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HEALTH, SAFETY AND ENVIRONMENTAL POLICY MANUAL


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SECTION ONE: CORPORATE POLICIES

1.1 HEALTH AND SAFETY POLICY STATEMENT

It is this Company's Policy to effect the provisions of the Health and Safety legislation and other relevant regulations and Codes of Practice. These measures are aimed at providing **safe and healthy working conditions for our employees and to ensure that work carried out by the Company does not adversely affect the health and safety of others**. The Company recognises and accepts their duty to protect the health and safety of all visitors to the Company offices and whilst on site, including contractors and temporary workers, as well as our customers and any members of the public who might be affected by our operations.

While the Directors of Aprile will do all that is within their powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee and sub contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.


We will consult with and inform our employees on Health and Safety matters, provide relevant information to improve safety standards and provide necessary training or "update" training in respect of risks to their Health and Safety which may arise out of their work or workplace. In order for this safety policy to be implemented we require the full support of all persons within the Company. Neglect of Health and Safety matters is considered a serious disciplinary matter.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objectives.

Our statement of general policy is:

- To manage Health and Safety hazards and risk that arise from the work that the Company undertakes;
- To ensure that all health and safety issues are discussed and consulted with staff members;
- To provide training, instruction and information for all staff. To ensure that they are all competent to undertake their jobs safely without affecting others in the workplace;
- To provide safe equipment and machinery, that is maintained and inspected;
- To prevent accidents in the workplace and cases of ill health.
- Ensure that all cargos including dangerous substances are handled to prevent accident, injury or illness.
- To work closely with our sub contractors to ensure that they undertake work in a safe manner and protect Aprile staff and others working on our activities.

Signed:	Diego Tari	Date: Apr. 04, 2021
Position:	 Corporate General Affairs	

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1.2 ENVIRONMENTAL POLICY STATEMENT

Aprile has been well established in the freight forwarding and project industry since 1974 and has prided itself on the work that we undertake and the customer relations that we have built up over the years of trading. The organisation and its staff also aim to ensure that the Company is conscious of the effect that its work has on our community and our environmental surroundings.

Therefore will review our activities and operations to identify environmental impacts and prioritise action to reduce and minimise them. Specifically, we will:

- set challenging environmental targets, reduce energy and resource consumption, minimise the amount of waste we generate and minimise the use of harmful materials and prevent pollution;
- operate an effective Environmental Management System and pursue continuous improvement through our internal audit and management review programmes;
- maintain a high level of awareness of sustainability issues amongst our employees and integrate environmental management into training;
- meet or exceed all relevant Local, European and International legislative and regulatory requirements and agreements;
- ensure that goods and services procured support our procurement policy and encourage our suppliers and contractors to improve their own environmental performance;
- reduce the green house gas emissions from our business travel and buildings;
- encourage best environmental practice and increased biodiversity in the work that we carry out;
- minimise the environmental impact on our immediate surroundings;
- monitor progress against targets, reduce our carbon and ecological footprints and produce an annual Environmental Report;
- ensure that all sub contractors meet the Aprile environmental targets and policies;
- ensure that spillage prevention and management controls are in place to prevent pollution of our land, sea or air.

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1.3 QUALITY POLICY STATEMENT

Aprile commitment To Quality

The quality system of Aprile is designed to:

Provide a quality system based on the best working practices that we can continuously operate to meet the standards demanded by our Customers, Partners and the **ISO 9001:2015** Quality Management System.

We Aim to Demonstrate Our Commitment To Quality by:


1. Ensuring that our current and potential customers will receive an enviable quality service on a consistent basis.
2. Retain and attract new customers to ensure the profitability and development of the Company.
3. Continuously assessing our customer's satisfaction levels to identify areas for potential improvement,
1. Review our objectives and involve staff members.
4. Working as a team at every level to ensure we constantly identify, agree and deliver our customer requests reviewing and refining the way we work together to please our customers.

Achievement of our objectives will ensure that Aprile maintains an enviable reputation for customer service and satisfaction for both new and existing customers.

Our Objective is to measure the delivery of quality through:

- improved profitability and retention of clients;
- feedback from customers and clients to identify their perception and satisfaction of the services we provide;
- consistently reviewing the quality system and implementing continuous improvements where possible;
- the Achievement of the Company's business and quality objectives.

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1.4 DRUG AND ALCOHOL POLICY STATEMENT

Policy Statement

It is the Policy of Aprile to ensure that employees' and subcontractors use of either alcohol or drugs (prescribed), does not impair the safe and efficient operation of the Company's activities. Aprile will endeavour to ensure that the organisation, people, equipment and the environment are not put at risk, as a result of accidents or incidents caused by the misuse of drugs or alcohol in the work place.

To achieve this objective the Company will:-

Alcohol


- operate a positive action policy designed to prevent drink related problems by controlling the issue of, and restricting the use of, alcohol on the Company's workshops and premises;
- make employees aware of the long-term and short-term effects of consuming excessive amounts of alcohol through information and (when needed) training programmes;
- Directors, Managers to identify those who may have a problem, and to refer them for professional help.

Drugs

- prohibit possession or use of those drugs which are normally declared illegal. Such drugs include for example, but are not limited to: Marijuana, Cocaine and Heroin;
- require those using legally prescribed drugs to inform their Manager immediately on reporting to work. All members of staff who are using prescribed medications are required to seek advice from the prescribing practitioner as to whether the medication may affect their ability to safely perform their duties. Any impairment or restrictions must be immediately brought to the attention of their Manager.

The Company recognises that the advantages to all concerned in operating this positive action preventive policy are: a more productive workforce, improved morale and retention of staff, while providing help and support for any employee who might succumb to alcohol or drug related problems.

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1.5 MANUAL HANDLING POLICY STATEMENT

Manual handling and musculoskeletal disorders along with stress are the biggest cause of sickness absence in the workplace, reportedly accounting for 40% of all sickness absence. Staff in all departments are at risk of injury from manual handling including office workers and other support services staff as well as those who work as sub contractors.

The Manual Handling Regulations give the Company specific legal duties for manual handling at work. Under these regulations Aprile, so far as is reasonably practicable, will ensure that the need for hazardous moving and handling is avoided or, when it cannot be avoided, an assessment is made of the operation and where there is a risk of injury, appropriate steps taken to reduce the risk to the lowest level reasonably practicable.


Aprile recognises the potential for harm from manual handling activities and the possible negative impact on individuals, the organisation and the provision of services. Working together with staff, Aprile, is committed to reducing risks in a proactive way, employing good risk management systems and ergonomic practice. As far as is reasonably practicable, Aprile aims to eliminate moving and handling activities where there is a risk of injury. Where this is not possible, the Company aims to implement a range of actions to reduce the risks in the workplace to the lowest level reasonably practicable.

The Directors and management of the Company have a responsibility for Health and Safety including the Manual Handling Policy.

The Company policy is to continue to provide:

- recurrent funding for staff training and specialist advice from consultants where required;
- recurrent funding of equipment maintenance;
- investment in new equipment and environmental changes as identified through risk assessments.

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1.6 LONE WORKERS POLICY STATEMENT

Aprile will ensure, so far as is reasonably practicable, that employees and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

The Organisation aims to fulfil its obligations under the Health and Safety regulations to maintain a safe working environment for all its employees.

Solitary working exposes employees and others to certain hazards. As it is almost impossible to remove the task of working alone. The Company's intention is to reduce them to an acceptable level.


The person responsible for the implementation of this policy is the Company Director. The cooperation of management and employees is essential to its success.

It is the general policy of Aprile that all employees should be trained and instructed on what dangers to look out for whilst working alone in the Company premises, or when visiting other branches or clients by themselves.

Where possible all Company buildings will be secure and lone workers aware of the procedures should they be in any danger whilst at the workplace.

