

### **A1 Mobile Health & Safety Policy Statement**

The company recognises the fact that Health & Safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. Health & Safety is a business function and must therefore continually progress and adapt to changes.

The approach to Health & Safety is based on the identification and control of risks. This is particularly applicable to the supply of plant and equipment to away sites for public use.

A positive culture is encouraged within the organisation and this encouragement is actively supported by the management.

All employees are involved in the decision making processes on an individual basis. The performance of both individuals and the organisation is monitored to ensure continual improvement of Health & Safety standards. Planning, monitoring and review of the implementation of the Health & Safety policy will be carried out to this effect.

The following are the company aims and objectives:

- The company will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
- Management will ensure that appropriate systems are developed and maintained for the effective communication of Health & Safety matters throughout the organisation and to clients where appropriate.
- The company will provide the necessary information, instruction and training to employees and others, including temporary staff, to ensure their competence with respect to Health & Safety particularly when working away unsupervised.
- Management consider that Health & Safety rates equal to all other business functions as this is a fundamental requirement in the supply and maintenance of plant and facilities.
- The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure Health & Safety. The assistance of expert help will be sought where necessary skills are not available within the company.
- The company will liaise and work with all necessary persons when working on away sites to conform to local site safety rules and advise clients on any site specific hazards of which they may be

aware.

- The company strives to constantly improve Health & Safety standards and performance to ensure that all relevant statutes, especially the Health & Safety at Work Act 1974 and all Regulations and Codes of Practice made under that act are observed. This is a minimum standard that will be adopted by the company.
- The company recognises that Health & Safety is the responsibility of everyone within the organisation and is not limited to the Managing Director who has Prime Responsibility. Managers have specific duties and responsibilities to comply with the letter and spirit of company policy. Employees have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. Health & Safety management is an integral part of the Manager's function and is monitored along with their other duties.
- Health & Safety is fully integrated into the management and decision-making processes within the organisation.
- The company has a system to ensure that accidents and near misses are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
- The company will ensure that procedures are in place for the provision of all equipment and facilities to provide safe use by client.

Signature : .....Date : .....

Richard Cave, A1 Mobile Managing Director

### **HEALTH AND SAFETY - POLICY - GENERAL ARRANGEMENTS**

Whilst overall responsibility sits with Richard Cave, Managing Director, all individuals within the workforce have to accept a certain duty for Health & Safety for themselves and for others who might be affected by their acts of omissions.

#### **1. FINANCE**

- 1.1. The Directors will provide adequate finance to facilitate that the workforce is protected as far as is reasonably practicable from all known hazards.
- 1.2. Where physical protection is not sufficient, safe working practices will be followed and finance provided to ensure training, instruction and supervision is made available

#### **2. FIRE**

- 2.1. The Managing Director, Richard Cave is ultimately responsible for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005.
- 2.2. The Company will ensure that all firefighting and fire detection equipment is maintained in an effective

manner at all times.

- 2.3. Fire drills will be carried out at 6 monthly intervals to ensure all personnel are aware of the emergency evacuation procedures.
- 2.4. Personnel working on away sites will follow local rules or site rules as issued in their job package.
- 2.5. . It is the employee's responsibility to ensure that they are fully conversant with these procedures and if unsure contact their Manager who will provide training or arrange for the away site to give an induction course.

### 3. **TRAINING**

- 3.1. Employees will receive adequate safety and accident prevention training which will be organised by their Manager who will also maintain a training record.
- 3.2. All elements of work will be covered by safe working practices and this will include any specific hazards which may be applicable.
- 3.3. Where in house training cannot be adequately provided, the Managing Director will employ competent external facilities.

### 4. **PLANT AND EQUIPMENT**

- 4.1. The machinery and equipment used in the offices, yard and on away sites will be adequately guarded and safe working practices issued. Employees should be aware that it is their responsibility to inform their Manager of any deterioration in equipment which they deem to be a hazard to health in order that a review of the assessment may be made.

