

Health and Safety Policy

for Subcontractors and Employees

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COMMITMENT AND RESPONSIBILITIES

OUR COMMITMENT

Changing Footprint will provide safe and healthy working arrangements and prevent injury and work-related ill health so far as reasonably practicable. We will assess risks, apply proportionate controls, consult affected people and provide appropriate information, instruction and training. This policy covers office and home working, travel, meetings and site-based consultancy.

WHO IS RESPONSIBLE

Changing Footprint's Director owns this policy, provides resources, ensures suitable risk assessments and verifies competence and insurance arrangements. Project leads coordinate with site controllers and communicate hazards. Employees must take reasonable care and cooperate with safety arrangements. Associates and subcontractors retain their own legal responsibilities and must meet the safety requirements agreed for the work.

PLANNING WORK

Before an activity, identify who could be harmed, assess the hazards, choose controls and assign responsibility. Record significant findings and brief everyone affected. Review assessments when conditions change, after an incident and at least annually for recurring work. Prefer eliminating or avoiding hazards before relying on instructions or protective equipment. Use CF RA 01 Health and Safety and Security Risk Assessment for site visits, recording readiness checks and H/M/L ratings before and after controls. Do not proceed where a readiness answer is "No" or a residual risk is "High".

AUTHORITY TO STOP

Anyone may stop or decline work where they reasonably believe conditions are unsafe or outside their competence. Make the area safe without taking additional risks and contact the project lead or Changing Footprint's Director. Work restarts only when an authorised competent person confirms suitable controls. No one will be penalised for raising a genuine safety concern.

CONSULTATION AND COMPETENCE

Discuss risks with the people doing the work and consider disability, pregnancy, health conditions and other individual needs sensitively. Provide induction and task-specific training before exposure. Use competent specialist support where Changing Footprint's Director cannot assess a risk adequately. Do not assume a client's instruction alone makes an activity safe.

PRACTICAL WORKING ARRANGEMENTS

OFFICE AND HOME WORKING

Assess the workstation, display screen use, seating, lighting and work patterns. Take appropriate breaks or changes of activity, avoid trailing leads and overloaded sockets, and maintain clear escape routes. Provide applicable display screen assessments and eye-test arrangements. Report defective equipment and arrange competent repair; do not attempt electrical repairs without authorisation.

CLIENT SITE VISITS

Agree access, visit scope, hazards, emergency arrangements, accessibility and required protective equipment with the host in advance. Attend induction, sign in and out and follow traffic and pedestrian routes. Obtain relevant information about plant, asbestos, chemicals, noise and other hazards before entering affected areas. Observational energy or carbon consultancy does not authorise intrusive inspections. Complete CF RA 01 before the visit and reassess it on arrival or when conditions change. Retain the completed form with the project safety records.

SPECIALIST AND HIGH-RISK ACTIVITIES

No work at height, confined-space entry, live electrical work, machinery intervention or disturbance of hazardous materials is permitted without a separately approved method, competent personnel and suitable permits and controls. Use a competent contractor where required. Never remove guards, bypass controls or operate client equipment without permission.

TRAVEL AND LONE WORKING

Plan realistic travel time, breaks and weather contingencies. Drivers must be fit to drive and confirm that licence, vehicle condition and insurance cover the activity. Do not use handheld devices while driving. For lone visits, record destination, expected return, check-in times and an escalation contact. If a check-in is missed, the contact attempts direct contact, then the host, and escalates to emergency services where circumstances indicate danger.

WELLBEING AND EMERGENCIES

Review workload, long hours, isolation and difficult client interactions. Raise fatigue or stress early and agree practical changes. Know the host's fire, evacuation and first-aid arrangements. For remote working, maintain a suitable means of calling help. Do not work under the influence of alcohol, drugs or medication effects that make the activity unsafe.

INCIDENTS AND ASSURANCE

REPORT AND RESPOND

Obtain emergency assistance first. Notify Changing Footprint's Director promptly of injuries, ill health, dangerous occurrences, near misses and unsafe conditions, including incidents at a client site. Notify the site host where relevant. Record time, location, people affected, factual circumstances, immediate action and available evidence. Keep health information restricted.

INVESTIGATION AND STATUTORY REPORTING

Changing Footprint's Director arranges a proportionate investigation, identifies underlying causes and agrees corrective actions with named owners and dates. A competent person checks whether RIDDOR or another notification duty applies and makes any required report within its statutory deadline. Not every accident is reportable; do not delay assessment while awaiting a full investigation.

RECORDS AND MONITORING

Maintain risk assessments, induction and training records, relevant equipment checks, visit arrangements, incident records and corrective actions. Store sensitive details securely under CF POL 06. At least annually, review incidents, overdue actions, training needs and recurring risks; communicate practical lessons without unnecessary personal details.

MINIMUM IMPLEMENTATION CONTROLS

Before the first relevant activity, complete the office or home working assessment and CF RA 01 site-visit risk assessment, establish lone-working escalation arrangements and identify competent safety advice. Record protective equipment and training needs. Maintain evidence of assessments, training and checks with the relevant safety records.

RELATED DOCUMENTS

Use CF HB 01 for immediate reporting routes, CF POL 04 for wellbeing and fair treatment, CF POL 06 for incident records and CF POL 07 for emergency disruption. Changing Footprint's Director reviews this policy annually and after significant changes or incidents. CF RA 01 Health and Safety and Security Risk Assessment is the supporting site-visit assessment form in this document suite.

REFERENCE GUIDANCE

HSE managing health and safety — <https://www.hse.gov.uk/managing/>

HSE RIDDOR — <https://www.hse.gov.uk/riddor/>

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