Should an employee be working alone off the premises he or she is required to inform other members of staff of their locations and again be trained in what procedures are in place should they get into danger or difficulties when lone working out of the office or even in a different country.

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1.7 DSE / COMPUTER AND MONITOR USE POLICY STATEMENT

It is the policy of Aprile to provide a safe and healthy working environment for employees, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE) / Computer Use.

The policy is in place for the protection of employees who habitually use DSE for the purposes of an employer's undertaking as a significant part of their normal work.


Users are to be protected whether they are employed to work:

- a) at their own employer's workstation.
- b) at a workstation at home.
- c) at another employer's workstation.

Aprile will fulfil its obligations by:

- the assessment of workstations, using a self assessment approach, supported by a trained assessors;
- the provision of suitable work equipment;
- the provision of information and training for users,
- the provision of eye and eyesight testing for users, and the provision of spectacles where these are required solely and specifically for DSE work;
- making arrangements for regular breaks for employees working with DSE;
- ensuring that environmental factors are taken into consideration for those who work consistently at computer workstations
- ensure that any related DSE injury has been reported and the remedial actions implemented to relieve or prevent the injury from reoccurring.

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SECTION TWO: HEALTH AND SAFETY RESPONSIBILITIES


2.1 RESPONSIBILITY OF HEALTH AND SAFETY

Each employee, whether it be senior management or the newest hire, is responsible for implementing safety and health policies defined in this manual. Employees have been given the authority to exercise reasonable care in performing their duties as it applies to accident prevention. Questions or comments concerning these policies and your role in implementation should be directed to Senior Health and Safety Managers and Representatives.

2.2 DIRECTORS

The Directors are responsible for safety throughout the Company in order to protect the safety and health of the employees, and of others who may be affected by the Company's operations, he will:

- know the broad requirements of the Health and Safety legislation other relevant regulations;
- ensure that funds and facilities are provided to meet the requirements of the policy;
- ensure the Board accepts its collective role in providing health and safety leadership in its organisation;
- nominate a Director or Manager to champion health and safety issues;
- ensure each member accepts individual responsibility and makes sure that his actions and decisions at work reinforce the messages in the boards health and safety policy statement;
- keep up to date with relevant health and safety risk management issues and review its health and safety performance regularly, at least annually;
- initiate and review at regular intervals and monitor compliance through nominated representatives;
- ensure funds are available for training so that employees are able to carry out their duties effectively;
- ensure (where applicable to health and safety issues) that the provisions of the various Discrimination Acts and Regulation are implemented;
- ensure that property owned or controlled is surveyed for asbestos and all who work on the building are informed and protected;
- arrange for all necessary insurances, certificates etc., appropriate to the Company's size and function.
- ensure the effective planning of all contracts to take account of known and foreseen hazards and insist on sound working practices;
- instigate procedures for monitoring, reporting, investigating and costing accident and injury, promote
- analysis to discover trends and eliminate hazards;
- instigate procedures for disciplinary of any member of the staff failing to discharge satisfactorily their responsibilities for health and safety. Take into account the safety record when allocating bonus or salary increases;
- ensure that tenders include adequate allowance for all safety and health matters;
- ensure all permanent Company establishments comply with current legislation;
- ensure that health and safety is discussed at board level;

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2.3 HEALTH AND SAFETY MANAGERS


Health and Safety Managers have the responsibility to ensure the Company has an effective Safety and Health Policy. These corporate departments shall also:

- designate personnel responsible for policy implementation and maintenance;
- report to board level regarding health and safety implementation and compliance;
- design, implement and rollout safety training initiatives and programs to target potential loss areas identified by the use of trend analysis;
- provide the necessary appropriations and assignments to carry out the policies set forth in this manual. Provide training resource and solutions to the field on a recurrent basis;
- administer and assess the results of Safety and Health Audits to determine safety policy compliance and effectiveness;
- promote safety and health within the Company by discussing policies, procedures, and trends at all Company board, staff, employee and conference meetings as required and whenever possible;
- promote a culture of health and safety throughout the Company;
- undertake inspections, audits and risk management procedures;
- ensure that staff abide by the requirements of the health and safety policies;
- undertake investigations and implement corrective and preventative measures;
- assess these measures in the control of risks in the workplace;
- ensure that P.P.E. is provided for and maintained;
- ensure that training programs are implemented and evaluate the effectiveness of the training that is undertaken;
- discipline staff following breaches of Health and Safety;
- ensure that all equipment, machinery and plant is tested, inspected and fit for purpose;
- deal with incidents and respond in the appropriate manner to reduce accidents, injuries, damage and loss;
- audit, inspect and determine the compliance of sub contractors.

2.4 OFFICE AND OFF SITE MANAGERS

All such persons shall ensure so far as is reasonably practicable that in areas under their control:

- they actively support the requirements of this policy;
- they are conversant with the Senior Health and Safety Management Team responsibilities and provide them with their full support;
- that all employees are conversant with the Company health and safety policy, Company procedures and guidelines which relate to their work operations and that they work in a safe manner;
- that the staff have appropriate involvement in the planning, commissioning and use of all equipment;
- that safety training requirements are identified and communicated to the Senior Management Team and where appropriate assist in the design and delivery;
- that safe working practices are developed by instruction and supervision, particularly in the case of new or young employees, thus ensuring a high level of safety awareness of all personnel;
- that all safety related aspects as detailed in the Company induction programmes are explained and understood by existing and new employees, and employees transferring from other areas;

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- that monitoring is carried out to ensure that safe working methods and practices are implemented (monitoring may include audits, workplace inspections, etc.);
- that protective clothing and equipment is available and used where required;
- that risk assessments are scheduled and carried out by competent persons;
- that all employees are aware of the potential hazards as established by risk assessments relating to their place of work and operations being carried out in their area by other persons;
- that good housekeeping standards are maintained and that safe access and egress is provided to all work areas and that traffic routes (both vehicular and pedestrian) are suitable for the purpose used;
- that the safety representatives are consulted in respect of health and safety problems or concerns;
- that employees with work related medical problems are referred to the Senior Management Team;
- that all accidents, near misses or incidents relating to work place activities are reported to the Senior Management Team - in line with Company procedures;
- that accident forms are completed as soon as possible ensuring they are filled in correctly;
- that any contractor, sub contractor and others working for, or in their area of responsibility are monitored to ensure their performance regarding health and safety is maintained, and that local rules are strictly adhered to;
- that any systems set up to support this policy are actioned within their area of control.

When entrusting tasks to employees:


- they take into account their capabilities as regards Health and Safety
- they inspect all equipment, plant, processes etc. regularly to ensure it is safe for use by properly trained personnel;
- they shut down and prohibit the use of any equipment, plant machinery, processes etc. that cannot be safely used, and report it;
- they investigate all accidents that occur within their area of control and initiate action to prevent a reoccurrence of the incident;
- they set a personal example by adhering to relevant health and safety procedures and by wearing the appropriate protective clothing and/or equipment;
- supervise the work of employees and co-ordinate the work of sub-contractors to ensure that they are familiar with and observe site rules.

2.5 APRILE STAFF

- read the Company Safety Policy and co-operate in its implementation;
- follow instructions, working methods or other procedures designed to ensure safe and healthy work areas, paying particular attention to fire precautions and emergency procedures;
- report hazards, or defects in equipment;
- co-operate with all fire drills
- undertake regular DSE assessments and report any issues;
- maintain first aid arrangements;
- keep offices tidy, free from obstructions and fire risks;
- when appropriate suggest ways of eliminating hazards;

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- reporting any injuries incurred at work and for ensuring that the details are recorded in the accident book.
- comply with precautions stated in all COSHH / hazardous substances assessments;
- actively comply with information relating to health and safety which has been imparted to you by way of training or instruction;
- take care for the health and safety of yourself and others.

