



Welfare Policy

A handwritten signature in black ink, appearing to read 'Paul Hamilton'.

Paul Hamilton, Director

This policy is intended to be used for guidance only and does not give rise to any contractual entitlement on the part of the employees.
The Company reserves the right to review and amend, or withdraw this policy at any time

Version 1.0

Date September 2026

Hamilton Energi Ltd

Welfare Policy

September 2026

PRINCIPLES

Welfare policy and arrangements for minimum requirements on site when acting as Sub-Contractor to a Principal contractor.

Under the current CDM Regulations it the duty of the Client to ensure appropriate welfare facilities are provided on a construction site. It then becomes the responsibility of the principal contractor to provide such facilities.

The below is the minimum standard Hamilton Energi Ltd will accept whilst working as a Sub-Contractor to a Principal Contractor.

Scope

This policy applies to all permanent employees and those retained on a contract basis. All sub-contracted parties are to follow the ethos of this policy.

Companies' Commitment

Everyone who works on any site must have access to adequate toilet and washing facilities, a place for preparing and consuming refreshments and somewhere for storing and drying clothing and personal protective equipment.

Principal contractors and others who have control over construction sites are responsible for providing or making available site welfare facilities. Employers are also responsible for ensuring that welfare facilities are adequate for their employees.

The welfare facilities should be sufficient for everybody who is working on the site. If facilities such as toilets and canteens provided by someone else are to be used, check that they are suitable and properly maintained. They should be kept clean, warm and properly ventilated and lit.

Welfare facilities should be easily available to people working on the site. Toilets need to be easily accessible from where the work is being done. Washing facilities should be as close as possible to the toilets. Washing facilities also need to be close to canteens and restrooms so that people can wash before eating.

In almost all cases, these facilities will be provided on site. Where the work is of short duration, arrangements still need to be made for welfare facilities.

If mobile gangs are employed to work at several locations over a few days, facilities can be provided at a central location. This is on condition that they are available to workers within reasonable walking distance or within a reasonable time, considering the available transport. Workers should not be left to make their own arrangements on an 'as and when required' basis.

Sanitary conveniences

The numbers of toilets required will depend on the number of people working on the site.

Wherever possible toilets should be flushed by water and connected to a mains drainage system. If this is not possible, toilets with a built-in water supply and drainage tank may be provided. If neither option is possible, chemical toilets may be provided.

Men and women may use the same toilet, provided it is in a separate room with a door that can be locked from the inside.

A washbasin with water, soap and towels or dryers should be located close to the toilets.

Washing facilities

On all sites, provide basins large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water. If mains water is not available, water supplied from a tank may be used.

Soap and towels (either roller-type cloth or paper) or dryers should also be provided. It is good practice to provide skincare products.

Where the work is particularly dirty or workers are exposed to toxic or corrosive substances (e.g. during demolition or work in contaminated ground), showers should be provided.

Men and women can share basins used for washing their faces, hands and Arms.

A shower may be used by both men and women if it is in a separate room with a lock on the inside of the door.

Rest facilities

Facilities should be available for taking breaks and meal breaks. The facilities should provide shelter from the wind and rain and be heated as necessary.

The rest facilities should have:

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- tables and chairs.
- a kettle or urn for boiling water.
- a means of heating food (e.g. a gas or electrical heating ring, or microwave oven).

It should be possible for non-smokers to use the facilities without suffering discomfort from tobacco smoke. This can be achieved by providing separate facilities for smokers and non-smokers, or by prohibiting smoking in the rest facilities.

For small sites, rest facilities can often be provided within the site office or site hut, especially where this is one of the common portable units.

Remember, open-flued gas heaters and gas cooking rings can produce carbon monoxide if there is inadequate ventilation. When poorly maintained, they also give rise to leaks of methane which can ignite or explode without warning. Gas appliances should not be used in site huts, containers or other enclosed areas unless there are vents or louvres that give a permanent supply of fresh air that cannot be closed off (a window that can be opened is not adequate as it is likely to be closed in cold weather). LPG cylinders must be stored in the open air, if necessary locked cages may be used to secure them.

Storing and drying clothing and personal protective equipment

Make sure there are proper arrangements for storing:

- clothing not worn on site (e.g. hats and coats).
- protective clothing needed for site work (e.g. Wellington boots, overalls, gloves etc).
- personally issued equipment (e.g. ear defenders, goggles, harnesses etc).

Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area, provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, store items separately.

Where necessary for propriety, men and women should be able to change separately.

A drying area should be provided to dry wet site clothing. This area should be separated from the eating area.

If electrical heaters are used, ensure that they are either fitted with a high temperature cut-out device or are properly ventilated. Many fires have been caused by placing clothing on electrical heaters to dry, making the appliance overheat.

Drinking water

Make sure there is a supply of drinking water. It is best if a tap direct from the mains is available, otherwise bottles or tanks of water may be used for storage. If water is stored,

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it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated.

The tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies or other liquids such as:

- those not fit for consumption (e.g. water from storage tanks used for wheel washers); or
- certain toxic materials (e.g. from taps to pipelines in factories).

Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

Taken from HSG150

Management Commitment

To ensure appropriate welfare facilities are made available to all staff.

Individual Commitment

To use and take care of the facilities provided.

To report any misuse or damage of the facilities to their line manager.

Signature of Director



Date September 2026

Further information

HSG 150