

Health & Safety Policy and Arrangements

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Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the directors of ACMS (UK) Ltd have produced the following statement of policy in respect of occupational health and safety (OH&S) and meeting the requirements of OHSAS 18001:2007.

It is the ACMS (UK) Ltd. aim to achieve a working environment under its current scope of work **Project Management, Surveying (including Asbestos Survey) and Software Design for Risk Management** that is free from work related accidents and ill health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with all applicable regulatory and statutory requirements and best practice & other requirements to which the company subscribes which relate to its OH&S hazards;
- Identifying hazards within the workplace, assessing risks related to them and implementing appropriate preventative measures;
- Providing and maintaining safe methods of work and equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the ability, skills and competence to commensurate with their role and level of responsibility;
- Ensuring tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Ensuring it includes all persons who may come into contact with the Company's day to day activities (i.e. Clients, Consultants, Employees, members of the Public etc) in an effort to ensure that such persons are not adversely affected by its activities.
- Furnishing sufficient funds needed to meet these objectives;
- Setting and reviewing a programme of appropriate OH&S objectives and targets;
- Ensuring that this policy document is available internally (to all persons working for or on behalf of the company) and externally (the public or other interested parties) in hard or electronic copy and reviewed and recommitted too annually.

All employees on their part will actively contribute to this policy by promoting a safe working environment, which is free from accidents and ill health.

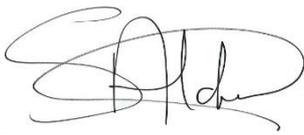
The Company recognises and accepts responsibility for providing a safe and healthy working environment for all persons in its employment, and will also seek to ensure that where persons are indirectly engaged in work on its behalf (i.e. through sub-contractors) that such sub-contractors comply with the spirit and intention of this Policy.

The Company will ensure that this policy is reviewed annually to monitor its effectiveness to ensure that it reflects changing needs and circumstances.

In addition, the Company has a formal Integrated Management System which is operated in accordance with ISO 9001:2008, ISO14001:2004 & OHSAS18001:2007 which ensures all Policies are subject to ongoing review via the formal Management Review Process, including setting / reviewing OHSAS Objectives and Targets.

The individual responsibilities of Directors, Management, Staff and Employees are contained in the 'Responsibilities' section of 'Organisation & Responsibilities' section of the Policy. Such responsibilities form part of the individual's conditions of employment and in the case of sub-contractors, conditions of contract with the Company.

The Managing Director, holds overall responsibility for health, safety and welfare and shows top management commitment in pursuance of this Policy by his approval and signature.

AUTHORISED BY:  : 28/02/2018
Mr Steven Aldridge – Managing Director

Organisation and Lines of Responsibility

Overall responsibility for the health and safety of all persons within the company rests with the Managing Director of Assets & Compliance Managed Services Ltd.

The Managing Director delegates this responsibility to the individual line managers for the purposes of the day to day running of the operation with the direct assistance of individual managers and supervisors as detailed in the organisational structure below.

Assets & Compliance Managed Services Ltd has a nominated safety officer who has overall group responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety officer who has overall responsibility for the day-to-day safety operations will be Steven Aldridge and has received appropriate training to do so.

Safety Officer

The safety officer will ensure through the management organisation that:

- All persons employed by the company receive adequate health and safety training. In addition, employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner.
- All work equipment is suitable for their intended purpose and that it is maintained in a safe condition at all times.
- All persons working on site, whether or not employees of the company, are adequately notified of all known hazards and protective measures.
- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties.
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety.
- Individual members of staff, who have any concern regarding their own safety, or that of a third party, are responsible for reporting the matter to their manager without delay, and as such have a clear channel of communication and the tools to do so.
- All members of staff receive a copy of this safety policy and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign a copy of this safety policy before they start work and their manager will familiarize, explain and assist them to begin work in a safe manner.