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SECTION THREE: EMPLOYEE COMMUNICATION

3.1 RECRUITMENT OF STAFF

Employment application forms incorporate a declaration, by the prospective employee, of any disabilities or medical condition that may affect his/her ability to carry out the work offered. If necessary applicants are to have a pre-employment medical to identify physical disabilities. (industrial deafness, colour blindness, etc.).

New employees to follow an induction programme comprising of information on Company health and safety policy and procedures, instruction on health and safety rules and – if applicable for the role – use of protective equipment training, familiarisation with work equipment, competence testing, and responsibility for the health and safety of others (supervision), and the requirements concerning safe driving and vehicle use.

The Responsible Director will, in conjunction with the Company Safety Advisor, arrange for suitable training of all employees to ensure that they are:

- aware of their safety and health responsibilities;
- competent to carry out their safety and health duties;
- competent to operate any specialist tools or equipment.

All employees will receive:

- induction Training on commencement of employment or relocation;
- training sufficient for them to carry out their responsibilities under the various sections of this manual. Such training will be augmented with new and refresher sessions on an ongoing basis.

The results will be monitored and reviewed by the safety representatives at the intervals designated.

Employees will receive induction training when joining the Company, when required to do so on customer's sites or when there is a significant change in job circumstances, using a guide to topics covered.


3.2 EMPLOYEE CONSULTATION

All Staff and Operatives are encouraged to discuss any Health and Safety matters with the Director or safety representative.

On a regular basis a senior representative will meet with the Managing Director and/or Company Safety Advisor to agree action on matters relating to Health, Safety Welfare and Environment within the Company.

The Company agrees to consult their employees on the health and safety related issues including:

- on the introduction of any measure at the workplace that may substantially affect the health and safety of its employees,
- the results or findings of any risk assessments undertaken

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3.3 MONITORING, CONTROL AND REVIEW

The responsible manager/representatives will monitor all aspects of this Company's health, safety and welfare provisions and report at such times stated to the director responsible for health and safety issues.

In the previous section the Company has defined the duties and responsibilities of all those who work for or with us and has developed procedures which follow in this section of this manual.

Persons who are involved in the monitoring, control and review of our offices are:

- Responsible Directors
- Managers
- External safety advisors/inspectors


Reviews of Company safety will occur at the work place in accordance with the procedures, the management of our health and safety policy and procedures will be annual and the actual policy will also be reviewed annually. The Health and Safety Policy will be revised periodically to incorporate such additional information or change of procedure emanating from the above project reviews, at this time amendments/alteration or revision of health and safety regulation will be incorporated into this document.

3.4 WORKING TIMES

The principal provisions are for a limit on average weekly working time (as required by local regulations). A requirement to offer health assessments to night workers; minimum daily and weekly rest periods; rest breaks at work; paid annual leave.

3.5 RIGHT TO REFUSE TO WORK ON THE GROUNDS OF HEALTH AND SAFETY

All employees and subcontractors have the right to refuse to work if they consider the task they are required to carry out will expose them, or others, including members of the public to an unacceptable level of risk, either physically or in respect of health. In the event of such a refusal an assessment of the situation will be conducted by the health and safety manager / representative.

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SECTION FOUR: TRAINING

4.1 INFORMATION, INSTRUCTION AND TRAINING

Any relevant health and safety information shall be made available. When obtained it will be passed to employees in a clear, understandable form.

Employees will receive information on:

- any risks to their health and safety identified by audits and risk assessments,
- serious or imminent danger;
- preventative or protective measures that are required
- any other risks associated with their employment, such as:
 - manual handling;
 - use of work equipment;
 - personal protective equipment;
 - display screen equipment;
 - exposure to and the use of any substances that could be hazardous to health;
 - first aid, equipment locations, facilities and personnel;
 - lone working;
 - health and safety signs;
 - basic levels of health and safety law.

The provision of information could be in any format such as through training (inductions, toolbox talks etc), written, poster or safety signs and signals, for example.


4.2 INDUCTIONS

All staff employed at Aprile are given a health and safety induction to explain and demonstrate the Company's site facilities, organisational structure, policies, procedures, safety elements, training, behaviour standards and expectations. Induction records will be completed and made available in the employees training records.

4.3 HEALTH AND SAFETY TRAINING

The Company shall provide health and safety training to all employees. The Company will conduct the regular reviews of health and safety training needs. Health and Safety training includes:

- job/task specific;
- refresher training;
- new equipment, materials or technologies being introduced;
- regulatory changes;
- accidents, ill-health or incidents.

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4.4 SPECIALISED TRAINING

Where specialised training is required to work on a sea freight, air freight or road haulage project on behalf of Aprile the Company will ensure that suitable accredited training is undertaken.

Aprile management will assess the candidates and determine:

- is there a member of staff previously trained and qualified to undertake the task?
- can a sub contractor be used to fulfil the task?
- what training is required?
- where can the training be undertaken?
- how long does the training take to complete?
- what are the cost implications?

After these elements have been assessed, the management of Aprile will decide what actions to take and whether specialised training is to be undertaken.

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SECTION FIVE – RISK MANAGEMENT

5.1 RISK MANAGEMENT AND RISK ASSESSMENTS

To achieve safe systems of work, assessments will be prepared to identify/highlight areas of actual/potential hazard. These assessments will form the basis of our overall control and will be the trigger to preparing specific risk assessments and/or method statements. (see assessments in the various locations in this manual).

For simple operations affecting very few operatives, for a short period of time, reliance will be made on the operatives and manager to be sufficiently trained for the work to recognise any potential hazards and to operate accordingly. Should circumstances arise that presents significant hazard, they must cease work and contact the responsible manager or safety advisor for clarification/guidance.

Risk assessments will be carried out to ensure that we know what levels of risk there are, in order that priorities for action can be identified, and so that unacceptable risks are adequately controlled.

As far as Risk Control is concerned, the hierarchy throughout the Company will be based on:

- **ELIMINATE** - the risk completely,
- **REDUCE** - by substitution,
- **ISOLATE** - people from the hazard,
- **CONTROLS** - by way of engineered design (place), job design (person) and reduction of amount of exposure,
- **P.P.E** - as a last resort only
- **DISCIPLINE**


5.2 HAZARD IDENTIFICATION

The process of hazard identification and initial risk assessment will be carried out to give a overall picture of the general hazards which exist or may exist to give their respective "Exposure and Severity Rating" (ESR). For the majority of our works we will call upon the generic risk assessments undertaken by the director and adapt and develop them using standard risk assessment forms. As projects vary in size and complexity each process or phase may have significant differences, therefore assessments must be completed for the more complex operations; method statements will be generated from the hazards identified as being a high risk.

All assessments and method statements will be incorporated into the project safety plan and reviewed during the course of the project to determine their continued relevance. Amended control measures must be applied when needed.

Risk Assessment will be completed using the following guidelines:

1. Identification of all the significant factors that are likely to affect the safe working at the office.
2. As procedures change, amend to cover the scope of the activity. All changes should be recorded in the review of the health and safety manual.

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The aim must be to eliminate or reduce by applying the following actions. These are stated in reducing importance and should act as "aide memoire" when considering the action needed

Eliminate:	Avoid the risk altogether.
Substitute:	Select safer working arrangements, maybe by using available technology or mechanical aids.
Isolate:	Keep non operatives/public away from work/noisy areas.
Engineer:	Try to make the work safer by design (handling equipment etc.).
Work practices:	Encourage operatives to adopt safe procedures when working with plant and equipment.
Housekeeping:	Keep the office and equipment tidy and in good order.
PPE:	Should be used as a last resort after other control measures have been exhausted.
Information:	Instruction/training the operatives on the risks associated with the work process.

