HEALTH AND SAFETY POLICY FOR

ABERCOL

Email.
TeamAbercol@Abercol.co.uk

Phone.
+44 (0)1785 472 620

Address.
Melville St. Stoke-On-Trent, ST1 3LY

Company Registered in Scotland,
Company Registration No: SC648713.

Registered Office: 10 Balnellan Place, Braemar, BALLATER,
Aberdeenshire, AB35 5YZ, GBR

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1 General Statement Of Policy, Duties & Responsibilities

This General Statement of Policy outlines our commitment to ensuring the health and safety of our employees and all individuals who may be affected by our work activities. It should be read in conjunction with the complete Health and Safety Policy shown below, which provides detailed arrangements and responsibilities within our Occupational Health and Safety Management System.

Abercol Ltd. is dedicated to the following core principles:

Health and Safety Compliance
- We have a strong commitment to upholding all applicable laws and all other rules, regulations, standards, and directives that pertain to occupational health and safety. Both the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act of 1974 are in line with our policies relating to health and safety.

Prevention of Injury and Ill Health
- We place a high priority on preventing workplace accidents, illnesses, and injuries by putting in place efficient risk management strategies and continuously enhancing our performance in terms of health and safety.

Occupational Health and Safety Management
- We work to maintain the effectiveness, applicability, and responsiveness of our occupational health and safety management system by continuously improving it. Through the participation of our management team, we track our progress toward achieving our health and safety objectives and frequently review our management systems in place.

Leadership and Responsibility
- Every member of our senior management team is responsible for their own safety as well as the safety of others, and they set a good example for the rest of the organisation. Within our organisation, health and safety issues are ultimately under the control of the Director Responsible for Safety. The Managing Director (MD).

Health and Safety Coordinators
- In order to coordinate health and safety activities in their respective areas, we have appointed nominated employees as Health and Safety Coordinators. Line managers are specifically responsible for ensuring the health and safety of their teams and ensuring compliance with relevant legislation.

Effective Communication
- We are aware that maintaining a safe and healthy work environment depends on effective communication. We are dedicated to encouraging open lines of communication among all levels of employees within the company, ensuring that knowledge regarding health and safety issues is disseminated quickly and effectively.

Competence and Training
- Every one of our employees should be equipped with the skills and knowledge needed to carry out both their individual and collective health and safety responsibilities. To enable our employees to perform their duties safely and in accordance with corporate policies and procedures, adequate supervision, information, instruction, and training will be given.

Risk Assessment and Control
- Through routine risk analyses, we will proactively identify significant hazards. We will put the right measures in place to get rid of, lessen, or control these risks in light of any findings. For the purpose of raising awareness and fostering a secure work environment, the findings of risk assessments will be shared with our employees.

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The terms “staff,” “workers,” “employees,” contractors,” and “subcontractors” used in this policy cover both paid and unpaid employees, including those taking part in work experience programmes. Our goal is to improve the health, safety, and well-being of every person connected to our organisation, which we plan to do by:

- Ensuring equipment and systems of work are safe based on the findings of our risk assessments
- Supplying guidance and supervision to help people avoid dangers and fulfil their health and safety obligations
- Evaluating the dangers to both employees and others
- Coordinating with coworkers and outside parties to effectively manage health and safety.

Only the Managing Director’s (MD) consent is required for any changes to be made to the policy and related procedures. To make sure the document is current and in line with our health and safety framework, designated personnel will review the policy and procedures once a year during the fourth quarter. The MD must provide the proper authorisation for any changes to be made that are applicable to this policy.

1.1 Statutory Duty Of The Organisation

To the extent that it is reasonably practical, we will uphold our responsibility to ensure the health, safety, and welfare of employees and guests at premises and sites by:

- **Creating Safe Workspaces:** We will ensure that our workspaces are safe and suitable for use, minimising unnecessary health risks and completely eliminating risks where reasonably practicable.
- **Safe Equipment and Practices:** We will use appropriate equipment and chemicals, and establish safe systems of work. We will set and enforce these systems to maintain a safe environment at all times.
- **Employee Safety and Well-being:** We will provide our employees with the necessary information, instruction, training, and supervision to ensure their safety and well-being while they are at work.

1.2 Statutory Duty Of The Organisation’s Employees

Legal obligations regarding health and safety apply to both employers and employees. Additionally, we anticipate that nominated contractors and unemployed (volunteer) workers will adhere to these standards.

These obligations include:

- **Personal health and safety:** Must always come first, along with everyone else’s health and safety in the workplace
- **Cooperation:** Individuals are expected to work cooperatively with the business on all health and safety-related issues.
- **Proper use of work items:** It’s critical to use all work items provided by the company—including personal protective equipment (PPE)—properly and in accordance with the provided training and instructions.
- **Respectful use of resources:** No one should tamper with or abuse any tools or equipment that has been provided for work or for the purposes of health and safety.
- **Reporting Incidents:** Any workplace injuries, whether they take place on our property or that of one of our clients, as well as dangerous incidents involving the general public and participants in company-sponsored events, must be reported as soon as possible.

