



HEALTH AND SAFETY POLICY

BACKGROUND

Advanced Access Platforms Ltd (AAP) is a plant hire company that specialises in powered access and associated training, that concentrates its operations in supporting major UK infrastructure and media services: Operating primarily in London and the Southeast, AAP provides a high specification fleet; which has been optimised to meet both H&S and Environmental obligations, in the London and surrounding area. As a minimum AAP is committed to ensuring its operations meet (and exceed as an objective) the requirements of our customers and the citizens within our operational areas.

As a pre-requisite AAP have established an acknowledgement by all its employees, supply chain parties and subcontractors that Health and Safety is the responsibility of every employee not any one individual or specific team or department.

1. STATEMENT OF INTENT

- 1.1. AAP is committed to ensuring its operations are undertaken to the highest standard by highly trained employees, committed to observing safe working practices as a matter of policy. Our procedures are designed to protect the health, safety and welfare Of its employees, customers, suppliers, contractors and the general public. To this effect AAP will ensure adequate resources, information and training are provided to ensure that the business can deliver on this policy and its objectives at all times.

2. PURPOSE AND OBJECTIVE

- 2.1. The Company H&S policy has been prepared in accordance with the requirements of the Health & Safety at Work legislation. The purpose of this policy is to establish minimum standards for the safe operation of the business; whilst ensuring alignment to the Health and Safety at Work Act 1974 and to ensure responsibility for their achievement is distributed to managers, supervisors and all company's employees for adoption through their normal operating practices.



3. MANAGEMENT RESPONSIBILITIES

3.1. Directors

The Company's directors undertake overall responsibility for the ongoing implementation of the Company's policy. The Company's MD's are responsible for ensuring that the policy is widely communicated and implemented effectively, whilst also ensuring it is continuously monitored and improved.

3.2. Directors and Senior Managers

The Board of Directors who are wholly accountable are responsible for ensuring the unequivocal implementation and monitoring of the company's policy within the area of specified responsibility.

3.3. SHEQ Officer

The company's SHEQ Officer is a nominated manager who holds day to day management oversight for co-ordinating compliance and alignment in an effective health and safety environment. The SHEQ Officer will encourage management and operators to take responsibility for the control of H&S, Environmental activities and quality awareness across the organisation.

3.4. The SHEQ Officer is responsible for:

- Advising the Directors to ensure there is a continuous improvement plan.
- The production and maintenance of the company's H&S policy whilst ensuring that Department guidelines are consistent with that policy.
- Engaging with and communicating safe working practices to the management teams and the company's operations.
- Monitoring and reporting on the effectiveness of the policy to the Board.
- The provision of general advice about the alignment to ongoing legislation.
- The identification of health and safety training needs.
- Acts as the company's liaison officer with the Health and Safety Executive, Environment Department and other external agencies as required.
- The production and maintenance of Health and Safety policy and amendments to ensure continuous alignment with the prevailing Codes of Practice for the services undertaken by the Company.

4. HEALTH AND SAFETY MANAGEMENT PROCESS

4.1. The Company is committed to ensuring that the health, safety and welfare of its employees is an integral part of the management process. The Health and Safety at Work Act, associated Codes of Practice and E.C Directives will be adopted as minimum standards within the Company. (Accordingly, health and safety management is explicitly stated as a basic requirement of all management job descriptions).

4.2. The Company requires that all of its management approach health and safety as an integral part of its day to day operation, identifying hazards and problems, planning improvements, taking executive action and monitoring results so that health and safety matters are owned by all employees in the execution of their day to day activities.

4.3 Any unexpected health and safety compliance or task that may arise during the year, will be met responsibly by the Executive to assess the degree of risk, in deciding the necessary resources and actions to address the issue identified, irrespective of its budget consequences.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

- 5.1. It is the policy of the company that departmental managers will adopt appropriate health and safety policies or guidelines for their respective operational responsibilities. These policies will ensure that standards for health and safety for the department and the work organised within it are always relevant to the situation prevalent.
- 5.2. Communications shall be the responsibility of the manager to enable all members of his or her staff to comply and adopt the guidelines prevailing and to consult where appropriate with the company's Health and Safety Officer to maintain all guidelines. The model contents of a guideline are:
- To identify all significant risks and introduce all necessary control measures.
 - To implement clear and deliverable remediation policies.
 - Ensure that all employees are aware that safe working is a collective condition of all employees through active leadership.
 - Ensure all employees are suitably trained to undertake their tasks safely and confidently to enable them to perform their role in a safe manner.
 - Provide all employees with the right and duty to challenge unsafe practices and to "down tools" in the event of any unsafe practice.
 - Regularly communicate with every member of their team to ensure awareness prevails in regards all safety matters.
 - Engage with our stakeholders, business partners and supply chain colleagues to ensure that their management standards and practices meet or exceed the expectations of the Company.
 - Continuously strive to improve the company safety, accident and health performance through undertaking regular reviews of the business, by monitoring its performance and learning from all accident, incident or near miss incidents that may occur.
 - Comply with relevant Safety and Health legislation and legal practice, prevailing at the time.
 - Strive for continual improvement and best practice.
 - Ensure that adequate health and safety review, risk assessments and internal audits have been completed to ensure that any hazards are identified, and appropriate measures are implemented if necessary.
 - Ensure that all accidents, incidents or near misses are reported immediately.
 - Hold regular meetings to discuss health and safety performance.
 - Ensure that company health and safety procedures are effectively communicated, understood and implemented across the company, its operations and its supply chain.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS - ANNUAL SAFETY AUDIT AND REGULAR RISK ASSESSMENTS

- 6.1. Unless required by statute; it is the policy of the company to undertake thorough re-examination of its health and safety performance, against the established standards for each department twice annually. The 'Safety Audit' will review:
- Standards laid down in the company's policy.
 - Departmental guidelines.
 - Relevant regulations prevailing and pending. ● Environmental factors; affecting its operations.
 - Employee performance.
 - Working practices.
 - Contingency plans.

