



COMPANY POLICY FOR
HEALTH SAFETY & WELFARE

Aquatronic Group Management PLC

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In Accordance with the Health and Safety at Work Act 1974 Section 2(3)

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COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE

It is the stated policy of the AGM Group of Companies (AGM plc) that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that health and safety considerations have always given priority in planning and day-to-day supervision of work.

All employees and contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The AGM Board of Directors have appointed the Managing Directors of respective Group Companies as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy. It is their responsibility to ensure that adequate resources are provided to:

- (a) provide all appropriate staff training
- (b) Provide suitable welfare facilities at all work locations
- (c) Allow the effective implementation of this policy.



The operation of this Policy will be monitored by the management and staff of the Company. To assist them in this respect the Company have appointed Supervisors to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

A 'Competent Person' has been appointed under Regulation 6 of the Management of Health and Safety at Work Regulations: Mr S Ward (retained).

This Statement of Company Policy will be displayed prominently at all permanent and semi-permanent workplaces.

Full details of the organisation and arrangements for implementing this Policy are issued to all new employees and further copies are available to any employee upon request (i.e. the health and safety manual).

Reviewed and Authorised by:

	
M A Taylor - Vice Chairman	A M Rattray - Director

This Policy will be kept up to date, particularly as the business changes in nature and size, to ensure this, the policy and the way in which it has operated will be reviewed every year.

ENVIRONMENTAL POLICY STATEMENT

The Aquatronic Group PLC, in carrying out its operations recognise the importance of maintaining its operations to minimise environmental impact. The company recognises that effective management of our environment makes good business sense and will be a fundamental and integral part of our business strategy.

To ensure we achieve this, procedures will be implemented to include the following:

- ◆ Being aware of how our activities impact upon the environment and seek to minimise adverse effects by means of the best available techniques, not entailing excessive cost, through a policy of continual improvement at the workplace, control of pollution and care for the local environment.
- ◆ Ensuring that we meet our responsibilities to comply with all applicable legislation, including, but not limited to: carriage of waste, disposal of waste / hazardous waste, pollution of land, water, or air.
- ◆ Conserving the use of resources, particularly those which are scarce or non renewable, including the following:
 - a) To avoid waste, encourage conservation, provide facilities for recycling, e.g. scrap segregation, chipping, composting and waste disposal management etc.
 - b) To reduce air, land and water pollution, e.g. toxic chemical sprays, motor exhaust etc.
 - c) To reduce the use and wastage of paper by implementing electronic reporting and communication methods.
- ◆ Being sensitive to the environmental concerns of our neighbours and the communities through which we operate and responding to them.
- ◆ Adopting environmental objectives to continually improve our environmental performance and monitor progress in their achievement.
- ◆ Requiring our suppliers and contractors to have a proper regard for our Environmental Policy for the goods and services they provide for us.
- ◆ Communicating this policy to our staff, suppliers and customers and seeking their help to implement it.

This policy will be reviewed on an annual basis.

Reviewed and Authorised by:
A M Rattray - Director

M A Taylor - Vice Chairman



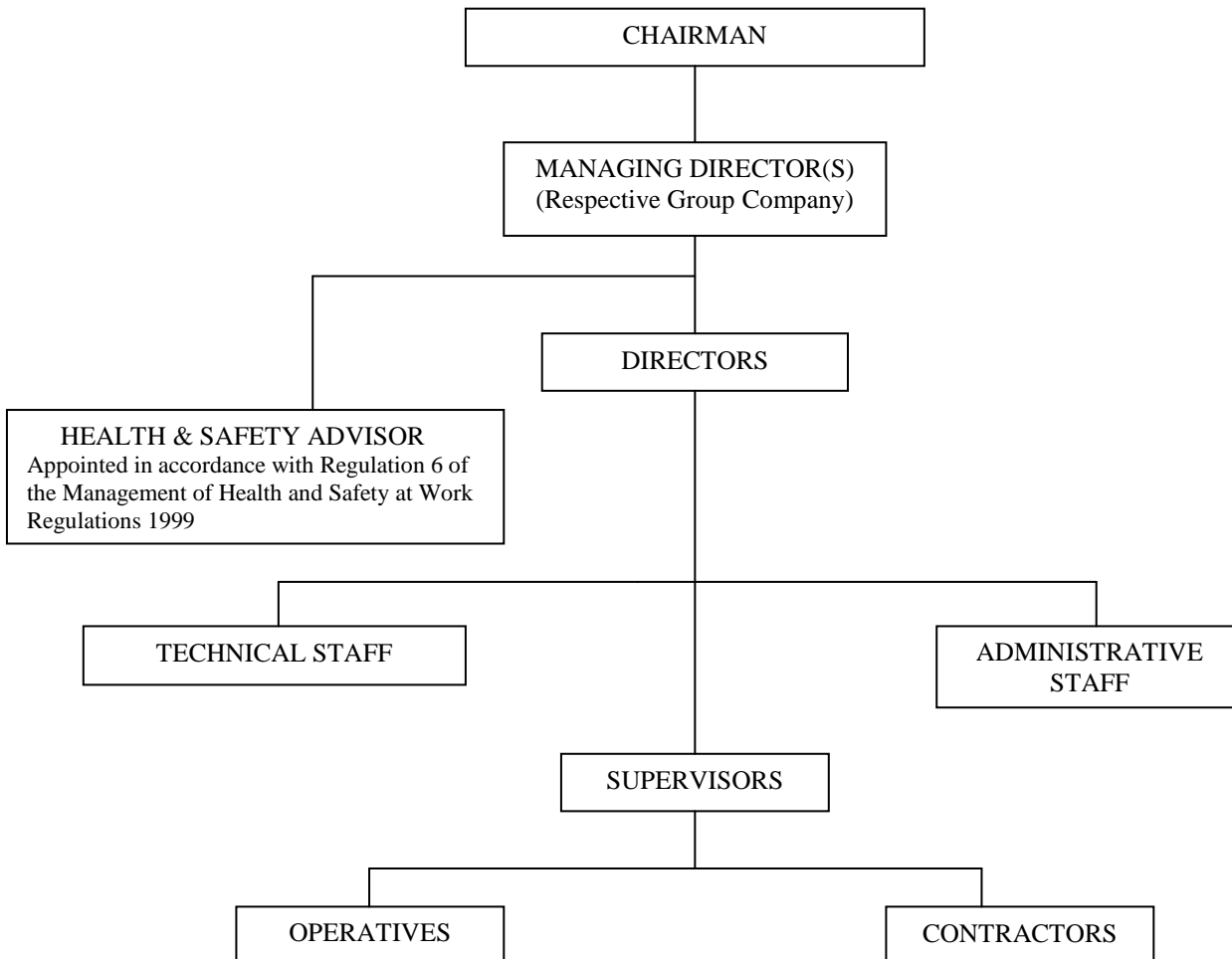


MONITORING AND REVIEW OF THE COMPANY SAFETY POLICY

- 1 All employees will be expected to bring to the notice of their immediate supervisor any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be passed to the Director responsible for safety for consideration.
- 2 The Company's Health and Safety Advisor will visit the areas of Company activity at regular intervals and will report on any hazards, defects or breaches of Regulations observed at the visit.
- 3 A report of the inspection will be left on site and a copy of the report will be sent to the Director with responsibility for health and safety, so that it can be established where the appropriate procedures in Company Policy have not been complied with, or are deficient, and action taken to ensure similar problems do not recur on Company sites.
- 4 At twelve monthly intervals, a meeting will be held with the Company's Health and Safety Advisor to discuss the accident statistics for the previous months, the performance of the Company in accident prevention, compliance with its Policy, to establish areas where improvements in Company procedures, training etc. could be made and to review and, where necessary, revise the Company Policy for Health, Safety and Welfare.