1.3 Organisational Commitments

The **Managing Director** will ensure that:

- All employees actively participate in health and safety measures to effectively control risks.
- All employees are aware of their responsibilities to ensure the health and safety of themselves and others affected by their actions
- Professional health and safety assistance is available as required by the Management of Health and Safety at Work Regulations
- Effective communication channels are maintained to promote a culture that recognises the importance of controlling health and safety risks in daily activities
- Adequate resources, including funds, materials, equipment, and human resources, are provided to meet health and safety requirements
- Contingency funds are available to address unforeseen health and safety issues that may arise
- Health and safety considerations are prioritised in all future planning
- The health and safety policy and procedures are monitored, and necessary changes are implemented and maintained throughout the company
- All employees receive the necessary support to ensure correct implementation of the health and safety policy and procedures
- Health and safety training is provided to all employees
- Appropriate insurance coverage is in place and maintained for all company activities
- Effective communication channels are maintained to disseminate safety-related information to all employees.

Management teams will ensure that:

- They are familiar with the Abercol Ltd's Health and Safety Policy
- They demonstrate personal involvement and support to ensure the effectiveness and maintenance of the company's health and safety policy
- Adequate supervision is available at all times, especially for young or inexperienced workers and when introducing new processes
- Suitable and sufficient risk assessments are conducted for the health and safety of employees and other individuals affected by the company's activities
- Safe systems of work are implemented within their areas of responsibility, and records of complex or hazardous operations are readily available
- Health and safety considerations are integrated into the planning stages of all projects, from inception to completion and operation
- Periodic audits are conducted to ensure compliance with agreed standards
- Staff comply with relevant health and safety legislation and follow approved procedures and systems of work and codes of conduct
- Assistance is provided to staff in resolving health, safety, or welfare problems, seeking advice and guidance when necessary
- Accidents resulting in injury are appropriately recorded, investigated, and reported to the relevant authority, if necessary
- Staff receive appropriate training or instruction for their assigned tasks
- Information regarding health and safety matters is effectively communicated to staff under their supervision.

All of our **employees** will ensure that:

- They comply with and cooperate with any reasonable requests to fulfill the company's legal and moral duties regarding health and safety matters
- They report any hazards that cannot be immediately rectified to the appropriate person for action and take immediate remedial action if necessary to temporarily safeguard against risks of injury or damage
- They report any accidents, near misses, or dangerous occurrences according to the requirements outlined in the policy documentation
- They do not bring new equipment, machinery, or substances onto company premises or use them until permission has been granted and necessary assessments have been conducted to ensure that this is safe and suitable for the use intended.

2 Organisation Of Health & Safety

We have chosen qualified people to supervise and manage various aspects of health and safety. These people are essential to maintaining a secure and healthy workplace for all workers. They are accountable for, among other things, the following:

- **Review of Policies and Procedures:** The designated individuals will review and revise our health, safety, and welfare policies and procedures on a regular basis. They will make sure that these documents reflect any changes in laws or regulations and are in line with current best practices.
- **Safety Tours:** Annual safety inspections will be carried out by qualified individuals to evaluate the workspaces we use. These tours are designed to find and address potential risks or hazards that could endanger the safety of our employees and others. Quick action will be taken to reduce these risks and keep the workplace safe.
- **Risk Assessments:** Competent individuals will ensure that risk assessments are carried out regularly. The Control of Substances Hazardous to Health (COSHH), the Management of Safety at Work Regulations 1999, and the Health and Safety at Work Act 1974 will all be covered in these evaluations. Effective control measures will be put in place as a result of any findings to reduce the likelihood of accidents or harm by identifying and assessing potential risks.
- **Continuous Improvement:** We are committed to maintaining, developing, and continuously improving our health and safety practices. The appointed people will take the necessary steps to strengthen our dedication to health and safety, taking into account new technologies, best practices, and employee input to improve safety for all.
- **Reporting and Performance:** The designated people will give the managing director regular reports detailing their performance and advancement in carrying out their health and safety obligations. These reports will be issued on predetermined schedules and may include key performance indicators (KPIs) to accurately monitor our performance in terms of health and safety.

All employees are required to take reasonable precautions to avoid accidents while performing their duties. Although not every employee may be directly responsible for the aforementioned tasks, support and cooperation from all are essential. By working together and making sure that those who are given these tasks can do so safely, we support keeping a secure and healthy workplace for everyone.

2.1 Construction (Design and Management) Regulations 2015

Arrangements are in place to ensure that any contractors or designers engaged for our projects possess the necessary skills, knowledge, and experience. This includes assessing their organisational capability to ensure the health and safety of all individuals affected by the project.

Cooperation among all members of the project team is actively promoted and facilitated through effective communication channels. Regular coordination meetings and collaboration ensure that all parties are aligned and working together to achieve safe and successful project outcomes.

Construction work is meticulously planned, managed, and monitored to ensure that it is carried out safely. Adequate risk assessments are conducted prior to the commencement of any work, evaluating the presence of hazards and determining suitable control measures to mitigate risks effectively. Method statements, including comprehensive risk assessments, are prepared as required to guide the work activities.

All relevant parties involved in the construction project are provided with clear and comprehensive information about the health and safety risks associated with the work. This includes sharing pre-construction information with the principal designer and/or contractors to ensure they have the necessary understanding and awareness to perform their duties safely.

Employees involved in construction work receive appropriate information and training, including site induction training, to ensure they are equipped with the knowledge and skills required to work safely on the project site.

A construction phase health and safety plan is developed well in advance of the project commencement, outlining the work details, including location, duration, procedures to reduce exposure, required equipment and personal protective equipment (PPE), decontamination procedures, waste disposal methods, and emergency procedures. This plan ensures that health and safety considerations are incorporated into the project from the outset.

