

**Health and Safety at Work Act 1974**  
**Health and Safety policy of:**  
**applied acoustic engineering limited**  
**an aae technologies group company**

**Marine House, Marine Park, Gapton Hall Road, Great Yarmouth, Norfolk, UK, NR31 0NB**

**General Statement**

applied acoustic engineering Ltd (aae) recognises and accepts its responsibility under the Health and Safety at Work Act 1974, for ensuring so far as it is reasonably practicable the health, safety and welfare of their employees while at work.

aae attaches great importance to health and safety considering this to be a management responsibility.

It is the policy of aae to take all reasonably practicable precautions for the prevention of accidents, incidents, dangerous occurrences and ill health together with the creation of working conditions which safeguard all employees and visitors. It is considered to be one of the most important functions of management and employees. To this end, aae will allocate the necessary resources and enlist the active support of their employees upon duties to meet all required statutory obligations under the Health and Safety at Work Act 1974.

aae regards the standards set by the various relevant statutory provisions as the minimum to be achieved and will endeavour to improve on these where reasonably practicable.

**Objectives**

- To promote high standards of health, safety and welfare within aae and to ensure compliance with the relevant statutory provisions.
- To ensure the provision and maintenance of plant and safe working practices that are, as far as is reasonably practicable, safe and without avoidable risks to health.
- To ensure that all articles and substances provided for use in all aae's activities do not present a risk to health and safety as far as reasonably practicable.
- To ensure that all staff are competent to do their tasks and are provided with adequate instruction, training and supervision.
- To ensure that as far as is reasonably practicable, any places of work within the control of aae are maintained in a condition safe to work without avoidable risks to health, and access to and from is achieved safely.
- To ensure as far as is reasonably practicable a suitable working environment is provided and maintained safe without avoidable risks to health for all staff, contractors, students and visitors, and have adequate facilities and arrangements for the welfare of all staff whilst at work.

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**Approved By:** A. Darling

- To ensure all staff are consulted on matters affecting their health and safety.
- To increase training relating to health, safety and welfare, developing staff awareness and responsible attitudes to safety.

All aae employees have a duty imposed upon them by the Health and Safety at Work Act to:

- Take responsible care for the health and safety of themselves or other persons who may be affected by their actions or omissions at work.
- Co-operate with aae in the measures taken to safeguard health and safety at work.
- Report to persons in authority any defects which adversely affect health and safety at work.

It should be noted that disciplinary action may be taken against employees who flout the requirement placed upon them by statutory provision and aae's safety rules. It is an offence for any person to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance with any of the statutory provisions.

The breach of statutory legislation can lead to criminal prosecution of aae and where applicable, employees, from which a guilty verdict can result in heavy fines and/or imprisonment.

The Q.H.S.E & Logistics Manager is responsible for the day to day management of aae's health, safety and welfare, utilising third party organisations and consultants when specialist advice or assistance is required.

The Managing Director has overall and final responsibility for health and safety. The Managing Director is responsible for ensuring that the company health and safety policy is implemented in practice and is communicated to all directors, managers and staff.

Through continual monitoring of aae's activities, this policy will be reviewed and updated on a regular basis. On issue of a new revision, all staff will be made aware and a copy will be displayed on aae's notice boards.

*AP Darling*

Signed: \_\_\_\_\_

*6<sup>th</sup> May 2025*

Date: \_\_\_\_\_

Managing Director

**Written By:** J. Eman  
**Amended By:** J. Eman  
**Checked By:** A. Darling  
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## **Organisation**

### **Managing Director**

Has overall and final responsibility for health & safety throughout the company.

Ensuring as far as reasonably practicable, adequate resources are made available to Managers to enable an effective health & safety policy to be implemented through the company.

Responsible for setting policy, objectives and targets, and ensuring all staff are made aware.

To actively promote the company's commitment to health & safety by attending health & safety meetings and promoting a positive attitude to health & safety through leading by example.

### **QHSE & Logistics Manager**

Responsible for day to day management of health & safety throughout the company to comply with the policy and work towards achieving set objectives and targets, including but not limited to;

Chairing health & safety meetings.

