HEALTH, SAFETY & WELFARE POLICY

Health, Safety & Welfare Policy Document

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Health, Safety & Welfare Policy

SECTION A

General Statement of Intent

Motofix Accident Repair Centres Ltd believes that high standards of Health, Safety and Welfare management are an essential part of good business practice.

The Company recognises its responsibilities to its employees (and also to others who might be affected by its activities) in accordance with The Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and other applicable legislation.

The Company will endeavour to conduct its operations, so far as is reasonably practicable, in a manner which recognises the Health, Safety and Welfare needs of employees and or other persons likely to be affected. In order to work towards this objective, the Company will focus on:

a) A safe place of work and access / egress.
b) A safe working environment and adequate welfare facilities.
c) Safe plant, equipment and vehicles
d) Safe handling, storage, transport and maintenance of articles and substances used at work.
e) Necessary information, instruction, training and supervision.

This Policy will be reviewed as often as is necessary to ensure it keeps abreast of current legislation, continue the management of Health and Safety to help reduce accidents and promote a Health and Safety culture etc.

Signature(s) *Richard Tutt, CEO*
Date **27th September 2022**

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SECTION B

PART 1

Objectives

The objectives of this policy are:

- To promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions.

- To promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels.

- To commit to the provision of adequate time and resource necessary to encourage the effective implementation of the Policy.

- To identify duties and delegate responsibility throughout the organisation.

- To create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.

- To facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities.

- So far as is reasonably practicable, to provide employees at all levels with adequate instruction, training and supervision and that training be repeated as often as considered necessary.

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PART 2

Safety Organisation.

It is deemed that no one in the company is in full possession of all material facts to deem them solely responsible for matters relating to health, safety and welfare. These responsibilities are diluted through the management organisation sufficient to reflect the diverse, diffuse and multi-site / place of work nature of our business in the UK.

The policy statement confirms the commitment of Motofix to achieve, as far as is reasonably practicable, an acceptable level of safety within the Company.

"So far as is reasonably practicable" the main health and safety responsibilities are as follows:

Directors

- To make available sufficient resource (time and / or money) for the development, implementation, monitoring, update and adaptation of the health and safety system.
- To give input into the system in areas of own expertise, so the system being built is practical and may be followed in practice.
- Consider health and safety implications when taking decisions.
- Engaging the support of a competent person to advise on issues beyond the knowledge and expertise of those engaged by the Company.
- Lead by example.

Branch Managers

- To give input into the system in areas of own expertise, so the system being built is practical and may be followed in practice.
- Consider health and safety implications when taking decisions.
- Lead by example.
- Help carry the day-to-day responsibility for implementing Health, Safety and Welfare arrangements as imposed by the policy and supporting arrangements including Company rules.

Supervisors and Controllers

Help carry the day-to-day responsibility for implementing Health, Safety and Welfare arrangements as imposed by the policy and supporting arrangements including Company rules

- Liaise with relevant Branch Managers and the site Health and Safety representative on Health and Safety matters.
- Act as a referral point on health and safety matters.
- Allocate tasks as far as reasonably practicable only to those employees who are understood to be trained, instructed and competent.
- Assess any damaged or defective tools, plant or equipment. Where considered unsafe, to withdraw from service until repaired or replaced.
- To organise the testing, inspecting and subsequent repair of work equipment at required intervals.
- Report – facilitating disciplinary procedures – any employee interfering with equipment, signs or systems provided in the interest of health and safety.

Compliance and Admin Support Manager

- Help carry the day-to-day responsibility for implementing Health, Safety and Welfare arrangements as imposed by the policy and supporting arrangements including Company rules
- Liaise with relevant Managers on Health and Safety matters.
- Keep appropriate health and safety records.
- Act as a referral point on health and safety matters.
- Help overview the sites health and safety programme.
- Report relevant accidents, dangerous occurrences to Sigerson Associates Ltd, Health & Safety Executive (HSE) etc.

All Employees e.g. front of house staff, technicians etc.

- All employees regardless of the nature of their employment within the Company have a duty imposed upon them by the Health and Safety at Work etc Act 1974 to:
    a) Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omissions.
    b) Co-operate fully with the Company on all reasonable measures necessary to safeguard health and safety at work.

c) Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

d) Report to a person in authority any defects, which adversely affect health and safety at work.

e) Be aware of the Company's health, safety and welfare organisation and arrangements, relating to their work activity.

f) Conduct themselves in a proper manner.