When multiple contractors will be working on the site simultaneously, the appointment of a principal designer and principal contractor is arranged. These dutyholders play a crucial role in coordinating and overseeing the health and safety aspects of the project, ensuring effective collaboration and adherence to safety protocols.

If the project meets the relevant thresholds, necessary notifications are made to the Health and Safety Executive (HSE) to inform them of the work being carried out.

Upon completion of the project, a comprehensive health and safety file is produced and handed over to the client, as required. This file contains all relevant information related to the health and safety aspects of the project, ensuring that future maintenance and use of the building can be conducted safely.

Suitable and adequate welfare facilities are provided throughout the construction phase to ensure the well-being and comfort of workers.

In summary, the roles and duties of dutyholders under the Construction (Design and Management) Regulations 2015 (CDM 2015) are as follows:

- **Clients:** Clients are responsible for making suitable arrangements for managing the project, appointing dutyholders, allocating sufficient time and resources, providing relevant information to other dutyholders, and ensuring the provision of welfare facilities.
- **Domestic clients:** Domestic clients have duties transferred to the contractor or principal contractor, but they can choose to have a written agreement with the principal designer to carry out client duties.
- **Principal Designers:** Principal Designers are responsible for planning, managing, monitoring, and coordinating health and safety during the pre-construction phase. This includes identifying and controlling foreseeable risks, ensuring designers fulfill their duties, and providing relevant information to other duty holders.
- **Designers:** Designers are responsible for eliminating, reducing, or controlling foreseeable risks in their designs during construction and the future maintenance and use of the building. They also provide information to other members of the project team to assist them in fulfilling their duties.

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- **Principal Contractors:** Principal contractors coordinate the construction phase of projects involving multiple contractors. They plan, manage, monitor, and coordinate construction activities, liaise with the client and principal designer, provide site inductions, prevent unauthorised access, engage workers in securing health and safety, and ensure welfare facilities are provided.
- **Contractors:** Contractors plan, manage, and monitor construction work to ensure it is carried out safely. They coordinate activities with other contractors, comply with directions from the principal designer or principal contractor, and prepare a construction phase plan for single-contractor projects.
- **Workers:** Workers have a duty to take care of their own health and safety, report hazards, cooperate with their employer and fellow workers, and contribute to a safe working environment.
- **Everyone:** All individuals involved in the project have a responsibility to check the skills, knowledge, and experience of dutyholders before appointments, cooperate with others to ensure health and safety, report obvious risks, and comply with duties placed on them by the regulations.

By assigning and fulfilling these roles and duties, we can create a safe and secure working environment for all construction projects.

2.2 Premises Management

Senior on-site staff will take the lead in managing health and safety risks on third party property effectively. These individuals will:

- **Familiarise and Lead by Example:** Senior employees will become familiar with this health and safety policy and set a positive example by adhering to it while on the job and at the site.
- **Knowledge of the Law:** They are familiar with the fundamentals of the health and safety laws that apply to their line of work and will abide by them. They will also be aware of how these rules may affect both our safe working practises and other people's safety.
- **Risk Minimisation:** Staff will organise work activities in a manner that efficiently minimises any potential risks of harm.
- **Reporting of Accidents and Incidents:** They will ensure that every accident and incident are promptly reported in accordance with the procedures outlined in this document.
- **Safety Protocols for Plant and Machinery:** Senior employees will establish and rigorously observe proper safety protocols when operating plant and machinery.

2.3 Safety Tours

Annual safety inspections and tours of our sites and other locations will be carried out by our qualified staff, who will report any findings in-depth to the Managing Director. Any necessary actions identified during these inspections will be implemented to the extent that they are reasonably practicable.

These will be covered on safety tours:

1. **Site Evaluation:** Our staff will conduct a comprehensive site inspection that includes a review of accident and near-miss records to determine whether there are any potential safety issues or areas that need to be improved.
2. **Life Safety Systems Inspection:** A visual check of every life safety system on the site will be conducted to ensure their proper functioning and compliance with safety standards.

2.4 Drugs and Alcohol

Substance abuse, including impairment caused by drugs and/or alcohol, significantly increases the risk of workplace accidents. We are committed to eliminating this risk through the cooperation of all employees. It is essential to work without impairment, whether on our premises, at a client's site, or during travel between the two.

- **Recognition and Support:** We acknowledge that drug or alcohol dependence is a health concern. Our company encourages employees to openly discuss such issues in confidence. We are committed to providing information and advice to support individuals seeking assistance for substance abuse issues, promoting their well-being and recovery through signposting and workplace appointed support groups, as well as through other means.
- **Information and Training:** Employees will receive information regarding our company's policy on drugs and alcohol. This includes their duty to report any suspected problems or concerns related to substance abuse. By ensuring employees are well-informed, we aim to create a supportive and aware workplace environment.
- **Random Screening:** To maintain a safe working environment, we may conduct random drug and alcohol screening or tests when necessary. These tests are part of our commitment to prevent impairment due to substance abuse. The frequency and procedures of such screenings will be clearly communicated and implemented in compliance with all relevant legal and ethical standards.
- **Disciplinary Procedure:** The company's disciplinary procedure will be strictly followed to enforce this policy effectively. Any violations or instances of substance abuse that jeopardise the safety and well-being of employees or the workplace will be addressed promptly and appropriately. Consistent enforcement of the policy reinforces our commitment to maintaining a safe and productive work environment for all.

