



Anti-Bribery Policy

The Directors of LP Excavations Limited are committed to preventing bribery and maintaining a culture within the organization in which bribery is never acceptable. Bribery is a criminal offence. We do not, and will not, pay bribes or offer improper inducements to anyone for any purpose, nor do we or will we, accept bribes or improper inducements. To use a third party as a conduit to channel bribes to others is a criminal offence. We do not, and will not, engage indirectly in or otherwise encourage bribery. We are committed to the prevention, deterrence and detection of bribery. We have zero-tolerance towards bribery whether internal or external. We aim to maintain anti-bribery compliance "business as usual", rather than as a one-off exercise.

Definitions

Is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage. Any such advantage is referred to as a "business advantage" in this policy. It is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given
- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure
- accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy
- engage in an activity in breach of this policy

Policy Objectives

This policy provides a coherent and consistent framework to enable LP Excavations Management and employees to understand and implement arrangements enabling compliance. In conjunction with related policies and key documents it will also enable Members and employees to identify and effectively report a potential breach. We require that Members and all staff, including those permanently employed temporary agency staff and contractors:

- act honestly and with integrity at all times and safeguard the organization's resources for which they are responsible
- comply with the spirit, as well as the letter, of the laws and regulations of all jurisdictions in which the Council operates, in respect of the lawful and responsible conduct of activities.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Cyber Security Policy

Information that's collected, analysed, stored, communicated, and reported upon may be subject to theft, misuse, loss and corruption. Information may be put at risk by poor education and training, and the breach of security controls.

Information security incidents can give rise to embarrassment, financial loss, non-compliance with standards and legislation, as well as possible judgements being made against the Company.

This high-level Information Security Policy sits alongside the 'Data Protection Policy'. This is to provide the high-level outline of, and justification for, the Company's risk-based information security controls.

Policy Objectives

The Company's security objectives are that:

- our information risks are identified, managed, and treated according to an agreed risk tolerance
- our authorised users can securely access and share information in order to perform their roles
- our physical, procedural and technical controls balance user experience and security
- our contractual and legal obligations relating to information security are met
- our teaching, research and administrative activity considers information security
- individuals accessing our information are aware of their information security responsibilities
- incidents affecting our information assets are resolved and learnt from to improve our controls

Definitions

Company – means LP Excavations Ltd, a registered Company

Responsible Person – means the Director, Lukus Pocock.

Scope

The Information Security Policy and its supporting controls, processes and procedures apply to all information used at the Company, in all formats. This includes information processed by other organisations in their dealings with the Company.

Compliance Monitoring

Compliance with the controls in this policy will be monitored by the Company's Responsible Person.

Review

A review of this policy will be undertaken by the Responsible Person. This will be annually or as required and will be approved by the Responsible Person.

Policy Statement

It is the Company's policy to ensure that information is protected from a loss of:

- confidentiality – information will be accessible only to authorised individuals
- integrity – the accuracy and completeness of information will be maintained
- availability – information will be accessible to authorised users and processes when required

The Company will implement an Information Security Management system as required.

The Company will adopt a risk-based approach to the application of Cyber Security Controls in order to maintain compliance.

Signed:  L. Pocock

Position: Managing Director

Date Reviewed: 20 October 2025

Data Protection Policy

LP Excavations Ltd takes its responsibilities with regard to the management of the requirements of the General Data Protection Regulation (GDPR) very seriously. This policy sets out how the Company manages those responsibilities.

LP Excavations Ltd is obliged to fulfil individuals' reasonable expectations of privacy by complying with GDPR and other relevant data protection legislation (data protection law).

Policy Objectives

This policy seeks to ensure that we

- are clear about how personal data must be processed and the University's expectations for all those who process personal data on its behalf
- comply with the data protection law and with good practice
- protect the Company reputation by ensuring the personal data entrusted to us is processed in accordance with data subjects' rights
- protect the Company from risks of personal data breaches and other breaches of data protection law

Definitions

Company – means LP Excavations Ltd, a registered Company

GDPR – means the General Data Protection Regulation

Responsible Person – means the Director, Lukus Pocock.

