



MarKe Property Services Ltd

Health & Safety Policy Statement

Issue: 05	Created by	Reviewed by	Approved by
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Signature			
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1.0 Introduction & Policy Statement

MarKe Property Services Ltd. seeks to attain to the highest standards in health and safety and compliance with the Health and Safety at Work Act 1974, in particular section two as outlined below.

We also undertake risk assessments under the Management of Health and Safety at Work Regulations 1999 to identify hazards in order to eliminate or control the risks, examples of these are included in the site health and safety files provided at each site.

We will ensure that we comply with all other legislation relevant to our day to day activities.

This policy statement with the organisation and arrangements will be shown to all employees and self employed operatives, so that everyone is aware of their legal responsibilities.

2.0 Abbreviations, Definitions and References

2.1 Abbreviations

COSHH	Control of Substances Hazardous to Health
HSE	Health and Safety Executive
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

2.2 Definitions

2.2.1 Definition of a hazard

A **hazard** is anything (e.g. an object, a property of a substance, a phenomenon or an activity) that may cause harm or adverse effects.

For example:

- Water on a staircase is a hazard because you could slip on it, fall and hurt yourself.
- Loud noise is a hazard because it can cause hearing loss.
- Breathing in asbestos dust is a hazard because it can cause cancer.

2.2.2 Definition of a risk

The **risk** is the likelihood a hazard will actually cause adverse effect/s, together with a measure of the seriousness of the effect/s. It is a two-part concept and you have to have both parts to make sense of it.

Likelihoods can be expressed as probabilities / odds (e.g. 'one in a thousand'), frequencies / how often (e.g. 'one thousand cases a year'), or in a qualitative way (e.g. 'negligible', 'significant' etc.).

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The effects can be described in many different ways, for example:

- The annual risk of a worker in Great Britain experiencing a fatal accident [effect] at work [hazard] is less than one in 100,000 [likelihood].
- Approximately 1500 workers each year [likelihood] in Great Britain suffer a non-fatal major injury [effect] from contact with moving machinery [hazard].
- Or the lifetime risk of an employee developing asthma [effect] from exposure to substance [hazard] is significant [likelihood].

2.3 References

This health and safety policy considers the following acts and regulations. If required, a copy of each of these documents can be downloaded (www.legislation.gov.uk) or accessed at the head office of MarKe Property Services Ltd.

- Health & Safety at Work Act, 1974.
- Management of Health & Safety at Work Regulations, 1999.
- The Work at Height (Amendment) Regulations, 2007.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.
- Control of Substances Hazardous to Health Regulations, 2002.
- The Control of Noise at Work Regulations, 2005.
- The Health and Safety (First Aid) Regulations, 1981.

3.0 General Duties

3.1 Employer

General duties of the employer to their employees include:

- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling and storage and transport of articles and substances.
- The provision such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- Ensure any place of work under their control is maintained in such a condition as to be safe and without risks to health.
- The environment must be safe, and adequate facilities and arrangements for the welfare of the persons employed must be provided.

3.2 Employee

It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions at work.
- To co-operate with the employer as is necessary to enable him to comply with the law.

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3.3 General

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

4.0 Organisation

Overall responsibility for the enforcing of this policy and the legal obligations as set out above lies with the Mr Keith Marshall, company Director (hereafter 'the Director').

The Director has responsibility for ensuring that risk assessments are maintained, emergency arrangements are known and followed and that accidents are recorded and investigated as necessary.

He will also ensure that information as contained in this policy statement and the risk assessments are passed to all employees and self employed personnel.

The Director has direct responsibility on site for safe practice by MarKe Property Services Ltd. operatives and for ensuring that the conditions provided by the main contractor are suitable and safe for work to be carried out.

In line with the risk assessment, the Director will require that men can work safely at height as required by the Work at Height Regulations 2005, and that a tidy work area is preserved.

The Director will also ensure that men understand the need for good hygiene practice to avoid ill health from contact with materials which might prove harmful.

The Safety Consultants – can be contacted for advice and any training needed. They are also prepared to visit site if required . They will also assist with reviewing this policy and the company risk assessments

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5.0 Arrangements

The Company will ensure that suitable and sufficient arrangements are in place to manage health and safety risks arising from its activities.