2.5 Provision and use of Display Screen Equipment (DSE)

Abercol Ltd is aware of its responsibility to safeguard the health of workers whose regular jobs entail frequent use of display screen equipment. In order to make sure that any office equipment required (desks, chairs, PCs, etc.) is both suitable and safe for use, the company will periodically assess the equipment's suitability, including during the staff induction period, and record these assessments in future company HR files.

Employees are advised to take a five-minute break from their display screen equipment at least once an hour and are informed that, should they experience vision issues or other discomforts they believe may be entirely or partially caused by their use of such equipment, they have the right to an eye exam at the company's expense.

2.6 Occupational Health

When necessary, the company will seek competent external advice to enable access to specialised knowledge and guidance in addressing complex occupational health matters. This collaboration allows us to make informed decisions and implement effective control measures. The Occupational Health Coordinator plays a crucial role in ensuring the following measures are in place:

I. **Recognition and Control of Health Risks:** Comprehensive measures are implemented to identify potential health hazards in the workplace and implement suitable control measures to minimise or eliminate these risks.

II. **Information, Instruction, and Training:** Employees identified as being at risk are provided with the necessary information, instruction, and training on associated health risks and their control.

III. **Support and Rehabilitation:** Employees on long-term sickness absences receive regular reviews and are provided with necessary support throughout their absence period.

IV. **Supplementary Medical Information:** In certain cases, where necessary, the company may seek supplementary information from the employee's General Practitioner or Hospital Consultant. To ensure compliance with privacy regulations, we obtain written permission from the employee under the Access to Medical Reports Act before accessing such medical reports.

V. **Workplace Exposure Monitoring and Health Surveillance:** Abercol Ltd. conducts workplace exposure monitoring and health surveillance when required. This monitoring benchmarks the effectiveness of control measures, identifies potential health risks, and enables the company to take appropriate action to protect the health and well-being of our employees.

3 Arrangements & Procedures

The people chosen to oversee health and safety matters at Abercol Ltd are responsible for making sure that our policy satisfies our needs, is upheld, and that everyone's responsibilities for safety and well-being are met.
Contact information for these people will be made available to each new hire during orientation and prominently displayed at all locations where we conduct business.

3.1 Risk Assessments

Our approach to carrying out risk assessments is focused on ensuring the health, safety, and well-being of all individuals affected by our activities. The following measures are implemented to achieve this:

1. **Initial Audit:** An initial audit is conducted to identify significant hazards, evaluate the adequacy of existing control measures, and identify areas that require further assessment. This comprehensive audit serves as the foundation for our risk assessment process.
2. **Documentation of Findings:** Significant findings from risk assessments are recorded to document the identified risks, their impact on affected individuals, and the measures taken to address them. This documentation aids in future monitoring, review, and continuous improvement efforts.
3. **Control Measures:** An action plan is developed to schedule the implementation of control measures based on the findings of risk assessments. Adequate time and resources are then allocated to ensure the successful completion of these measures. Those responsible for activities are provided with guidance, training, and support to enhance their competence in assessing risks and their awareness of relevant legislation.
4. **Clear Communication:** Information regarding risks, preventive measures, and protective measures is communicated clearly to employees. Ensuring that the information shared is relevant, necessary, and easily understood.
Special consideration is given to employees with specific needs, such as those with language barriers, visual impairments, hearing deficiencies, or learning difficulties, to ensure they have equal access to crucial health and safety information.
5. **Cooperation and Coordination:** Promote cooperation and coordination between company activities and those of others to fulfil respective health and safety obligations. Relevant information on hazards and precautionary measures is exchanged, and collaborative arrangements are made before commencing any work-related activities.
6. **Monitoring and Review:** The effectiveness of control measures, including fire precautions and emergency measures, is regularly monitored. This ensures that these measures remain effective over time. Risk assessments are periodically reviewed and revised at appropriate intervals to account for any changes in circumstances, legislation, or best practices.

3.2 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Abercol Ltd. will ensure the safe and appropriate use of all chemicals, in accordance with COSHH and other relevant safety regulations.

To achieve this, the company will undertake comprehensive risk assessments for all chemicals used as part of the work process. These risk assessments will be regularly reviewed and will consider the following factors:

- **Presence and Form:** We will assess which substances are present in our processes and in what form
- **Potential Harmful Effects:** We'll evaluate the possible adverse effects of these substances on both employees and the environment
- **Handling and Usage:** The evaluation will take into account how and where the substances are used and handled within our operations
- **Impact on Individuals:** We will identify those who may be harmed by the substances' negative effects, as well as how much, how long for, and under what conditions
- **Likelihood of Exposure:** The assessment will help us to evaluate the likelihood of exposure and any associated harmful effects
- **Precautionary Measures:** We'll determine and carry out the measures required by relevant legislation to ensure the safe handling and usage of hazardous substances.

Through safe systems of work, we aim to prevent the exposure of our employees to hazardous substances. If prevention is not reasonably practicable, we will ensure that exposure is adequately controlled through other, appropriate means.

In addition to the above, Abercol Ltd will provide workers, and any other individuals on-site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, training, and personal protective equipment (PPE) to mitigate risks to their health and well-being to the greatest extent reasonably practicable.