- The recording of information about the actual accidents, incidents and near miss incidents. •
The assessment of risk.
- 6.2. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 6.3. The information obtained by the safety audit will be used to form the basis of the plan for the following year. Audits must be completed twice a year.
- 6.4. The responsibility for ensuring that audit activity is carried out rests with the Operations Director and will be carried out by a qualified NEBOSCH standard Safety Officer. Although the Audit performance remains an individual's responsibility. Accordingly, management is required as part of this policy to seek the involvement of any appropriate Health and Safety Representative(s) in the conduct of the audit.
- 6.5. In addition to carrying out Safety Audits, it is the responsibility of the department manager to ensure that all problems are immediately brought to the attention of the business and dealt with as appropriately as the risk requires.
- 6.6. Managers have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will therefore be expected to undertake regular risk assessments in line with their Health and Safety Executive Guidelines.
- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record the findings and implement the precautions.
- Review the assessment and update when necessary.

7. SAFETY REPRESENTATIVES

- 7.1. The Company will support all Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant Head of Department. They may also formally report hazardous or unsafe circumstances to the Head of Department and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

8. TRAINING

- 8.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
- 8.2. Four areas of need shall be given special priority:
- Training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives.
 - Training for safety representatives to enable them to discharge their function.
 - Training for all employees to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules; and to understand H&S is a collective responsibility.
 - Induction and in-service training for staff at all levels to acquaint them with any new requirements and or hazards identified.

9. RECORDS, STATISTICS AND MONITORING

- 9.1. The Company will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and where necessary, bids for additional expenditure made to the Board of Directors.

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

- 10.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Operations Director as delegated to the Safety Officer.

11. SPECIALIST ADVISORY BODIES

- 11.1. Certain bodies and the individual members of those bodies have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained via the Safety Officer from any expert identified or a specialist body outside the Company.

12. THE OCCUPATIONAL HEALTH SERVICE

- 12.1. It is the policy of the Company to provide Occupational Health Services. Such services provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals. This will include the management of stress and behavior.

13. FIRST AID

- 13.1. It is the policy of the Company to make provision for First Aid and the training of "First Aiders" in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs. The company will also have a number of Mental Health First Aiders for the support of all its workers.

14. FIRE

- 14.1. It is the Company's responsibility for ensuring that its employees receive adequate training, and that nominated fire officers are designated in all Company premises. The Joint MD's delegate these responsibilities to the Directors and operational department heads who shall ensure adequate fire Marshalls are adopted in their areas of operational responsibility.
- 14.2. In addition the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company) to:
- Report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff.
 - Undertake overall responsibility for fire training.

- Assist in the investigation of all fires in the Company's premises and to submit reports of such incident.

15. CONDEMNATION AND DISPOSAL OF EQUIPMENT

- 15.1. Procedures for the condemnation and disposal of equipment are set out in the Company's Standing Financial Instructions. New equipment introduced to the business should be assessed by the Safety Officer and the Operations Director prior to formal introduction.

16. FOOD HYGIENE

- 16.1. Those Managers who have responsibility for the storage, acquisition or distribution of food stuffs shall receive suitable induction and training, to ensure that these functions are undertaken to the necessary legal standards. Any suspected outbreak of food poisoning or other unexplained food related incidents must be reported to the Safety Officer immediately.

17. LIFTING AND HANDLING

- 17.1. No one shall undertake any lifting activity unless qualified to a sufficient standard. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The HR office / head office will ensure training in lifting and handling is provided to employees who may be required to undertake any manual handling or lifting activity.

18. NON-SMOKING ON COMPANY PREMISES

- 18.1. It is Company policy that no smoking will take place on its premises.

19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 19.1 The Control of Substances Hazardous to Health Regulations (COSHH) require the Company to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The Company will also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing and updating these Regulations.

20. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

- 20.1 All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety executive Booklet entitled "working with VDUs". New employees who regularly use VDUs will be required to undergo an annual sight screen assessment.

21. CONTROL OF WORKING TIME AND FATIGUE

- 21.1 The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime)

unless there are exceptional circumstances and or the employee has opted out of the Working Time Regulations with the Company's approval. All requirements of the regulations e.g. in relation to breaks, night workers etc will be complied with by all operations and departments.

21.2 Aside working hours attention is drawn to the company's Fatigue Policy Statement.

22. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

22.1 The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

22.2 The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

23. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

23.1 Persons working in the Company premises who are employed by other organisations are required to follow Company Health and Safety Policies whilst undertaking any method of work. This responsibility will be included in contracts or working arrangements. Similarly, seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy. In the event of any concerns in undertaking such; all company employees should report any misgivings to a Director of the company.

24. VISITORS AND MEMBERS OF THE PUBLIC

24.1 The Company is committed to ensuring that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company premises shall be of the highest standard.

24.2 Any member of staff who identifies any person or persons acting in a way which would endanger other staff, should inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary.

25. CONTRACTORS

25.1 The Company shall ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health and are in compliance with any prevailing regulations.

25.2 Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them and reinforced in an induction policy ahead of works commencing. In addition, a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their line Manager immediately.

25.3 In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Company's Manager letting the Contract will be responsible for monitoring

the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether the Contractor shall be invited to tender again.

This policy will be regularly updated and regularly communicated to all employees and organisations working on behalf of the company It will be displayed at all operating offices and on the company's intranet and website.

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a long horizontal stroke.

Matt Woolman - Director

January 2026
