



GRAND INNOVATIONS

DESIGN & BUILD · SURREY & LONDON

COMPANY POLICY · GI-POL-01

Health & Safety *Policy*

How we keep our people, our clients and the public safe on every project we deliver, set out in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974.

VERSION

1.0

ISSUE DATE

14 April 2026

REVIEW DUE

14 April 2027

POLICY OWNER

Conor Doran, Director



POLICY STATEMENT

Grand Innovations Surrey Ltd (company number 15788779, registered in England and Wales), trading as Grand Innovations, is a design-and-build home improvement company delivering kitchens, extensions, loft and garage conversions, renovations and light commercial fit-out across Surrey and London. Most of our work happens in occupied homes, where our clients and their families live around our sites while we work. We have written this policy with that in mind. No job is worth anyone getting hurt, and no programme or budget pressure will override safety on one of our projects.

This general statement of policy is made in accordance with section 2(3) of the Health and Safety at Work etc. Act 1974. We commit to providing and maintaining safe places and systems of work; safe plant, tools and equipment; safe handling, storage and use of materials and substances; the information, instruction, training and supervision our people need to work safely; adequate welfare facilities on every site; and the protection of our clients, their families and the public from risks arising from our work.

We are a hands-on firm and accountability for this policy is personal. Our Director, Conor Doran, owns this policy, leads its implementation and is answerable for health and safety on every project we deliver. Everyone who works with us, employed or subcontracted, is expected to work safely, look out for one another and speak up straight away if something is not right.

Conor Doran

Conor Doran

Director, Grand Innovations Surrey Ltd

14 April 2026

Next review: 14 April 2027

1. Scope of This Policy

This policy applies to every project we undertake, including kitchens, house extensions, loft and garage conversions, full renovations and refurbishments, windows and doors, bathrooms, and light commercial fit-out. It applies to everyone who works on them: our directly employed core team, the vetted specialist subcontractors we bring in, and the Director. It covers our sites, our clients' homes and premises, members of the public around our work, and anyone else our activities could affect. Our team has practised its trades since 2014, and this policy reflects how we have always worked: carefully, tidily and with respect for the people whose homes we are in.

2. Organisation and Responsibilities

Responsibility for health and safety in our company is clear and personal.

- **The Director, Conor Doran**, carries overall and final responsibility for health and safety. He sets this policy, provides the time, money and equipment needed to work safely, ensures competent health and safety advice is obtained where needed, appoints supervisors, and reviews performance. Because he is personally involved in every project, safety issues reach the top of the company without delay.
- **The project director and site supervisors** put this policy into practice day to day. They carry out site inductions, hold toolbox talks, keep risk assessments and method statements live on site, maintain housekeeping and welfare standards, and stop any work they consider unsafe.
- **Employees** must take reasonable care of themselves and others, co-operate with our arrangements, use equipment and PPE properly, and report hazards, near misses and accidents without delay, in line with their duties under sections 7 and 8 of the Health and Safety at Work etc. Act 1974.
- **Subcontractors** must work to this policy and to their own risk assessments and method statements, which we review before work starts. Gas work is carried out only by Gas Safe registered engineers, and electrical work only by appropriately qualified electricians who test and certify their work.

3. Planning the Work: Risk Assessments, Method Statements and CDM 2015

In line with the Management of Health and Safety at Work Regulations 1999, we prepare suitable and sufficient risk assessments for our activities and site-specific risk assessments and method statements (RAMS) for each project. These are practical working documents. They are explained at induction, kept on site and revised when conditions change.

The Construction (Design and Management) Regulations 2015 apply to all our projects, including work for domestic clients. We act as contractor on every project: we plan, manage and monitor our own work, and we ensure a construction phase plan proportionate to the risks is drawn up before work starts, including on single-contractor projects. Where a project involves more than one contractor and we are appointed principal contractor, we additionally plan, manage and monitor the whole construction phase, co-ordinate the contractors we engage, secure the site and provide suitable welfare facilities. On projects for domestic clients, the client duties under CDM 2015 pass to us by default and we carry them out. Where a project is notifiable (scheduled to last more than 30 working days with more than 20 workers working simultaneously, or to exceed 500 person-days), we ensure the HSE is notified on form F10.