Organising and conducting safety inspections.

Evaluating and initiating training as required.

Ensuring equipment and plant is monitored, inspected, tested and serviced as required.

Providing health & safety advice.

Conducting risk assessments and implementing control measures.

Implementing and reviewing safe working practices and procedures.

Ensuring personal protective equipment is provided as required with training.

Conducting accident, incident & near miss incident investigations and provide reports.

Organising occupational health surveillance for employees requiring it.

Liaising with third party organisations, consultants & specialists regarding health & safety matters.

Ensuring all contractors appointed to undertake work on the premises have been checked for competence and liaising with managers who have undertaken the checks for contractors working in their own areas of responsibility.

Ensuring the health & safety management system is up to date and complying with current statutory regulations and requirements.

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### **All Managers**

Responsible for checking day to day compliance with the policy in respect to their departments, staff and themselves, including but not limited to;

Communicating with and supporting staff responsible to them on health & safety matters, promoting feedback for any health & safety issues.

Attending health & safety meetings, representing the departments they're responsible for.

Assisting in implementation of safe working practices and conducting risk assessments.

Ensuring implementation of corrective and preventive control measures through risk assessments, audits, inspections and recommendations.

Ensuring their staff receive adequate instruction, supervision and training.

Assisting in monitoring, inspection, testing and servicing equipment and plant as required.

Ensuring that all contractors that are appointed to undertake work for them in their own areas of responsibility are competent to do so, liaising with the QHSE & Logistics Manager.

### **QHSE Co-ordinator**

Responsible for assisting the QHSE & logistics Manager with the day-to-day management of health & safety for the company to comply with the policy and achieve set objectives & targets, including but not limited to;

Undertaking workplace inspections and safety checks.

Management of the organisation's facilities ensuring the facilities are maintained in operational and safe condition.

Organising service and inspection sub-contractors.

Assisting with maintaining the Health & Safety management system.

Attending and minuting QMS Management Review Meetings.

Undertaking and reviewing Risk Assessments & COSHH Risk Assessments.

Delivering manual handling and safe use of the stepladders and ladder training.

Maintaining current legislation, regulations, directives, approved codes of practice, MSDS' and compliance documents.

Organising issue of Personal Protective Equipment.

Assisting with root cause analysis for H&S activities.

To provide assistance to other managers, directors and all other members of staff at the request of the QHSE & Logistics Manager, in order to comply with the policy and assist the company fulfil its statute duties.

### **All other members of staff**

Responsible for taking care of the health & safety of themselves and others that may be affected by their actions or omissions.

To co-operate with their managers to ensure compliance with the policy and to assist the company fulfil its statute duties.

Ensuring anything provided to safeguard their or anyone else's safety is not interfered with.

Ensuring any matters of health & safety concern are reported to their managers.

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### **Fire Marshals**

Responsible for managing the safe evacuation of the building during an emergency.

Ensuring fire hazards are reported, escape routes are clear, fire extinguishers, emergency lighting & fire alarm systems are serviced, tested and operational.

### **First Aiders / Emergency First Aiders**

Responsible for administering first aid to injured persons – Preserving life, preventing deterioration of condition and promoting recovery.

### **Health & Safety Advisers / Specialists**

Third party organisations, consultants or specialists called upon for advice on compliance issues, protective control measures and for assistance if an accident occurs that requires specialist investigation. Occupational health professionals called upon for advice and the undertaking of employee occupational health surveillance.

## **Arrangements**

### **Risk Assessments**

Suitable and sufficient risk assessments are undertaken by competent persons for processes and tasks to identify significant hazards which have the potential to do harm in compliance with the Management of Health and Safety at Work Regulations 1999. The risks that may arise from the hazards are assessed and decisions are made on suitable measures to eliminate or control the risk. Risk assessments are undertaken when new equipment, substances, processes, tasks or areas of work are introduced and when an element of an existing process or area changes.

The following types of risk assessment are undertaken;

General Risk Assessments (RA) – For repeatable processes/tasks undertaken on a daily basis (Form HSF001).