5.3 METHOD STATEMENT

Method statements normally include the following information:


Where operations represent a high level of risk and the provisions set out in a general assessment do not cover adequately the precautions necessary to protect the operative and or other person in the vicinity a Method Statement should be prepared, detailing the proposed operation in an explanatory manner containing to following information.

Method statements usually contain more detail than risk assessments.

They are activity specific, detailed and contain the sequence in which the work will be done.

Method statements should include:

- Originator and date.
- Identification of individual(s) who will be responsible for the whole operations and for compliance with the method statement. Key personnel responsible for particular Operations may also be named.
- Details of access equipment which will be used, safe access routes and maintenance of emergency routes.
- Equipment required to carry out the work, including its size, weight, power rating, necessary certification.
- Locations and means of fixing of lifting equipment.
- Material storage, transportation, handling and security details.
- Detailed work sequence including hazard identification and risk control measures, including co-operation between trades which may be required, limitations for partcompletion of works and any temporary supports or supplies required.
- Any environmental limitations which may be applicable, such as wind speed, rain, temperature.
- Details of measures to protect third parties who may be affected.
- It is sound practice to include in the method statement the means by which any variations to it will be authorised.

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SECTION SIX: ACCIDENT/ INCIDENT/ NEAR MISS REPORTING

6.1 ACCIDENT REPORTING

Information concerning dangerous occurrence or accidents involving personal injury and/or damage to property, plant or equipment must be reported to the Health and Safety Manager immediately and a full report is to be completed. Records and statistical information of all reportable accidents and dangerous occurrences are kept in the office in the prescribed form or booklet.

Where deemed required, an investigation will be undertaken by the appointed Health and Safety Manager and the root cause of the accident will be ascertained. Following the investigation all corrective actions and preventative measures will be recorded and communicated to all staff. A full report will be communicated to head office.

Actions to be taken in the event of an Accident (in the office or away at customer premises):

- Where required information of accidents and dangerous occurrences will be forwarded to the appropriate legislative body as required under local regulations. Employers and other 'responsible persons' with control over work premises as well as employees have a duty to report certain injuries suffered whilst at work, occupational diseases and defined dangerous occurrences.
- Where information is required by external parties such as; Insurance companies or Trade Unions, no such information should be given without the written approval of a Director.
- Statistics of all accidents and incidents are collected by the Company as part of the ongoing review to improve our safety records. All staff are required to notify their responsible manager of near misses as well as the foregoing. This should be done in writing to avoid loss of information.

Aprile considers corrections of causes of near misses fundamental, being such action the first and more adequate prevention against future accidents.


6.2 INSURANCE ADVICE

Notify immediately all serious accidents involving members of staff and any others where you believe that a claim against the Company will be forthcoming. Do not wait for a letter of claim, this will allow our insurers to investigate promptly.

Ensure that all staff responsible for receiving third party claims correspondence, are aware of timescales for compliance.

6.3 FIRST AID

After assessment Aprile will ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered if they are injured or become ill at work. The following arrangements will ensure ready access to first aid in the event of an accident.

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6.4 FIRST AID KITS


Each First Aid Kit is to be marked with a white cross on a green background and will contain the necessary equipment. All first-aid containers must be checked regularly and should be restocked as soon as possible after use. Arrangements will normally be made for our sub-contractors to share first aid facilities if required.

6.5 APPOINTMENT OF FIRST AID PERSONNEL

Suitable person will be identified as and will be nominated by the director for training. On the satisfactory completion of the designated course the Company will acknowledge their additional responsibility.

Adequate numbers of staff will be trained in first aid by qualified personnel and certificated appropriately as required by local legislation.

First Aiders are listed on the notice board and updated as required. First aiders are responsible for checking the first aid boxes.

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SECTION SEVEN: EMERGENCIES

7.1 FIRE POLICY AND PROCEDURES

Aprile's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and have undertaken a fire risk assessment of their premises in accordance with the regulatory fire legislation.

All staff have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping any potential combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Health and Safety Managers are responsible for the provision and maintenance of fire prevention and detection equipment, and for ensuring that staff are trained in fire practice and emergency procedures.

Fire drills will be undertaken to practice effective evacuation and recorded for evaluation.

7.2 FIRE SAFETY STAFF AND TRAINING

Allocated staff will be trained to safely evacuate staff and visitors from the buildings and ensure that no persons are left inside the building during fire drills or real fire situations. Fire training may also include the safe and effective use of firefighting equipment.

Fire safety induction training

Aprile provides all employees with instruction and training so that they know what to do in the event of a fire. Every employee, including those on temporary or short term contracts, and others likely to be on the premises must know:

- how to raise the alarm if they discover a fire;
- how to contact the fire brigade;
- how to use the fire-fighting equipment and in what circumstances;
- how to evacuate the building;
- where to assemble and who to report to.

7.3 FIRE DRILLS

Fire drills are an integral part of fire safety procedures. Aprile evacuation plans are in place and fire drills are undertaken to demonstrate the effectiveness of the plans and where shortfalls in the procedures exist.

Aprile carries out a fire drill at least once a year. All staff participate in the fire drill and records made of the result of each fire drill in the fire log book.

ON HEARING A FIRE ALARM

- The nominated person will call the Fire Brigade, stating the emergency to be "Fire" and giving the telephone number and location of the fire.

- All staff and any visitors are to leave the premises immediately by the nearest exit and assemble on the pavement opposite the front entrance to be mustered by the senior member of staff present.
- Evacuation must proceed in an orderly fashion.
- DO check that fire doors are closed on leaving.
- DO NOT Stop to collect personal belongings.
- DO NOT Re-enter the building.
- DO NOT Leave the assembly point - await the roll call and further Information.
- Fire officers will take charge of the evacuation of each section/floor and report to the senior member of staff present.
- The nominated person will advise the senior member of visitors who were in the building.
- The senior member will direct the fire brigade on arrival.


7.4 FIRE FIGHTING EQUIPMENTS

Fire Extinguisher Type Action and Suitability

	Cooling
Water	For fires in ordinary combustible building material. Conducts electricity. NOT to be used on live electrical equipment
	Exclusion
Dry powder	Extinguishes the flames over flammable liquids and small fires in solid materials. Re-ignition may occur in overheated liquids such as hot bitumen. Non conductor. May be used on live electrical equipmen
	Exclusion, limited cooling
Foam	Forms a blanket over flammable liquids. Gives better control over re-ignition than dry powder and well suited to extinguish fires in overheated liquids such as bitumen boiler and oil tanks. Conducts electricity. NOT to be used on live electrical equipment
	Exclusion
Carbon Dioxide	Rapidly extinguishes flames over flammable liquids such as petrol and oil, which may spread to other materials before a foam blanket could be formed. Non conductor. May be used on live electrical equipment.
	Exclusion
Class F	Hot oils, Petrol and other flammable liquids.

Fire extinguishers are located at strategic points throughout the workplace. Employees are only expected to tackle a fire themselves, after raising a fire warning, if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building immediately.

Fire extinguishers are tested annually by competent fire servicing engineers.

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7.5 MEDICAL EMERGENCIES

A workplace medical emergency can happen at any time and could involve employees, clients or the public dependant on where the incident occurs. The emergency can arise from an accident, a medical condition or illness.

The employees of Aprile are trained to follow the procedure in the case of a medical emergency in the workplace:

- Danger - assess the situation and ensure that there is no possibility of harm to yourself or others.
- Barriers -where required put on barriers to prevent harm to yourself.
- Response -assess the patient and try to establish who they are and what the problem is.
- Airway - check their airway to assess if there is any blockage.
- 10 Second Rule - use the 10 second rule to assess whether the person is breathing.
- Call For Help – try and get another person to help you with the situation.
- Emergency Services - Call the emergency services stating the location and situation. Do not hang up until the operator has repeated all the information.