3.3 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Abercol Ltd ensures the safety of work equipment and vehicles in accordance with the PUWER regulations. To achieve this, the company has implemented the following measures, taking into consideration what is reasonably practicable:

I. **Comprehensive Risk Assessments:** We prioritise the safety of our employees by conducting thorough risk assessments for each piece of work equipment. These assessments identify potential hazards associated with the equipment's use and help us understand the risks involved. By identifying these risks, we can implement appropriate safety measures to reduce them to an acceptable level.

II. **Effective Control Measures:** Based on the findings of our risk assessments, we proactively implement robust control measures. These measures are designed to effectively mitigate the identified risks and ensure the safe use of work equipment.

III. **Maintenance and Inspections:** Regular maintenance and inspections play a critical role in upholding the safety of our work equipment. We prioritise the proper maintenance of all equipment to ensure its safe operation. Additionally, we conduct regular visual inspections to promptly identify any signs of wear, damage, or malfunction.

IV. **Compliance with Regulations:** We understand the importance of complying with all relevant regulations. We carefully review and modify all of our documentation, such as training manuals, emergency protocols, and standard operating procedures, to make sure we adhere to them. These documents are continually reviewed and updated to comply with PUWER's specifications, and any updates are clearly communicated to the appropriate teams.

Email. TeamAbercol@Abercol.co.uk

Phone. +44 (0)1785 472 620

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3.4 First Aid and Accident Reporting Procedure

All accidents must be reported as soon as possible to the appropriate personnel or the employee's line manager.

An accident form must be completed for each accident or near miss. Staff members are required to report any "notifiable" accidents in accordance with the steps outlined in Appendix A.

All incidents, accidents, and near misses will be thoroughly investigated by qualified personnel, who will then report back to the Managing Director on their findings. The necessary actions to stop similar incidents from happening again in the future will be examined in this report.

3.5 Near Miss/Accident Reporting

We prominently display the names and contact information of our current first responders throughout our facilities. All staff members receive this information during their induction period, as well as the following information:

- The precise place(s) where these notices are posted
- Contact details of the first aiders on-site
- The secure, designated location where we keep our accident log and the process for completing this
- The location(s) of the first aid boxes.

Attending engineers are responsible for ensuring that they are fully familiar with the client sites they are working on and where all first aid supplies are located.

3.6 Fire Drills and Evacuation Procedures

When on company or client property, employees, visitors, and any volunteers must be informed of the fire safety procedures, equipment, and emergency exits. Engineers must be made aware of the specific protocols for customer sites.

Regular inspections of fire alarm call points, fire exits, emergency lighting, and fire suppression systems will be carried out by a person with the necessary experience or qualifications. These inspections must be performed in accordance with the recommended time intervals as advised by qualified experts.

Regular fire drills and equipment inspections, including checks of fire extinguishers and fire exit signs, will be carried out by a qualified fire warden.

3.7 In The Event Of Fire

- Anyone who finds a fire or detects smoke should, if it can be done safely, activate the closest fire call point. They should shout to warn others if they are unable to do so.
- Everyone inside the building needs to leave right away through the nearest fire exit and congregate at our designated assembly location, which is prominently displayed on our fire action notice signage.
- Doors and windows should be closed where it is safe to do so and there is no personal risk present in order to aid in containing the fire.
- No one should leave the assembly point without first getting permission from the on-site incident controller.

Anyone who has not been found or attended the assembly point will be immediately reported to the fire service, once they arrive.

3.8 General Fire Safety Advice For Employees

- **Clear Fire Exits and Thoroughfares:** Maintaining clear and unobstructed fire exits and thoroughfares is of utmost importance. It is imperative to make sure that these routes are never blocked by anything that might prevent a safe evacuation during a fire or emergency. To facilitate a quick and safe escape, keep furniture, tools, and other items away from these areas at all times.
- **Considerate Parking:** It's crucial to park your car considerately to keep the evacuation routes clear. Never park vehicles so they could obstruct access to fire exits close to business or client premises. In the event of a fire or other emergency, adequate clearance will be needed to ensure an unhindered evacuation.
- **Reporting of Hazards and Safety Concerns:** You should notify the health and safety officer or your immediate line manager as soon as you become aware of any hazards, suspected hazards, or general health and safety concerns. To address and reduce potential risks, timely reporting is essential. Your prompt reporting of any hazards you find—whether they are on our property or elsewhere—is essential to preserving everyone's right to a safe working environment.
- **Knowledge of Fire Safety Equipment:** Invest some time in learning where the fire safety equipment is located and how to use it properly. This covers emergency alarm systems, fire blankets, and extinguishers. Controlling a fire and protecting people and property can be significantly improved by knowing how to use these tools correctly and the appropriate guidance to use these will be given as a result.
- **Participation in Fire Safety Training:** Participate actively in fire safety training programmes provided by the company. These training sessions are created to give you the knowledge and abilities you need in order to prevent fires, respond appropriately to emergencies, and employ fire safety equipment.

3.9 Manual Handling

"Manual handling" is the act of physically moving an object by using one's own body to lift, lower, push, pull, or carry it. When possible, we prioritise the use of mechanical tools to reduce the need for manual handling. During the induction process, our employees receive in-depth training on safe handling techniques to make sure they are aware of proper handling procedures for tools, equipment, and materials.

We regularly conduct risk assessments to determine who may be at a higher risk in order to reduce the risks related to manual handling. To ensure our staff's safety, we communicate the results and enforce safe working practices.

3.10 Modern Slavery and Underage Working

We firmly reject any form of underage labour or modern slavery. We make sure that everyone working for the company is at least 18 years old, has the right to work in the UK, and has the skills needed to do their job safely.