Managers

Managers at all levels are expected to:

- Actively support the promotion of positive Health and Safety behavior and take personal responsibility for encouraging and sharing best practice
- Demonstrate an individual commitment to best practice, taking personal responsibility for managing risk and good conduct
- Resolve health and safety issues efficiently
- Ensure adequate resources are made available for the effective implementation of management systems and risk controls
- Seek support from Assets & Compliance Managed Services Ltd competent persons to inform decision making
- Seek co-operation from Assets & Compliance Managed Services Ltd competent persons for activity that may impact on the safety management system or supporting policies

Employees

Assets & Compliance Managed Services Ltd reminds all employees and others engaged in work activities on its behalf of their own health and safety responsibilities, which are to:

- Take care of their own health and safety and that of others who may be affected by their activities
- Co-operate with the company on health and safety matters so as to enable it to carry out its own responsibilities and comply with relevant legislative requirements
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or wellbeing
- Inform divisional managers of any dangerous work situations
- Cooperate with divisional managers by observing safe systems of work where these are in operation
- Participate in health and safety training where required to do so
- Use any personal protective equipment provided, to take reasonable care of it and to report any loss or defect in accordance with local arrangements.

Consultation and communication

Consultation and communication with employees will be maintained through regular day to day communication either face to face or via TEAMS.

Joint Working

Assets & Compliance Managed Services Ltd will work together with partner organisations and clients to ensure that health and safety is taken into account where joint working takes place. The company will also ensure that there is proper liaison with external organisations such as regulatory enforcement and inspection bodies.

Where contractors are used to carry out functions on behalf of the company they will be appropriately selected, vetted where necessary and subsequently audited to ensure their work is in accordance with Assets & Compliance Managed Services Ltd's policy on Health and Safety.

Arrangements

Assets & Compliance Managed Services Ltd has produced this policy, which details all the arrangements necessary for health, safety and wellbeing management. It should be noted that what follows here is a summary of the arrangements.

Risk Assessments

Assets & Compliance Managed Services Ltd has a duty under Regulation 3 of the Management of Health and Safety at Work Regulations, under which we are required to assess the risks to workers and others arising from the activities carried out for an on behalf of ACMS UK Ltd. As such Assets & Compliance Managed Services Ltd will:

- Identify all significant hazards
- Quantify the overall risk
- Explain who and what is at risk in terms of: people, equipment, materials and environment
- Describe what has been done to reduce the risk
- List what additional controls are required to reduce risks to level as low as reasonably practicable
- Describe who is responsible for monitoring implementation and assessing the efficiency of controls
- State when a review will be undertaken
- Ensure the resulting assessment is reviewed as required in relation to the severity of the perceived risk
- Communicate resulting assessments with those that may be affected by them

Assets & Compliance Managed Services Ltd will not confine its risk assessments to hazards that are likely to lead to injuries and will focus on the wider loss control such as:

- Damaged equipment, machinery and tools etc.
- Damaged buildings, walkways, stairs etc.
- Potential causes of ill health, for example thermal environment, washrooms and clothes stores

- Causes of waste, for example spillages and discarded materials and potential threat to the environment

Fire Safety

Under UK Legislation (in England and Wales, the Regulatory Reform (Fire Safety) Order 2005, Fire (Scotland) Act 2005, Fire and Rescue Services (Northern Ireland) Order 2006, Fire Safety Regulations (Northern Ireland) 2010), Fire Safety has become the responsibility of Assets & Compliance Managed Services Ltd and its Management. Assets & Compliance Managed Services Ltd recognizes its duty to manage the fire safety of its premises.

The Fire management process within Assets & Compliance Managed Services Ltd falls under the Fire Risk Assessment and Management System (FRAMS).

Assets & Compliance Managed Services Ltd will provide a suitable and sufficient Fire Risk Assessment by a competent person at its premises where a duty applies (all premises that are solely owned or operated by ACMS UK Ltd).

The Findings from the Fire Risk Assessment must be incorporated into the FRAMS Action Plan to manage fire safety at its premises.

Assets & Compliance Managed Services Ltd will consult with employees; others who may work under Assets & Compliance Managed Services Ltd control and relevant third parties (Landlords, etc.) to ensure that significant findings are communicated and those effective arrangements for managing fire safety are implemented. The Fire Risk Assessment will be made readily available on site and shared with third parties and enforcement authorities are required.