Failure to comply with the Company's health, safety and welfare rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under the Company's disciplinary procedure.

IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES THEN SEEK CLARIFICATION FROM YOUR MANAGER OR THE HEALTH & SAFETY REPRESENTATIVE.

Sigerson Associates Ltd (The Competent Person)

- To advise so far as is reasonably practicable on matters relating to health, safety and welfare, including the preparation and implementation of Company policy.
- To advise on the introductions and implications of applicable legislation.
- When requested, to assist in the risk assessment process, to conduct periodic site audits and inspections then to report on their findings.
- When requested to liaise with the enforcing authorities, insurance companies etc.
- To advise and (where requested) assist in the investigation and reporting of accidents
- Overview the health and safety programme.
- Act as a referral point on health and safety matters.
- Undertake training when requested.

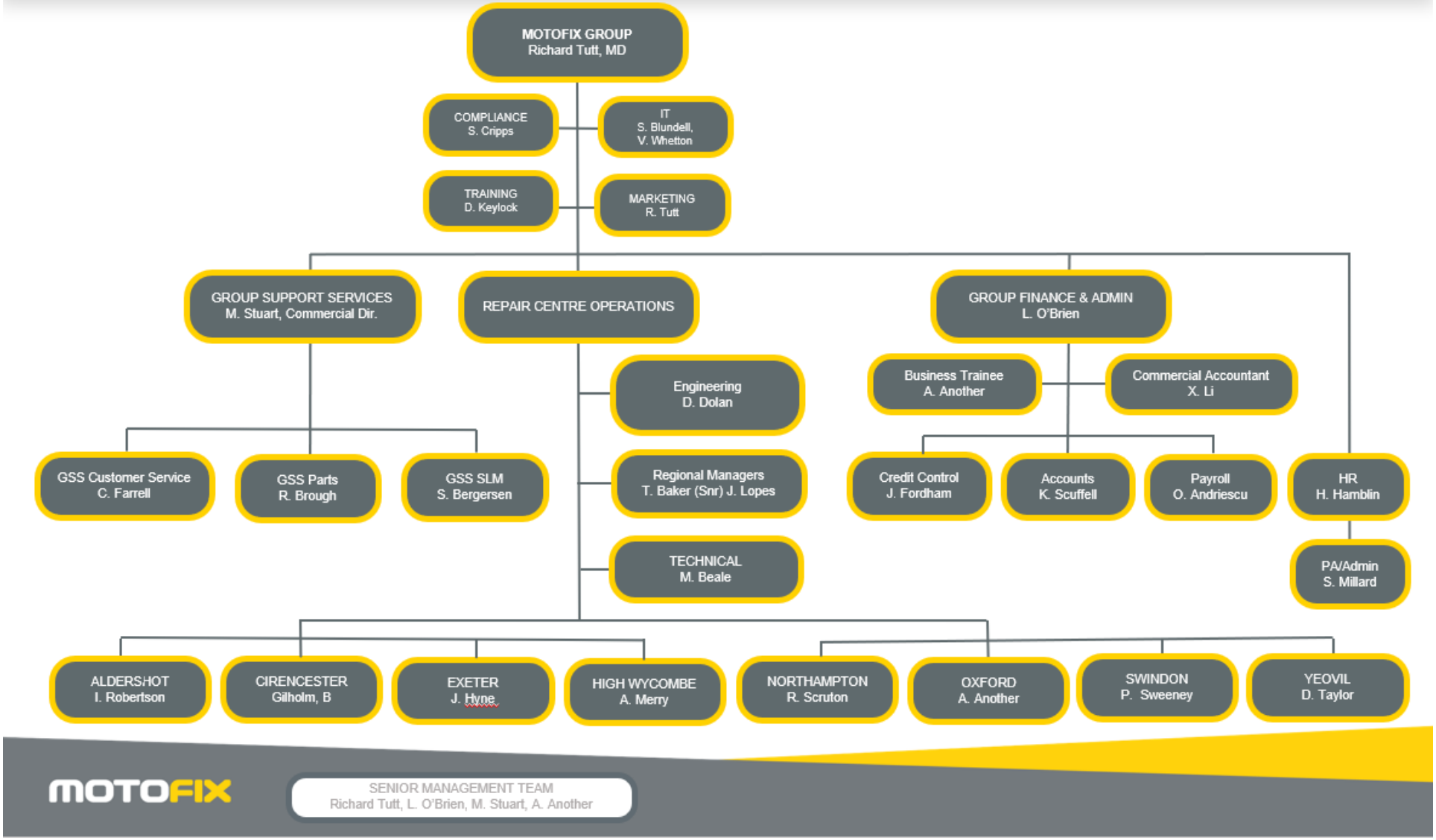
Visitors to the Company

- Where applicable, all visitors, contractors and temporary workers, attending our sites will be expected to comply with our Health, Safety & Welfare Policy, associated codes and rules and safe working procedures.
- With regard to work related activities, all visitors, contractors and temporary workers, shall report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.