2 (1) ORGANISATION FOR IMPLEMENTING THE POLICY

ORGANISATION CHART





DUTIES AND RESPONSIBILITIES OF THE HEALTH AND SAFETY DIRECTOR

- 1 The nominated Director has overall responsibility for Health, Safety & Welfare within the company.
- 2 He shall ensure that all aspects of the Company Safety Policy are complied with in all respects.
- 3 Tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- 4 Adequate financial provision is made in accordance with the requirements of the Company Health, Safety and Welfare Policy together with the requirements with the Construction (Design & Management) Regulations 2007.
- 5 Set a personal example when visiting sites by wearing appropriate protective clothing.
- 6 Ensure that appropriate training is given to all staff as necessary and as detailed in the Company Training Policy.
- 7 Know the appropriate statutory requirements affecting the Company's operation.
- 8 Administer the Policy throughout the Company and appoint an individual for day-to-day administration of health and safety controls.
- 9 Prepare and keep up to date a statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all employees.
- 10 Prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.

DUTIES AND RESPONSIBILITIES OF THE DIRECTORS

1. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all employees.
2. Prepare instructions for the organisation and methods for carrying out the Company Policy, to make each person aware of their responsibilities and the means by which they can carry them out.
3. Administer the Policy throughout the Company.
4. Know the appropriate statutory requirements affecting the Company's operations.
5. Ensure that appropriate training is given to all staff as necessary.
6. Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
7. Ensure that there is liaison on Health, Safety & Welfare matters between the Company and others working on the site.
8. Institute reporting, investigations and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
9. Reprimand any member of Senior Staff failing to discharge satisfactorily their responsibilities for Health, Safety & Welfare.
10. Instigate liaison with external accident prevention organisations, encourage the distribution of Safety literature throughout the Company.
11. Arrange for regular meetings with Staff to discuss Company Accident prevention, performance, possible improvements etc.
12. Make certain the Managers, Engineers; Foremen, etc. understand that a high level of safety performance is expected of them.
13. Set a personal example when visiting sites by wearing appropriate protective clothing.
14. Commend employees who, by action or initiative, eliminate hazards and who constantly achieve high levels of Safety.

DUTIES AND RESPONSIBILITIES OF TECHNICAL STAFF

1. Understand the Company Policy for Health, Safety & Welfare.
2. Ensure that specifications, designs, product selections, working practices, etc. are appropriate to ensure the safety of all persons potentially affected. Also to ensure compliance with statutory safety requirements including, but not limited to, various EC Directives, CDM Regulations (for work on sites), Water Regulations etc.
3. Conduct, or assist with Risk Assessments as requested by Management.
4. Report on unsafe practices observed in workplaces or when visiting sites.
5. Have knowledge of the various statutory requirements governing the Company's work.
6. Set a personal example by wearing appropriate protective clothing when visiting sites.
7. Seek advice as required on sound methods of work and welfare facilities from Production Staff and Site Personnel to include as an integral part of carrying out the work in question.

DUTIES AND RESPONSIBILITIES OF OFFICE STAFF

1. Read and understand the Company's Health, Safety & Welfare Policy and carry out your work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear you wear at work are suitable from a safety viewpoint.
3. Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.
4. Report any defects in office equipment or machinery immediately to your supervisor.
5. Find out from your supervisor the position of the first aid box.
6. Ensure that you know the procedure in the event of fire.
7. Report any accident or damage, however minor, to your supervisor.
8. Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
9. Do not attempt to lift or move, on your own, articles or materials as heavy as likely to cause injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated 'No Smoking' areas and dispose of spent matches, cigarette ends, etc. properly.
13. Warn any employees, particularly young people, of known hazards.

DUTIES AND RESPONSIBILITIES OF SITE SUPERVISORS

1. Understand the Company Policy for Health, Safety & Welfare and ensure that it is readily available on site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
2. Ensure, as far as is reasonably practicable, that once work has been started: -
 - (a) It is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - (b) It is carried out in accordance with the CDM Regulations and other appropriate statutory requirements.
3. Keep all Registers, Records and Reports up to date and properly filled in, and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
4. Ensure that supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
5. Ensure that no person under 18 years old is permitted to operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
6. Arrange delivery and stacking to avoid double and manual handling whenever possible and ensure that off-loading and stacking is carried out in a safe manner and to the manufacturer's recommendations.
7. Ensure that all information available relating the underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.
8. Implement arrangements with Contractors and others on site to avoid confusion about areas of responsibility for Health, Safety and Welfare.
9. Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment on construction sites does not exceed 110 volts unless used as fixed installations.
10. Ensure that adequate supplies of protective clothing and equipment are maintained on site for use by the Company's employees and that the equipment is suitable.
11. Ensure that the appropriate protective clothing and equipment is issued when required and that issue records are kept in a 'Protective Clothing & Equipment Issue Register', if required within the CDM Safety Plan (ensure an adequate supply of PPE for visitors).
12. Ensure that adequate First Aid facilities are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.
13. Ensure that a system is organised in the event of an emergency for applying First Aid and calling an ambulance.
14. Accompany H M Factory Inspector on site visits and act on his recommendations. In the case of an Inspector issuing a Notice, (Prohibition or Improvement), contact the Director responsible for safety immediately after complying with any requirement to stop work.
15. Co-operate with the Company's Health and Safety Advisor. Ask for his advice BEFORE commencing new methods of work or potentially hazardous operations.



16. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
17. Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with Company Policy.
18. Maintain a clean and tidy site.
19. Set an example by wearing appropriate protective clothing on site.
20. Ensure that an assessment has been carried out of any substance likely to cause a hazard or risk to health and that appropriate control measure, training, instruction, protective clothing etc. have been provided.
21. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measure, training, instruction, protective clothing etc. have been provided.
22. Ensure that the 'competent person' appointed to make the necessary inspection of scaffolding, excavation, plant etc. has sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
23. Where necessary, issue written instruction setting out the method of work. Check that Contractors engaged in high-risk activities are working in accordance with their agreed Health and Safety Plan.
24. Commend operatives who by action or initiative eliminate hazards.
25. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
26. Issue 'Permits to Work' in accordance with the Company's procedures.
27. Ensure that induction training is given to all new employees and Contractors engaged on the Company's sites.
28. Keep copies of records of Safety Induction training and continuation Safety Training.
29. Ensure that an assessment has been carried out of any process likely to cause a hazard or risk to health and that appropriate control measures, training, instruction, protection clothing etc. have been provided.
30. If the need arises to leave the site ensure a suitably competent person is appointed in charge during his absence.

**DUTIES AN RESPONSIBILITIES OF COMPANY CAR DRIVERS,
AND PRIVATE CARS ON COMPANY BUSINESS**

1. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
2. Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
3. Report all accidents or damage, however minor, to the person with responsibility for insurance matters.
4. Ensure any traffic violations you are involved in which may result in possible prosecution are reported to the Director responsible for Safety immediately.
5. Ensure your vehicle is serviced in accordance with the manufacturer's requirements, and a valid MOT is in place if appropriate.
6. Check that tyres are in good condition, and lights, windscreen wipers and washer reservoir, etc. are all working correctly at least every week.
7. Do not drink alcohol or take medication, which could affect driving ability before driving a vehicle.
8. Produce driving licence on a regular basis for Company checks.

DUTIES AND RESPONSIBILITIES OF FACTORY, WORKSHOP AND SITE OPERATIVES

1. Read and understand the Company Health, Safety & Welfare Policy and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job, in the manner that they are intended. Do not use any equipment if you are unsure about your own ability to use it safely. (In which case refer to Management to resolve)
3. Use PPE: safety footwear at all times and use, where necessary, all protective clothing and safety equipment appropriate for the job in question, as identified through training, and/or in the risk assessment issued for the job, e.g. safety helmets, goggles, respirators and so on.
4. Keep tools in good condition.
5. Report immediately to supervision any defects in plant or equipment.
6. Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove hazards yourself e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
7. Maintain and Store PPE Correctly. Do not use PPE, plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
8. Warn other employees, particularly new employees and young people, of particular known hazards.
9. Do not indulge in dangerous or practical jokes or ‘horseplay’ on site, and if seen bring to the attention of a Supervisor, or Management.
10. Report to Supervisor or Management any person seen abusing the welfare facilities provided.
11. Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
12. Report any loss or damage to plant, equipment, or PPE immediately and do not proceed with any work if the loss or damage causes any increase in the risk of injury.
13. Suggest safer methods of working.
14. Request assistance/information on any work, which you are not familiar with.
15. Do not use any potentially Hazardous Substances, without an assessment having been carried out, and details of control measures required included in the risk assessment produced for the job in question.
16. Do not use Portable Electrical Appliances (hand tools etc, fitted with a 13A or 110v plug) that do not have an ‘in date’ electrical safety test sticker. These must be re-tested before use.