Register of Systems – means a register of all systems or contexts in which personal data is processed by the Company

Data Protection Principles

The Company is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures

General provisions

- This policy applies to all personal data processed by the Company
- The Responsible Person shall take responsibility for the Company's ongoing compliance with this policy
- This policy shall be reviewed at least annually

Lawful, fair and transparent processing

- To ensure its processing of data is lawful, fair and transparent, the Company shall maintain a Register of Systems
- The Register of Systems shall be reviewed at least annually
- Individuals have the right to access their personal data and any such requests made to the Company shall be dealt with in a timely manner

Lawful purposes

All data processed by the Company must be done on one of the following lawful bases; consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#))

- The Company shall note the appropriate lawful basis in the Register of Systems.
- Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Company's systems.

Data minimisation

- The Company shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed

Accuracy

- The Company shall take reasonable steps to ensure personal data is accurate
- Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date

Archiving / removal

- To ensure that personal data is kept for no longer than necessary, the Company shall put in place an archiving policy for each area in which personal data is processed and review this process annually
- The archiving policy shall consider what data should/must be retained, for how long, and why

Security

- The Company shall ensure that personal data is stored securely using modern software that is kept-up-to-date
- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information
- When personal data is deleted this should be done safely such that the data is irrecoverable
- Appropriate back-up and disaster recovery solutions shall be in place

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Company shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#))

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Drug and Alcohol Policy

LP Excavations Ltd are committed to providing a safe, healthy, and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out our aims in reducing and managing alcohol and drug problems in the workplace. Alcohol and drug problems are associated with a wide variety of costs for employers and employees. These costs include ill-health sickness absence, reduced work performance, and accidents. Consumption of drugs and alcohol (including prescription and over the counter drugs) or intoxication during working hours implicates the health and safety of the individual and others, since these substances impair coordination, judgement, and decision making. Irresponsible behavior resulting from the misuse of drugs and/or alcohol may damage our reputation and/or business, and as such, is a policy matter.

Policy Objectives

- To state our position on alcohol and drugs within the workplace
- To ensure we comply with appropriate legislation
- To minimise the creation of risks caused by or associated with alcohol and drugs at work
- To have clear rules regarding substance misuse in the workplace
- To provide employees with training on the adverse health effects of alcohol and drugs
- To encourage the early identification of substance misuse
- To support employees experiencing alcohol and drug problems
- To provide sufficient training and support to line managers to make sure they feel able to support employees experiencing problems

Definitions

Alcohol abuse – we define alcohol abuse as any drinking, either intermittent or continual, which interferes with health and/or social functioning and/or work capability or conduct.

Drugs – we define drugs as illegal, prescribed and over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by the employee is legitimate.

Drug abuse – we define drug abuse as the use of illegal drugs, the deliberate misuse of prescribed or over the counter drugs, and the use of solvents, either intermittent or continuous, which interfere with health and/or social functioning and/or work capability or conduct.

Legal

Under the Health and Safety at Work Act 1974, we recognise the duty to protect the health, safety, and welfare of employees and others who are (or may be) affected by their activities, as far as is reasonably practicable, and we are committed to taking measures to ensuring this safety. Under the Management of Health and Safety at Work Regulations 1999, we will carry out a risk assessment to identify workplace hazards and put measures in place to minimise these risks. Under the Misuse of Drugs Act (1971), it is illegal for anyone, to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow an employee, customer, or service user to dispense, manufacture, possess, use or sell drugs on their premises.

Policy Rules

LP Excavations Ltd require all employees to come to work free from the effects of alcohol and drugs. Working under the influence of alcohol or drugs, or consuming alcohol or drugs during hours of work, including paid and unpaid breaks, is unacceptable behaviour. Employees found in possession of illegal drugs or using illegal drugs while at work will normally be reported to the police. If the legitimate use of prescribed drugs is likely to affect job performance and safety, employees should inform management immediately.

Education

LP Excavations Ltd are committed to promoting health and welfare at work. We will provide employees with information on safe and sensible drinking and the risks associated with drug use. Supervisors will be made aware of their responsibilities in relation to this policy via the company induction programme. New staff will

be made aware of this policy during the induction process.

