competence and insurance.
- Keep training, accident, inspection and health surveillance records.
- Select, maintain and check plant and work equipment, and hazardous substance assessments.
- Provide extra supervision for anyone without enough experience, including young people and trainees.
- Review and audit health and safety arrangements, and act on what is found.

Site supervisors

A site supervisor is appointed for each project. The site supervisor is responsible, on that site, for:

- Giving site inductions and making sure RAMS are followed.
- Carrying out daily checks and dynamic risk assessments as work changes.
- Checking tools and equipment before use.
- Keeping the site safe, tidy and secure, and separated from the client, family and public.
- Making sure first aid, welfare and emergency arrangements are in place.
- Reporting accidents, near misses and concerns to the Director straight away.

Employees and subcontractors

Everyone working for us or on our sites must follow this policy, the site rules and the RAMS for their work, and must report hazards, defects, accidents and near misses. Their general responsibilities are set out in section 5.

4. Arrangements

4.1 Risk assessment and RAMS

Hazards are identified before work starts. Written risk assessments and method statements are prepared for significant activities and shared with everyone doing the work. Site supervisors carry out dynamic risk assessments as conditions change. Assessments are reviewed whenever the work, the people or the site changes, and after any incident.

4.2 CDM 2015

Where we act as **principal contractor**, we will prepare a construction phase plan before work starts, plan, manage and coordinate the construction phase, coordinate subcontractors, give site inductions, prevent unauthorised access, provide welfare facilities and keep site health and safety records.

Where we act as **contractor only**, we will follow the principal contractor's requirements and the construction phase plan, and provide task-specific RAMS.

For **domestic clients**, the client duties under CDM 2015 pass to the contractor (or to the principal designer where agreed in writing), and we will carry out those duties. Where we provide design services, we will meet the duties of a designer, and of principal designer where appointed. Projects that meet the notification threshold (more than 30 working days with more than 20 workers at the same time, or more than 500 person-days) will be notified to the HSE before work starts.

4.3 Building Regulations dutyholder duties

Where we are appointed as principal designer or principal contractor for Building Regulations purposes, we will plan, manage and monitor the design and building work so that it complies with the Building Regulations, and make sure the people we appoint have the competence required under Part 2A of the Building Regulations 2010.

4.4 Training and competence

Everyone receives an induction when they start with us and a site induction for each project. Further training is given where needed for a person's role, through toolbox talks, instruction from a competent person, instructor-led courses or e-learning. Site operatives are expected to hold a CSCS card or equivalent where appropriate. The Director keeps training records and arranges refresher training.

4.5 Information, consultation and communication

The health and safety law poster (or the equivalent leaflet) is provided to all employees. We consult employees and subcontractors on matters that affect their health and safety, including changes to work methods, equipment or arrangements. Where people work on sites controlled by others, the relevant hazards, risk assessments, safe systems of work and emergency procedures are given to them before they start.

4.6 Plant and work equipment

Plant and equipment, whether owned or hired, must be suitable for the job, inspected before use and properly maintained. Portable electrical equipment is inspected and tested at suitable intervals. Only trained and competent people may use specialist plant. Defective equipment is taken out of use immediately, labelled, and reported to the Director for repair or replacement.

4.7 Working at height

Work at height is avoided where possible. Where it cannot be avoided, it is planned, risk assessed and carried out by competent people using suitable equipment, in line with the Work at Height Regulations 2005. Scaffolding is erected, altered and inspected by competent scaffolders, and inspected before first use, at least every seven days and after any event that could affect its stability. Ladders are used only for short-duration, low-risk work.

4.8 Electrical and gas safety

Electrical work is carried out only by qualified electricians in line with the Electricity at Work Regulations 1989 and current wiring regulations, with notifiable work certified. Services are identified and isolated before work starts. Gas work is carried out only by Gas Safe registered engineers working under their own registration.

4.9 Hazardous substances, dust and silica

Hazardous substances are identified and assessed under the COSHH Regulations 2002 before use, with safety data sheets obtained. Where possible, harmful products are replaced with safer alternatives; otherwise exposure is controlled through safe systems of work and suitable PPE.

Construction dust, including silica and wood dust, is controlled at source by on-tool extraction, water suppression and suitable vacuum equipment. Where respiratory protection is needed, it is face-fit tested. Paint in older properties is treated as potentially containing lead until assessed. COSHH assessments are reviewed every year or when work changes.