In order to achieve this, we perform in-depth checks both before and during the onboarding process. Among other checks, our selection criteria are as follows:

- Requesting a legitimate form of photo identification from new hires during their onboarding process, with a copy being kept by Abercol Ltd in accordance with applicable data protection laws
- Conducting thorough background, and reference checks
- Confirming applicants' employment eligibility and right to work in the UK during pre-screening activities.

We maintain a strict onboarding procedure to make sure that everyone we employ is of legal working age and has the required authorisation to work in the UK.

3.11 Working with electricity

The installation, detection, and repair of straightforward electrical issues with systems, such as faulty wiring, damaged sensors, or defective electrical components, may from time to time be required of employees. Additionally, they might check our equipment's electrical components or instal aftermarket electrical accessories. When working with equipment electronics, our engineers must follow appropriate safety procedures and have a solid understanding of the electrical systems we use and the associated risks and control measures in place.

- **Competent Personnel:** Only qualified and trained individuals with the necessary skills and knowledge are authorised to install or otherwise work with our systems and equipment. Proper supervision and guidance are provided to employees when carrying out all electrical tasks.
- **Risk assessments:** A thorough risk assessment will be performed prior to the start of any electrical work in order to identify potential hazards and put in place the necessary control measures. The risks of working with electricity are identified and evaluated with particular care due to hazard potential.
- **Safe Systems of Work:** For all electrical tasks, specific guidelines and secure working environments are established, outlining the precautions and actions that must be taken. To ensure that they understand and follow these procedures, employees receive adequate training and instruction.
- **Equipment Safety:** To ensure the safe operation of electrical equipment, routine inspection, testing, and maintenance are performed by sufficiently qualified and experienced individuals. Defective or otherwise faulty equipment is promptly repaired or replaced to prevent accidents or electrical hazards.
- **Personal Protective Equipment (PPE):** Employees working with electricity are given the proper PPE, such as insulated gloves, safety goggles, and protective clothing. In order to maximise their safety, employees receive training on how to properly use and maintain company-issued PPE.
- **Electrical Isolation:** Before performing any maintenance, repairs, or other work, adequate procedures are in place to isolate electrical systems and equipment. To avoid accidentally re-energising circuits, lockout/tagout (LOTO) procedures are employed.
- **Live Working:** is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- **Privately-Owned Electrical Equipment:** Privately-owned equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

Our fixed mains installation has been set up in accordance with the IET Wiring Regulations, 18th Edition, and is periodically checked and tested by a qualified individual.

3.12 Working with noise

As part of their duties, engineers may be exposed to risks from working in noisy environments.

The following control measures are in place to protect our employees:

I. **Provision of Hearing Protection:** We will ensure that all employees who are exposed to loud noises receive the necessary hearing protection. This includes wearing earplugs, earmuffs, or any other appropriate safety gear.
II. **Contractor Control System:** Implementation of a contractor control system to ensure that all contractors working on our premises adhere to our noise safety regulations.

III. **Display of Noise Safety Signs:** To alert workers to potential risks associated with excessive noise levels, noise safety signs will be prominently displayed in the appropriate locations. These signs will also offer instructions on the required safety precautions to be taken.

IV. **Enclosure of Noisy Equipment:** Any noisy equipment will be placed behind closed doors or in designated enclosures to minimise the exposure of employees to excessive noise levels as and when necessary. This physical barrier helps minimise the impact of noise on our employees.

3.13 Working at height

The following risk management strategies have been put in place to protect our employees while they are working at heights:

- A comprehensive risk assessment and method statement (RAMS) process is in place to identify and eliminate potential hazards
- All employees who work at height are provided with approved and certified safety equipment, including harnesses, hoists, and live lines
- Stepladders and kick stools are provided and their use is outlined in our Standard Operating Procedures
- Ladders and step ladders are only used for temporary access and are only used by competent and experienced operators
- Any work that needs to be performed at a height must be preceded by consultation with a supervisor or Safety Advisor
- Subcontractors are required to use their own equipment and a contractor control system is in place to ensure compliance with safety regulations
- A work permit system is in place to ensure that all work at height is authorised and properly planned
- A preventative maintenance programme is in place to ensure that all equipment is properly maintained and in good working condition.

3.14 Gas safety

This part of the health and safety policy outlines the necessary precautions and procedures to ensure the safe operation, maintenance, and response to emergencies related to gas systems.

- **Competent Personnel:** *We ensure that all work on gas installations and appliances is carried out by competent individuals who are approved by the Health and Safety Executive (HSE). Our approved personnel are registered with Gas Safe Register™, demonstrating their expertise and adherence to industry standards.*
- **Risk Assessment:** Gas systems and appliances are identified and assessed during the general risk assessment stage. This allows us to identify potential hazards and ensure that those in charge of specific areas are aware of the location of these systems and appliances.
- **Regular Maintenance:** We recognise the importance of regular maintenance to ensure that our gas systems and appliances remain in a safe condition. Routine inspections and servicing are conducted to identify and address any issues promptly. This proactive approach helps prevent potential gas-related incidents and ensures the continued safe operation of our gas installations.
- **Emergency Procedures:** Employees are provided with clear instructions on what constitutes a gas-related emergency and are informed about the necessary actions to take in such situations. They are shown the location of gas isolation valves and are aware of how to turn off the gas supply. Additionally, employees are informed about the appropriate contacts to reach out to in the event of an emergency.
- **Supplier's Emergency Service:** The telephone number for the supplier's emergency service is prominently displayed, clearly legible, and unobscured near the main gas isolation valve. This ensures that in case of an emergency, immediate assistance can be sought from the appropriate authorities.