All Assets & Compliance Managed Services Ltd staff will receive appropriate fire training for their role in normal working hours, as required.

First Aid

The Health and Safety First Aid Regulations (1981) requires employers to assess the risks, which may lead to the need for first aid, and to provide accordingly. Provision extends to:

- Appropriate equipment and facilities
- Personnel trained in first aid to an appropriate level in relation to the perceived risk
- Information for workers
- Efficient arrangements for summoning emergency services

Assets & Compliance Managed Services Ltd management will undertake risk assessments to establish first aid provision required for their workers and the client's specification. The risk, and thus the provision required, will depend on the probability of injury or ill health actually occurring and the consequences in terms of likely severity. In their assessment they will consider:

- The type of workplace and the work undertaken. Premises with very few hazards and low levels of risk require less provision than those with many hazards or high risks.

- The number of workers and members of public within the workplace, including fluctuation caused by shift patterns, holiday seasons and events.
- The needs of persons on their own. Remote workers, lone workers and those traveling may require personal First Aid kits.
- Shift patterns, annual leave and other absences of First Aiders. Adequate provision must be made at all times so that arrangements for cover will be in place when required.
- Nature and distribution of workforce within the workplace
- The remoteness of the workplace from emergency medical services. Arrangements will be made for appropriate transport to be available from locations where access by the emergency services may be delayed.
- Workers visiting or working on sites managed by third parties can reasonably use the facilities provided by the third party, a formal agreement will be established if this shall be a regular place of work.
- Those who work alone, regularly work away from a base or who visit remote sites will be given an understanding of dealing with emergencies within the company handbook and will establish a means of summoning help as determined by their location.

Accident and Incident Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) apply to all parts of the UK. Assets & Compliance Managed Services Ltd will utilise their in-house Vision system for monitoring and recording all accidents, incidents and near misses.

These regulations require Assets & Compliance Managed Services Ltd to notify, report and record death, major injury, incapacity for more than seven days, persons suffering from industrial diseases or conditions and certain dangerous occurrences, but only arising out of or in connection with work activities.

Directors and their managers are responsible for ensuring suitable arrangements exist for the reporting, recording and investigation of all incidents that cause, or may have caused significant harm, injury and/or damage.

Assets & Compliance Managed Services Ltd will ensure that suitable arrangements are in place to investigate incidents and take appropriate action to prevent or reduce reoccurrence of similar incidents including reviewing and updating risk assessments and local working practices.

Incident data will be reviewed regularly for trends and appropriate action will be taken to resolve any concerns noted.

All workers understand the requirements of the incident management system specifically to report all incidents, accidents, near misses and dangerous occurrences that occur, regardless of severity. Reasonable and appropriate support is provided to those adversely affected by an incident.

Training and Staff Induction

All Assets & Compliance Managed Services Ltd staff and contractors receive a comprehensive induction to each site by way of site tour including identification of local hazards.

At each site all employees receive information regarding fire arrangements, first-aid provision, local risk assessments, accident and incident reporting arrangements.

Local managers and supervisors working for Assets & Compliance Managed Services Ltd are provided frequent supervision to ensure the quality of induction training.

Health and safety training within the workforce is undertaken in line with the ACMS UK Training Matrix (held in Vision).

Manual Handling

The Management of Health and Safety Regulations 1999, and other regulations, places more specific duties on employers and these duties are implemented within ACMS UK.

The Manual Handling Operations Regulations 1992 came into force on 1 January 1993. Under these regulations, Assets & Compliance Managed Services Ltd is required to avoid manual handling activities where reasonably practicable.

We adopt an ergonomic approach to removing or reducing the risk of manual handling injuries and ensure that systems of work and the working environment are safe. This approach requires us to undertake risk assessments taking into account the nature of the task, the individual's capacity, the load and the working environment. When the risk assessment has been completed and any significant hazards have been recorded a safe system of work will be produced and communicated to all relevant staff and will be implemented and managed.

Control of Substances Hazardous to Health

The COSHH Regulations 2002 and approved code of practice requires Assets & Compliance Managed Services Ltd to evaluate and control risk which employees and others may be exposed to from hazardous substances at work.

