

Build It Balance
Sole Proprietors - Robert Sean Champion
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Health and Safety Policy

R S Champion trading as: Build it Balance
Sole trader
Policy owner: R S Champion
Date: 08/10/2026
Review date: [12 months from issue]

Statement of intent

I am committed to providing a safe place of work for myself, anyone working with me, clients, visitors and members of the public. I will take all reasonably practicable steps to prevent injury and ill health arising from my work.

Responsibilities

As sole trader I am responsible for:

- Assessing risks before work starts and recording significant findings
- Providing and maintaining safe plant, tools and equipment
- Using and maintaining suitable personal protective equipment (PPE)
- Following safe systems of work, including working at height, manual handling, electrical safety and use of hand/power tools
- Keeping the site tidy and controlling access where needed
- Reporting and investigating accidents, near misses and dangerous occurrences
- Cooperating with clients, principal contractors and enforcing authorities

Anyone working under my direction must follow the controls I set, use PPE correctly, and report hazards immediately.

Arrangements

- Risk assessment: A suitable and sufficient assessment is completed for each job or repeated activity. Controls are explained before work starts.
- Working at height: Ladders and platforms are inspected before use. Work at height is avoided where reasonably practicable.
- Tools and equipment: Tools are checked before use and taken out of service if defective. Electrical equipment is visually checked and PAT-tested where required by the client or insurer.
- Hazardous substances: Materials such as adhesives, solvents, wood dust and cement products are used with the supplier's safety information and suitable controls (ventilation, extraction, PPE).
- Manual handling: Loads are assessed. Mechanical aids or team lifts are used where needed.
- Welfare: Adequate washing, drinking water and rest arrangements are arranged on site or nearby.
- Accidents: All accidents and near misses are recorded. Serious incidents are reported to the relevant authority where required by law.
- Training: I maintain competence for the work I undertake, including health and safety awareness appropriate to construction.

This policy is brought to the attention of anyone affected by my work and is reviewed at least annually or after a significant incident or change in work.

Signed:  _____ Robert Sean Champion

Date: 08/10/2026