DUTIES AND RESPONSIBILITIES OF CONTRACTORS

1. All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. Scaffolding used by Contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
4. Contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
5. All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Contractor must be provided to our Site Supervisor before work commences.
6. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be in good condition and covered by an in date PAT Certificate.
7. Any injury sustained or damage caused by Contractor's employees must be reported immediately to the Company's Site Representative or office based Management.

DUTIES AND RESPONSIBILITIES OF THE COMPANY'S HEALTH AND SAFETY ADVISOR

1. Advise directors on the preparation, promulgation and review of a Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.
2. Give advice to management as requested on:
 - (a) Legal requirements affecting health, safety and welfare
 - (b) Prevention of injury and damage
 - (c) Provision, selection and use of protective clothing and equipment
 - (d) New working methods, equipment or materials which could reduce risks
 - (e) Proposed changes in legislation
 - (f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant or equipment, contractors and so on.
3. Carry out regular inspection of sites and work places, at an agreed frequency, to determine whether work is being carried out in accordance with Company Policy, Method Statements, and the relevant statutory provisions. Report results and details of any improvements required.
4. Assist management in notifying the Health and Safety Executive of new sites, where applicable as principle contractor under the CDM Regulations 2007. Also to report Dangerous Occurrences, Reportable Injury, Accidents etc. Assist management in any dealings with the Health and Safety Executive.
5. Carry out investigations of serious accidents in accordance with Company Policy and prepare statistics.
6. When requested on site inspections supply any necessary statutory literature for use or display at sites or work places.
7. Provide advice on training requirements and arrange training courses where required.
8. Endeavour to establish, at all levels within the Company an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.
9. On inspections check that up to date Fire Risk Assessments are in place for all AGM Group workplaces and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
10. On inspections check that any office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturers.
11. On inspections check that an assessment has been carried out of any substance or process hazardous to health and that appropriate control measures, training, instruction, protection clothing etc have been provided.
12. On inspections check that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc have been provided.
13. Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
14. Ensure that a project Safety Plan is prepared for each individual project where requested.
15. Ensure that induction training is given to all new employees and Contractors engaged on the Company's premises where requested.
16. Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.



17. Prepare an annual report to the Managing Director responsible for safety, to include:
 - a) Contracts visited
 - b) Co-operation on safety matters
 - c) Review of safety training carried out/received
 - d) Details of accident investigation
 - e) Feed back from visits by the Factory Inspector
 - f) New Contracts (within requirements of C.D.M. regulations)
 - g) Adequacy of plant and machinery
 - h) Meetings attended
 - i) General comments and recommendations.

18. If requested attend Contractors site meetings to advise/review safe working procedures.

19. To ensure site staff assess work requirements prior to operations being undertaken to reduce the risk of personnel being placed in a hazardous situation likely to cause risk of injury.

20. Ensure that Work Stations of those designated as VDU users are properly assessed, and advise Users of their entitlement to free eye tests and the way these are to be requested. (workstation assessment to be carried out according to guidance in the latest issue of the British Safety Council DSE booklet Held by H & S Advisor)



HEALTH, SAFETY & WELFARE POLICY

PART 3

ARRANGEMENTS FOR HEALTH & SAFETY

This section contains arrangements to be followed to maintain health and safety on our sites to which every person is required to make themselves familiar with.

If any doubt exists as to the requirements of the sections the company Health and Safety Advisor, should be contacted for advice.

WELFARE AND FIRST AID

The following Regulations and statutory guidance will be used to set the required standards for welfare and first aid at all workplaces:

- ◆ The Construction (Design and Management) Regulations 2007
- ◆ The Workplace (Health, Safety & Welfare) Regulations 1992
- ◆ The Health and Safety (First Aid) Regulations 1981

At the tender/negotiating stage of a contract, allowance will be made to achieve acceptable compliance with the statutory regulations on welfare and first aid.

First Aid boxes are to be available as shown in the table below for various sizes of workplace.

The Directors responsible for various locations within the Group are to ensure that sufficient trained “Appointed Persons” are available with due regard to the number of persons present, the nature of the hazards at the workplace and the proximity to readily available qualified medical assistance.

Welfare Facilities on Site / at Customers’ Premises

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to *

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

* unless the employee’s attendance to the site is less than 2 hours

HEALTH, SAFETY & WELFARE POLICY

The following confirms the minimum requirements for the contents of first aid boxes at all work locations:

ITEM	NUMBER OF EMPLOYEES				
	1-5	6-10	11-50	51-100	101-150
Guidance on general first aid	1	1	1	1	1
Individually wrapped sterile dressings	10	20	40	40	40
Sterile eye pads with attachment (Standard Dressing No 16 BPC)	1	2	4	6	8
Triangular Bandages	1	2	4	6	8
Sterile Covering for serious wounds (where applicable)	1	2	4	6	8
Safety Pins	6	6	12	12	12
Medium sized sterile un-medicated dressings (Standard Dressing No 8 and No 13 BPC)	3	6	8	10	12
Large Sterile un-medicated dressings (Standard Dressing No 9 and No 14 and the Ambulance Dressing No 1)	1	2	4	6	10
Extra large sterile un-medicated dressings (Ambulance Dressing No 3)	1	2	4	6	8

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

COMPANY OFFICES

- 1) All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992.
- 2) Fire precautions shall be provided and maintained in accordance with the requirements of any Fire Certificate issued under the Fire Precautions Act 1971 and where the premises are non-certified premises, as defined under the terms of the Fire Precautions (Factories, Offices & Railway Premises) Order 1989, HSE Guidance will be followed on ensuring adequate fire precautions are in place.
- 3) The Directors will ensure that a procedure exists to be followed in the event of a fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised to comply with conditions of the fire Certificate. The dates of drills and any comments will be recorded. Fire Marshals shall be appointed and trained as required.
- 4) All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals as recommended by the manufacturer.
- 5) The Directors will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. Consideration must also be given to regulations and guidance on the safe use of V.D.U's.
- 6) All staff required to use office machinery will be given training and instruction in its use, including visual inspection of portable electrical appliances before use to ensure that the plug and flex etc. are not damaged.
- 7) All accesses, stairways, fire exits etc. will be kept clear of all materials and be well lit.
- 8) Proper facilities will be provided for office staff required to reach items from high shelving.
- 9) Offices will be planned to avoid trailing cables on floors to the office equipment.
- 10) Any fixed fire alarms will be checked weekly and the results of any tests recorded.
- 11) Fire exits will be checked regularly, by Manager responsible for the area, or other nominated person, to ensure they are free from obstruction.

CP 3

ELECTRICITY

Unlike most other hazards, which can be seen, felt or heard there is no advance warning of danger from electricity; *and electricity can and does kill!* Electricity must always be treated with utmost care and be under the control of competent personnel.

TESTING OF NEWLY BUILT PRODUCTS

When new products are completed and tested, this must be carried out in a very carefully controlled manner, to ensure that a safe system of work is implemented. This will usually involve the use of sensitive RCD protected supply, or if not possible for technical reasons, other controls such as key switch access to enable the supply, access to which is restricted to personnel who are competent and authorised to do this work. Test areas should be cordoned off to prevent unauthorised access.

SITE WORK - MAINTENANCE

Certain maintenance procedures require the equipment to be operational, e.g. checking and adjustment of settings – this should only be carried out with the equipment complete with all covers, panels etc. in the correct closed position. If there is a requirement to work ‘inside’ the unit e.g. to replace parts, this must be carried out with the supply disconnected. Where appropriate refer to the Equipment Manufacturer’s instructions.

