



HEALTH AND SAFETY POLICY

October 2021

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Health & Safety Policy Statement

Prime Atlantic Group is committed to providing a safe and healthy workplace for all its employees and other parties who may be affected by its activities.

It is the intention of **Prime Atlantic Group** to place health and safety as a high priority in relation to the Organization's overall aims.

It is **Prime Atlantic Groups'** Policy to:

- Provide the appropriate financial and physical resources.
- Provide suitable arrangements for communicating health and safety matters.
- Plan regular reviews and develop the policy.
- Identify legal requirements as a minimum acceptable level of health and safety performance.
- Make provisions for progressive improvement in health and safety performance.
- Provide safe systems of work.
- Provide and maintain safe plant and equipment.
- Provide a safe place of work with safe access and egress.
- Provide for the safe use, handling, storage and transport of all articles and substances used.
- Provide a safe working environment
- Provide adequate and sufficient information, instruction, training, consultation, and supervision.

Prime Atlantic Group acknowledges the requirements under the Health and Safety at Work etc. Act 1974 and reminds all its employees of their responsibilities for their own and other people's health and safety under this Act.



Ian Russell
Director PAG

Date: 29th October 2021

Next Review: 28th October 2022

Section 1

Roles and Responsibilities

- 1.1 Health and Safety Management Structure
- 1.2 Directors
- 1.3 Senior Managers
- 1.4 Managers
- 1.5 All Employees

The health and safety policy will be reviewed from time to time and any changes must be approved by the **Directors**. The directors will ensure that any such changes are brought to the attention of employees, contractors and any other Companies that may have a copy. See Section 2 for document control process.

1.1 Health and Safety Management Structure

Directors	Neil Beaumont	Chairman / Director. <i>Operations, Major Projects, H&S, Contracts Review</i>
	Ian Russell	CEO / Director of Finance. <i>Finance, HR, Admin, IT, Marketing, Social Media, Contracts Review</i>
	Robert Mayfield	Director. <i>Environmental champion, Entertainment, Procurement, Facilities, Finance.</i>
	John Woods	Director. <i>Factotum operations, Fast turn-around projects, Commercial Development.</i>
	Sean Kenna	Director. <i>Bedford Electrical. Operations Director.</i>
Senior Management	Dave Turner	Operations Manager. <i>SHEQ and Training</i>
	Angela Mayfield	Financial Controller
	Mark Edwards	Senior Project Manager
	Jamie Potter	Senior Project Manager
Managers	Mark Kelly	Project Manager
	Jak Seward	Project Manager AV
	Douglas Selmes	Sales / Marketing Manager AV
	Steven Young	Project Manager
	Stephen Mullen	Project Manager
	Richard King	Project Manager
	Ricky Beaumont	Project Manager
	Nick Perkins	Project Manager
Beth Milner	Pre-Construction Manager	

1.2 Directors

Overall and final accountability for health and safety in the Organisation is that of the **Directors** in conjunction with the **Senior Managers and Managers**. The **Directors** fully support the Health and Safety Policy. **They** have a responsibility for:

- Ensuring that systems and procedures are in place to ensure that all employees fully understand and observe the Organization's Health and Safety Policy and their delegated responsibilities.
- Ensuring that effective systems of communication and co-operation are provided within the Organization.
- Ensuring that training needs are identified and resources provided for health and safety training throughout the Organization.
- Ensuring that arrangements are in place for long-term health and safety aims and objectives.
- Requiring that effective planning to identify hazards and control risks are evaluated.
- Ensuring adequate insurance cover is provided for both statutory and the Organization's needs and its subsidiaries.
- Ensuring that the Employers Liability Certificate is displayed in a prominent place in the office.
- Ensuring that the Organization is registered with the relevant enforcing local authority.
- Providing resources to achieve the safety aims and objectives.
- Ensuring that arrangements are made for an independent audit of the health and safety management system.

1.3 Senior Managers

The Senior Managers fully support the Health and Safety Policy. They have responsibility for:

- To investigate all accidents and incidents which are reportable under RIDDOR and communicate all findings conclusions and recommendations arising there from to the appropriate personnel.
- Ensuring that adequate systems are in place to control all contractor activities.
- Monitoring the performance of "employees" at all levels to ensure that their duties are being carried out effectively.