Point of Work Risk Assessments (POWRA) – For single task, non-repeated/rarely required tasks (Form HSF012).

Control of Substances Hazardous to Health (COSHH) Risk Assessments (CRA) – For processes or tasks that involve substances which are potentially hazardous to health (Form HSF005).

Fire Risk Assessments – For identifying the fire risk to people and precautions to take to ensure the safe emergency evacuation of areas of work.

DSEAR Risk Assessments – For tasks involving dangerous substances & potentially explosive atmospheres identifying the control measures required to prevent fire and explosions from occurring from the point of when dangerous substances arrive on site through to the point where process waste leaves the site.

With the exception of the POW risk assessments that are undertaken at the time required, all other risk assessment types are reviewed on an annual basis. Fire & DSEAR risk assessments are undertaken by third party organisations specialising in fire & explosive atmospheres safety as detailed in the Fire Safety Policy HSM004. Follow on reviews of Fire & DSEAR risk assessments may be undertaken internally if there are no significant changes to the environment or activities, otherwise third party organisations specialising in fire & explosive atmospheres shall continue to undertake the reviews. All other types of risk assessment are undertaken internally. All staff involved with the elements assessed are consulted during and after the assessment process. Acknowledgments are obtained from staff to confirm they have read and understood the risk assessments. Risk assessment policy and the process to undertake is documented in HSM 003.

### **Accidents, Incidents, Dangerous Occurrences**

Any accident, incident or dangerous occurrence is recorded and investigated to determine the immediate, underlying and root causes. If the unplanned, uncontrolled event is determined to be reportable under RIDDOR, then the QHSE & Logistics Manager will report to the HSE or enforcing authority online via [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or via telephone (0845 300 9923) for fatalities or specified injuries (detailed in RIDDOR 2013) within the required timescales. Subject to the investigation findings and recommendations, actions will be taken to prevent further unplanned, uncontrolled events from occurring as far as reasonably practicable.

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All staff, visitors and sub-contractors are requested to report any unplanned, uncontrolled events to the manager they are working for. The QHSE & Logistics Manager is then liaised with for the investigation process and compilation of the report (Form HSF030). If staff, visitors or sub-contractors feel or are made aware of any incidence that may compromise their or others safety, they are encouraged to report to a senior member of staff who will take appropriate action.

Accidents are recorded in the accident book and retained by the Managing Director in a confidential employee file.

### **Emergency Procedures**

In compliance with the Regulatory Reform (Fire Safety) Order 2005, fire marshals are trained and appointed to ensure; Regular fire drills are undertaken effectively, routes of escape are kept obstruction free, fire action plans are updated regularly and fire precaution measures are taken and are in order. A fire risk assessment is carried out to ensure adequate fire precautions are taken to prevent risk of harm to people and that emergency evacuation can be performed safely. An emergency procedure is in place for safe evacuation in case of fire (EP001). Signage is provided to identify and locate the fire marshals should they be needed. Fire Safety Policy HSM004 is in place detailing responsibilities, arrangements and procedures.

First aiders and emergency first aiders are trained and appointed to ensure emergency first aid is available should anyone require it. Suitable and appropriately stocked general first aid kits and eye wash stations are provided and specific provision is made for hazardous areas. An Automated External Defibrillator (AED) has been installed by the HV Soak Test Area that provides step by step verbal instructions should it be required. First aid kits, eye wash stations and the AED are identified by signage. An emergency first aid procedure for electric shock is displayed in the appropriate hazardous areas. Signage is provided to identify and locate the first aiders should they be needed.

Emergency action plans are in place for workers using the chemical rooms, high voltage test areas, test tank areas & the hydrostatic pressure test facility. Detailed in safe working practices for the areas with instruction provided to all users.