SITE WORK – INSTALLATION

Installation work should only be carried out if the electrical supply has been fully isolated. Before reconnecting to a live supply, the installation must be tested by a Competent Person for insulation and earth continuity.

All equipment must be installed strictly in accordance with the Manufacturer’s instructions.

CP 4

LIQUEFIED PETROLEUM GAS (LPG)

The regulations that apply to The Aquatronic Group PLC operations are:

- ◆ The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 and The Road Traffic (Carriage of Dangerous Substances in Packages, etc.) Regulations 1992.

Further guidance on the storage and use of LPG is contained in HSE Guidance Notes CS4 'the keeping of LPG in cylinders and similar containers and HS (G) 140 the safe use and handling of flammable liquids'.

At premises where LPG is to be stored consideration must be given to the correct and safe methods of storage.

When LPG is used at site locations and it is necessary to store LPG at the site location, arrangements must be made for the provision of a suitable compound that is signed accordingly and located so it does not present a hazard to either the site or surrounding areas. Allowance must also be given for any LPG that may be used by Contractors.

The Site Supervisor must ensure that provisions made are fully used and systems are adhered to.

When LPG cylinders are transported in company vehicles it is necessary that:

- ◆ The vehicle should be suitable for the purpose with provision for sufficient ventilation and securing the cylinder to prevent movement and damage in transit.
- ◆ The vehicle must be suitably signed.
- ◆ The driver must be given written information on the dangers of LPG and the action to be taken in an emergency. This information must be kept on the vehicle when LPG is being carried. (Written information can be obtained from LPG suppliers).
- ◆ The driver must be instructed in the hazards, action to take in an emergency and his responsibilities.

Highly Flammable Liquids

Highly flammable liquids include paints, adhesives, solvents and other products with the flammable liquid warning sign depicted on the container.

Storage should be a secure compound or cabinet. When circumstances dictate, i.e. when storage is inside a building, the storage cabinet must be of a fireproof construction. Suitable signs must be prominently positioned where highly flammable liquids are stored.

The Site Supervisor must ensure that any facilities for the storage of highly flammable liquids are used correctly at all times.

CP 5

WORKSHOPS

Managers will ensure that workshops for which they are responsible are set out and maintained in accordance with all applicable regulations and will ensure that the following arrangements or facilities are provided:

- ◆ Adequate heating and lighting.
- ◆ Fire precautions, fire fighting equipment, means of escape, etc. in accordance with the requirements identified in the Fire Risk Assessment.
- ◆ Adequate ventilation and extraction equipment taking into account processes carried out.
- ◆ Sufficient labour and materials to ensure the workshop and other working areas are kept clean and tidy.
- ◆ Regular inspections and maintenance of electrical installation.
- ◆ Training of personnel and supervision.
- ◆ Any necessary protective clothing and equipment.
- ◆ Guards and Emergency stops for machinery as appropriate

CP 6

GENERAL HOUSEKEEPING AND SITE TIDINESS

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials.

Notwithstanding the requirements of statutory Regulations, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on Company sites and in Company workplaces.

With estimated works, allowances will be made for the necessary labour and plant to maintain the required standards of housekeeping and site tidiness.

Site Supervisor will ensure that all directly employed operatives and Contractors alike are aware of the need to keep sites and workplaces in a tidy condition at all times.

Site Supervisors will ensure that arrangements exist for the removal of accumulated waste in skips, etc., from sites and workplaces.

Site Supervisors will ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Any openings in floors or access ways must be either securely covered, guarded off or clearly signed to show there is a hazard.

Debris and materials must not be thrown or dropped from scaffolds or buildings, provision should be made for a suitable safety method such as a rubbish chute or suitable lifting device.

CP 7

SCAFFOLDING

All scaffolds erected on Company sites, or used by persons under their control, will be erected in accordance with the current applicable British Standards, Codes of Practice and HSE Guidance Notes.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company Personnel and Contractors under the control of the Company.

At the tender or negotiating stage, as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with applicable Regulations and Standards. The Site Supervisor will arrange for full details to be provided to the scaffolding contractor regarding the use and loadings of the scaffold to be erected.

Before accepting a scaffold erected by a specialist scaffolding Contractor for use, a representative from The Aquatronic Group PLC will check that the scaffold meets the requirements of the works and obtain a handing-over certificate from the scaffolding Contractor.

A representative from The Aquatronic Group PLC will ensure that all scaffolds are erected in accordance with statutory requirements and will inspect the scaffolding at 7-day intervals after initial acceptance inspection. A report of the inspection and any action taken will be entered in a weekly inspection register (F91 Part 1), as required by Regulations. A similar inspection will also be carried out after high winds or other adverse weather conditions. Personnel charged with the duty to inspect scaffolds for compliance with Regulations and requirements must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All scaffolds must be tied in accordance with the British Standard Code of Practice requirements. Where provision of ties is impracticable then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled or otherwise not suitable for use must be adequately signed with warning notices stating that the scaffold is not to be used.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold for unauthorised persons, especially children, has been prevented.

CP 8

MOBILE TOWER SCAFFOLDS

Mobile tower scaffolds are constructed from either tubular steel scaffolding, system scaffolding or proprietary pre-fabricated sectional scaffolding, all of which have additional standards for their safe use and construction by way of British Standard Codes of Practice, HSE Guidance Notes, Trade Codes of Practice and Manufacturers/Suppliers specifications and instructions.

All works involving mobile tower scaffolds will be tendered or negotiated for taking into account the need for compliance with the respective Regulations, Codes of Practice, etc.

When planning works the Site Supervisor will ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc.

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person.

All mobile towers provided for Company employees, or persons under the control of the Company, will be checked before use by a representative of The Aquatronic Group PLC ensure they are in accordance with applicable Regulations and Standards. Personnel charged with the duty to inspect mobile tower scaffolds must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All operatives required to use mobile tower scaffolds will be instructed in the safe use and movement of scaffolds.

Mobile tower scaffolds erected for periods in excess of 7 days duration must be inspected by a competent person at 7 day intervals and the result of the inspection must be recorded in the weekly inspection register (F91 Part 1, Section A).

CP 9

LADDERS

Only ladders constructed in accordance with:

- ◆ BS 1129:1990 (Timber) Industrial Grade and;
- ◆ BS 2037:1990 (Aluminium) will be used.

When planning works where ladders are to be used, allowance will be made to ensure the required number and types of ladders are provided for safe use and compliance with Regulations.

Ladders will not be used as a working position, unless the work is of a short duration (nominally no more than 30 minutes) and can be carried out whilst the Operator maintains 3 points of contact with the ladder at all times

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Operatives using ladders should habitually make a visual inspection of the ladders before using them. If training is required on inspection technique and safe use, it will be arranged.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised use by others, particularly children is prevented.

Proper facilities for storage must be provided for ladders, i.e. under cover, where possible, and properly supported throughout its length.

Ladders are regularly inspected by a competent person, to ensure they remain in good condition, and records are kept.

CP 10

STEP-LADDERS, TRESLES AND STAGINGS

Only equipment constructed in accordance with BS 1129:1990 (Timber) or BS 2037:1990 (Aluminium) will be used.

When planning works where stepladders, trestles or staging are to be used, allowance will be made to ensure the required numbers and types of equipment are provided for safe use and compliance with current Regulations and Codes of Practice.

Operatives using stepladders, trestles and staging should habitually make visual inspections of the equipment before using it.

Where staging are being used in roof areas, supported from roof members, Supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc. are provided and used.

Painting of timber stepladders, trestles, staging, etc. which could hide defects is prohibited.

Proper facilities for storage must be provided for stepladders, trestles and staging. This should be undercover where possible.

Stepladders will not be used as a working position, unless the work is of a short duration (nominally no more than 30 minutes) and can be carried out whilst the Operator maintains 3 points of contact with the ladder at all times

CP 11

ROOFWORK

Working on roofs of all types has to comply with the Construction (Health, Safety & Welfare) Regulations 1996 and applicable HSE Guidance Notes.

Roof work is an activity with a high accident rate, it is therefore imperative that all types of roof work are either specifically planned, because of the nature of the works or carried out to a set disciplined system of work that is regarded as good working practice.