If Patient Responds

- Talk – talk to the patient and ask them what the problem is. Reassure them whilst you are talking to them.
- Body check – undertake a body check to assess if there are any obvious signs of injury.
- Recovery Position – place them in the recovery position checking that their airway is open.
- Monitor – monitor them until the emergency services arrive.

Patient Is Breathing But No Response


- Body check – undertake a body check to assess if there are any obvious signs of injury.
- Recovery Position – place them in the recovery position checking that their airway is open.
- Monitor – monitor them until the emergency services arrive.

Patient Is Not Breathing and There Is No Response

- Help - call for help if nobody has come to help already. If help arrives ask if there is an A.E.D. (Automatic External Defibrillator) available on site.
- Airway - check the airway to see if there are any blockages.
- C.P.R. - start C.P.R. ensuring that there is no danger to yourself through bodily fluids (vomit, blood etc).
- Continue - carry on with the C.P.R. until the emergency services arrive.
- A.E.D. – use the defibrillator if it is available and safe to do so.

Once the patient has been taken to hospital ensure that the area has been cleaned up. Report the incident to the appropriate manager. Ensure that an investigation is completed.

Complete the accident reporting documents when the patient is capable of doing so.

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7.6 EVACUATION

In the event of serious and imminent danger (fire, explosion etc.) We have nominated a number of competent persons, mainly the directors or managers, to implement evacuation procedures if required.

Denial of access to any area "to which it is necessary to restrict on grounds of health and safety" may be necessary unless they have received "adequate health and safety instruction".

Employees will be prevented from resuming work in any situation where there is still serious and imminent danger except in "exceptional cases for duly substantiated reasons". Such cases and associated reasons will be specified in the Company procedures. The purpose of this exemption is to deal with situations where employees are required to provide emergency services where human life is at risk.

7.7 MAJOR INCIDENT RESPONSE

Aprile have a major incident plan in place in the case of a major emergency or incident that will affect the Company.

Incident Management Teams will be assembled in the case of a major incident that may include:

- Loss of access to buildings
- Loss of data communications
- Loss of technology
- Loss of people / staff
- Damage to client equipment / facilities

All staff will undergo training required to deal with such incidents and contingency plans will be installed to limit the loss / damage or injury caused through such incidents,

7.8 SPILL PREVENTION AND RESPONSE

Aprile understands its responsibility in protecting the environment and the protection of client's goods whilst they are being transported using subcontractors of the organization.

Therefore Aprile uses its Spill Prevention and Response Procedures to prevent or minimize any spillages that occur.

Sub contractor are choosen also considering their capability to reduce the potential for any spillages.

SECTION EIGHT: ENVIRONMENTAL MANAGEMENT

8.1 HAZARDOUS / HAZMAT / C.O.S.H.H. SUBSTANCES

The Control of Hazardous Substances Regulations apply to substances that have already been classified as being very toxic, toxic/harmful, corrosive, sensitizing or irritant under the Chemicals (Hazard Information and Packaging for Supply) Regulations and to those substances which have maximum exposure limits (MELs) or occupational exposure standards (OESs).

These regulations also cover substances that have chronic or delayed effects, for example substances that are carcinogenic, mutagenic or toxic for reproduction. A substance hazardous to health is not just a single chemical compound but also includes mixtures of compounds, micro-organisms, allergens, etc.

It is general practice that Aprile offices do not store or use hazardous substances within their normal daily work operations however any chemicals will be subject to assessment and control measures appropriate to this will be implemented.

Contractors, subcontractors and self-employed people all have the duties of employers under the Regulations.

8.2 WASTE MANAGEMENT


Aprile will, wherever practicable and economic, endeavour to separate materials and send them for recycling. When considering means of reducing waste, the "waste hierarchy" concept set out in the government's waste strategy is a useful tool. The hierarchy is used to define the better technique when trying to mitigate a waste stream, with reduction at source at the top, and external disposal at the bottom.

Hierarchy		Description
1	Reduction	Avoidance of the production of waste
2	Re-Use	Using products or materials again without their reprocessing. (e.g. packaging.)
3	Recycling	Reprocessing of waste materials to produce a usable material or product
4	Disposal	External disposal

All recycle and waste material should be monitored and quantified at each location.

Storage

All waste prior to disposal should be held in secure designated areas. Hazardous waste should be clearly labelled and held in banded areas to prevent escape when appropriate.

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General Waste (controlled)

A contract with a local waste collector, should be set up to collect and dispose of mixed general refuse.

Office Paper

All documents should be held electronically, if printed versions are required the minimum number of copies should be printed. All printers should be default set to print on both sides of office paper. Any used office paper should be recycled.

Recycle

Coloured paper, magazines and newspapers, cardboard packaging, glass, plastics, metal cans and tins, wherever possible, should be segregated and recycled.

Laser/Toner/Ink cartridges

All used cartridges should be sent for recycle, or returned to the supplier as part of the purchase contract.

Sanitary Waste

Sanitary waste should be collected and disposed of via a specialist waste contractor.

Fluorescent Tubes

Fluorescent tubes must be recycled. They are collected by a specialist waste contractor who provides the necessary waste documentation.

Batteries

Nickel-Cadmium, Mercury and other Alkaline batteries can be recycled at local scrap and recycling depots. They can also be collected by a specialist waste contractor who provides the necessary waste documentation.

Disposal of Computer Equipment


All computers and monitors will be taken back by the supplier to enable Aprile to comply with the relevant WEEE regulations or equivalent.

Hazardous Waste

Hazardous waste which consists of but is not restricted to oil, paints, solvents, pesticides, chemicals, containers of the above, tyres, absorbent materials such as used spill kits, oil contaminated sand and rags, should be disposed of via a specialist waste contractor using the relevant Hazardous Waste Consignment notes.

Asbestos

All Aprile sites will be assessed to ensure that where buildings may contain asbestos containing materials, they are protected from damage and all staff are protected against the asbestos fibres that may be present. Due to the nature of asbestos waste it must be handled in such a way that dusty or fibrous material is avoided. Specialist contractors should always carry out the removal of asbestos lagging and cladding.

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Waste Documentation

All waste transfers should be covered by a waste transfer note (WTN) . General waste, sanitary waste and recycle materials may be covered by a single annual waste transfer note. All WTN's should include the relevant European Waste Catalogue codes. Any transfer of Hazardous Waste should be via a specialist waste contractor using the relevant Hazardous Waste Consignment notes.

Duty of Care Compliance

The Environmental Protection Laws impose a "Duty of Care" on any person involved with the production, storage, transport or disposal of controlled waste. These obligations can be summarised as:

- To prevent the escape of waste from their or any other person's control
- To transfer the waste to an authorised person only
- To provide a written description of the waste on its transfer
- To complete a transfer note
- Keep records of the transfer of waste

However, waste holders are only expected to take measures that are “reasonable in the circumstances” and “applicable to them in their capacity”.

Transfer to or receive from authorised person

Authorised persons are defined as:

- waste collection authorities (local councils)
- holders of waste management licences
- holders of waste disposal licences
- persons exempt by Regulations from the need to hold a licence
- a registered waste carrier
- keep documentation for the required period


8.3 POLLUTION CONTROL

Aprile understands their responsibilities under the environmental protection legislation that it controls the operations that may pollute our environment.

The pollution issues relating to the organisation have been identified and categorised as follows:

- Fire
- Flood
- Vandalism
- Chemical Spills
- Chemical storage
- Waste
- Vehicles
- Purchasing

The receptors at risk from pollution are then identified within each category (e.g. Air emissions, Land contamination, Damage to ecosystems, etc.).

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The pollution risk is then assessed using the prioritisation matrix.

In the event of a pollution incident mitigation measures are in place to minimise the damage to the relevant receptor. The mitigation measures will be checked for the effectiveness and operability by internal audit.

Any pollution incidents will be reported to the HSE Manager and recorded in the Incident Log.