- Implementing the Organization's Health & Safety Policy within the Organization.

1.4 Managers

Day-to-day responsibility for health and safety matters lies with the **Managers** who fully support the Health & Safety Policy. The **Managers** have responsibility for:

- Implementing the Organization's Health & Safety Policy within the Organization.
- Ensure that the specified standards of health and safety are met on site.
- Ensure that Operatives work safely and in compliance with the risk assessments and method statements
- Maintaining a register of all portable electrical equipment and ensuring that equipment is regularly tested
- Maintaining records and certification of Plant and Equipment.
- Monitoring the effectiveness of planning to control risks and hazards.
- To identify those work activities which should be the subject of a formal risk assessment and report to the appropriate partner for action

1.5 All Employees

All employees including sub-contractors must:

- Comply with the Organization's procedures, instructions and rules directed at meeting the Organization's Health and Safety Policy.
- Report any safety hazard within their work area or malfunction of any item or plant and equipment to the relevant Health & Safety Officer in accordance with the Organization's defect fault reporting procedure.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Inspect and maintain all equipment in good, safe, condition.
- Use only those items of equipment or machinery they have been trained and authorized to use.
- Report all accidents to management, whether injury is sustained or not.

- Attend as requested any training course designed to further the needs of health and safety.
- Familiarise themselves with the fire evacuation procedure and the position of all fire equipment and exit routes.
- Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits for each site.
- Inform management of any possible breaches in health and safety legislation noted or any possible improvements in safety, which can reasonably be achieved.
- Follow site specific rules
- Work in accordance with any specified method statement and risk assessment

In addition to these responsibilities, the Health and Safety at Work etc. Act 1974 places certain legal duties on all employees.

These are:

Section 7 - Health and Safety at Work etc. Act 1974

- (a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) To co-operate with their employer to enable him to comply with any duties or requirements imposed on him.

Section 8 - Health and Safety at Work etc. Act 1974

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999

Places specific duties on employees to:

- (a) use any machinery, equipment, dangerous substances or safety devices provided to him by his employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions; and
- (b) Inform his employer of any work situation which may represent a serious and imminent danger to health and safety; and
- (c) Inform his employer of any matter, which may represent a shortcoming in the employer's arrangements for health and safety.

Section 2

General Arrangements

Introduction

In accordance with the Organizations policies, every endeavor will be made to ensure that the highest standards of health, safety and welfare that are reasonably practicable are maintained. The Organization shall provide information, instruction, training and supervision to enable all personnel to work safely and without risk to their health and safety.

These arrangements cannot be construed as covering every possible hazard which may arise or that by observing these arrangements an individual is absolved of their legal, employment or contract obligations. Personnel must observe the requirements of current legislation.

The following pages set down what our policy is and how we expect employees to work with regards to:

First Aid
Accident Reporting Procedure
Risk Assessment
Staff Training / Toolbox Talks
Warehouse / Unit Safety
Manual Handling
Fire/Emergency Procedures
General Guidance concerning Equipment
Control of Substances Hazardous to Health
Working at Height
Selection and Control of Contractors

It is vital that all staff understand and sign up to the principles set down in this policy. Each employee will be given the opportunity to read and discuss with their supervisor this policy and must then complete the attached declaration confirming their commitment to it.

Health And Safety Advice

Prime Atlantic Group retain the services of Dave Turner as the organization's competent person for the purpose of assisting them to undertake necessary measure to ensure compliance with statutory provisions.

First Aid

Introduction

First aid personnel have been appointed to assist the organization in dealing with accidents and emergencies which may occur at the workplace. The following three steps are the most important in the provision of adequate and effective first aid cover:

- (a) Ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work

- (b) Ensure that an appropriate number of first aid personnel are recruited and trained and that a sufficient number are present in the workplace at any given time
- (c) Maintain adequate first aid equipment and facilities appropriate to the degree of risk, including for those employees who work away from site.

Safe System of Work

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace.

1. Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
2. The name(s) and location(s) of first aid personnel and equipment must be displayed on the notice boards.
3. Ensure that information displayed on notice boards and first aid boxes is updated to reflect any changes in location or changes in appointed personnel which may take place.
4. Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
5. Order replacement supplies immediately after equipment has been used.
6. Ensure that there is easy access to first aid equipment at all times.
7. Summon professional medical assistance where necessary.
8. Ensure that details of all accidents are reported and entered into the accident book.

When working on site, employees must make themselves familiar with the site first aid arrangements and facilities.

Accident Reporting Procedure

Introduction

All personnel on site must report accidents and near-miss incidents whilst carrying out work activities on behalf of the organization. The four most important steps are to:

- (a) Make sure that all the relevant details are reported as soon as possible, in accordance with established procedures
- (b) Remove residual hazards that may pose a risk for other people in the area
- (c) Notify management of incapacity for work that results from an injury sustained during a work activity
- (d) Review existing systems of work to prevent a reoccurrence.

Safe System of Work

All accidents and near-miss incidents must be reported, however minor. In order to achieve this, the following procedure should be adopted.

1. Obtain treatment for the injury from a first aider or other appointed person.

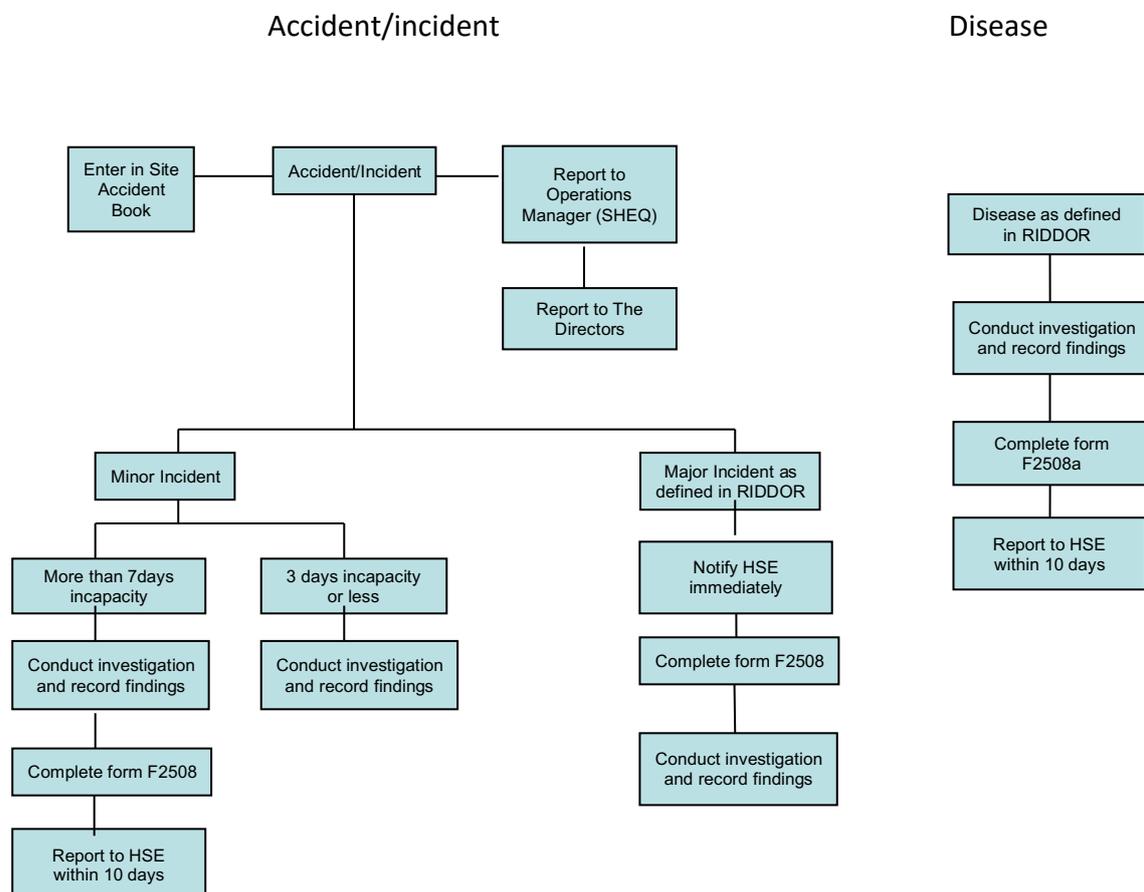
2. Make the area safe following the incident (eg. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
3. Enter details in the accident book.
4. Inform the injured person's manager (or a responsible person) of the incident.
5. Keep the organization informed of any after-effects of the incident, including periods of total or partial incapacity for work.
6. Review existing workplace risk assessments and safe systems of work in light of the accident investigation results.