Roof work includes not only the initial construction of the roof and any subsequent major overhaul but also maintenance activities such as replacing tiles, chimney repairing, repointing, gutter cleaning and installing chimney flue linings. It is of utmost importance that only employees and Contractors that are trained and have experienced of working at heights are authorised to carry out roofing works on behalf of The Aquatronic Group PLC.

When roof works are being tendered for, a method statement should be produced which must include details of all plant and equipment to be provided and used to comply with all statutory legislation and guidance. A copy of the method statement should be submitted to the client with the tender to make them aware of what is allowed for and why.

When roof works occur as an emergency call-out operation it must be emphasised that only fully trained and competent personnel be used to carry out the works. Upon arrival at the workplace the Aquatronic Group PLC representative must assess that nature of the works and before commencing, ensure that all the necessary plant and safety equipment is available at the workplace for total compliance with Regulations.

However urgent the repair works may seem, they must not commence if either the necessary safety equipment or plant is not available or if the weather conditions create a danger to employees or others.

Specific guidance on systems and safe practices will be given to operatives and supervisors during training.

CP 12

ELECTRICAL EQUIPMENT

All electrical equipment, power tools, etc. used at offices, workshops, sites or other workplaces must comply with the Electricity at Work Regulations 1989, the IEE Regulations and other applicable regulations, British Standards, Codes of Practice and HSE Guidance Notes.

All installations, whether permanent or temporary, fixed equipment and portable electric tools and equipment must be inspected and tested at intervals stated or recommended in Regulations. The result of such inspections and tests must be kept in suitable logbooks or similar method of keeping a record.

A fully trained and competent electrician, whether permanent or temporary, must carry out all installations.

The Supervisor will ensure that all power tools provided and used at site locations other workplaces are in accordance with Regulations and relevant Standards.

No power tools or electrical equipment or greater voltage than 110 volt (CTE) shall be used at site locations and other workplaces unless special arrangements are made. Lower voltage tools, lighting etc. may be required in damp or confined situations.

All Contractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Immediate action will be taken against any employee or Contractor abusing or incorrectly using electrical equipment at site locations or other workplaces.

Any portable generator or other electrical equipment fitted with an earth rod must have the earth rod and connection maintained in good condition.

Only authorised persons (trained and competent electricians) are permitted to repair or alter electrical equipment. Any defects noted on electrical equipment must be reported to a representative of The Aquatronic Group PLC so that immediate arrangements can be made to have the defects rectified by either an electrician or the hire company.

CP 13

ABRASIVE WHEELS

Any work relating to the provision and use of abrasive wheels machines or portable tools must be carried out to comply with the Provision & Use of Work Equipment Regulations 1998, The Workplace (Health, Safety & Welfare) Regulations 1992, British Standards and HSE Guidance Notes.

The Site Supervisor will ensure that any abrasive wheel machine hired or owned by the company will be provided and maintained in accordance with the applicable Regulations.

The Site Supervisor will ensure that operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used.

Suitable storage facilities for abrasive wheels and discs will be made available. The Site Supervisors will ensure that sufficient quantities of suitable eye protection and other protective equipment is provided and used as required.

The Site Supervisor will ensure that the required statutory notices are displayed properly.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

CP 14

WELDING

All welding work must be carried out to a disciplined system of work in compliance with applicable statutory legislation, British Standard, HSE Guidance, Manufacturer's Guidance and any permit-to-work system in operation.

Only fully trained and experienced operatives are permitted to carry out work with welding equipment. A representative of The Aquatronic Group PLC will ensure that all necessary safety equipment is available before work starts; this must include a dry powder fire extinguisher.

The Site Supervisor will ensure that all LPG and compressed gas cylinders are used and stored in accordance with Regulations and Company Policy and that trolleys or cradles, where required, are provided and used.

Flashback arresters will be fitted to all oxygen and fuel gas regulators.

Information must be obtained from suppliers of welding rods on possible health risks and precautions before work starts.

CP 15

BURIED SERVICES

The most obvious examples of buried services are those used to carry gas, electricity, water and telecommunications. However, other buried services that must be considered are drains and sewers, as well as services associated with cable television, hydraulics, process fluids, pneumatics, railway signalling, petroleum and fuel oils, private telecommunication, highway authorities, street lighting, civil aviation and military authorities. The risks vary with the type of buried service but the cost is considerable in all cases.

To reduce the chances of damaging buried services the following procedure should be adopted:

Plan the work to be done using all available sources of information; contact utilities and owners of services for information and advice on procedures, etc. and continue to liaise with them.

Locate the buried service before digging or excavation commences. Use all available information, look for indicators or markers and other signs; use detectors and locators and dig trial holes.

Dig using a safe method of work (permit-to-work systems whenever possible); observe rules in respect of the use of mechanical diggers and power tools.

Ensure services are identified positively. Do not make assumptions about the number, type or exact location of services.

No mechanical plant shall be used within 450mm of any services.

CP 16

LIFTING OPERATIONS

Any cranes used at The Aquatronic Group PLC's operations will comply fully with the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 and applicable HSE Codes of Practice.

As The Aquatronic Group PLC do not own any cranes, if they are required they will be hired in complete with a fully trained, certificated and competent operator.

Any person required acting as a banksman/slinger for crane operators will be suitably trained and certificated to ensure competency. All operations where cranes are to be used will be suitably planned by Site Supervisors in conjunction with a competent representative of the crane hirer. This planning will take into account any environmental restrictions at the work location e.g. type of ground, overhead power lines, etc. and the safety of the public or others affected by the works.

A representative of The Aquatronic Group PLC will check to ensure that all the necessary certification of the cranes, lifting gear and operator are up to date and available for inspection at the workplace if required. A weekly inspection register should be kept up to date by the hire company and available at the workplace.

CP 17

HOISTS

Any hoists used at The Aquatronic Group PLC 's operations e.g. platform goods hoists, elevator hoists, etc. will comply fully with the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 and applicable HSE Codes of Practice.

As The Aquatronic Group PLC do not own any hoists, if they are required they are hired in.

All operations where hoists are to be used will be suitably planned by Site Supervisors in conjunction with a competent representative of the hoist hirer. This planning will take into account any environmental restrictions at the work location e.g. ground area, airspace restrictions etc. and the safety of the public or other affected by the works.

Personnel required to operate hoists must be fully trained and competent to do so. To ensure that any necessary training will be arranged.

A representative of The Aquatronic Group PLC will check to ensure that all the necessary test certificates are up to date and available for inspection at the workplace if required. A weekly inspection register must be kept up to date, signed by a competent person and should be available at the workplace.

CP 18

GIN WHEELS, PULLEY BLOCKS AND OTHER LIFTING GEAR

Any gin wheels, pulley blocks or other lifting gear used at The Aquatronic Group PLC 's operations will comply fully with the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 and applicable HSE Codes of Practice.

All operations where gin wheels, pulley blocks or other lifting gear are to be used will be suitably planned by Site Supervisors in conjunction with a competent representative of the hire company so as to ensure the correct equipment is used for the work to be carried out.

Personnel required to use this equipment will be suitably instructed and trained to ensure they are competent to do so.

A representative of The Aquatronic Group PLC will check to ensure that all the necessary test certificates are up to date and available for inspection at the workplace if required. A weekly inspection register must be kept up to date, signed by a competent person and should be available at the workplace.

Training will be provided to Site Supervisors and any other designated personnel to make them aware of what certification is necessary for compliance with the statutory legislation.

CP 19

HAZARDOUS SUBSTANCES

A number of Regulations impose requirements for the safe handling and use of substances, which are known to be a risk to health. Of these regulations the most widely applicable is The Control of Substances Hazardous to Health Regulations 2002 (COSHH), which is supported by Approved Codes of Practice.

Other hazards to health that are covered by specific regulations and are construction or maintenance related are work with asbestos (The Control of Asbestos at Work Regulations 2002), work with lead (The Control of Lead at Work Regulations 2002). HSE guidance is available on the disease Leptospirosis (Weil's disease) which is applicable to some construction and maintenance related operations, with assessment and control measures having to comply with the COSHH Regulations.