HEALTH & SAFETY

ORGANISATIONAL STRUCUTRE

MOTOFIX
ACCIDENT REPAIR CENTRES



Health, Safety & Welfare Policy

PART 3

Arrangements for Health, Safety & Welfare

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of the Safety Policy Document.

1. Induction and Training

It is the Company's responsibility to inform, instruct, equip and train their employees such that they may carry out their duties in a safe and efficient manner. Documented records of training are kept.

New employees will be given induction training as soon as is reasonably practicable. Employees should only be given work which they are capable and competent to do safely.

Inexperienced employees or trainees must be afforded additional supervision based on specific risk assessments.

When young persons are employed additional control measures need to be considered so as to compensate their:

- Lack of experience;
- Absence of awareness of existing / potential risk;
- Immaturity both physically and mentally.

Persons should be prohibited from doing work for which they have not been appropriately trained.

2. Assessment of Risk

The Company is responsible for the identification and assessment of risk in relation to Regulations made under the Act. Risk assessments will be carried out.

Our aim once a potential risk has been identified is to implement control procedures, which seek to reduce that risk to as low as is reasonably practicable. Our significant findings will be recorded, in a manner which can be easily understood by those who may be affected and these findings will be brought to their attention by instruction, information or training.

Our assessment of risk will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime.

3. Safe Systems of Work / Tool Box Talks

Where applicable, 'Safe Systems of Work' and / or 'Tool Box Talk' will be drafted in conjunction with our risk assessments in order to provide further guidance to those who may be affected by that work.

If a "written" safe system of work / or tool box talk has not been implemented then the employee must use their experience and judgment to undertake the work. If they are in doubt, they should refer the matter to their Manager. Employees should feel free to ask for a specific written safe system of work and / or tool box talk if they have areas of concern.

4. Plant & Equipment

All equipment provided for use at work should meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

New equipment will be marked CE (Conformitié Européane) where it meets a suitable standard of compliance. Equipment should be suitably maintained so as to ensure safety to operators and others.

Where applicable a programme for examining and maintaining tools and equipment will be implemented.

Adequate instruction, information and training to enable the safe use of work equipment will be provided.

The use of work equipment which could pose special risks to the safety of persons in the workplace shall be restricted to persons trained in its use. Employees should carry out visual checks of all tools and equipment before use and report defects. Damaged or defective tools / equipment which may affect the health and / or safety of any person should be withdrawn from service until such times that it is repaired / serviced or replaced.

Some equipment is required by regulation to be examined by a "competent person". This includes vehicle lifting tables / jacks / engine cranes, local exhaust ventilation plant (LEV), air receivers etc. Specialist companies will be instructed to undertake such examinations in accordance with legislation.

5. Accident Prevention, Investigation & Reporting

A dedicated incident report outlines our intentions and identifies the means for the prevention of accident and for investigating and reporting, should they occur.

An accident book is provided to record all accidents. This should include accidents to members of the public, contractors and visitors to our premises.

Significant accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation may be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations).

6. Manual Handling

It is Company policy as far as is reasonably practicable, to avoid the need for employees to undertake manual handling operations at work which could involve the risk of injury.

Where this is not reasonably practicable to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. Manual handling training will be provided to employees.

If lifting operations can be avoided by using equipment or changes in work practices then this is preferable.

No person is to attempt to manually handle any item that is too heavy for them.

Mechanical aids e.g. vehicle lifting tables, jacks, engine cranes, etc have been provided and are used whenever practical.

7. Electricity

The Company is responsible for making arrangements to make and keep safe the fixed electrical installations. This should be done by arranging for a competent / approved contractor to examine the relevant electrical system.