Prime Atlantic Group will follow the flowchart given on the next page. Dave Turner, using the HSE website will report all relevant accidents, diseases or dangerous occurrences as defined in the RIDDOR Regulations to the HSE. The instructions are as follows

1. Go to www.riddor.gov.uk
2. Click on report an incident
3. Click on report an injury or dangerous occurrence
4. Complete the form as instructed
5. Submit

All accidents will be investigated and the results recorded.

Internal Accident/Incident reporting Procedure



Risk Assessment

Introduction

All those who might be affected need to be considered. The most important considerations for risk assessment are that:

- (a) All hazards are identified
- (b) Appropriate control measures are defined
- (c) The risk assessment process is well documented to enable managerial control.

Safe System of Work

A risk assessment must identify all hazards within the organization's operations. These will occur in the following areas:

- 1. Both direct and non-direct employees (contractors, agency and part-time operators)
- 2. The current equipment and any equipment that is planned to use in the future
- 3. The materials used within the working environment
- 4. The working environment for personnel and others
- 5. current operations

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled.

Systems and management standards will need to be produced and implemented, having included input from all levels of management. Co-operation is vital in this area if these standards are to be accepted. Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

Risk Assessments will consider all those who might be affected by the organizations undertaking and activities. The process is summarized in the following document:

Where particularly high risk activities are taking place (eg. working on live electrical systems) the permit to work system will be completed.

Staff Training / Toolbox Talks

Introduction

Prior to starting work for Prime Atlantic Group, an assessment will be made of the employees' competence and training and supervision needs. All employees will be subject to a company health and safety induction, which will ensure new starters are made aware of the Health and Safety Policy and the results of risk assessment and required controls. Additionally, where staff are working on site, where necessary, a site specific induction will also be carried out.

In addition to the above training and any required off the job training for professional competence, regular toolbox talks will be held with operatives whilst either on site or in the company premises.

Warehouse/Unit Safety

Introduction

The organization will provide sufficient resources to assist all areas of the business to carry out its plans for the provision of health and safety, inclusive of technical advice, training and instruction for coordinating, monitoring and reviewing. Particular regard will be paid to the following:

- (a) Manual handling, mechanical handling and transport
- (b) Storage systems
- (c) Emergency procedures.

The organization is committed to maintaining and raising standards in health, safety, welfare, fire and the environment. The organization will be supportive of any safe systems, procedures or policies that can bring about the preventive and protective measures necessary to reduce risks to employees, the business or others who may be affected by its activities.

Assessments will be carried out and suitable safe systems of work put in place where required for warehouse activities.

The person responsible for the implementation of this is the Warehouse Manager. Plans for such implementation will be communicated to the employees.

Safe System of Work

Warehousing contains many different activities, several which will require the development of safe systems of work.

Initially, assessments will be carried out to identify where the present systems fail to meet legislative requirements or where systems do not exist at all. In the main hazard areas, the Partners should ensure that:

1. Design and layout allow safe movement, access and egress
2. Floors are clean and free from obstruction
3. Heating, lighting and ventilation are adequate
4. Electrical equipment and systems are properly used and maintained
5. General manual handling operations are assessed and subsequently carried out correctly (see Manual Handling instructions)
6. Methods and safe systems for placing and retrieval of stock are in place, particularly with regard to:
 - (i) Pallets
 - (ii) Racking systems
7. Fork-lift trucks and trolleys are properly maintained and used only by competent operators
8. Loading and unloading of vehicles is carried out safely
9. Arrangements are made for maintenance operations and action in the event of mechanical breakdowns

Manual Handling

Introduction

More than a third of lost time injuries at work are caused by manual handling activities. Simple, commonsense measures can be taken to reduce these risks. The three most important steps are to:

- Follow the system of work, using handling aids properly and effectively
- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling task
- Report any problems in the working activity or equipment as soon as these arise and ask for assistance where necessary.