### 5. **MANUAL HANDLING**

- 5.1. Manual handling will be avoided where possible but by the nature of the business it does occur. All personnel are trained in correct lifting techniques and Risk Assessments carried out when deemed necessary.

### 6. **DISPLAY SCREEN EQUIPMENT**

- 6.1. The Company conforms to the Health & Safety Display Screen Regulations 1992 and assists personnel to comply with accepted guidelines of periodic breaks, exercises and posture by providing desktop based programmes to this effect.

### 7. **RISK ASSESSMENTS**

- 7.1. The Safety Advisor will make a suitable and sufficient assessments of the risks to the health and safety of employees

- 7.2. Specific risk assessments will be made for young people
- 7.3. Managers are responsible for the added conditions relating to employees under 18 years of age:
- Physical limitations
  - Inexperience
  - Immaturity
  - Lack of awareness of hazards

Risk assessments will be subject to monitoring and review to ensure that they are suitable and sufficient.

8. . **ACCIDENTS ETC**

- 8.1. The Events Manager will maintain a register for accident reporting and investigation and notify the Managing Director of all occurrences.
- 8.2. All employees have a duty of care and to bring any potential hazards to the attention of their Manager. It is responsibility of the employee to ensure they follow procedures as laid down.
- 8.3. The Events Manager will carry out all accident and incident investigations and notify the Managing Director of his findings and recommendations.
- 8.4. The Company will ensure there is one first aider and one appointed person as defined in the First Aid at Work Approved Code of Practice, based at the Yard.
- 8.5. The Events Manager and any other managers will ensure that operatives working away from the home premises have access to adequate first aid provision and are made aware of the procedures for serious and imminent danger evacuation at those sites.
- 8.6. All Manager will ensure that any person working away from the Yard is aware of the procedure for reporting under RIDDOR for that specific site.

9. **MATERIALS**

- 9.1. The Company will draw to the attention of any employees, dangerous substances which they may be required to handle.
- 9.2. Safety Advisor will carry out a COSHH Assessment on all materials deemed to form a hazard.
- 9.3. The Manager will ensure that employees receive adequate training and instruction on safe working practices when these are involved.
- 9.4. If hazardous substances are to be used at away locations, this will be notified to the relevant parties.

10. **PERSONAL PROTECTIVE EQUIPMENT**

- 10.1. The Company will assess any requirement for specific personal protective equipment and this will be provided when applicable. Such equipment will remain the property of the company but should be maintained by the employee in good working order. Replacement equipment will be provided subject to reasonable wear and tear.
- 10.2. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

### 11. **WORKPLACE**

- 11.1. Fork lift truck operation is deemed by the Company to be a serious potential for accident and it is therefore imperative that all employees are aware of the Company decision that only trained personnel may operate this equipment.
- 11.2. All lifting operations are subject to the Lifting Operations & Lifting Equipment Regulations 1998 and so planned lifts will be carried out by trained personnel.
- 11.3. Employees are responsible for ensuring the cleanliness of their environment to an acceptable level bearing in mind all circumstances together with satisfactory waste disposal and safe stacking of materials. Particular note should be made when working within accepted traffic routes. The Events Manager will monitor these elements to ensure a continuous improvement in the quality of 'housekeeping'.
- 11.4. All electrical installations will be carried out in accordance with the Electricity at Works Regulations 1989. Portable appliance testing will also be carried out and registered by the Maintenance Engineer. Fixed equipment will be subject to periodic certification.
- 11.5. Visitors to the Company whether at the Yard premises or on an established away site must be accompanied to ensure they are made aware of specific hazards appertaining to the visit.
- 11.6. Use of ladders and working off lorry decks is a common activity and so is carried out in compliance with the Work at Height Regulations 2005.
- 11.7. When working away from the Yard premises, it is the responsibility of the Events Manager to ensure all plant and equipment has been tested and is in a safe condition before use.

### 12. **MONITORING AND REVIEW**

- 12.1. The Managing Director will carry out specific regular inspections throughout the working environment of the Company for the purpose of monitoring and review of the systems in place. Additional inspections may be made on an informal basis when he deems it would be advantageous to the Health and Safety culture of the Company.