


# HEALTH & SAFETY SYSTEM SUMMARY

## MANAGEMENT

AxFlow's Directors retain overall responsibility for health and safety within the organisation. Day to day responsibility for ensuring systems are in place is that of the QHSE Advisor, and implementation of measures and procedures falls to the Base Managers and staff.

All staff are required to follow health and safety procedures, and have responsibility for implementing the measures that are applicable to them in various work situations in which they work.

## GENERAL STATEMENT OF POLICY

**Health & Safety Policy and Arrangements**

### HEALTH AND SAFETY POLICY


We at AxFlow Ltd recognise our duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

AxFlow Limited recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organization.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with AxFlow safety rules which are provided within the Employee Safety Handbook.

This Health and Safety Policy shall be reviewed annually in order to ensure its continuing suitability.

**Signature:** 

**Position:**     **Managing Director**

**Date:** 19<sup>th</sup> October 2021

Last updated: 19-10-2021

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## MONITORING

Although we are not yet registered to ISO45001 - this is a planned objective - we carry out inspections at all bases to monitor health and safety compliance and implementation. Inspections are carried out at least annually and are formally recorded and reported to the Directors. Some monitoring during the COVID pandemic has necessarily been remote/desktop.

Reviews of health and safety are carried out with Directors and Base Managers. Reviews are documented, including necessary actions.

## TRAINING, COMPETENCE & CERTIFICATION

All staff receive training to carry out their duties safely, and additionally are issued with a copy of the company's Health & Safety Policy and Arrangements, and have access to risk and COSHH assessments.

Soon after joining AxFlow all staff undergo the British Safety Council online course "General Health & Safety and Environmental Awareness". During induction, all new employees are briefed in fire safety precautions and safety rules for their work location.

Staff are not expected to undertake activities for which they are not trained. Training expiry dates are monitored and refresher training before expiry, or before the individual carries out that activity again.

Please refer to the Staff Training section and examples of training certificates above.

## ACCIDENTS

Accidents and incidents historically have been relatively minor and few. 2 over 7-day accidents occurred in 2019, but this was unusual.

The reporting procedure is outlined in the Health & Safety Policy and Arrangements. All accidents are recorded in local Bases' accident books and immediate action is taken. Accidents are reported to the QHSE Advisor who maintains the central records and statistics and reports to the HSE via the RIDDOR system if required.

All accidents are investigated - the format and depth of investigations depends on the nature of the accident and might range from a full investigation involving various management and other staff, to local review of a very minor, isolated accident.

Accident statistics from 2017 to 2020 can be seen here...

|   |   | 2020   | 2019    | 2018    | 2017    |
|---|---|--------|---------|---------|---------|
| A   | AxFlow annual man-hours   | 187768 | 179016  | 168491  | 161510  |
| K   | Employment (number of AxFlow staff employed)  | 102    | 97      | 92      | 87      |
| B1  | Specified injuries (not included in D and E) (defined by RIDDOR)  | 0      | 0       | 0       | 0       |
| B2  | Deaths  | 0      | 0       | 0       | 0       |
| C1  | Dangerous occurrences (defined by RIDDOR)   | 0      | 0       | 0       | 0       |
| C2  | Reportable cases of ill health or disease (defined by RIDDOR)   | 0      | 0       | 0       | 0       |
| D   | Over 7-day incapacitation (defined by RIDDOR)   | 0      | 2       | 0       | 0       |
| E   | Over 3-day incapacitation   | 0      | 0       | 0       | 0       |
| F   | Other accidents/incidents requiring hospital treatment (lost time)  | 1      | 0       | 1       | 1       |
| G   | Minor accidents/incidents only requiring first aid (no lost time)   | 0      | 3       | 6       | 6       |
| H   | Near miss reports   | 0      | 1       | 1       | 0       |
| I   | <b>Accident frequency rate ALL LOST TIME INJURIES per 1 million man-hours</b><br><small>Includes all lost time accidents and incidents - RIDDOR specified injuries, deaths, over 7 and 3-day injuries, other incidents requiring hospital treatment. Does not include dangerous occurrences, minor accidents or near misses.<br/>Calculated by: <math>(B1+B2+D+E+F) / A \times 1000000</math></small> | 5.33   | 11.17   | 5.94    | 6.19    |
| J   | <b>Accident frequency rate OVER 7-DAY INJURIES per 1 million man-hours</b><br><small>Only includes RIDDOR 7-day injuries<br/>Calculated by: <math>D / A \times 1000000</math></small>   | 0.00   | 11.17   | 0.00    | 0.00    |
| J   | <b>Accident Incidence Rate per 100000 employees</b><br><small>Includes all lost time accidents and incidents - RIDDOR specified injuries, deaths, over 7 and 3-day injuries, other incidents requiring hospital treatment. Does not include dangerous occurrences, minor accidents or near misses.<br/>Calculated using the formula: <math>(B1+B2+D+E+F) / K \times 100000</math></small>             | 980.39 | 2061.86 | 1085.96 | 1149.43 |
| <p><b>NOTES:</b> Accident frequency rate gives the number of people injured per year for every 1000000 hours worked. 2 calculations are shown, including different types of accidents<br/>           Accident incidence rate gives the number of people injured per year per 100000 employees<br/>           The accident frequency and incidence rates above are intended for AxFlow internal analysis and include all types of accident. The data may therefore not be comparable with HSE or DNS data that includes different types of accident data<br/>           Data prior to 2017 not included<br/>           AxFlow SIC Codes are 33120 and 49140, Industry groups C and G respectively<br/>           Updated: 06-01-2021</p> |   |        |         |         |         |

## **RISK & COSHH ASSESSMENTS**

All activities with potential risks are assessed. Significant risks for each activity are considered - the consequence if that risk happened, the likelihood of the situation occurring and the measures in place to control the risk. Following common practice, consequence and likelihood is scored to give a 'risk factor'. Additional actions to reduce risk are taken where necessary.

In the same way as for activities, all substances that are used at AxFlow bases and customer sites are assessed. Material Safety Data Sheets (MSDS) are available for every substance that we use, and these are reviewed alongside information on how the substances is used and for how long. The result of these assessments are documented.

Risk and COSHH assessments are available to all staff. The assessments are reviewed nominally on an annual basis, or more frequently if an incident or accident occurs, or the work situation changes.

## **RAMS**

Job and site-specific risk assessments and method statements (RAMS) are compiled by the project team for every job at a customer site.

Sales and installation engineers survey and discuss the job requirements, site-specific situation and risks involved. This information will be discussed with the Installation and Base management, and Installation and Service Supervisor at the enquiry stage and/or after award of contract. The Installation and Service Supervisor will compile job-specific RAMS covering foreseeable risks and required and safe working method for the job.

RAMS are sent to the customer for review/approval if requested.

AxFlow site personnel are required to review the RAMS and associated documentation and sign them to confirm they have understood the job and site requirements.