Additional arrangements are in place to ensure that mobile and portable electrical appliances are regularly examined. In addition employees should make the following checks prior to use:

a) Check for signs of damage to equipment, wires or cables. If found, do not use and report the matter immediately.

b) Ensure that connections to a power supply are made by means of a proper plug. Ensure that the plug connection is properly made. Do not overload a power point.

c) Do not take chances with electricity. If in doubt about the equipment or circuitry, then contact your fitter / mechanic / competent contractor and do not use the equipment until you have been assured of its fitness for use.

The use of electrical extension cables should be kept to the minimum number required and to the minimum length. These should be laid and used in a tidy manner then coiled and safely stored after use so as to minimise the hazard that cables present from tripping.

Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dust or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity.

Defective electrical equipment should not be used.

8. Workplace Safety and Welfare

Consideration will be given to:

- Heating;
- Lighting;
- Temperature;
- Washroom facilities;
- Toilet facilities;
- Falls or falling objects;
- Organisation of traffic routes etc.

Employees should try and keep all working / storage areas in the tidiest / safest condition possible and that all waste materials are disposed of in the appropriate manner.

9. Fire

The Company has a responsibility to assess the risk of fire and to implement control procedures so as to minimise that risk. A fire risk assessment will be undertaken at each site.

Portable fire fighting appliances, fire alarms, emergency lighting etc provided will be maintained at periodic intervals.

You should familiarise yourself with the instructions about what to do in the event of a fire. This procedure can be found on the noticeboards, the staff intranet or are available from a Line Manager. You should also know the location of fire extinguishers and ensure that you are aware of the nearest fire exit and alternative routes out of the building in an emergency.

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm, you must follow their instructions.

Regular Fire drills will be held to ensure that our Fire procedure is effective and to ensure that you are familiar it. These drills are important and must be taken seriously.

You should notify the Compliance Manager or your Line Manager as soon as possible if there is anything that may impede your evacuation in the event of a fire e.g. impaired mobility.

If you discover a fire you should not tackle it unless you have been trained or feel competent to do so. You should activate the nearest fire alarm and if you have sufficient time call reception or 999 and report the location of the fire.

On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately, following the instructions of the fire wardens. Do not stop to collect personal possessions, do not use the lifts and do not re-enter the building until you are told it is safe to do so.

10. Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE)

The Company's policy is to assess the requirements for PPE / RPE where necessary so that suitable provisions are made, and that they are used for their intended function and maintained in a serviceable condition. Guidance will be provided to our employees when and how to wear / use PPE / RPE. PPE is provided free of charge.

Contractors are to provide their own PPE / RPE, which should be of an equal or higher standard to our own.

Each person is responsible for their own health, safety and welfare and this includes the need to wear items of PPE / RPE as instructed. Disciplinary action may be taken against those who repeatedly ignore these instructions.

11. Noise

A persons hearing may be affected by exposure to persistent or loud / impact noise. Noise assessments will be carried out to identify potential problem areas. Reasonably practicable measures will be taken to reduce the levels to as low as practicable.

12. Display Screen Equipment

It is the Company's policy to conduct risk assessments of Display Screen Equipment (DSE) workstations. Significant risks will be recorded and practical measures implemented where appropriate.

Our aim is to reduce the risk to as low as is reasonably practicable.

Eyesight tests will be provided for DSE users upon request.

13. Waste Control and Environmental Care

Environmental legislation requires a Company to dispose of all wastes in a controlled manner. Waste will initially be properly stored on site and contracts will be established so that waste is appropriately disposed of by suitably licensed contractors.

14. Control of Substances Hazardous to Health (COSHH)

The Company will make arrangements for the assessment of hazardous substances, which are classified as being potentially hazardous to health where employees could be exposed.

Arrangements will be made to record these assessments. A hierarchy of control will then be implemented in the following manner:

- The most harmful substances are substituted (wherever possible) for less harmful types.
- Where harmful substances cannot be eliminated, then working practices are employed to reduce the level of risk.
- Training and information regarding substances are given to users and others and work instructions issued as necessary.
- PPE / RPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate.

Disposal of substances should be carried out in accordance with Material Safety Data Sheet instructions.

15. Visitors, Contractors and Temporary Workers

With regard to workplace activities, all visitors, contractors and temporary workers attending our Premises' will be expected to comply with our Health, Safety & Welfare Policy and associated rules and procedures.

A system to vet contractors carrying out site work will be established to check contractors comply with health and safety legislation.

16. Inspections, Audits and Reviews

Periodic site audits / safety inspections will be undertaken. Reports will be written with details of corrective or other measures to be taken.

The purpose of inspecting the sites and reviewing health, safety and welfare is to monitor the effectiveness of our policies and procedures and to seek out any weaknesses so that they can be remedied.