Risk Assessments will be carried out for all work activities, including those involving hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH). Risk Assessments will be reviewed regularly and updated following any significant change, incident, or introduction of new processes, substances, or equipment.

The Health & Safety Policy and associated Risk Assessments will be reviewed periodically to ensure they remain relevant, effective, and compliant with current legislation.

Personal Protective Equipment (PPE) will be provided where identified as necessary by Risk Assessment. PPE may include safety helmets, safety footwear, eye protection, gloves, respiratory protection, and hearing protection as required. All employees are expected to wear PPE in accordance with site rules and training provided. Self-employed persons are responsible for providing their own PPE.

Work at height will be planned, risk assessed, and carried out in accordance with the Work at Height Regulations. Where collective protection is not practicable, suitable personal fall protection equipment will be provided and used. All persons working at height will be competent through training and experience.

All operatives will attend site inductions at the commencement of each contract and will participate in toolbox talks and briefings as required by the Company or the Principal Contractor.

All tools, plant, and equipment provided for use will be suitable for purpose, properly maintained, and subject to inspection where required. Only trained and competent persons will be permitted to use equipment, particularly powered tools.

Adequate welfare facilities will be provided or ensured in accordance with the Construction (Design and Management) Regulations, enabling operatives to maintain good standards of hygiene. Suitable first aid arrangements will be in place, and personnel will have access to first aid provision at all times.

All accidents, incidents, and near misses must be reported immediately to the Principal Contractor and Company management. Reportable incidents will be notified to the relevant enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

All operatives will be made aware of and comply with the emergency procedures applicable to each site, as communicated during site induction.

Fire Safety – Arrangements

The Company recognises fire as a significant hazard and will ensure appropriate measures are implemented to prevent fire and protect persons from harm.

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A suitable and sufficient Fire Risk Assessment will be undertaken and reviewed regularly, or following significant change or incident. Fire risks will be controlled by managing ignition sources, combustible materials, and flammable substances. Hot works will be controlled through safe systems of work and permits where required.

Adequate fire detection, warning systems, firefighting equipment, and means of escape will be provided and maintained. Fire exits and escape routes will be clearly signed, unobstructed, and kept available at all times.

Emergency evacuation procedures will be communicated to all operatives, visitors, and contractors. Fire safety training will be provided as part of induction, and records of fire risk assessments, training, drills, and maintenance will be retained.

6.0 Risk Assessments

The Health and Safety Executive Publication 'Five steps to risk assessment' identifies the following aspects to be employed when assessing risk:

- STEP 1:** Identify the hazards.
- STEP 2:** Decide who might be harmed and how.
- STEP 3:** Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- STEP 4:** Record your findings and implement them.
- STEP 5:** Review your assessment and update if necessary.

To eliminate or reduce the risk associated with a hazard, the following hierarchy of hazard control is suggested:

- 1. ELIMINATE** Remove the hazard altogether if possible e.g. by modifying the work (hazardous item / activity).
- 2. REDUCE** Change the activity, process or item to one that is less harmful i.e. safer as long as it serves the function adequately.
- 3. ISOLATE** Keep the hazard away from people or prevent access e.g. guarding.
- 4. CONTROL** Organise work to avoid exposure to risk e.g. alternative tasks or mandatory training.
- 5. PPE** Hi-vi, hard-hat, glasses, gloves, ear protectors, boots etc.
- 6. DISCIPLINE** **Make sure that all controls are monitored, reviewed, enforced and provide welfare facilities e.g. first aid and washing facilities to remove contamination.**

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For a comprehensive step-by-step approach to the risk assessment approach, please refer to the Health and Safety Executive leaflet 'Five steps to risk assessment'.

<http://www.hse.gov.uk/pubns/indg163.pdf>

7.0 Method Statements

The same associated forms and templates will be used with all MarKe Property Services Ltd. projects.

Using the risk assessments as identified and with reference to best practice, method statements are prepared, when using agreed client / project guidelines or templates, internally reviewed and issued for use. (When required by the project or contract these will be passed to the client for review and acceptance).

Method statements received from subcontractors should be reviewed by a competent member of MarKe Property Services Ltd. with necessary changes before work commences.

Method statements will be briefed to all operatives involved in the scope of work. The site supervisor will maintain the site file and ensure that an approved method statement is available at all times.

Signed 

Keith Marshall (Director)

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