Identifying a problem

Substance misuse may become apparent through many signs. The following list of signals (particularly in combination) could indicate an issue. This list is not exhaustive.

Persistent short-term absence

- Frequent unauthorised absence
- Recurrent small accidents
- Poor time keeping
- Inconsistency in work performance
- A breakdown in working relations
- Paranoia/aggression
- Deterioration in physical appearances, such as dental problems/weight loss

These factors can have a number of other causes, and we encourage managerial/supervisory staff to use all the information at their disposal and intellectual discretion to identify a potential problem.

Colleagues may be the first to notice when an employee is misusing substances. If a member of staff suspects an alcohol or drug problem in a colleague, they should either:

- Encourage the person to seek help from support agencies
- Report the matter to a manager (particularly if the person is involved in a safety critical job)

Misconduct

LP Excavations Ltd policy is principally concerned with ongoing issues of substance misuse. We class these as 'capability issues' as the problem will primarily impact how the individual performs their job. In circumstances where an employee breaches the policy on an individual case, such as reporting for work drunk or being under the influence of drugs at work, we will class this behaviour as a conduct issue and handle it via the normal disciplinary procedures. If an employee, for example, is violent at work while under the influence of any substance or deals illicit substances at work or any other very serious incident, we will consider this serious misconduct and are justified in summary dismissal. If an employee admits to having a substance misuse problem, the disciplinary process may be held in abeyance. This will be subject to the successful outcome of treatment and improvement of performance/job capability. If the employee subsequently admits to a substance misuse problem following an instance of serious misconduct, we may carry out the support route and the disciplinary route in tandem.

Voluntary Referral

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage. In such instances, we recognise that it is up to the discretion of individuals regarding informing management.

Referral by Management

LP Excavations Ltd will offer support to employees who are suspected of having an alcohol or drug problem. If the problem has become apparent because of a decline in work performance, management will place the employee on a performance improvement plan where the employee will be required to demonstrate improvement and satisfactory completion of the support programme. If performance does not improve, disciplinary action will be taken. We will give employees the opportunity to attend treatment within work time. If an employee is absent, normal sick pay arrangements will apply.

Confidentiality

LP Excavations Ltd will maintain confidentiality for any employee who is experiencing problems with drugs and alcohol.

LP Excavations Ltd staff must not divulge information regarding individual cases to third parties. Information can only be divulged in cases where safety would be compromised by not doing so.

Relapse

LP Excavations Ltd acknowledges that relapse is common with alcohol and drug problems and, in normal circumstances, we will support employees through relapses after treatment. We will treat relapses on a case-by-case basis.

During any review, we will take into account the needs of the organisation. Employees need to be made aware that disciplinary procedures may begin following subsequent relapses.

Return to Work

After the successful completion of treatment, LP Excavations Ltd will try to make sure that the employee returns to their existing role. However, if the employee is unable to fulfil their required duties, we will consider alternatives duties. The completion of treatment will not affect promotional prospects.

Equal Opportunities

This policy applies equally to all staff regardless of grade, experience, or role within the company.

Monitoring and Review

This policy will be subject to monitoring to review how the policy works in practice. We will review this policy in twelve months.

In compliance with the Employment Protection (Consolidation) Act (1998), we will give all staff twelve weeks' notice of any changes to this policy

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025



Environmental Policy

LP Excavations Limited is fully committed to protecting the environment by complying with all relevant UK legislation, meeting national standards and in accordance with best working practices in the industry. This commitment will require constant monitoring and adapting to any changes within the industry or legislation.

Environment covers the natural environment, ecosystems as well as the working environment.

Objectives

In order to achieve our objectives LP Excavations Limited will:

- fully comply with current and future legislation.
- ensure staff are aware of environmental issues and how the company minimises them.
- provide staff training in the form of toolbox talks.
- ensure the hierarchy of Reduce, Reuse, Recycle is applied throughout the business.
- ensure the resources are available to achieve the objectives.

Scope

This policy covers all aspects of LP Excavations Limited's business operations and will ensure that steps are taken to minimise the company's environmental impact.