COSHH

Any exposure to a substance that could be hazardous to health is subject to control under the COSHH Regulations. In general terms this requires that the Company has available all relevant information about the substance, especially the details of actions required in the event of spillage, or unintended personal contact. Additionally a risk assessment (COSHH assessment) must be carried out to identify the level of risk associated with the intended method of use, quantity involved etc, for the particular situation or type of work involved.

A disciplined approach to work methods where there are hazards to the health of employed persons or to others is imperative, therefore each work operation must be assessed before commencement.

ASBESTOS

All potential contact with asbestos will take due account of the requirements in the Control of Asbestos at Work Regulations 2006 and relevant Approved Code of Practice

All operatives who may potentially carry out work in situations where asbestos may be present, receive training to enable them to identify asbestos, and the actions required if that should occur (see CP 35 for details)

LEAD

The Control of Lead at Work Regulations 2002 applies to all work which exposes persons to lead in any form such that it may be ingested, inhaled or otherwise absorbed. Inhalation is the major source of absorption; therefore many of the Regulations are orientated towards preventing the inhalation of lead dust, fumes and vapour.

Ingestion of lead can usually be controlled by the provision and use of strict hygiene arrangements, which not only includes good washing facilities, but restrictions on smoking when working with lead. Examples of construction and maintenance operations where these regulations apply are plumbing, soldering, lead smelting and casting, demolition works where lead based products are present, painting involving lead based paints, etc.

Any works that are covered by these Regulations must be suitably planned by Site Supervisors to ensure that there are control measures, health surveillance and the provision of necessary information, instruction and training to all affected personnel. Where Regulations require the retention of records of health surveillance, etc. They must be forwarded to the respective department for retention in accordance with Company procedure.

LEPTOSPIROSIS (WEIL'S DISEASE)

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. Workers at risk are those that come into contact with canal or river water or that carry out work in rat infested buildings or sewers.

The symptoms of Weil's disease start with a flu-like illness with a persistent and severe headache.

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water such as in sewers, ditches, ponds and slow-flowing rivers.

Preventive measures are:

- ◆ Always get cuts and grazes properly cleaned and treated immediately and keep covered with waterproof dressing at all times.
- ◆ Always wash hands thoroughly on leaving sewers, buildings or other possibly infected workplaces and before eating, drinking or smoking.
- ◆ Always use protective clothing, gloves and respiratory protection provided and ensure that they are in good working order. Replace damaged items immediately.
- ◆ Use barrier creams.
- ◆ Always carry out work in a safe and proper manner, do not endanger persons with practical jokes.

If a person working in risk situation feels unwell or has symptoms of influenza they must consult a doctor immediately explaining the type of work being carried out. If a cut or graze becomes infected it must be treated by a doctor. Weil's disease may be much less severe if treated promptly.

If Weil's disease is diagnosed it must be reported to the Health and Safety Executive accordingly.

All operatives that may be at risk of contracting Weil's disease will be given a card giving guidance to them on the subject. This card also provides information to medical practitioners.

CP 20

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

The Personal Protective Equipment at Work Regulations 1992 require the provision and use of protective clothing and equipment. This is an absolute requirement with no choice being given!

Employers and employees have duties under the Health and Safety at Work etc., Act 1974 to ensure so far as is reasonably practicable the health, safety and welfare of people at work.

To this end employers should:

- a) Provide clothing where necessary as part of a safe system of work and ensure that it is used.
- b) Provide information, instruction, training and supervision in the use and care of such clothing.
- c) See that the arrangements in the Company's written safety policy are read and understood by all those affected;
and
- d) Consult employees' representative on the choice, use and care of protective clothing.

Before the commencement of any works the Site Supervisor will establish what protective clothing and equipment is required and will ensure it is obtained and available when required.

A record of issue of protective clothing and equipment will be kept.

Any person not complying with a requirement to use protective clothing and equipment, whether directly employed or a Contractor will be subject to disciplinary action.

HEALTH, SAFETY & WELFARE POLICY

CP21

LONE WORKING

Lone working has been identified as the most significant risk for AGM Services and Commissioning Engineers. It is therefore essential that clear procedures (as detailed below) are followed in all such situations, in order to minimise this risk.

1. Upon arrival at site, where possible, report to the site contact or reception and sign in.
2. On departure from site report to the site contact or reception and let them know you are leaving.
3. Before entering the site / work location, the Engineer must use his own judgement to Assess the Risks (does not need to be written or recorded) – as a minimum this should take account of the following risks:
 - Becoming suddenly unwell, would they be able to get help? Is there a mobile phone signal?
 - Is there clear safe access to the work location
 - Is there a significant risk of violence from other persons in the vicinity?

If any of these are considered to be a significant risk, the Engineer is to call the office (or out of hours Duty Manager) to agree a course of action.

The preferred solution is for the problem to be resolved by the Client, which may involve the Engineer being assisted / accompanied by either a representative of the Client, or another member of staff, if nearby. If neither of these can be arranged within a reasonable period of time, the visit will be aborted and re-booked accordingly.

4. So that the office knows that you are safe, you should telephone each day at approximately 16.00 hrs regardless of whether or not you have finished, and even if you are not working alone.

If you have not contacted the office by a reasonable time the Company will assume that you are in danger and take steps to confirm your well being. These will include:

- (a) Make contact by mobile phone. Failing to respond then --
- (c) Make contact with site to check on your location. Failing that --
- (d) Divert the nearest available Engineer to check on your well being --
- (e) Or take any necessary appropriate action to check on your well-being.

Failure to comply with these procedures could endanger your life and will be perceived as a breach of company policy.

CP 22

REPORTING OF INJURIES, DISEASES, DANGEROUS OCCURRENCES and SUBSEQUENT INVESTIGATIONS

1. All injuries resulting from incidents on the Companies premises however minor must be entered in the Accident Book BI.510. This applies to injuries received by Members of the Public, Visitors, and Contractors, as well as Companies Employees. Form F2508 should also be completed for the attention of the Director in all cases where time off work will result or where there may be a civil claim against the Company.
2. Any major injury and any other injury likely to result in the loss of more than three days work requires the following action:
 - Telephone AGM Group Office – 01206 215151
3. In the event of death or a major injury, it is necessary that the Director makes notification to the HSE without delay, and wherever possible, the following additional action is necessary:-
 - Attend to any injured person (call emergency services if necessary)
 - Isolate machinery, tools or equipment
 - DO NOT disturb or move anything (unless to release the person)
 - Ensure any remaining hazard is guarded against
 - Take notice of anything significant and make general observations at the scene of the accident, and
 - Identify any witness
 - Report the details directly to the HSE via www.hse.gov.uk, or by phone (number available on www.hse.gov.uk)

Reporting of Dangerous Occurrences

All dangerous occurrences are required to be reported to the HSE without delay. Action should be taken as set out in paragraph 2 and 3 above.

Reporting of Disease

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work due to disease and the disease diagnosed is one of those listed in the regulations, then the Health & Safety Advisor must be contacted for advice. It may be necessary to report this to the HSE.

Copies of all records of the above should be retained – with due regard to the requirements of the data protection act.

Investigation

All reportable incidents must be investigated, by the H&S Advisor, to establish the cause, and to identify any action required to prevent recurrence. Such action should be implemented using the Corrective and Preventive Action Procedure within the ISO 9001 system.

HEALTH, SAFETY & WELFARE POLICY

CP 23

PROCEDURE FOR NEW EMPLOYEES ENGAGED BY THE COMPANY

The procedure is to be carried out by the Supervisor where the new employee will be required to work.

- 1) Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- 2) Issue the new employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Safety, Health and Welfare is kept and explain its purpose.
- 3) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measure.
- 4) Show the new employee where copies of Regulations are kept.
- 5) Warn new employees of any potentially dangerous areas of operations on jobs or in the workplace
- 6) Warn the new employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- 7) Ascertain whether there is any training or instruction required and arrange this e.g. abrasive wheels, cartridge tools, scaffold inspections etc.
- 8) Issue to the new employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc., and obtain their signature for the items issued.
- 9) Where necessary, inform the new employee of vehicle servicing procedures etc.

