

## Health and Safety Policy

### General Statement

A&M Defence & Marine Services Limited is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly implemented at all times.

Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including a directly employed Health & Safety Manager.

The successful implementation of this policy requires total commitment from employees at all levels within the company. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Signed:



(Managing Director)

Date: 23/09/20

### Organisational Arrangements

Company procedural arrangements for ensuring the health, safety and welfare of staff are laid out within our Integrated Management System (IMS) manual along with supporting policies, processes and work guides.

## Responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

### Overall responsibility

The Managing Director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

### Organisational responsibility

A&M Defence & Marine Services Limited commits to:

- establish and implement a health and safety management system to manage the risk associated with our premises and activities
- regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement
- provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities
- actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention
- provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out
- carry out and regularly review risk assessments to identify hazards and existing control measures; prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed
- provide emergency procedures for safe evacuation in case of fire or other significant incident;
- ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled
- provide health surveillance for staff where appropriate, and maintain records

## Management responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Where risks are identified the manager must ensure that these are mitigated, so far as is reasonably practicable.

Management duties include the following:

- ensuring that employees, contractors and visitors are aware of safety procedures
- establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- bringing to the prompt attention of the Health & Safety Manager and senior management any health and safety issue that requires their attention
- ensuring that all accidents, incidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors

Managers dealing with particular topic areas will be advised of any specific health and safety duties. (For example, the purchasing manager will be required to obtain material safety data sheets for COSHH purposes prior to ordering a substance for the first time.)

The HSE & Training Manager is responsible for:

- ensuring that our health and safety management system conforms to the requirements of ISO 45001:2018
- maintaining and reviewing our health and safety compliance obligations
- auditing our health and safety performance and submitting findings and recommendations to senior management
- considering any representation about health and safety issues from employees
- investigating accidents, incidents and near misses to discover the cause and eliminate possibility of re-occurrence
- reviewing any employee absences due to accident/injury or ill health at work
- reporting on the performance of our health and safety management system to senior management

## Employee responsibility

All employees must:

- take reasonable care for their own health and safety
- consider the safety of other persons who may be affected by their acts or omissions
- work in accordance with information and training provided
- utilise the personal protective equipment (PPE) and clothing provided
- observe and comply with customers' site safety rules when working on site
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- report at the earliest opportunity any accidents, incidents and "near misses" to their Manager, recording details on form HS-06
- drive Company vehicles in a safe manner in accordance with the Highway Code, Company Vehicle Policy HR-16 and any specific site rules
- not undertake any task they are not trained or authorised to do

## Health and safety assistance

Competent persons have been appointed to assist us in meeting our health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

Names and functions of these people are displayed on Company Notice Boards.

The company recognises that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.