The environmental policy also sets out the company's statutory obligations and responsibilities to clients and third-party groups regarding its operations.

Responsibilities

It is the responsibility of the Director to ensure that the Environmental Policy is implemented throughout all business areas and that any changes required are reviewed to ensure the policy remains current in the light of changing statutory legislation.

It is the responsibility of all staff to ensure that the hierarchy of Reduce, Reuse, Recycle is applied throughout the business and to bring to the attention of management any areas of concern regarding environmental matters.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from clients, workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

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Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Equality and Diversity Policy

LP Excavations Limited is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Purpose

This policy's purpose is to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in:
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Commitment

LP Excavations Limited is committed to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

Training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 which is not limited to circumstances where harassment relates to a protected characteristic is a criminal offence.

- Making opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Making decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, Fatigue Signs, Effects and Mitigation.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Fatigue Policy

Purpose

The purpose of this policy is to highlight the effects and risks of employee fatigue, the shared responsibility to manage it appropriately, the preventative actions that should be planned and taken to minimize the associated risks, to include establishing hours of service limitations.

Workplace Risks

The first step in mitigating fatigue in the workplace is to identify risk that impact fatigue. Workplace environment, schedules, staffing levels, at home activity are the areas that primarily affect fatigue. Adequate staff level to complete job task reduces extra work upon individuals and minimises the effect of fatigue. Scheduled activities, their frequency or deemed importance can place additional stress upon an employee. Clearly stated expectations of daily work, projects, response to abnormal field events all can reduce fatigue. Activities away from work can impact the individual and play a part in workplace fatigue. Employees should ensure they are well rested and mentally prepared for work and activities they may encounter during the day.

Scope

- This policy applies to all employees of LP Excavations, including contractors and casual staff.

Responsibility

Managers:

- Must ensure the health and safety of all workers on all job sites.
- Take all reasonable measures to eliminate or mitigate the risks of fatigue.
- Review annually, in conjunction with a review of hazard assessments, the effectiveness of actions taken to minimize or eliminate fatigue in the workplace and make improvements to local procedures or process, as required.
- Take all steps reasonable to prevent a worker from working excessive hours environment for all workers.

All employees have a responsibility to:

- Arrive at work adequately rested and prepared for work.
- Recognise personal limits.
- Self-report any concerns related of fatigue prior to work commencing or during work activities.
- Keep track of work hours and inform management if work hours are becoming excessive.

The Director is responsibility for:

- Ensuring that all workers are made aware of this policy.
- Actively supporting and contributing to the implementation of this policy, including its goals.
- Managing the implementation and review of this policy.

Fatigue Signs, Effects and Mitigation

It is important that fatigue as well as its signs, effects, and remedies be clearly defined. Fatigue is described as an acute and ongoing state of tiredness that leads to mental and/or physical exhaustion and prevents people from functioning within normal boundaries. It is normal to feel tired after prolonged mental or physical effort at work. Fatigue, however, is more than just feeling tired.

Fatigue can accumulate over time, and may be caused by:

- Work-related factors such as length of time worked, inadequate rest breaks and/or sleep, harsh environmental conditions.
- Lifestyle factors such as poor quality of sleep, family responsibilities, social life, commuting time to and from work.
- A combination of work-related and lifestyle factors.

Signs of fatigue may include:

- Headaches and/or dizziness.
- Difficulty keeping eyes open.
- Constant yawning.
- Muscle weakness.
- Lacking energy.

Immediate effects of fatigue may include:

- Lack of concentration.
- Reduced short-term memory.
- Increased errors.
- Slower reaction times.
- Impaired decision-making and judgment (including being unaware of the state of fatigue).
- Reduced immune system function.

Longer-term effects of fatigue may include:

- High blood pressure and/or heart disease.
- Depression and/or anxiety.
- Diabetes and/or gastro-intestinal disorders.