### **Safe Plant and Equipment**

Any requirement for new plant or equipment is assessed to ensure the most suitable solution for the task or processes is sourced, identifying any operator training, specific operating requirements (lighting, temperature, etc.) and personal protection required. It must be fit for purpose, have the appropriate approvals, testing carried out, certification, and conform to relevant legislation/regulations including but not limited to, the Provision and Use of Work Equipment Regulations 1998 (PUWER), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Pressure Systems Safety Regulations 2000 (PSSR), Electricity at Work Regulations 1989, Control of Substances Hazardous to Health 2002 (COSHH), Control of Lead at Work Regulations 2002, Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) as applicable, and as far as reasonably practicable safe to use.

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A written scheme of examination is in place for the compressed air system and has a thorough examination by a third party inspection company every 26 months.

The hydrostatic pressure test systems are thoroughly inspected annually by a third party inspection company and are visually inspected by a competent person on a weekly basis. The pressure relief valves and high pressure hoses are inspected, tested and certified annually.

Local Exhaust Ventilation systems, fume cupboards and blast cabinets/dust collectors are checked and cleaned weekly by the users, checked for performance faults monthly by competent staff and all thoroughly examined and tested annually by a third party inspection company with the exception of the blast cabinets/dust collectors which are undertaken every 6 or 12 months depending on usage.

The hydrostatic pressure test gantry/trolley/chain hoist, test tank hoist, sheave blocks, cable drum spindle/stand and all lifting accessories are visually checked by users before use and thoroughly examined by a third party inspection company every 6 months. Servicing of hoists and associated equipment is undertaken annually by a third party servicing company.

The fork lift truck is visually checked by the operators daily before use, serviced by the rental company twice a year and thoroughly examined by the rental company annually.

The hydraulic pallet trucks and lifting tables are visually checked by the users before use, serviced by a third party servicing company every 6 months and thoroughly examined by a third party inspection company annually.

The cable drum rollers and pallet turntable are thoroughly inspected annually by a third party inspection company and are visually inspected by the users before each use.

The pillar drill, disc sander and their guards are visually checked by users before use & weekly by QHSE staff. Portable tools and equipment are visually checked before use and are stored in safe environments.

Portable appliance and fixed electrical testing is carried out on electrical plant as required by the schedule.

The roller shutter doors are inspected and serviced every 6 months by a third party servicing company.

The oil fired heating boilers are serviced annually by a third party company.

The test tanks are inspected for leaks and fixed earths checked every two months.

Pallet racking used infrequently with the fork lift truck is subject to an annual SEMA (Storage Equipment Manufacturers Association) inspection and has the appropriate safety signage. Condition of the racking, fixings and signage is checked during monthly walk round inspections by QHSE staff.

Defective plant or equipment is reported to the responsible manager, tagged and removed from use until suitable repairs or replacement is made.

### **Safe Handling, Storage and Use of Hazardous Substances**

Processes and tasks requiring the use of hazardous substances are assessed under the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012 (COSHH regulations). The hierarchy of control is utilised to determine the safest methods of use and control measures to put in place to protect the users against exposure. All staff involved with the process are consulted during the assessment and instructed after. For processes and tasks involving hazardous substances that may result in potentially explosive atmospheric conditions, further assessments are undertaken under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), identifying the control measures required to prevent fire and an explosion from occurring from when the substances arrive on site through to storage, use and when the process waste leave the site.

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The essential information provided to staff consists of the maximum use per day of the substance, contact details of the manufacturer/supplier, effects to the body from exposure, first aid measures, control measures required to prevent exposure, safe storage and handling, spillage procedure, environmental protection, correct disposal methods and fire safety information.

Control measures in place to protect the users c/o local exhaust ventilation systems in workshops, fume cupboards & ventilated work benches for hazardous substances and fume cupboards for small quantities of flammable & hazardous substances with ATEX zone 1 rated electrical fixtures. Portable fume extraction systems with HEPA filtration, general ventilation, PPE provision and dust collectors. Industrial hygiene practices, safe working practices and work instructions are followed supported by TDI/MDI badge monitoring and health surveillance where required. COSHH awareness information and warning signage is in place where appropriate. Staff who may use resins or primers containing isocyanates undertake mandatory best practice training for their storage, use, handling & process waste disposal via the European Diisocyanates and Polyols Producers Association (ISOPA).