It applies to all workplaces and includes any substances, materials, processes or by-products that are hazardous to health e.g. clinical waste, microbiological agents, ducts of any kind in substantial quantities and all chemicals categorized as hazardous to health in any form i.e. solid, liquid, gas or vapor.

The health effect of hazardous substances is directly linked to:

- The nature of the substance
- Duration of exposure
- Quantity exposed to

Managers are responsible for ensuring that:

- Substances hazardous to health are identified, assessments of associated risks to health are carried out by nominated, appropriately trained, competent people
- Appropriate resources are available to support safe working practice and take into account appropriate control measures
- Health surveillance is undertaken, as appropriate, in accordance with assessment findings
- Assessments are reviewed annually or more frequently if circumstances change

Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 (as amended) places an obligation on Assets & Compliance Managed Services Ltd to risk assesses and review the provision and suitability of personal protective equipment (PPE) at work.

PPE will be regarded as the last resort to protect against risks to health and safety. Where risk cannot be controlled by any other means or unreasonable residual risk remains, PPE will then be considered a control measure. PPE is selected on its suitability for the task, the individual undertaking the task and the particular risk involved.

PPE will bear the 'CE' mark and will be manufactured to a relevant British Standard (BS) or European Norm (EN).

Training will be provided to all staff on the wearing, care of and storage of any PPE they are issued with. Supervisors regularly inspect PPE to ensure it remains in serviceable condition.

Visual Display Screen Equipment

In addition to the requirements of the Health and Safety at Work Act, the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 places a number of specific requirements on Assets & Compliance Managed Services Ltd, these include the need to undertake an assessment of workstations used for DSE work and apply to all habitual users of DSE whether they are employed to work:

- At Assets & Compliance Managed Services Ltd's workstations;
- At a workstation at home; or
- At another employer's workstation (that of one of our clients)

Standard	How it will be attained
All workplaces have completed assessment of all workstations at least annually including workstations for home-based workers, outpost workers and hot desks	Using corporate checklist template provided to all staff As part of new starter induction, annually, after significant change or incident
Managers review all workstation assessments and take action to resolve issued identified by users	Manager complete review of checklist upon receipt and discuss with user any issues of concern to agree actions to be taken.
All Users know how to set up their work station correctly and how to report issues or concerns	As part of induction for new starters or workers who are new to the work location, users are shown how to adjust their workstation and are told how to report concerns. All users reminded periodically at 1:1 meetings and team meetings
Each portable device has its own assessment and user suitability has been determined	Using corporate checklist template provided As part of new starter induction, annually, after significant change or incident
All users are informed of system for eye tests and claiming DSE use glasses	As part of induction for new starters All users reminded periodically at 1:1 meetings and team meetings

New and Expectant Mothers

It is policy of Assets & Compliance Managed Services Ltd that work involving new and expectant mothers is subject to an appropriate individual risk assessment. The objective of this procedure is to ensure a coherent approach to such work across Assets & Compliance Managed Services Ltd portfolio as a contribution to a culture of proactive protection.

Assets & Compliance Managed Services Ltd will ensure that the risk assessment is conducted within 14 days of notification that an employee is pregnant and will fulfil its statutory obligations under the Management of Health and Safety at Work Regulations. The assessment will be reviewed regularly at designated 1:1 sessions, or as required following recommendations made by a medical professional.

Assets & Compliance Managed Services Ltd will provide a safe working environment, which as far as reasonably practical, reduces the personal risks to the new or expectant mother and her unborn child. A proactive approach will be adopted to identify risk, guidance will be provided to both management and staff on implementing adequate control measures.

Lone Working

Assets & Compliance Managed Services Ltd has robust Lone Working and Remote Working procedures ensuring that staff who are physically isolated from their colleagues (isolation could be by virtue of geography or separation within a building or on a site) and without access to immediate assistance are supported and safe.

- Check calls are undertaken to lone workers by another member of staff
- Regular supervisory visits are made to members of staff that are lone working

Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) cover selection, suitability and maintenance of work equipment and procedures for dealing with specific risks and giving of information, instruction and training on handling equipment.