3.15 Hot works

The hot works section of our health and safety policy is designed to address the specific risks associated with tasks involving heat, open flames, sparks, or other sources of ignition. Hot works, such as welding, cutting, soldering, or grinding, poses unique fire hazards that require careful planning, control measures, and trained personnel to mitigate the risks. The following control measures have been implemented to minimise the risk of incidents and accidents arising as a result of hot works.

- **Consideration of Safer Alternatives:** Before conducting any hot works, a thorough assessment is performed to explore alternative methods or technologies that can eliminate or minimise the risks associated with the task. If no safer alternatives are available, stringent control measures are identified, agreed upon, and implemented to ensure the safety of all personnel involved.
- **Hot Work Permits:** A robust system of hot work permits is in place to regulate and authorise any hot work activities. Only authorised personnel who have undergone appropriate training and possess the necessary competencies are permitted to carry out hot works. These permits are obtained prior to commencing any hot work activities and outline the specific precautions and control measures required.
- **Firefighting Equipment:** To ensure swift response and effective control in the event of a fire, suitable firefighting equipment is readily available at or near the location where hot works are being performed. This includes fire extinguishers, fire blankets, and any other necessary equipment deemed appropriate for the specific hot work activities being undertaken.
- **Clearance of Combustible Materials:** Areas where hot works are being conducted are meticulously cleared of any combustible materials or substances. This proactive measure significantly reduces the risk of fire spread and ensures a safe working environment.
- **Fire Retardant Matting:** When working at height, fire retardant matting is utilised to protect floors or other surfaces and prevent sparks or hot debris from falling below. This additional layer of protection minimises the risk of ignition and potential fire hazards.
- **Training and Awareness:** All individuals involved in hot works receive suitable training, experience and instruction to ensure they possess the necessary knowledge and skills to perform their tasks safely. They are fully aware of the potential hazards associated with hot works and are trained in proper procedures for fire prevention, control, and emergency response.
- **Post-work Fire Checks:** Designated personnel carry out thorough fire checks within 30 minutes of completing hot works. This proactive inspection helps identify any potential fire risks, ensure the absence of smouldering or lingering heat sources, and verify the effectiveness of control measures implemented during the hot work activities.

3.16 Workplace stress, violence and aggression

We recognise that work-related stress, violence, aggression, and challenging behaviours can have a significant impact on individuals and the overall workplace environment. In this section, we outline our commitment to addressing these issues and implementing measures to create a safe and supportive work environment for all.

We have developed comprehensive arrangements to proactively manage work-related stress, ensuring that potential stressors are identified and effectively controlled. Through open communication, training, and guidance. Additionally, we understand the potential risks posed by violence, aggression, and challenging behaviours at work. We are dedicated to creating a workplace where everyone feels safe and secure. Our policies and procedures focus on risk assessment, training, incident reporting, and providing appropriate support to those affected.

In particular, Abercol Ltd. will:

- Identify individuals at risk and provide appropriate training to handle violence and challenging behaviour
- Ensure risk assessments are conducted, and protective measures are implemented to ensure employee safety
- Take Immediate action in response to reports of violence, and support/counseling is offered to affected employees
- Develop emergency procedures and a formal incident reporting system are in place to address incidents promptly
- Promote positive behaviours to prevent conflicts and ensure fairness.

In relation to work-related stress:

- Identify and assess work-related stressors and implement measures to control risks
- Provide effective communication, training, and guidance to staff members
- To prevent stress, consult the workforce about work schedules and any changes
- Provide support to employees affected by stress, and ensure a planned return-to-work process is followed
- Address sources of stress for employees and monitor the effectiveness of any stress reduction measures employed.

3.17 COVID-19 and disease/pathogen control

To effectively mitigate the risks associated with COVID-19 and other contagious diseases, we have implemented the following measures:

- **Government and Health Authority Recommendations:** We closely monitor the latest recommendations and guidelines provided by government and health authorities. By staying informed and up-to-date, we ensure that our policies and procedures align with the most current best practices for disease and pathogen control.
- **Adaptation of Policies and Procedures:** Modifying our policies and procedures in line with any changes in mask requirements and other preventive measures. This allows us to promptly comply with the most recent regulations and ensure the ongoing safety of our employees.
- **Transparent Communication:** We will keep our employees informed about any updates or modifications to government guidance regarding COVID-19. Clear instructions will be provided on recommended safety measures, such as the use of masks and practicing social distancing. Regular communication channels will be utilised to ensure that everyone receives the necessary information.
- **Employee Engagement:** We value the input and concerns of our employees regarding COVID-19 safety. We encourage all team members to voice any worries, suggestions, or recommendations they may have. This active engagement enables us to effectively address concerns and continuously improve our disease control strategies.

3.18 Working with Asbestos

We have implemented comprehensive measures to protect our employees and others from the risks associated with asbestos exposure. The following protocols and procedures are in place:

I. **Asbestos Survey and Management:** A thorough asbestos survey, conducted by a competent person, has been completed. A detailed plan or register has been developed to document the location and condition of any asbestos-containing materials (ACMs) identified. We maintain an up-to-date written management plan that outlines the actions and measures required to effectively manage the asbestos risk.