Fatigue Mitigation

Sleep

Sleep is the only effective long-term strategy to prevent and manage fatigue. While tired muscles can recover with rest, the brain can recover only with sleep. An adult generally requires seven to eight hours of sleep daily, taken in a single continuous period. When individuals get less sleep than they need in a day, they build up a sleep debt. Each additional day without enough sleep increases the debt which, when it becomes large enough, causes fatigue. The only way to reduce or cancel a sleep debt is by sleeping additional hours.

Rest periods

Established rest periods taken throughout the workday provide time to recover from work activities and relieve stress. Stress is associated with fatigue and plays a part in the effect on fatigue. Workers should take the time for lunch breaks away from the work environment whenever possible. A 15-minute break to stop work in harsher conditions i.e., heat, cold, loud machinery can have immediate effects upon the worker and is recommended at periodic intervals.

Establishing work limitations

Work limitations which include 'not to exceed' hours provide an environment that aids in fatigue managing. Establishing work limitations either by policy direction or specific to jobs prior to work started can relieve any doubt or confusion managing a person's well-being when it comes to fatigue. Scheduling work activities is also an integral part of managing fatigue. Clearly defined job types or maintenance planning managed; accordingly, will not cause excessive hours, or conflicts with other priorities. Use of scheduling tools can aid and identify ahead of time if an employee will be working excessive hours.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Mental Health and Wellbeing Policy

Purpose

The purpose of this policy is for LP Excavations to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

LP Excavations believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

LP Excavations goals are to:

- build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- reduce stigma around depression and anxiety in the workplace.
- facilitate employee's active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of LP Excavations, including contractors and casual staff.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing LP Excavations
- support fellow workers in their awareness of this policy
- support and contribute to LP Excavation's aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health.
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy.
- actively support and contribute to the implementation of this policy, including its goals.
- manage the implementation and review of this policy.

Communication

LP Excavations will ensure that:

- all employees receive a copy of this policy during the induction process.
- this policy is easily accessible by all members of the organisation.
- employees are informed when a particular activity aligns with this policy.
- employees are empowered to actively contribute and provide feedback to this policy.
- health and wellbeing is covered in Toolbox Talks.
- employees are notified of all changes to this policy.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Signed:  L. Pocock

Position: Managing Director

Date Reviewed: 20 October 2025



Job Application Form

Section One – Personal Details	
Surname:	Forename(s):
Address:	
Tel No:	
Date of Birth:	Place of Birth:
Nationality:	
Former or Dual Nationality (with dates if applicable)	
National Insurance Number:	

Section Two – Certification of Identity (1 x Photo ID and 3 x Other, See Notes)	
Document:	Date of Issue:
(Photo ID):	
1.	
2.	
3.	

Section Three – References (two referees required; one must be a professional reference and one a personal reference)	
Referee:	
Relationship:	
Address:	
Length of Association:	

Referee:	
Relationship:	
Address:	
Length of Association:	

Section Four – Employment History (covering the last 3 years – recent employer first)		
Company Name:		
Company Address:		
Tel No:		
Position Held:		
Employment Dates:	From:	To:

Management in Confidence
(when completed)

Section Four – Employment History (Continued) (covering the last 3 years – recent employer first)		
Company Name:		
Company Address:		
Tel No:		
Position Held:		
Employment Dates:	From:	To:

Section Four – Employment History (Continued) (covering the last 3 years – recent employer first)		
Company Name:		
Company Address:		
Tel No:		
Position Held:		
Employment Dates:	From:	To:

Section Five - Declaration	
I declare that the information I have given above is true and complete to the best of my knowledge and belief. I understand that any false information, or deliberate omission in the information I have given on this form may disqualify me for employment.	
Name:	Signature:
Date:	

NATIONALITY AND IMMIGRATION STATUS FORM

Please do not complete this section if you are a British subject

If you are appointed, documentary evidence will be sought to confirm your answers.