Procedures

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting simple precautions. The Directors will ensure that all hazardous manual handling operations are assessed. Formalised systems of work which have been designed for the work activity must be complied with.

Where assessment has deemed necessary, training on correct lifting techniques will be given to relevant staff. General advice on correct lifting techniques is given below:

Good Manual Handling Technique

During any manual handling operation the following handling technique must be adopted:

1. Stop and think

- Plan the lift.
- Where is the load to be placed?
- Use appropriate handling aids where possible.
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.

2. Position the feet

- Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).
- Leading leg should be as far forward as is comfortable.

3. Adopt a good posture

- When lifting from a low level, bend the knees but do not kneel or over flex the knees.
- Keep the back straight (tucking in the chin helps).

- Lean forward over the load if necessary to get a good grip.
- Keep the shoulders level and facing in the same direction as the hips

4. Get a firm grip

- Try to keep the arms within the boundary formed by the legs.
- The best position and type of grip depends upon the circumstances and individual preference; but it must be secure.
- A hook grip is less tiring than keeping the fingers straight.
- If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

5. Keep close to the load

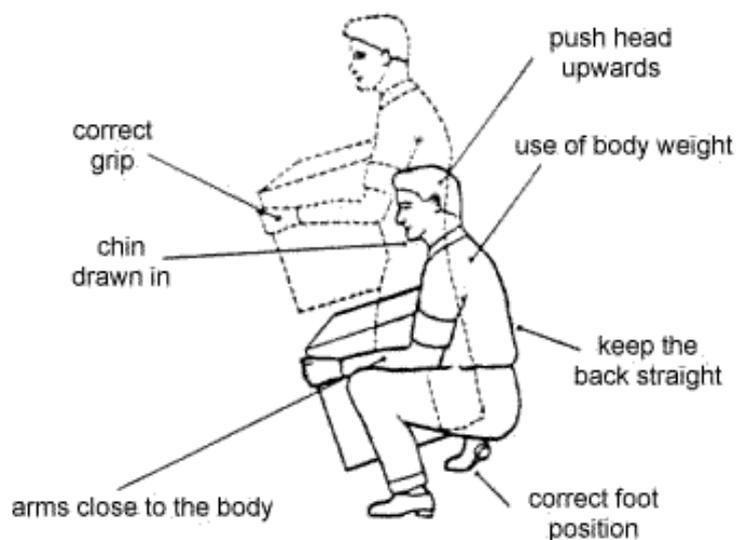
- Keep the load as close to the trunk as possible.
- Keep the heaviest side of the load next to the trunk.
- If a close approach to the lift is not possible, slide towards you before trying to lift.

6. Lift smoothly

- Lift smoothly, keeping control of the load.

7. Move the feet

- Don't twist the trunk when turning to the side.
- If precise positioning of the load is required, put it down first, then slide it into the desired position.



Fire Procedures

Introduction

In the event of fire, the three most important actions are, in chronological order, to:

- (a) Raise the alarm
- (b) Summon the fire brigade
- (c) Evacuate the building or site — attempts to extinguish the fire should only be made if it is safe to do so.

Safe System of Work

1. Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager.
2. Do not rely on automatic fire warning systems; summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.
3. Evacuate the building or site as soon as the evacuate signal is given. Do not wait to conclude meetings or telephone calls or to collect belongings.
4. Only attempt to extinguish a fire if it is safe to do so and if you have been trained to do so.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, close doors, particularly those designated as fire resisting doors.
7. Report to the pre-determined assembly point.
8. Do not re-enter the building or site until the fire brigade officer in charge declares it is safe to do so.