“Work Equipment” is any equipment provided for work purposes and includes vehicles provided by Assets & Compliance Managed Services Ltd for work activity such as lease and pool cars but excludes privately owned vehicles used for work.

All Assets & Compliance Managed Services Ltd employees responsible for purchase and maintenance will ensure:

- The assessment of risks at the selection stage of new work equipment
- Ongoing safety assessments of existing work equipment
- The implementation of formally-documented, planned maintenance systems
- The designation of certain trained people for high risk activities
- The provision of information, instruction and training for staff using any form of work equipment
- The development and implementation of management procedures aimed at ensuring the safe use of work equipment in all work situations

Assets & Compliance Managed Services Ltd will ensure that the Provision and Use of Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) are met:

- During all activities involving the use of equipment on premises or locations for which Assets & Compliance Managed Services Ltd has a responsibility.
- By all permanent Assets & Compliance Managed Services Ltd employees, temporary staff, and members of the public who may be affected by our work activities

- By all departments involved in the procurement, installation and maintenance of work equipment, including property maintenance, procurement and transport.

Asbestos

Under the Control of Asbestos Regulations 2012, recognises its duty to manage asbestos in non-domestic premises that are owned and/or occupied by ACMS UK.

Assets & Compliance Managed Services Ltd are accredited under ISO 9001, 14001 and 18001 for asbestos surveying and management and will therefore manage all asbestos within properties under its control in-house utilising our Vision online asbestos management system.

All staff will undertake our online asbestos awareness course which is certified under IATP, refreshers will be undertaken annually.

All staff working for the asbestos division will have the necessary level of training and certification to be deemed competent to comply with the current regulations.

Assets & Compliance Managed Services Ltd will provide adequate resources, sufficient finance, and access to competent advice to achieve its compliance.

Legionella

Assets & Compliance Managed Services Ltd has a duty as identified in The Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the H.S.E Approved Code of Practice and guidance L8 'The Control of Legionella Bacteria in Water Systems' (ACOP L8) to prevent the proliferation of Legionella in water systems in premises owned and/or occupied by Assets & Compliance Managed Services Ltd.

Assets & Compliance Managed Services Ltd appoints a competent contractor to produce Water Management Plans, undertake regular testing and servicing and to assist us in managing this risk.

Contractors managing our perceived Legionella risk will as a minimum requirement:

- Be members of the Legionella Control Association (LCA) and adhere to their code of practice
- ISO 9001:2015
- ISO 14001:2015

Driving For Work

Assets & Compliance Managed Services Ltd recognises its duty under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992, Road Safety Act 2006, Road Traffic Act, Highway Code, Tachograph Regulations, The Road Transport (Working Times) Regulations 2005, and the Road Vehicles (Construction and Use) Regulations to ensure that it meets legal responsibilities to effectively manage on-the-road work activities.

Assets & Compliance Managed Services Ltd will:

- Ensure that there is a mechanism in place to identify staff that are qualified to drive, and that they remain so.
- Ensure there is a system in place to maintain vehicles in a roadworthy condition and comply with legal requirements
- Adequately risk assess all driving activity
- Provide further training by way of the driver handbook to all involved in on-the-road activities
- Provide guidance to all staff undertaking driving activities on private sites or off road on Assets & Compliance Managed Services Ltd business

Alcohol and Drugs

Assets & Compliance Managed Services Ltd strictly enforces rules on drug and alcohol use within the workplace complying with relevant legislation such as the Health and Safety at work Act 1974 and the Misuse of Drugs Act 1971.

Assets & Compliance Managed Services Ltd will ensure that no employee, worker or contractor:

- Reports for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse
- Be in possession of alcohol or illegal drugs in the workplace, or any substance deemed to be a legal high
- Supply others with illegal drugs or any substance deemed to be a legal high in the workplace
- Supply others with alcohol in the workplace, except in the course of work duties
- Consume alcohol, illegal drugs or any substance deemed to be a legal high whilst at work, this includes the abuse of any substance

Training will be given to ensure all employees, workers and contractors advise line management of any side effects of any prescription drugs that may impair their ability to undertake their work.