8.4 CONSERVATION OF RESOURCES

Aprile understands its commitment to preserve the natural resources that it uses to run its operations. The organisation therefore has installed a policy to reduce the amount of energy that it uses by the following methods:

- Install a commitment to purchase a green electricity tariff where possible.
- Discuss the opportunities to implement, solar water and wind generation where appropriate.
- Low carbon equipment and lighting should be installed to meet Aprile's requirements.

Monitoring

- Electric, gas and oil meters data will be collated by the HSE Manager centrally.
- Installation of "Smart Meters" should be considered to enable staff to monitor usage during energy efficient campaigns.

Electrical Equipment


- Electrical equipment such as computers, monitors, printers, scanners, photocopiers, should be switched off at the wall when not in use, especially at the end of the day and lunch times.
- Timers should be fitted to electrical equipment when applicable.
- "A" rated goods should be purchased when buying new electrical equipment.

Heating and Cooling

- Whenever possible the insulation and draught control should be improved to prevent heat loss.
- Office thermostats should be set between 18°C and 20°C in locations where heating is required.
- Boilers should be serviced annually and adjusted for optimum efficiency.
- Energy efficient inverter controlled air-conditioning units should be installed where required.
- Air-conditioning units should be serviced at least annually by certified/qualified contractors.
- Any F-Gas leaks should be reported to the Maintenance Staff and Environmental Manager.

Lighting

- Providing adequate lighting is both a legal obligation and a health and safety issue.
- All lights should be turned off when not in use, this includes fluorescent lights. Contrary to popular belief they only use a few seconds of power when turned on.
- Ensure only lights that are required are switched on, this can be done by labelling light switches.

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- Make use of natural light, ensure windows and skylights are not obstructed and are regularly cleaned.
- Reduce the number of lights, remove lighting in over lit areas and where lighting is no longer required.
- Check outside lights are not left on in daylight hours.
- Consider installation of, timers, PIR sensors and lighting controls where appropriate.

8.5 NOISE

Controlling noise is essential to the health, safety and welfare of all staff. Where noise assessments are taken prior to the effective date the lower limits will be adhered to).

Excessive exposure to noise can cause damage to the ear drum, permanent damage to the hearing nerves and a shift in the "threshold of hearing", i.e. increased difficulty in hearing. Other effects are loss of concentration, loss of balance and fatigue.


Daily exposure levels are obtained by a personal decimeter which measures the noise exposure averaged over the working day, this is measured in dB(A).

The Regulations define the following :

- Daily personal noise exposure – 87dB
- First action level as 80 dB.
- Second action level as 85 dB.
- Weekly exposure or peak sound pressure 140dB.

Strategies for Hearing Protection in order of priority:

- Engineer out - By the design or modification of plant and its layout to eliminate the exposure of operatives to sources of noise.
- Eliminate noise at source - By using non metallic components, bracing or indenting sheet panels, silencing exhausts, eliminate sharp bends for air and hydraulic systems and good planned maintenance.
- Contain/Isolate the noise - In an acoustic enclosure / Keep other persons out of area.
- Absorb the noise - By the use of absorbing panels, linings and silencers.
- Provide PPE - Ear muffs/plugs etc. - this should be a last resort.

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SECTION NINE: MECHANICAL, ELECTRICAL AND EQUIPMENT OPERATIONS

This section describes the set of procedures established by Aprile. However, **Aprile will abide to the owner's/clients's rules in the site.**

9.1 ELECTRICAL SYSTEMS AND HAZARDS

The safety of electrical systems and equipment will be ensured so as to prevent and avoid danger. A maintenance and testing programme will be operated to ensure that the premises owned or used by Aprile will comply with the electrical installations regulations. Where required all periodic inspections of electrical hardwiring will be completed and all rectifications from the inspections will be undertaken.

In all cases documentation will be available and inspections / maintenance will only be undertaken by qualified and authorized electrical staff.

Only competent persons will be allowed to maintain, repair and test electrical systems and equipment where work on live equipment cannot be avoided.

9.2 PORTABLE ELECTRICAL APPLIANCES

All portable appliances will be tested in accordance with the local Electricity Regulations to ensure that the equipment is safe to use in the workplace.

All appliances must firstly meet the required standard of production and carry the relevant CE marking or industry equivalent.

All appliances must be inspected prior to use and then inspected for electrical safety as recommended by the electrical regulations.

9.3 WORK EQUIPMENT

All equipment supplied must be tested and maintained in an inherently safe condition and fit for its intended purpose.


The equipment requires a visual safety inspection of work equipment to be carried out where a significant health and safety risk is involved, and to record the results of these inspections. Equipment which is not safe shall be declared unsafe to the responsible manager and appropriate steps taken to action the repair and/or disposal. Unsafe machinery shall be clearly marked with a sign indicating that the equipment is not to be used.

All Aprile work equipment is only used by trained and competent members of staff.

All equipment is tested and inspected by a competent and trained inspector and records kept.

9.4 WORKING AT HEIGHT

Working at height is the biggest killer of employees in the workplace due to the inherent dangers when falling from a height.

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Although Aprile will generally not be asked to work at height in the offices the staff must be aware of the potential dangers of using step ladders, ladders or other equipment to access height.

Any Aprile staff working at client's sites or locations must be aware of the potential dangers when working at height and follows the owner's/client's rules.

Ladders

Ladders must be in good condition, based on firm level ground, properly angled (1 unit out for each 4 units height), properly tied (where possible near the top) and must extend 1.05m above the stepping off point, unless there is an alternative suitable handhold. If a ladder cannot be secured, it must be footed. Only light work of short duration is to be carried out from ladders.

Staff required to use ladders must be trained in the use of ladders and staff are trained not to take unnecessary risks when working at height.

Ladders are regularly inspected and records are kept of these inspections. All faulty ladders used are replaced.

All ladders used by Aprile staff are metal – no wooden ladders are used in the work undertaken by the organisation.

Non-conductive ladders must be used on sites.

Stepladders

Every month more than a thousand people need hospital treatment because of accidents involving stepladders.

Stepladders are not designed for any degree of side loading. Workmen have been killed or seriously injured trying to descend from work platforms or landing places using unsecured stepladders.


Do not use the top platform for work unless it is designed with special handholds and avoid overreaching. The stepladder is liable to overturn if you do.

The area you are working in must be clear and free from obstacles or debris / tools / parts. The ground on which the stepladder is placed must be level and solid. The stepladder must not be placed on uneven or soft ground. If you need to perform any work or place parts or items on a high shelf ensure that a colleague passes you the item and is footing the stepladder.

9.5 MANUAL HANDLING

Manual handling is generally the biggest cause of injury in the workplace. It is important that employees are not subjected to manual handling wherever possible.

The Company shall so far as is reasonable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk to their being injured. Where it has been assessed

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that there is a risk of injury from manual handling, the first consideration must be whether the load needs to be handled at all, or whether handling can be minimised.

Where there is no alternative, the use of mechanical handling should be given consideration – this should be done by the manager at the reporting stage if possible.

Ignorance of manual handling procedures account for a significant percentage of accidents. The inevitable results of lifting incorrectly are:

- Strained backs
- Sprains and minor strains
- Slipped discs
- Hernia
- A complexity of internal injuries

The correct method of lifting makes the operation easier, less tiring and safer. Lifting should be carried by the proper use of muscles. Back and abdominal muscles are weak, the leg and thigh muscles are strong.

The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If, therefore, the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body a man can operate like a human elevator. This results in heavier loads being lifted, with less physical effort.

In practice there are seven significant points when lifting:

Suitability

Is he physically able to perform the lift? Taking into account the suitability of the individual, the clothing, footwear and personal effects worn, knowledge and training, assessment under reg.3 of the MHSW 99 or health surveillance.

Grip

A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips and the continued use of them leads to strained fingers or strained forearm muscles.