4.10 Asbestos

We do not carry out asbestos removal. For buildings built before 2000, we check the asbestos position before any work that disturbs the fabric, and arrange a refurbishment and demolition survey where required. If asbestos is suspected at any time, work stops immediately, the area is secured and specialist advice is obtained. Any removal is carried out by a suitably licensed or competent contractor under the Control of Asbestos Regulations 2012.

4.11 Manual handling and storage

Manual handling is avoided where reasonably practicable, using mechanical aids and planned deliveries. Where it cannot be avoided, it is assessed and people are shown safe techniques. Materials are stored so they are stable and do not block access or escape routes, with racking and shelving suitable for the load.

4.12 Noise and vibration

Noise and hand-arm vibration from tools are assessed. Exposure is reduced by choosing lower-noise and lower-vibration tools, maintaining them and limiting use times. Hearing protection is provided where needed. Health surveillance is provided where risk assessments show it is required.

4.13 Fire on site

Fire risks on each site are assessed. Hot works are controlled and followed by a fire check. Flammable materials are stored safely and kept to a minimum, and waste is removed regularly. Suitable fire extinguishers are available, and escape routes are kept clear, including for occupants of the property.

4.14 Welfare

Suitable welfare facilities (toilets, washing facilities, drinking water and somewhere to rest and eat) are provided or arranged on every site from the start of work, in line with Schedule 2 of CDM 2015. In occupied homes, any use of the client’s facilities is agreed with the client in advance.

4.15 Occupied homes and the public

Much of our work takes place in occupied homes. We agree working areas, hours and access with the client before work starts, and keep work areas separated, signed and secure from residents, children, visitors and pets. Dust is contained, walkways are kept clear and protected, and the site is left safe and secure at the end of each day.

4.16 Subcontractors

Subcontractors are selected for their competence. Before they start, they must provide evidence of competence and appropriate insurance, and supply RAMS for their work. They must attend a site induction,

follow this policy, the site rules and the construction phase plan, and report accidents, near misses and concerns. Their work is monitored by the site supervisor.

4.17 Accidents, first aid and emergencies

First aid and emergency arrangements are set for each project and explained at the site induction. On every site:

- A first aid kit is available and a person is appointed to take charge of first aid arrangements, with trained first aiders where the risk assessment requires them.
- The nearest accident and emergency department is identified.
- Emergency procedures, escape routes and the assembly point are set and communicated, taking account of any occupants of the property.
- Procedures for fire, gas leaks, electrical failure, structural movement and severe weather are included in the site RAMS where relevant.

All accidents, injuries and near misses must be reported to the site supervisor and the Director straight away and recorded. The Director investigates incidents and reports injuries, diseases and dangerous occurrences to the HSE where required under RIDDOR 2013. Health surveillance records are kept by the Director, who tells employees about any findings that affect them.

4.18 Waste

Waste is kept to a minimum, segregated for recycling where possible, and removed by licensed waste carriers with waste transfer records kept.

5. General responsibilities

Employer

As the employer, We Soul Ltd will:

- Make the workplace safe and without risks to health, with suitable welfare facilities.
- Assess risks, record the significant findings and put controls in place.
- Make sure plant, equipment and substances are safe and used, moved and stored safely.
- Give the information, instruction, training and supervision needed to work safely.
- Provide suitable protective clothing and equipment free of charge, and appropriate safety signs.
- Co-operate and co-ordinate with other employers and contractors on shared sites.
- Set up emergency procedures and provide adequate first aid.
- Avoid hazardous manual handling, and control exposure to dust, noise, vibration and harmful substances.
- Provide health surveillance where needed.
- Report certain injuries, diseases and dangerous occurrences under RIDDOR.
- Consult employees on health and safety, including changes to work methods, equipment and arrangements, and the introduction of new technology.

Employees

Employees must:

- Take reasonable care of their own health and safety and that of others affected by their work.
- Co-operate with the company on health and safety and follow RAMS and site rules.
- Use equipment, materials and PPE correctly and as trained.
- Not interfere with or misuse anything provided for health and safety.
- Report hazards, defects, accidents, near misses and concerns straight away.

Subcontractors

Subcontractors must meet the requirements in section 4.16, follow the same duties as employees while on our sites, and make sure their own workers do the same.

6. Monitoring and review

The Director monitors health and safety through site visits and inspections, checks of RAMS and records, and the investigation of accidents and near misses, and makes sure any actions are completed.

This policy is reviewed at least once a year, and sooner after a significant incident, a change in the business or its work, or a change in legislation. The next scheduled review is due by **25/11/2027**.

Approved by: Rafaela S. Borges, Director

Date: 26/11/2026