Separate flammable and hazardous storage cabinets are provided along with combined flammable & hazardous storage cabinets. Spillage containment materials are provided and storage for waste materials awaiting disposal.

Lead free soldering and components are used for all general electronic work. Lead solder is still in use in small amounts for high voltage and piezoceramic transducer applications to ensure the target acceptance criteria can be achieved without compromising safety or operational reliability in compliance with the Restriction of Hazardous Substances regulations 2012 (RoHS), Control of Lead at Work Regulations 2002 & Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH Regulation EC No.1907/2006), control measures are in place to protect the users from exposure through risk assessment.

RoHS Declarations of Conformity and REACH Compliance Declarations are provided to customers who use the products we manufacture to ensure we comply with the respective regulations.

### **Electrical Safety**

Electrical Safety Policy HSM005 is in place detailing responsibilities, arrangements and procedures to provide guidance for the inspection, testing and use of electrical installations, plant and equipment in the workplace to ensure that they are safe including High Voltage equipment as required by the Electricity at Work Regulations 1989. This also includes electrical fixtures and fittings used in areas where potential explosive atmospheres may occur as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Schedules are defined within HSM 005 for the inspection and testing of all operational portable electrical equipment, moveable/stationary equipment, hand-held appliances, information technology equipment, extension/IEC mains leads, fixed installations/wiring and plant/fixed appliances by the location, type of equipment and how it's used in conjunction with the IEE Code of Practice for In-service Inspection & testing of Electrical Equipment.

All electrical equipment manufactured for sale undergoes portable appliance testing (PAT) by competent persons after manufacture, ready for shipping to customers. Cont...

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All electrical service and installation work in areas where potential explosive atmospheres may occur (DSEAR) is only undertaken by competent COMPEX certified electricians.

Safe working practices are followed by competent staff when working on mains, low and high voltage equipment. Physical barriers and signage are in place to prevent access to the high voltage test areas by un-authorised persons. Insulated barriers, mats, earth rods and PPE are used when working on high voltage equipment. Electrical power emergency stop switches and equipment earth points are provided in areas with high voltage activities.

Young persons are not permitted to work on any live electrical equipment.

### **Working at Height**

aae uses ladders and stepladders for occasional infrequent activities by competent users. In compliance with the Work at Height Regulations 2005, the ladders and stepladders are recorded on the ladder register (HSF038) which identifies the ID, class, location, inspection frequency and service status. Each ladder and stepladder is identified with a ladder tag indicating when the next inspection is due. If a ladder or stepladder fails an inspection, it is identified with a tag and locked up to prevent use. Users undertake pre-use inspections and will undertake a point of work risk assessment (POWRA) for the activity required. Kick stools are used for manual handling operations in the stores areas, a specific risk assessment is in place for their use including a safe working checklist for users. Training for the safe use of stepladders and ladders is delivered to staff by the QHSE Co-coordinator.

### **Personal Protective Equipment (PPE)**

If specific work activities require use of PPE as a final stage protective control measure, all staff requiring it, are issued with their own PPE appropriate for the activities to be undertaken in compliance with the Personal Protective Equipment Regulations ((EU) 2016/425 brought into UK law). All staff receive instruction on its use, care, storage, replacement and disposal, signing to acknowledge receipt and that instruction has been understood (HSF004 & HSF006). Consultation is made with the PPE manufacturers/suppliers for suitability and instruction provided if required. Self-inflating gas charged life jackets are provided and serviced annually for test tank users and offsite users. Additional PPE was made available to all staff and visitors to help prevent the spread of COVID-19 coronavirus in the workplace and offsite including disposable & re-useable face coverings and gloves where applicable.

### **Control of Sub-contractors and Visitors**

Before work is carried out on premises by sub-contractors, liability insurance and competence is verified and where applicable, a suitable and sufficient risk assessment should be undertaken by the sub-contractor and method statement (RAMS) be provided. Should a permit to work system be required for any work in hazardous areas by sub-contractors, it will be addressed at that time for implementation.