Back


the back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and then to raise it, pushing upwards with the leg muscles to regain the vertical position.

Chin

The chin should be kept well in so that it is fairly near the chest, as this helps to keep the spine in its natural upright shape.

Feet:

The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other. This position provides a reasonably stable base as the load is lifted (lifting a load with the feet together creates a top-heavy, unbalanced situation) and once the load is off the ground, affords the immediate facility of transferring the weight forward to the front foot so that the load can be carried away in the required direction.

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Arms

Arms should be kept as close to the body as possible so that the body itself does not become unbalanced by its own members.

Body

The body, being kept in its normal position, should act as a counterweight to the load.

Lifting Equipment

Any lifting equipment that may be used must be maintained and used by trained members of staff. Only authorized members of staff are permitted to use electronic or motorized lifting equipment.

9.6 PREVENTIVE MAINTENANCE

Preventive maintenance is an important part of Aprile's policy. The primary goal of preventive maintenance is to prevent the failure of equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail. Preventive maintenance activities include equipment checks, partial or complete overhauls at specified periods, oil changes, lubrication and so on. In addition, workers can record equipment deterioration so they know to replace or repair worn parts before they cause system failure. Recent technological advances in tools for inspection and diagnosis have enabled even more accurate and effective equipment maintenance. The ideal preventive maintenance program would prevent all equipment failure before it occurs.


Aprile's view on Preventive Maintenance

There are multiple misconceptions about preventive maintenance. One such misconception is that PM is unduly costly. This logic dictates that it would cost more for regularly scheduled downtime and maintenance than it would normally cost to operate equipment until repair is absolutely necessary. This may be true for some components; however, one should compare not only the costs but the long-term benefits and savings associated with preventive maintenance. Without preventive maintenance, for example, costs for lost production time from unscheduled equipment breakdown will be incurred. Also, preventive maintenance will result in savings due to an increase of effective system service life.

Long-term benefits of preventive maintenance include:

- Improved system reliability.
- Decreased cost of replacement.
- Decreased system downtime.
- Better spares inventory management.

Long-term effects and cost comparisons usually favour preventive maintenance over performing maintenance actions only when the system fails.

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SECTION TEN: HEALTH MANAGEMENT

10.1 STRESS RELATED ILLNESS

A Director or Manager will not be expected to know that an employee is suffering from a stress related condition. When an employee could be suffering from a stress related condition he/she should inform a trusted member of staff in "clear language" of the facts. In the case of other stress related issues a Director or Health and Safety Manager should be involved.

10.2 WELFARE PROVISIONS

The Company will ensure that they provide welfare facilities for the staff and all others involved in operations. Equipment provided will include:-

- Lighting and Heating.
- Washing and drying facilities.
- Drinking Water
- Rest Area

The responsible manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

10.3 LONE WORKING

In the event that lone working may be necessary the Company shall have in place such measures that a 'suitable' means of communication and 'checking', be established between the individual and their manager – if not, lone working is restricted within the offices.

Sales staff and staff visiting clients or suppliers must ensure that they are familiar with the lone working policy and that no unnecessary risks are taken when away from the workplace. Staff working away from the workplace should ensure that they are carrying adequate first aid provisions, fire extinguisher, roadside recovery cover and a charged mobile telephone.

Please see full Lone Working Policy

10.4 ASBESTOS


Aprile policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

Aprile policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Procedures for risk assessment of works involving a likelihood of encountering Asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos at Work Regulations.

The Company understands that it is responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments. In particular they will:

- Prepare and revise as necessary arrangements for the management and control of work involving asbestos.

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- Ensure that adequate resources are made available to enable the arrangements to be implemented. Arrangements should consider surveys, analysis and where necessary removal.
- Ensure appropriate information and instruction is provided for relevant employees in the form of toolbox talks, seminars, information leaflets and booklets, and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to asbestos is not available within the Company, suitable arrangements are made to obtain this information as required from expert consultants.
- Ensure that employees or relevant contractors are provided with appropriate information, instructions and training on work being undertaken in areas that may contain Asbestos.

10.5 DRUG AND ALCOHOL

It is the Policy of Aprile to ensure that employees' and subcontractors use of either alcohol or drugs (prescribed), does not impair the safe and efficient operation of the Company's activities. Aprile will endeavour to ensure that the organisation, people, equipment and the environment are not put at risk, as a result of accidents or incidents caused by the misuse of drugs or alcohol in the work place. It is strictly prohibited to consume, use or supply any form of illegal drugs or alcohol whilst on Company premises. In such circumstances the individual concerned shall be subjected to disciplinary procedures. If an individual(s) are found in possession or supplying drugs within the Company then the Police will be called and the individual(s) appropriately dealt with.

Please see the Company Drug and Alcohol Policy.

10.6 P.P.E. (PERSONAL PROTECTIVE EQUIPMENT)

All such provision will be appropriate for the risks involved, the characteristics of the work station, and take into account the ergonomic requirements and state of health of the persons who may wear them.

The assessment for use of PPE, which will be available for the employee's inspection, must be used if other measures cannot control to risk and take into account:


- The PPE is hygienic and otherwise free from risk to health;
- The PPE provided shall be for the person for use only by him;
- The PPE supplied is compatible with other equipment provided where it is required that they be worn simultaneously;
- The PPE will be inspected on a regular basis and repaired / replaced when required.
- The staff member will be trained to assess the PPE;

Training on the use and wearing of personal protective equipment and clothing will be given to new employees and on an ad-hoc basis to the general work force when appropriate.

The Company will provide all necessary protective equipment and clothing to reduce or eliminate the risk of injury to all persons affected by our activities. These will include:-

Safety Helmets

If ever required suitable head protection shall be worn by all Company employees and by others working at places controlled by the Company, wherever there is a foreseeable risk of head injury.

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Rules to ensure that safety helmets are worn, wherever there is a risk of head injury, will be drawn up by the Contract Director. This will form part of induction training. Employees and sub-contractors are to wear safety helmets in accordance with these rules.

Eye Protection

Suitable eye protection must be worn when carrying out any of the wide range of processes, as specified in the Protection of Eyes Regulations 1974 and superseded by the Personal Protective Equipment at Work 1992. Examples of these processes are: Eye protection against mechanical and chemical hazards must be in conform to BS2092. Protection during welding must conform to BS 1542.

Ear Protection

Ear protectors must be worn when operating within an environment which produces in excess of 85 dB. An assessment will specify the type of ear defender required.

Gloves

Appropriate industrial gloves must be worn when handling abrasive materials or substances which could damage the skin.


Footwear

Employees and sub-contractors are required to wear stout shoes or boots as the wearing of unprotected shoes, can lead to serious injury. Trainers for works on sites are to be discouraged. If in the event that soft shoes are required for the nature of the works, i.e. working in completed areas then such shoes must be taken to the place of work and changed into.

Should the nature of the work require safety footwear, it will be the responsibility of the employer to provide these as appropriate and make such concessions on the costs as are negotiated with the safety committee.

Respiratory Protection

Dust is a health hazard and masks will be provided and must be worn when conditions dictate. The need for respirators or breathing apparatus will not normally arise, but suitable equipment will be provided where necessary and instruction given in its use.

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SECTION ELEVEN: OFFICE SAFETY

11.1 SMOKING POLICY

The Company policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Aprile that our workplace is smoke free and all employees have the right to a smoke free environment. Smoking is prohibited in all enclosed, substantially enclosed and close proximity areas of the workplace. This policy applies to all employees, consultants, contractors, customers and visitors.

Smoking will only be allowed in the dedicated area away from the working area.

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply, may also be liable to a fixed penalty fine and possible criminal prosecution.