II. **Implementation of Survey Recommendations:** Any recommendations or stipulations specified in the asbestos survey are promptly addressed to prevent the release of asbestos fibres. We take proactive measures to ensure the safety and well-being of our employees and others who may be affected.

III. **Ongoing Monitoring and Review:** We have established robust procedures for the ongoing monitoring and review of ACMs. Regular assessments are conducted prior to commencing any work on business properties to determine the presence, condition, location, and potential exposure to asbestos fibres. These assessments are documented in a risk assessment.

IV. **Compliance with Regulatory Requirements:** For notifiable non-licensed work, the relevant enforcing authority is promptly notified. Detailed written records are maintained for such work, clearly documenting its nature and the necessary precautions. We conduct thorough checks to ensure that all work is non-licensed and aligns with the risk assessments carried out.

V. **Training and Instruction:** Employees involved in non-licensed asbestos work receive appropriate training and instruction. They are equipped with the necessary knowledge and understanding of the task at hand, as well as the associated work plan. Asbestos awareness training is provided annually to all employees who may encounter or are at risk of disturbing asbestos while carrying out work.

VI. **Safe Systems of Work:** To minimise the risk of asbestos exposure, we implement safe systems of work. These systems include procedures to reduce exposure, the use of required equipment and personal protective equipment (PPE), decontamination protocols, proper waste disposal, and clear emergency procedures.

VII. **Communication and Warning:** We have established effective communication channels to inform other workers about the presence of ACMs. Procedures are in place to ensure that anyone working in or on the workplace is adequately warned and informed of potential hazards relating to asbestos.

VIII. **Medical Examinations and Licensing:** For work requiring a licensed specialist asbestos contractors are employed. All workers carrying out notifiable non-licensed work undergo regular medical examinations. These examinations are repeated every three years for workers engaged in such tasks.

IX. **Documented Record-Keeping:** We maintain an accurate and up-to-date record of all ACMs, both confirmed and presumed. This record includes the location and condition of each ACM. The record is readily available on-site for reference.

3.19 Non-compliance with health and safety rules

Any infraction of this policy will be taken seriously and subject to a careful investigation. Any employee suspected of violating health and safety rules may be suspended (with full pay) by the company.

Our established disciplinary processes will be used to enforce this policy. In the event of a breach, the company may choose to take the following measures, taking into account elements like the quantity, regularity, and seriousness of each violation:

- Issue a formal ‘File Note’ documenting the breach of policy, to be added to the employee’s HR file, either temporarily or permanently
- Conduct a verbal disciplinary discussion
- Administer a written disciplinary warning
- Terminate the employee’s contract of employment by providing either a notice period or an immediate termination.

4 Appendices

4.1 Accident Reporting

1. **Accidents**
   All accidents that occur during work must be recorded as per the company's first aid and accident reporting procedures.
2. **Accidents to workers or other contractual or sub-contractual staff**
   - For all accidents an accident form must be completed and a copy made available to the company's competent people
   - Where an accident must be reported in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) an accident form should be completed and our competent person will file a report to the HSE
   - Where accidents/injuries involve a fatality, fracture, amputation or other specified injury (see section 4 below)
3. **Accidents to customers**
   - An accident form must be completed and provided to our competent person
   - Where the accident involves a minor the parents or guardians will be immediately notified
   - Where accidents are reportable to the Health and Safety Executive (HSE), for example, in the event of fatality, fracture, other specified injury (section 5) the HSE must be immediately notified
   - Some injuries may not be fully identified until the casualty has been to the hospital. It's therefore essential that, if it is known that any individual has gone to the hospital as a result of an accident, the necessary follow-up actions are carried out in a timely manner.
4. **Major accident and fatality reporting**
   - For accidents reportable to the Health and Safety Executive, followed by a report to our responsible people. The HSE should be contacted immediately.

4.2 Responsible People

The term "responsible person(s)/people" refers to individuals who hold significant control and influence over our health and safety practices and policies. This includes the directors, including the managing director, as well as other members of the board who play a crucial role in shaping the overall direction and management of the business.

As responsible people, these individuals bear the responsibility of ensuring the health, safety, and well-being of all employees, contractors, visitors, and any other individuals who may be affected by our operations. They are accountable for creating a culture of safety, fostering compliance with relevant regulations, and continuously improving our health and safety performance.

4.3 Lockout Tagout

A safety procedure called **lockout tagout (LOTO)** is used to make sure that machinery or equipment is properly turned off and not powered while being maintained, repaired, or serviced. It involves disconnecting the equipment from its power source and locking it down with tags and lockout devices to prevent accidental startup or the unexpected release of dangerous energy.

Protecting workers from the unanticipated release of stored energy, such as electrical, mechanical, hydraulic, or pneumatic energy, which could cause injuries or even fatalities, is the main goal of lockout tagout. Before performing maintenance or repairs, authorised personnel can efficiently control and render potential energy hazards harmless by following the company's lockout tagout procedure.

5

Authorisation

We confidently request that all workers, paid or unpaid, customers, and business partners adhere to this policy, a copy of which will be made available on demand.

Signed for and on Behalf of Abercol Ltd.

Colin Phillip
Managing Director

Email.
TeamAbercol@Abercol.co.uk

Phone.
+44 (0)1785 472 620

Address.
Melville St. Stoke-On-Trent, ST1 3LY