

SAFETY, HEALTH & ENVIRONMENTAL POLICY

The Board of Directors of A&M are committed to ensuring the Safety, Health, Environment and wellbeing of its employees so far as is reasonable and practicable. The company declares that during the course of its activities all practical measures will be taken to eliminate or minimise risks to its employees and others who could be affected by its operations or omissions.

The Company will comply with current statutory Safety, Health and Environmental legislation to ensure its duties are met as set out in the Health and Safety at Work Act 1974. It is committed to the protection of the environment. It will do this by compliance with the Environmental Protection Act 1990 its Duty of Care and Other Supporting Legislation.

Each level of management, supervision and employees have specific responsibilities to ensure the implementation of this policy its organisation, to ensure its procedures and reporting systems are effective. Workplace precautions shall be used to eliminate or minimise risk to employees. Risk control procedures shall be maintained to re-enforce those precautions, together with company policies and procedures as determined by legislation and the specific needs of our clients set down in this company SHE Manual.

The company will, when tendering for work make provision for sufficient funds in tender costings to provide adequate resources which will enable its employees to carry out such work in a safe and healthy manner whilst ensuring the safety of others is not compromised through its activities. To ensure this happens, each activity or identified hazards shall be subjected to Risk Assessment, COSHH, Method statements & Environment inspections. A training needs analysis which takes account of basic or specialist skills shall be made for each activity. New employees shall provide evidence of previous training or receive training appropriate to the requirements of their position together with guidance and advice as deemed necessary prior to commencing work.

Company policy shall ensure only appropriately trained and experienced managerial/supervisory and installation personnel are allocated to each project. Successful Health and Safety Management Guidance document HSG65 and the Management of Health and Safety at work 1999 will be used as the basis for the creation and development of safe systems of work, provision of safe workplaces and employee training/re-training needs.

The company will maintain accurate records of all accidents and near misses, reporting them as may be required to the Health & Safety Executive. It will also report them to our main clients as they occur, or on a basis which complies with the clients required systems of reporting

The Company in seeking to comply with current and future legislation or organisational changes will, on a regular basis, undertake reviews of all policy, procedures, training, safety systems, and environmental issues, documenting and communicating any required changes to each level of employee it affects as such change occurs. This will include computerised updates that replace existing versions on its web pages. The review will happen at least once per year 1st January to December 31st or the sooner should legislation or circumstances dictate.

The Company Secretary & Head of Group Services will oversee this function and will consult and advise the Main Board of Directors, whilst providing support to each level of management who have responsibilities for implementing and maintaining a safe and healthy work environment. At each review of company policy and procedures, external professional advice may be sought on issues that require clarity or verification.

Successful implementation of this policy will only be achieved with the full co-operation, commitment and involvement from all levels of employee within the company. To ensure a positive attitude, each employee will be informed of their own duty of care and given a mandatory instruction, information, encouragement and training as is necessary to enable them to participate in the development of company safety management systems, thereby empowering them to undertake their duties without any risk to their health and wellbeing and also that of others.

The company shall provide the opportunity for employees to raise issues/concerns relating to Safety, Health & Environmental matters via regular "Toolbox Talks" and S.H.E. briefings.

In addition, monthly depot installer/management communications meetings will have, as an integral element, mandatory S.H.E. questions posed by the depot manager. These questions will invite employees to express their opinions as to whether existing company S.H.E. policies, procedures and training programmes are adequate or otherwise. Records of minutes, issues raised and signatures of attendees shall be maintained and kept in the group service department. Employees who did not attend meeting shall read the contents of the minutes of such meeting, raise any concerns and sign for their awareness of all matters raised. An "Open Door" policy will be maintained to facilitate contact with senior management responsible for such matters. Suggestions for safety or environmental improvements from employees will be encouraged and acted upon.

On commencement of employment each employee shall receive a copy of the current Employee Handbook and Driver's Handbook. And have access to the documented S.H.E. policy and procedures. After eight weeks access to a computerised version will be made available.

Each depot manager shall have a hard copy and access to the computerised version of the SHE manual and handbooks for employees to access as they wish.

Reviewed by Jason Mansfield Company Secretary 09/06/2020

Managing Director: Alexander Ross Laing

Signed:

A handwritten signature in blue ink, appearing to read 'Alexander Ross Laing', written over a light blue horizontal line.

Dated: 10/06/2020

Review Date: June 2021