1. What nationality are you?				
2. Have you ever possessed any other nationality or citizenship?			Yes	No
If yes, please specify:				
3. Are you subject to immigration Control?			Yes	No
If yes, please specify:				
4. Are you lawfully resident in the UK?			Yes	No
5. Are there any restrictions on your continued residence in the UK?			Yes	No
If yes, please specify:				
6. If applicable, please state you Home Office / Port reference number here:				
I declare that the information I have given above is true and complete to the best of my and belief. I understand that any false information, or deliberate omission in the information I have given on this form may disqualify me for employment				
Name:				
Signature:				
Date:				

Notes

Individual's full name and signature; date of birth and full permanent address need to be corroborated using as 4 of the following qualifying documents one of which must be photo ID and one must confirm current address. Listed in full below are acceptable identity documents:

- Current signed full passport, travel document; National ID Card and/or other documentation relating to immigration status and permission to work.
- Current UK photo-card driving license.
- Current evidence of entitlement to DWP benefits (e.g., Universal Credit)
- Building industry sub-contractor's certificate issued by HMRC.
- Recent HMRC tax notification.
- Current firearms certificate.
- Birth certificate (long version only)
- Adoption certificate
- Marriage certificate
- Divorce, dissolution or annulment papers
- Civil Partnership certificate
- Gender recognition certificate
- Police registration document
- HM Forces identity card
- Proof of residence from a financial institution
- Record of an official home visit **(issued within the last 6 months)**
- Confirmation from an Electoral Register search that a person of that name lives at that address **(issued within the last 6 months)**
- Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms **(issued within the last 6 months)**
- Local authority tax bill (valid for current year) **(issued within the last 6 months)**
- Bank, building society or credit union statement or passbook containing current address **(issued within the last 6 months)**
- Recent original mortgage statement from a recognised lender **(issued within the last 6 months)**
- Current local council tenancy agreement **(issued within the last 6 months)**
- Court order **(issued within the last 6 months)**

HEALTH & SAFETY POLICY STATEMENT

LP Excavations Ltd is a professional, safety conscious organisation, which values the effective management of health, safety and welfare throughout all stages of a project. The clear objective is to minimise harm to persons and property by adopting a proactive approach to effective risk and safety management. All work will be carried out in accordance with best practice, to the relevant statutory provisions with all reasonably practicable measures being taken to avoid risk to employees or others that may be affected.

It is the policy of LP Excavations Ltd to ensure, so far as is reasonably practicable:

- The health, safety, and welfare of all its employees while they are at work, of its visitors to company premises, and of others who may be affected by its actions.
- The provision of systems of work which are safe so as to minimise risks to health, with necessary supervision and control mechanisms to ensure health and safety.
- The maintenance of a working environment that is safe and without risks to health, and the provision of adequate facilities and arrangements for welfare at work.
- The provision of plant, machinery, equipment and vehicles in conditions which are safe and without risks to health; and to provide systems for inspections and preventative maintenance to ensure safe conditions.
- That arrangements are in place for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- The provision of such information, personal protective equipment, instruction, training and supervision necessary to ensure the health and safety at work of employees, and information to contractors and others who may be affected by our operations and products.
- The provision of a safe means of access to, movement and egress from places of work.
- Cooperation with, and involvement of employees in meeting health and safety objectives.

The Director has overall responsibility for all health, safety, welfare and environmental matters.

The Director has the responsibility for implementing this Policy throughout the company and shall ensure that health and safety considerations are always given priority in planning and day-to-day supervision of all work.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with management on any health, safety or environment related matter.

The operation of this Policy and associated Procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the Company's activities. Additional monitoring of this Policy will be undertaken by our Appointed Health and Safety Adviser, who will also provide necessary advice, inspections of the work environment and recommendations in order that the management and staff can meet their responsibilities as defined by this Policy.

This Policy document shall be reviewed and updated annually by the Appointed Health & Safety Adviser as authorised by the Director.

This General Statement of Health & Safety Policy will be displayed prominently at workplaces and held in site transport. Information and instructions will be provided to each operative to encourage safe working practices. Training will be provided as required. Risk assessments and Safety Method Statements will also be provided to promote safe working.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025



Procurement Policy

LP Excavations Limited is committed to ensuring a personal and professional approach to all domestic and commercial clients' is maintained. LP Excavations Limited aims to consistently meet both our clients' and company needs and expectations for quality and value through use of a reputable supply chain.