4. Our Arrangements for Managing Risk

Our key arrangements, each matched to the relevant legislation, are:

- **Hazardous substances:** we assess and control substances such as adhesives, solvents, cement and dusts under the Control of Substances Hazardous to Health Regulations 2002, preferring safer products and dust suppression or extraction at source.

- **Asbestos:** under the Control of Asbestos Regulations 2012, we treat any pre-2000 building as potentially containing asbestos. We check for asbestos information before refurbishment work begins, give our team asbestos awareness training, and if suspect material is found we stop work immediately and engage a competent asbestos specialist before proceeding.
- **Working at height:** we plan, supervise and equip work at height in line with the Work at Height Regulations 2005, using scaffolds, towers and ladders that are suitable, inspected and used by trained people.
- **Work equipment:** tools and plant are suitable for the job, maintained, inspected and used only by people trained to use them, in line with the Provision and Use of Work Equipment Regulations 1998.
- **Noise and vibration:** we control exposure to noise and hand-arm vibration from power tools and plant under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005, selecting lower-noise and lower-vibration equipment where practicable, limiting trigger time and providing hearing protection.
- **Manual handling:** we avoid hazardous manual handling where we can, and assess and reduce it where we cannot, in line with the Manual Handling Operations Regulations 1992.
- **PPE:** we provide suitable personal protective equipment free of charge under the Personal Protective Equipment at Work Regulations 1992 (as amended) and insist it is worn.
- **Electrical and gas safety:** electrical work is carried out and certified by qualified electricians in accordance with the Electricity at Work Regulations 1989, BS 7671 and, for domestic work, Part P of the Building Regulations 2010; gas work is carried out only by Gas Safe registered engineers in accordance with the Gas Safety (Installation and Use) Regulations 1998.
- **Welfare, housekeeping and public protection:** because most of our sites are occupied homes, we seal and segregate work areas, protect floors and belongings, control dust and noise, keep escape routes clear, make sites safe and tidy at the end of every day, and keep tools, materials and hazards away from children, residents and passers-by.

5. First Aid, Accidents and RIDDOR Reporting

We provide first aid arrangements appropriate to each site in line with the Health and Safety (First-Aid) Regulations 1981, including a stocked first aid kit and an appointed person on every project. All accidents, injuries, dangerous occurrences and near misses are reported to the supervisor and recorded. The Director investigates the cause of any accident or significant near miss and puts right whatever allowed it to happen. Reportable injuries, occupational diseases and dangerous occurrences are notified to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This is the Director's personal responsibility.

6. Training, Competence and Subcontractor Vetting

No one works on our sites without a site-specific induction covering the RAMS, welfare arrangements, emergency procedures and the particular sensitivities of that home or premises. Supervisors hold regular

toolbox talks on live risks. We keep training records for our team, provide training appropriate to each person's role, and refresh it as work and regulations change.

Before engaging a subcontractor we vet their competence. We check relevant qualifications and registrations (including Gas Safe registration for gas work), confirm they hold appropriate insurance, review their previous work and references, and review their RAMS. We monitor their performance on site, and any subcontractor who does not meet our standards is not engaged again.

7. Consultation, Monitoring and Review

We consult our team on matters affecting their health and safety, in line with the Health and Safety (Consultation with Employees) Regulations 1996. In practice this happens through inductions, toolbox talks and the direct daily contact between our people and the Director. Anyone on our sites can raise a concern with the Director personally and it will be acted on.

We monitor how this policy works in practice through routine site inspections, supervision, and review of accidents and near misses. The Director reviews this policy at least annually, and sooner if our work, the law or an incident shows it needs to change. We are a member of the Federation of Master Builders and work to the standards that membership requires. We maintain Employers' Liability insurance as required by the Employers' Liability (Compulsory Insurance) Act 1969 and appropriate Public Liability insurance at all times.

DOCUMENT CONTROL

Version	Date	Description	Approved by
1.0	14 April 2026	First issue	Conor Doran, Director