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All sub-contractors and visitors to the premises are provided with a visitor information sheet (HSF024) on arrival or in advance of their arrival via acknowledged email. This information sheet contains information on fire safety, hazardous areas/activities, reporting of potential hazards or events, first aid, welfare, smoking, communication & COVID-19 Coronavirus prevention measures whilst on site (following the COVID-19 pandemic). Any additional health & safety information is discussed if non-standard activities are taking place at the time of the visit. Acknowledgement of receipt, reading and understanding of the information sheet is signed for (HSF025) if not already done so via email and a visitor's badge is provided for identification. For security reasons, staff are instructed to challenge visitors who do not have visitor badges on display and are unfamiliar to them. All sub-contractors and visitors are required to sign out at reception when leaving the premises.

### **Monitoring, Inspections and Audits**

Regular safety inspections are undertaken to identify any potential workplace hazards that could cause harm and ensuring they are removed or effectively controlled (HSF037 & 026). Incorporated in these inspections are checks of fire extinguishers, emergency lighting, escape routes/exits, any trip/slip hazards, lighting, walkways, general housekeeping, pillar drill emergency stop operation/guard condition, test tank/HPT system hoists emergency stops, high voltage test area earth points & RCD's (Residual Current Devices), testing of the fire and test tank call points together with the design and production emergency electrical shut off systems. To prevent the risk of legionella from standing water, the shower is operated weekly and the fresh water in the test tanks is periodically tested for legionella bacteria by an external laboratory. The high voltage dummy loads, fixed earths on the high voltage test benches and test tanks are inspected and tested every four months. (HSF018, 021, 022, 023, 035 & 044). See the Safe Plant & Equipment and Working at Height sections for more inspection details.

Annual Health Surveillance is undertaken in conjunction with user TDI/MDI badge monitoring to verify the effectiveness of control measures in place to protect staff when using hazardous substances. Regular inspections and testing of the LEV systems are undertaken to ensure continued effective operation.

Offshore medicals are carried out on staff employed for field work providing equipment support to clients off site.

Health and safety meetings are either incorporated into weekly operations meetings or held as separate meetings to review and discuss all aspects of health, safety and welfare within the company's operations. The H&S meetings and H&S elements of the operations meetings are chaired by the QHSE & Logistics Manager who also provides minutes, the Managing Director attends with other responsible managers as required. Feedback from staff is discussed and information is provided to all staff relevant to their job function. The aims of the discussions are to identify any problems or areas that could be improved, organising actions and reviewing performance, forming a key part of the monitoring and audit process.

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### **Working offsite**

Staff working away from site for clients or for equipment trials conduct point of work risk assessments (POWRA) before commencing work to ensure adequate precautions are taken and control measures are in place to safely undertake work. Staff have the right to refuse to work on a client's site if deemed unsafe to do so, as detailed in the health and safety at work act and in the terms and conditions.

Staff working for clients abide by the clients health & safety rules and procedures, providing a copy of aae's health & safety policy at their request. Provision of the public liability insurance certificate is available to clients by request from the QHSE office.

Staff using motor vehicles for travel to and from offsite working or visits, abide by Vehicle Policy HSM002 & the subsidiary company handbook and are to drive in accordance with the law.

### **Information, Instruction, Training and Supervision**

The current Health and Safety Law poster is displayed in the main corridor of Unit 4 with information completed for internal and external contacts. Public liability insurance and fire certificates are on display in the reception area of Unit 4. An Electricity at Work Regulations 1989 poster is displayed in the main production workshop. A copy of the current health and safety policy is on display on the notice boards. Health & safety posters are in place for manual handling, COSHH awareness and electric shock.

