



Note that their policy covers both Service Ceilings Limited t/a SCL Interiors & SCL Interiors (London) Limited

1. Purpose

The purpose of this policy is to establish clear procedures for halting work on construction sites when unsafe conditions, regulatory violations, or other critical issues arise. This policy aims to protect the health and safety of all employees, subcontractors, and visitors on the site.

2. Scope

This policy applies to all employees, subcontractors, and visitors involved in construction activities on all project sites managed by under the SCL Interiors brand.

3. Definitions

- **Stop Work Order:** A directive to cease all or specific operations on a construction site.
- **Authorised Personnel:** Individuals designated by management to issue Stop Work Orders.
- **Unsafe Condition:** Any condition that poses an immediate risk to health, safety, or the environment.

4. Authority to Stop Work

Only authorised personnel have the authority to issue a Stop Work Order. This includes Managing Directors, Construction Directors, Project Managers, Site Managers, Site Supervisors, or Health and Safety and Compliance Officers. In the event of an audit taking place, an external auditor will also be granted authority to stop work.

5. Circumstances for Issuing a Stop Work Order

A Stop Work Order may be issued for, but is not limited to:

- Unsafe working conditions (e.g., equipment failure, hazardous materials, lack of personal protective equipment).
- Violations of safety regulations or company policies.
- Severe weather conditions that pose a risk to worker safety.
- Any other conditions that may jeopardize the health or safety of workers.

6. Procedure for Issuing a Stop Work Order

1. **Assessment:** Authorised personnel must assess the situation to determine the necessity of a Stop Work Order.
2. **Notification:** The authorised personnel will verbally communicate the order to all affected workers and personnel on site.
3. **Documentation:** A written Stop Work Order will be completed, detailing the reasons for the order and the specific areas of work affected.
4. **Distribution:** The written order will be distributed to all employees on site and posted in a visible location.



5. **Communication:** Workers will be informed of the next steps and any necessary safety measures to be taken during the work stoppage. A toolbox talk on the issue will then be sent out for all sites to complete.

7. Duration of Stop Work Order

The Stop Work Order will remain in effect until the identified issues are resolved. Authorised personnel will determine when it is safe to resume work.

8. Resuming Work

Before resuming work:

- A thorough inspection must be conducted to ensure that all unsafe conditions have been addressed.
- All personnel must be notified of the decision to lift the Stop Work Order.
- A follow-up meeting may be held to discuss the issues that led to the work stoppage and prevent future occurrences.

9. Training and Communication

All employees will receive training on this policy during their orientation and periodic safety meetings. This policy will be made readily available for reference.

10. Enforcement

Failure to comply with a Stop Work Order may result in disciplinary action, up to and including termination of employment/engagement.

11. Review and Revision

This policy will be reviewed annually and revised as necessary to ensure continued compliance with applicable laws and best practices.

Signed: 

Date: 30.10.24

Name: ADAM NURSE

Position: DIRECTOR