Staff must always make themselves aware of the sites fire procedures and locations of relevant facilities.

General Guidance concerning Equipment

Introduction

All personnel must use equipment safely. The following general guidance should be followed at all times.

Safe System of Work

- 1 All equipment in use must be suitable, fit for the purpose (for which it is to be used) and used for its designed purpose only.
- 2 Personnel using equipment should be familiar with the manufacturers/ suppliers/the Organization's operating/safety instructions for such equipment.
- 3 Personnel must check all items of equipment for signs of damage, defect, or irregular operation, before, during and after use. If they notice any sign of such problems, they should report it at once. (Withdrawing the equipment from use, if necessary.)
- 4 All electrical work will comply with the current Electrical Regulations and Codes of Practice. Only competent, authorised persons will undertake such work.

- 5 It is forbidden to interfere with any appliance/equipment including undertaking any repairs, fitting plugs, adapting/joining cables etc. unless competent and authorised to do so.
- 6 No appliance may be connected to an electrical system by any means other than the correct plug or connections.
- 7 All electrical tools, leads, plugs etc. must be checked by the user before bringing into use.
- 8 If any electrical appliance, whilst in use, is found to be faulty it must be reported immediately. The appliance must be withdrawn from use until repaired etc.
- 9 Trailing leads must be avoided wherever possible as they may cause a tripping hazard. If it is not possible/feasible to avoid 'temporarily' using trailing leads, then appropriate precautions/warnings must be displayed/given. Such leads must never be allowed to trail across internal traffic routes.
- 10 All portable electrical equipment shall be regularly tested, inspected, and records maintained. Such records will be kept available for inspection.
- 11 Ladders and stepladders must be checked before use to ensure there are no defects and will be checked regularly to ensure this is maintained. (Records of such checks shall be kept.) Where a defect or damage is noticed, such equipment will be taken out of use immediately and any necessary repairs carried out by a competent person.

Control of Substances Hazardous to Health

Introduction

The organisation acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The organisation undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total cooperation of all members of management and staff.

Safe System of Work

Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. This can be avoided by the use of air flow indicators and hand held air flow meters.

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (e.g. PPE).

The following steps can be taken to minimise the risk:

1. Ensure hazard information is kept up to date
2. Ensure assessments are reviewed annually and reassessed every three years or when material changes are made
3. Ensure employees are trained in the nature of the hazards and use of control measures
4. Ensure controls are maintained and monitored

5. Ensure all documentation is comprehensive and comprehensible
6. Encourage employees to report faults and problems.

Working at Height

Introduction

All reasonable steps shall be taken by the organisation to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The organisation shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

Safe System of Work

The organisation will, in consultation with workers and their representatives:

1. Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them.
2. Provide all the necessary equipment to allow safe access to and egress from the place of work.
3. Provide suitable plant to enable the materials used during the course of the work to be safely lifted to, and stored if necessary at, the workplace
4. when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
5. When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
6. Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
7. Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

All work at height will only be carried out if a suitable safe working platform is provided or suitable fall protection is in place.

All platforms will be of class 1 type, inspected and certified as safe for use.

Under no circumstances will work take place unless suitable platform/protection fit for purpose is in place and correctly installed.

Ladders, as a general rule will not be used. Where unavoidable, clearance must be obtained from the site manager on a case by case basis. They will be of the class 1 type, and will be inspected and be issued with a permit for use, if deemed fit for use.

Ladders must only be used by competent persons familiar with the current safety procedures.

Selection and Control of Contractors

Introduction

Prior to commencing work on Prime Atlantic Group Ltd.'s behalf, the Partner is responsible for ensuring that Contractors are coordinated and controlled to ensure that only competent personnel are used.

A list of Approved Contractors will be completed and maintained.

Prior to inclusion on the approved list of contractors, the Partner should ensure that the Sub Contractor Pre-Works-Questionnaire is completed by all contractors and potential contractors. When returned the procurement Director will review the information and decide if it is acceptable or if more information is required.

Where contractors are required to perform the same task (e.g., erect scaffolding) on a regular basis, this procedure need only be carried out initially, but may be required to be repeated should there be any significant changes.