ADDITIONAL PROCEDURE FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE

- a) Inform them that they must not operate any plant, give signals to any crane driver, and use any power tools or equipment unless being trained under the direct supervision of a competent person.
- b) Enter the employee's name in the General Register (F36) and complete the form 2404 that is in the General Register and sent it to the local careers office.

CP 24

CONTRACT NOTIFICATIONS

The Operations Manager will notify Our Health and Safety Advisor of all new contracts that are within the requirements of CDM regulations, giving as much notice as possible where inspections of work methods is required.

Our Health and Safety Advisor will then:

Advise the Health and Safety Executive as providing health and safety guidance to the organisation in accordance with the requirements of Regulation 6 of the Management of Health and Safety at Work Regulations 1999.

Provide necessary statutory notices, regulations and registers, where requested.

CP 25

SUPPLIERS, SUB-CONTRACTORS AND HIRE COMPANIES

Suppliers, Sub-contractors or Hire Companies providing any material, equipment or services to any company in the Aquatronic Group PLC will be expected to comply with the requirements of Section 6 of the Health and Safety at Work etc. Act 1974 as amended by the Consumer Protection Act 1987 and modified by the Health and Safety (Leasing Arrangements) Regulations 1999.

To meet this requirement they will be asked to confirm that any product or service supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned and maintained. They will also be requested to supply details of any tests or examinations carried out and full instructions for safe use, etc.

In order to establish the Supplier's capability to meet this requirement, they may be requested to complete the Questionnaire in Appendix A below (or similar document) – to be evaluated by the H&S Advisor before proceeding.



CP 25 (APPENDIX A)

SUB-CONTRACTOR HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

Contract Title:.....Contract No:.....

Date:.....

Company Title and Address:.....

.....

The purpose of this document is to assist us in assessing the capability of your company to effectively control risks to the health and safety of your employees and others who may be affected by your work operations.

1.0 HEALTH AND SAFETY POLICY

1.01 Please enclose a copy of your latest policy statement, organisation and arrangements, as required under the Health and Safety at Work etc. Act 1974.

1.02 Please give the name and title of the person in your company responsible for co-ordinating health and safety matters and reporting on these to your Senior Executive.

.....

1.03 Please indicate the methods you adopt to promote and enforce your Company Health and Safety Policy at sites.

.....

.....

2.0 SAFETY SURVEILLANCE AND ADVICE

Please give the name, title and qualification of your competent person who has been appointed in accordance with Regulation 6 of the Management of Health and Safety at Work Regulations 1992. This may be your Safety Officer, Adviser or Consultant.

.....

.....

3.00 HEALTH AND SAFETY TRAINING

3.01 Please give details of what Health and Safety training has been given, or would be given, to your managers and foremen involved in the project (identify any specialist training for scaffold inspection, confined space working etc.)

.....
.....

3.02 Please give details of what Health and Safety training have been given, or would be given, to the operatives involved (identify any specialist training for plant and equipment etc.)

.....
.....

3.03 Please enclose a copy of your Company Safety Handbook or Procedures issued to your employees.

4.00 ACCIDENT INVESTIGATION AND RECORDS

4.01 Please attach your Company accident statistics for the year-to-date and the previous year.

4.02 Please give details of your procedure for investigation and reporting accidents, dangerous occurrences or occupational illnesses.

.....
.....

5.00 SAFETY PERFORMANCE AWARDS

Please give details, with dates, of any awards received (e.g. ROSPA, British Safety Council).

.....

6 MEMBERSHIP OF SAFETY GROUPS

Please give membership details of groups such as ROSPA, British Safety Council, local industry safety groups etc.

.....

7 HEALTH AND SAFETY EXECUTIVE NOTICES OR PROSECUTIONS

Please give details of any improvement prohibition notices issued, or prosecutions against your company, or sub-contractors to your company, by the enforcing authorities.

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8 PLANT AND EQUIPMENT MAINTENANCE AND INSPECTION

Please give details of the procedures to ensure that plant and equipment, for use on site, is issued and kept in a safe condition.

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9 SAFE SYSTEMS OF WORK

- a. Please give brief details of any laid-down safety procedures or permit-to-work systems that you have developed.

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- b. Please give details of all substances used in your work operations that are classified as hazardous to health and attach an example copy of an assessment records as required under statutory regulations (e.g. C.O.S.H.H., Control of Lead of Work, Control of Asbestos at Work etc.).

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**POLICY FOR ACHIEVING COMPLIANCE WITH THE CONSTRUCTION
(DESIGN & MANAGEMENT) REGULATION 2007**

The company undertakes to achieve compliance with the above regulations by ensuring that procedures are implemented to include the following:

- ◆ On receipt of tenders including the Pre-tender Health and Safety Plan an evaluation is carried out to ensure all information required is provided to enable adequate consideration to be given as to procedures to be adopted for managing health and safety on the project.
- ◆ A planned approach is then made as to procedures to be adopted to include the development of the Construction Phase Health and Safety Plan to ensure that adequate resources are allocated to ensure health and safety statutory legislation is met throughout the construction phase of the project.
- ◆ Where contractors are invited to tender for packages of work associated with the contracts pre selection procedures are adopted to include the completion of the health and safety assessment questionnaire.
- ◆ All contractors are provided with the relevant parts of the health and safety plan to ensure their adequate allocation of resources.
- ◆ Throughout the construction process the company undertakes to provide information to the Planning Supervisor for inclusion in the Health and Safety File.

POLICY FOR HEALTH & SAFETY CONSULTATION WITH EMPLOYEES

The company recognises its duties under the Health and Safety Consultation with Employees Regulations 1996 and the company undertakes within its procedures to include consultation with employees on the following matters:

- ◆ Notification to employees of any measures in the workplace, which may substantially affect their health and safety. This includes the provision of both induction training and ongoing training to keep persons aware.
- ◆ Notification to all employees of who is appointed as the 'competent person' to advise the employer of health and safety issues together with the representative of the employees appointed to represent the view of the employees.
- ◆ Notification to employees of the risk identified by the Risk Assessment for the works together with both the preventative and protective measures.
- ◆ Emergency procedures to include procedures for evacuation will also be advised to all employees.
- ◆ Representative of employee safety elected under the Health and Safety Consultation with Employees Regulations 1996 will be provided with relevant training to enable them to undertake their task.

Summary

Information provided will be enough to allow our employees to understand:

- ◆ What the likely risk and hazards are arising from their work together with any changes that are made to their work procedures.
- ◆ The measures in place, or will be introduced, to reduce them.
- ◆ What employees should do when encountering risk and hazards.

CP 28

NOISE

The Noise at Work Regulations 2005 requires employers to protect their workers hearing. This can be achieved by a strategy based on assessment of workers exposure to noise and subsequent implementation of control measures to solve any problem that exists.

The Regulations refer to various action levels which are:

First Action Level

- ◆ A daily personal noise exposure of 80dB(A)

Second Action Level

- ◆ A daily personal noise exposure of 85dB(A)

Daily or weekly limit value

- ◆ 87dB(A)

At the First Action Level assessments must be made, staff must be informed and hearing defenders must be made available to those who want them. At the Second and Peak Action Levels control measures must be implemented to either reduce the noise produced or provide protection to reduce the employee's exposure to the noise. If they are the only reasonably practicable means, hearing defenders must be provided and worn.

A basic guide to the Action Levels is:

If you have to raise your voice to be understood by someone standing 2 metres away – you may be at or above the First Action Level.

The Peak Action Level is achieved when using equipment such as cartridge tools.

When planning all works consideration must be given by Site Supervisors to ensure these Regulations are complied with and allowance made for the provision of any necessary controls or protective equipment before works are commenced.

Suitable information, instruction and training will be provided by those expected to carry out and supervise works affected by these regulations.

There are requirements within the Regulations for monitoring and medical records to be kept. These records must be forwarded to the respective department for retention in accordance with Company procedures.