17. Reporting of Health & Safety Defects

Should an employee have any concerns over or observe any deficiencies in the health and safety arrangements at their place of work they are to report it to their Manager or the Compliance Manager. They will assess the matter as soon as reasonably practicable.

18. Vehicles / Road Risks

Only suitably licensed persons over 25 years of age are authorised to drive company vehicles. Points gained or disqualification should be reported immediately to the Branch Manager. Employee licences are checked at periodic intervals.

All vehicles provided for use at work must meet a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability. Vehicles are maintained / serviced at periodic intervals.

The Company recognises the importance of managing its occupational road risk and aims to endorse safe driving methods by promoting and encouraging a safe driving culture within the organisation.

19. First Aid

Suitable first aid equipment and trained personnel will be provided. Details of the trained first aider and / or appointed persons will be displayed in prominent

positions throughout the buildings and be brought to the attention of any new employees on their induction.

20. Mobile Phones

Employees are not permitted to use hand held mobile phones while operating plant and equipment, driving company or customer vehicles, or whilst at their work stations.

21. Alcohol / Illegal Drugs

The consumption of alcohol / illegal drugs before and during working hours is strictly prohibited. Employees must not consume alcohol / illegal drugs on the premises or return to work following a lunch break under the influence. Anyone known to be under the influence of alcohol / illegal drugs will not be allowed to carry out work while in that condition. Persons found to be displaying symptoms of alcohol / illegal drug abuse may be subject to disciplinary action.

Medically prescribed / advised and pharmacy advised medication

During the induction phase all employees will complete a health screening check which when checked will where applicable, to provide the company with details of any medical conditions that requires employees to be taking prescribed medication.

Upon receipt of the completed health check form, if an individual is highlighted to be taking medically prescribed / advised medication an individual workplace assessment will be undertaken to ensure that work operations do not impacts on the individual, and any potential side effects from taking the medication have on site operations.

All employees will be made fully aware that if they consult a medical practitioner or pharmacist and medication is prescribed / advised, they must advise the medical practitioner or pharmacist of their nature of work so that appropriate information on possible side effects and their effect on safety and efficiency at work can be given. If they are in any doubt about their fitness to carry out their duties while on medication, they must liaise / consult their Manager.

Management must record details of the medication and obtain advice as to the individual's ability to carry out normal duties while taking the medication. Once recorded an individual workplace assessment will be undertaken.

Safety Committee Meetings

A Safety Committee will be established with representation to reflect our activities.

Safety meetings will be held at agreed intervals. Minutes of the proceedings will be taken and records kept. Action points will be assigned to individuals for corrective or other measures to be taken.

23. Asbestos

Our employees are not expected to come into contact with any asbestos containing material (ACM) but clear information and instructions will be communicated to all employees in relation to possible contact with asbestos.

24. Smoking

The Company operates a smoking policy in line with the Regulations. Smoking is restricted to designated areas and will not be permitted in enclosed areas including inside company / customer vehicles. For avoidance of doubt this includes; cigarettes, cigars, pipes and e-cigarettes also known as Personnel Vaporisers (P'Vs) or Electronic Nicotine Delivery Systems (ENDS), whether lit or unlit. Employees and non-employees are required to comply with any signage displayed.

25. Stress

The Company recognises that whilst a degree of pressure can be a positive force at work, excessive pressure can have a negative effect on health and performance. Employees who feel they are suffering from excessive pressure are encouraged to discuss their concerns with their Manager. The Company have the facility for employees to receive treatment should they be suffering with stress.

26. New and Expectant Mothers

To enable the Company to make appropriate provision for the health, safety and well being of new and expectant mothers, those persons are required to notify their Departmental Manager of their condition as soon as possible.

27. Conduct

Disciplinary action can and will be taken against employees who persistently and deliberately breach Company health, safety and welfare rules. Such conduct as:

- Horseplay.

- Misuse of plant and equipment.
- Interference with plant and equipment.

28. National Health Alerts

In the event of an epidemic or pandemic alert, the Company will organise the business operations and provide advice on steps to be taken by staff in accordance with official guidance, to reduce the risk of infection at work so far as is possible. Any questions should be referred to your Manager or the Compliance Manager.

Should anyone fail to understand any of their imposed duties as described within this Health, Safety & Welfare Policy, then they should seek clarification / guidance from their Health and Safety Representative or Manager.

If in doubt ask!