All health and safety information, documentation and the subsidiary company handbook is available to every staff member via their own computer workstation linked to the company server. Communication is made via verbal, paper and email methods with electronic or written acknowledgement as appropriate (HSF008). Instruction is provided for safe working practices in hazardous areas, risk assessments, manual handling, safe use of stepladders & ladders, safe use of substances and use and care of PPE. Instruction is acknowledged by both the instructor and staff members signing a confirmation (HSF004, 007, 008 & 044). Safe working practices, work instructions and permit to work systems are currently being developed, implemented and reviewed for hazardous area and process work with input from all levels throughout the organisation.

aae provides resources for external training for first aid, fire marshals, risk assessment, manual handling training trainer, offshore survival, portable appliance testing, fork lift operators, abrasive wheels, powerboat use and for use of isocyanates. Only competent staff with appropriate training and experience are permitted to undertake tasks which are required of them, unless supervised or are in the process of training and are under instruction. Certificates are displayed for the competent persons who complete the training.

Induction training is undertaken when new staff members join the organisation and when work experience/apprentices are taken on. The induction training covers fire safety, all hazardous areas and equipment, first aid, health & safety responsibilities, duties, documentation and information provision, aae company structure, smoking policy, access and egress and a tour of premises with introductions to all staff. Additional basic training may be provided depending on experience which includes soldering, computer use, workshop practice, industrial hygiene, use of test equipment etc. The manager responsible for the new staff member conducts the training and both the manager and the new staff member acknowledge the completion of training by signing the induction record (QF022).

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Careful supervision is provided for children on work experience by competent persons throughout their period at work. Apprentices have careful supervision by competent persons for the first three months until familiar with tasks undertaken and when given new tasks to undertake. Supervision is still provided after these periods but not on continuous one to one basis. The externally trained manual handling trainer instructs all staff including young person's present for work experience.

Warning signage identifies and is present in all hazardous areas. Walkways are identified and mandatory action signage is present where required. Fire safety signage including identification/location of fire marshals, fire action plans and safe condition signage is in place where required. First aid location signage and first aider identification/location signage is in place.

### **Young Persons**

aae actively participates in the provision of work experience for school children (16 yrs or less) and in apprenticeship training for young persons (school leaving age of 16 yrs to under 18 yrs). Specific risk assessments are undertaken and provided to the school/college and parents. Consideration is made for the lack of experience, awareness to risks and vulnerability of being not fully physically developed. Supervision is provided by competent staff for guidance and to ensure safe working practices are followed (See supervision section).

### **Welfare**

Adequate facilities are provided for washing with sinks and a shower. Separate lavatories are provided for male, female and for disabled. Canteen areas are provided with seating areas for staff to eat and provision of a refrigerator and hot and cold drinks. Adequate ventilation, lighting and workspaces are provided, suitable for the tasks undertaken and the amount of staff, together with additional air conditioning. Sub-contracted cleaners maintain a clean working environment. Adequate car parking and bicycle storage facilities are provided. Safe access is provided and maintained with provision made for wintery conditions (ice/snow).

Increased hygiene measures remain in place due following the COVID-19 coronavirus pandemic, including hand sanitiser points installed in key areas across the site, use of screens in the offices where applicable.

aae is committed to protecting the health, safety and welfare of its employees in respect of workplace stress, the company's policy on stress can be found in the company handbook.

aae offers healthcare insurance to all employees to facilitate fast access to healthcare and support as when it's required including both physical & mental health, provides access to GP's and also promotes a healthy workforce keeping staff engaged and motivated.

In the event of a staff member falling pregnant, a point of work risk assessment is undertaken and regularly reviewed during the pregnancy period to ensure compliance with The Management of H&S at Work Regulations 1992, Workplace (Health Safety and Welfare) Regulations 1999, H&S (Display Screen Equipment) Regulations 1992 (amended 2002) & Control of Substances Hazardous to Health 2002 (COSHH).

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### **Display Screen Equipment (VDU Workstations)**

VDU Workstation assessments are undertaken for staff as required, to minimise musculoskeletal work related upper limb disorders injuries, visual problems and psychological problems such as stress in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). Changes of activity and regular breaks are taken by staff that use DSE for their everyday work activities, and may not be permitted to use DSE during break periods. Appropriate training is provided when required and eye tests are available to staff using DSE who request it along with appropriate dispensing funding for staff who require glasses for using DSE occupationally only.