CP29 DRIVING ON COMPANY PREMISES

All of the AGM Group Companies sites have external areas that have shared use by both Vehicles and Pedestrians. This is potentially hazardous in terms of pedestrian injury.

In order to minimise this risk, there is a nominal speed limit of **5 mph** at all times whilst on AGM Group Company premises.

Also, layout of parking spaces (and any other obstructions to vehicle movement) are to be arranged to avoid the need for vehicles to pass close to building entrance doors etc.

CP 30 MANUAL HANDLING

Manual Handling is to be avoided wherever possible, especially where the loads involved are heavy, awkward, or in any way likely to cause strain or injury.

If at all possible, manual handling operations should be replaced by the use of handling equipment, e.g. trolleys, lifting aids etc.

Staff are instructed that they should not attempt to move anything they consider may be heavy, or difficult – they must refer to their Supervisor or Manager for assistance.

Repetitive tasks may give rise to Repetitive Strain Injury (RSI). Staff who may encounter this type of work are made aware of this possibility, and are instructed to report any aches pains or other symptoms to their Manager immediately. Any repetitive tasks lasting more than 2 hours are to be individually assessed, and in any event, are to be rotated after a maximum of 4 hours (unless the assessment shows the task is very light in nature and relatively low frequency)

All staff receive manual handling training – as a minimum by way of an approved training DVD, or as part of more formal H&S Training Course(s).

CP 31 H&S TRAINING (general)

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new / existing machinery, technology, or processes
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling.

Training will be formally recorded and copies retained.

Refresher training will be undertaken as appropriate to keep employees up to date with legislative changes and industry best practice.

CP 32 RISK ASSESSMEMENTS

The Health and Safety Advisor will carry out Risk Assessments to address all hazards that are, or may be, commonly encountered within the Companies' normal business operations. Where the risks are considered as "significant" a formal record (including agreed control measures) will be made and retained.

In addition 'informal' risk assessments are carried out continuously by employees as a normal part of their work.

Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from their Manager or the H&S Advisor. The Directors and Managers ensure that operators are capable of assessing the type of 'everyday' risks that they may encounter.



CP 33 METHOD STATEMENTS

Formal method statements (safe working procedures) will be prepared in writing where necessary i.e. to confirm the control measures required in order to reduce a “medium” or “high” risk to “low”.
The method statements will provide site specific information on the task to be undertaken including site set up, persons responsible, and will clearly state the critical steps to be taken in order to complete the given task safely.

CP 34 PERMIT TO WORK

In certain situations, Client or Contractors will require a Permit to Work, for each section of work.

In this situation the Client’s own document should be used. This will involve agreement on the extent of the work in question, safety precautions required – recorded on the permit and signed by the Client or Contractor before commencement.

Upon completion the permit is to be returned to the Client or Contractor and “signed off”

The following extract from current regulations will form the content of training for all employees who are liable to be exposed to asbestos:

The Control of Asbestos Regulations 2006

Regulation 10 (part extract)

-(1) Every employer shall ensure that adequate information, instruction and training is given to those of his employees— who are or who are liable to be exposed to asbestos, or who supervise such employees, (i.e. Acorn Service Engineers) so that they are aware of Items 1 to 11 in the table below.

1. The properties of asbestos and its effects on health, including its interaction with smoking:

Work with asbestos can release small fibres into the air. Although the body will get rid of most of the larger fibres that can enter the nose and mouth, tiny fibres can pass into the lower parts of the lung. They can stay there for years and in some cases work their way through the lung lining. The body naturally gets rid of any asbestos fibres that you might take in with food and water. Asbestos fibres cannot be absorbed through your skin.

Health Affects:

Breathing in asbestos fibres can eventually lead to a number of fatal diseases/conditions:

- Pleural Plaques
- Diffuse Pleural Thickening
- Asbestosis
- Lung Cancer
- Mesothelioma
- Cancers at other sites.

Working with asbestos can lead to an increased risk of developing lung cancer. Smoking can increase this risk further. These two risk factors combined appear to have an effect that is greater than the sum of the individual increases of risk from smoking or asbestos exposure alone. Ex-smokers have been shown to be at a significantly lower excess risk than current smokers.

There are no known cures for asbestos-related diseases and they will generally appear many years after first exposure, which can vary between 15 and 60 years. The symptoms may include:

- Shortness of breath
- A cough or a change in cough pattern
- Blood in the sputum (fluid) coughed up from the lungs
- Pain in the chest or abdomen
- Difficulty in swallowing or prolonged hoarseness and or
- Significant weight loss

There are approximately 3500 deaths a year due to asbestos related diseases.

If asbestos containing material is intact and in a position where it cannot easily be damaged, it will not pose a risk to health by releasing fibres into the air.

2. The types of products or materials likely to contain asbestos:

Although asbestos should have not been used as a new building material in any form since at least 1999, many thousands of tonnes of it were used in buildings in the past. A large amount of asbestos is still out there and you cannot easily identify it from its appearance.

Asbestos is likely to be in a building if:

- It was built or refurbished between 1950 and 1980 and particularly;
- If it also has a steel frame; and/or
- It has boilers with thermal insulation.

Acorn Engineers are most likely to come across asbestos in these materials:

- sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- moulded or preformed lagging - generally used in thermal insulation of pipes and boilers;
- sprayed asbestos - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- asbestos cement products, which can be include gutters, rainwater pipes and water tanks;

Remember, although these are the most likely uses and places where you will find asbestos, it was also used in many other materials. If you are in doubt, it is safer to presume that a material contains asbestos, unless there is strong evidence that it does not.

3. The operations which could result in asbestos exposure and the importance of preventive controls to minimise exposure:

- Removal or modification of insulation / lagging
- Drilling or cutting: insulation boards, asbestos cement tanks, pipes etc

4. Safe work practices, control measures, and protective equipment:

- Acorn Engineers will not intentionally work with Asbestos (or asbestos containing materials – ACM's)
- In the event of unexpected discovery of ACM the Engineer will stop work and report the details to Head Office (to liaise with the Client to agree the action required).

5. The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment:

Acorn Engineers will not require respiratory equipment for asbestos, because they will not be working with, or close to any known ACM's

6. Emergency procedures:

In any circumstance where ACM is discovered in a bad condition, or is damaged, or is accidentally released, the procedure below should be followed to limit exposure and the risks to health.

1. Stop work immediately
2. Keep everyone else out of the work area
3. If there is dust or debris on clothing, remove the clothing and put it into a plastic bag
4. Try to wash thoroughly straight away or if the facilities are provided take a shower
5. Leave the washing facilities clean
6. Report the problem to the person in charge as soon as possible
7. Put up a warning sign 'possible asbestos contamination'

7. Hygiene requirements:

There are no specific hygiene requirements for Acorn Engineers, relating to working with asbestos – they should never have any (intentional) contact with asbestos.

8. Decontamination procedures:

In the event of unplanned exposure / release, personal decontamination is as set out in 6 above. Arrangements for decontamination of the site would be a matter for the site owner (client) to resolve (by calling in a specialist asbestos contractor)

9. Waste handling procedures:

Neither Acorn Pressurisation Services Ltd, or any of it's staff would be involved in handling waste asbestos – this would always be the responsibility of the Client (to use an approved contractor)

10. Medical examination requirements:

In the event of exposure to asbestos fibres appropriate medical examination will be required.

11. The control limit and the need for air monitoring:

Where a site is known to have had asbestos fibres present, it is the building owner's / client's responsibility to ensure by air monitoring, or whatever techniques are appropriate, that the area is safe to enter (below the applicable limit).

Acorn Engineers must not enter such areas until this has been formally confirmed.

CP 36 EMERGENCY PROCEDURES

1. Company Premises

The only likely emergency within company premises is that of Fire.

The procedure to be followed in the event of a fire is displayed as a Notice in prominent positions around the premises.

2. Emergencies on Customer Premises / Site

Upon arrival all Site Operatives must report to the Customer or his appointed Agent and request details of any Emergency Procedures that apply to the site (and to explain the purpose of their visit)

Site Operatives must ensure they understand the details / content of the Emergency procedures before proceeding.