Aims

The aims of LP Excavations Limited are to:

- procure quality products that meet the clients' needs.
- ensure where applicable they come from a sustainable source.
- provide value for money using only suitable quality materials.
- nurture the relationships between LP Excavations Limited and suppliers.
- provide these services in a professional and ethically responsible manner.

To achieve these aims and satisfy the expectations of clients' and company needs, LP Excavations Limited will define the minimum product standards acceptable.

Standards

LP Excavations Limited have defined the following as the minimum standards when purchasing products which will not be deviated from unless a client has a specific request which must be documented and agreed upon:

Item	Standard
Concrete	BS 8500-2
Cement	BS EN 197
Aggregates	UK Specification for Highway Works (SHW) Clause 803,
Wood products	Certified FSC or PEFC
Electrical Equipment	Certified CE or UKCA

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from clients', suppliers, workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025



Quality Policy

LP Excavations Limited is committed to ensuring a personal and professional approach to all clients' is maintained. LP Excavations Limited aims to consistently meet our clients' needs and expectations for quality and value.

Objectives

In order to meet the clients' expectations LP Excavations Limited will:

- provide exceptional service and reliability.
- provide quality workmanship by committed and trained personnel.
- provide value for money using only suitable quality materials.
- satisfy our clients' requirements.
- provide these services in a professional and ethically responsible manner.

To achieve these objectives and satisfy the expectations of clients, LP Excavations Limited is committed to implementing and maintaining working practices which, whilst not accredited to follow the principles of ISO 9001.

Commitment

LP Excavations Limited is committed to:

- demonstrating leadership with respect to quality of service and taking accountability for the effectiveness of delivery.
- fostering a spirit of teamwork, through empowerment, recognising the part all employees must play in the continuing success of the company.
- ensuring the maximum utilisation of employees, through ongoing training and career development.
- developing and maintaining a mutually beneficial relationship with suppliers, and clients.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from clients', workers, and management
- review of the policy by management to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025

Tax Avoidance Policy

LP Excavations Limited is fully aware that it is a criminal offence to dishonestly evade tax or to assist others to do so and that this can deprive the government of the revenues needed to fund vital public services.

Tax evasion or its facilitation has no place in LP Excavations business and will not be tolerated.

Principles

In order to minimise the risk of tax avoidance LP Excavations Limited will:

- carry out business fairly, honestly, and openly.
- not provide services or sell to parties where we know or suspect that the services or the items sold will be misused or abused by a customer for the purposes of fraudulent tax evasion.
- not buy services or goods from any supplier where we know or reasonably suspect them not to be properly declaring their income and any relevant tax and duties in connection with those activities.
- take disciplinary action against anyone found in breach of the rules.

LP Excavations Limited will not make, approve, or process payments where there is any suspicion that any part of the payment is to be used for any purpose other than that described by the documents supporting the payment. No "off the books" or unrecorded funds or accounts are permitted.

Awareness

In order that LP Excavations Limited can adhere to its principles it is beholden to all employees for reporting suspicions of tax evasion. Suspicious activity is not restricted to but may include:

- the customer or supplier requests for payments to be:
 - made in cash.
 - paid to or through another entity.
 - paid in advance where that is not accepted practice for that to occur.
- the customer or supplier has unusual invoicing or documentation practices.

Monitoring and review

LP Excavations will review this policy 12 months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, and management
- review of the policy by management to determine if principles have been met and to identify barriers and enablers to ongoing policy implementation.

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025



Welfare Procedure

LP Excavations Ltd takes its responsibilities with regard to welfare facilities very seriously. This letter sets out how the Company manages those responsibilities.

LP Excavations Ltd never operates as a Principal of Main Contractor on any project and is therefore not able to produce invoices and the like as welfare is always put on site by others. This does not take away the responsibility the company has to ensure adequate facilities are in place.

The requirements for what is required are laid out in paragraph 3.14 of the Health and Safety Manual which is reviewed regularly in line with current legislation. This is backed up by the Method Statement document which states that the "The Site Manager shall ensure welfare facilities in accordance with Schedule 2 of CDM 2015 are available on site and that all personnel are made aware of their location".

Signed: 

Position: Managing Director

Date Reviewed: 20 October 2025