11.2 USE OF DISPLAY SCREEN EQUIPMENT (COMPUTER WORKSTATIONS)

It is the policy of Aprile to comply with the law as set out in the use of computers and computer workstations (otherwise known as Display Screen Equipment).

Aprile will conduct health and safety assessments of all workstations staffed by employees who use computer screens as part of their usual work and will ensure that all workstations meet the requirements set out in the schedule to the regulations.


The risks to users of computer screens will be reduced to the lowest extent reasonably practicable. Eyesight tests will be provided for computer screen users on request. All computer screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

It is the users responsibility to keep the DSE and workstation clean and ensure that the workstations are kept free of litter to minimise the possibility of accidents. It is the responsibility of the user to inform their appropriate manager of any faults or defects with the computer equipment or furniture.

11.3 HOUSEKEEPING

Aprile recognises that a well maintained workplace minimises the possibility of accidental injury to people and property. As such, the Company aims to meet the following objectives within our offices and workplaces, ensuring that:

- All dangerous goods including combustible materials, flammable liquids and cleaning agents are stored in accordance with statutory requirements.

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- All work areas are kept clean and orderly.
- Containers, boxes, equipment and materials are stored in a manner that prevents objects from falling.
- Floors are kept clear of objects and substances that could cause slips, trips, or falls.
- No smoking rules are enforced throughout the workplace
- Emergency exits, store rooms, corridors are to be kept clear to ensure free passage of persons, if required in an emergency.

11.4 STORAGE OF GOODS AND EQUIPMENT

The staff at Aprile must ensure that all workplace materials, equipment, machines and tools are stored in a manner that does not create a risk to the safety or health of a worker or affect the safe operation of the workplace.

Ensure that the storage of goods and materials do not obstruct walkways, cause slips and trips hazards or additional fire hazards within the workplace.


11.5 VISITORS

Arrangements are in place so that persons visiting the premises are given sufficient information and instructions with regard to health and safety on their arrival.

All visitors shall be required to sign in (and out) at reception.

11.6 GENERAL OFFICE SAFETY

- Never leave filing cabinet drawers open, or open more than one at a time.
- All staff have a responsibility in the office area and the resultant procedures have been developed to reduce risks.
- Desks are to be kept tidy and staff trained to ensure that waste paper is disposed of regularly.
- All areas will be designated 'No Smoking'. In smoking permitted areas, staff will be instructed to ensure that all smoking materials are properly extinguished before being disposed of in proper receptacles, not wastepaper bins etc.
- Staff should regularly check their own equipment to ensure that cables and connections on all electrical equipment are sound and that the equipment is earthed.
- Passageways and stairs must be kept clear of any obstruction.
- All staff must be familiar with how to use the fire extinguishers which are provided (water for wood or paper fires, dry powder or CO₂ for fires involving electrical equipment) and with the emergency procedure and action to be taken in the event of a fire included in the previous section on Emergencies.

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SECTION TWELVE: OFF SITE SAFETY

12.1 USE OF COMPANY MOTOR VEHICLES

The conditions set out below are applicable to all authorised users of Company motor vehicles.

All drivers engaged on Company business must:

- be qualified (hold a valid driver's licence),
- adhere to all road traffic signs, signals and restrictions,
- wear seat belts,
- ensure passengers wear seat belts,
- take breaks in their journey to avoid tiredness,
- not use any vehicle that has been found defective during the daily check – unless repaired/rectified,
- lock the vehicle when at destination/journeys end,
- not smoke in Company vehicles,

The staff member must inform the Company of any:

- accidents/incidents
- police actions.

It should be noted that drivers disqualified from driving for an offence whether in a private vehicle or not are obliged to report this to the Company immediately.

Drivers must not:

- drive any vehicle whilst serving on a ban,
- drive any vehicle under the influence of drugs or alcohol,
- drive any vehicle which has not been checked,
- drive/use any vehicle 'taken off the road',
- use hand held mobile phones whilst driving,

The Company shall make arrangements to ensure that:


- all vehicles are maintained (inspected and registered),
- all vehicles are insured,
- copies of all drivers licences are checked (before authorising any person to drive on Company business - and that a copy is held on file).

12.2 LONE WORKING

The majority of lone working amongst Aprile workers will be when they are working at clients sites, overseeing projects and when travelling.

All Aprile staff that are given training on the procedures that they are to follow when working alone in their home country as well as when they are expected to work in other countries on behalf of the Company.

All staff must ensure that adequate risk assessments have been undertaken and control measures (as far as is reasonably practicable) are installed. Staff working abroad must go through the checklist of:

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- Personal fitness when working alone or abroad including medical conditions that may be worsened by weather changes etc;
- Medicines or vaccinations are in date;
- Air travel
- Personal security at accommodation.
- Location safety
- Weather conditions
- Transportation risks
- Manual handling issues
- Medical emergencies when away
- Food poisoning
- Country safety including terrorism
- Working in isolated areas
- Document loss
- Language and cultural barriers

12.3 P.P.E. (PERSONAL PROTECTIVE EQUIPMENT)

Additional assessments are undertaken when staff are expected to work away at clients sites, including working away from your home country.

Although personal protective equipment is the last method of risk and hazard control, when working at clients sites the staff member may have no control over the other methods of control. Therefore is vitally important that staff have the appropriate P.P.E. available.

Assessments are to be undertaken prior to entering the site to ensure that the correct protection is provided. Staff are to ensure that they have required PPE for the site conditions, which may include:


- Hi visibility clothing
- Head protection
- Eye protection
- Hearing protection
- Foot protection
- Respiratory protection
- Hand protection

All PPE must be of the appropriate EN standard or equivalent and stored / maintained appropriately.

12.4 MOBILE TELEPHONE USE

Staff when working alone or working away at client's sites must ensure that they have a fully working, charged and compatible telephone that can be used in case of an emergency.

Prior to working away staff must ensure that they have an appropriate SIM card that will operate in the country in which they are to operate in.

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12.5 CONFINED SPACES AND EXCAVATIONS

While we do not expect Aprile staff to work in confined spaces or excavations, in case the Scope of Works requests so, involved staff will receive the appropriate controls, training and supervision.

All Aprile staff must ensure that the appropriate training and risk management is completed when having to work in dangerously small spaces or excavations.

The key hazards associated with confined spaces are:

- serious risk of fire or explosion;
- loss of consciousness from asphyxiation arising from gas, fumes, vapour or lack of oxygen;
- drowning arising from increased water level;
- loss of consciousness arising from an increase in body temperature;
- asphyxiation/suffocation arising from free flowing solid (engulfment) or the inability to reach a breathable atmosphere due to entrapment.

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SECTION THIRTEEN: CONTRACTOR / SUB CONTRACTORS HSE REQUIREMENTS

When dealing with work undertaken by contractors Aprile has no direct control over the contractors:

- employment of staff
- training provided
- policies and procedures implemented with the contractors organization
- inspection methods
- reporting methods

Therefore when deciding on contractors to use on our projects Aprile must ensure that the most appropriate and compliant contractors are used.

Aprile has implemented contractor questionnaires that are issued to all potential organisations that wish to work in conjunction with the Group. The information will then be assessed and a decision is made whether the organization qualifies for a compliance audit.

The elements that all contractors must adhere to as part of the Aprile contractor assessment and approval policy on the following main pillars:

Always

HSE Plan

Insurances, Licences and Accreditations

Risk Management Systems:

Accident and Incident Reporting Systems

Accident and Incident Analysis

Occupational Welfare, Health and Hygiene

Plant, Equipment and Machinery Management Systems

P.P.E.

Drug and Alcohol

According to the Scope of Work

Working at Height

Manual Handling Protection

Winch and Crane Safety

Container Safety

Safe Use of Pressure Vessels

Environmental

HAZMAT, HAZOP and Dangerous Goods

Confined Spaces

Road Vehicle Management and Safety

Electrical Safety and Isolation Systems