



HEALTH AND SAFETY POLICY

Document Title	Health & Safety Policy	Issue Number	09
Author:	Mark Craven	Date Issued	Oct 2013
Approved By	Steve Gill	Date Reviewed	June 2026



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M Craven	Sept 2025	8	Amended Policy Statement & CEO
M Craven	June 2026	9	General update to cover ISO 45001 topics & reference to CEO

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APPENDIX A: LEGISLATION COVERING ARVILLE TEXTILES LTD

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1. HEALTH & SAFETY POLICY STATEMENT

The Arville Group is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and others who may be affected by our activities.

- Prevent work-related accidents, injuries, ill health and unsafe conditions.
- Provide and maintain safe and healthy workplaces, plant, and equipment.
- Comply with all applicable legal and other requirements relating to our health and safety risks.
- Consult with employees and their representatives and encourage active participation in health and safety management.
- Provide the necessary resources – finance, equipment, personnel and time - to ensure effective health and safety management.
- Provide appropriate information, instruction, training and supervision so that all persons working under our control are competent to carry out their work safely.
- Ensure adequate arrangements are in place to protect contractors, subcontractors, visitors, and members of the public who may be affected by our activities.
- Work with competent external advisors where necessary to ensure high standards are maintained.
- Continually improve our health and safety management and performance, using this policy as the framework for setting and reviewing objectives.

This statement will be communicated to all staff, made available to interested parties, and reviewed at least annually or when significant changes occur.

Signed:

CEO

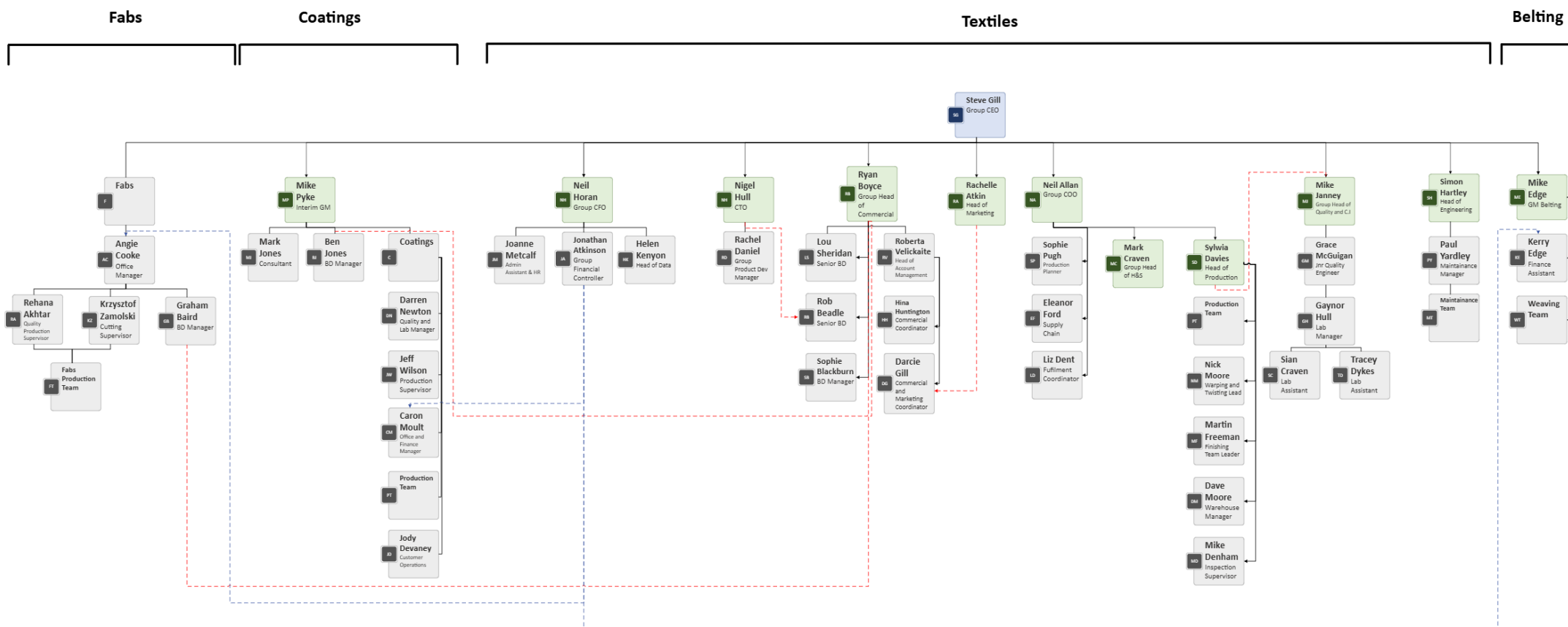
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As CEO, I confirm that health and safety remains a core leadership responsibility across Arville. Senior management are expected to maintain visible ownership of this policy, ensure suitable resources are made available and challenge any activity where health and safety controls are not understood, implemented, or effective.

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2. ORGANISATION FOR HEALTH & SAFETY



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Specific H&S Appointed Roles

Location/Role	Bury	Bradford	Dursley	Wetherby
Competent Person H&S	Mark Craven	Mark Craven	Mark Craven	Simon Hartley Mark Craven
Responsible Person for Fire	Jeff Wilson	Angie Cook	Tim Coates	Simon Hartley Nigel Hull
Duty Holder for Legionella	Mark Craven	Mark Craven	Mark Craven	Simon Hartley
Responsible Person for Legionella	C&S Water Treatment Ltd	Mark Craven	Tim Coates	Mark Craven
Electrically Competent Person	Sparks Electrical TSP Testing Services	Sparks Electrical Testing Services	Testing Services	Testing Services James Carter
Gas Competent Person	Proctors Burner Services	MCL Energy	EESI Group Services	MCL Energy Burner Tech Proctors
COSHH LEV Testing	Total Extraction Systems	Total Extraction Systems	N/A	Total Extraction Systems
External Health and Safety Consultant	Peak HSE c/o David Lake	Peak HSE c/o David Lake	Peak HSE c/o David Lake	Peak HSE c/o David Lake

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3. DUTIES

3.1 *Duty of the CEO as Director Responsible for Health and Safety*

The CEO, as Director responsible for Health and Safety is accountable for:

- The Company Health and Safety Policy and the establishment of strategies and plans that implement the policy.
- Establishing arrangements to ensure key risks are assessed, controlled and as necessary communicated to all employees, contractors and visitors relating to Health & Safety.
- Competent resources who assist in the development of the Policy.
- Routinely meeting with the Health & Safety Manager to discuss safety performance and periodically, to institute a review of the Policy.
- Compliance with legislation, codes of practice, guidance notes and safe working practices relevant to the Company's work.
- Providing appropriate reports to the Board on health, safety and welfare matters, including significant risks, incidents, trends, improvements and any areas requiring senior management action.
- Ensuring that Health & Safety is taken into account when planning new work, or procurement of new machinery and equipment.
- Reviewing reports providing details of accidents, statistics and an analysis of accident trends, together with measures taken to prevent accidents and other related safety matters including training.
- Implementing arrangements to monitor the effectiveness of the Health & Safety Policy and to take action to remedy inadequacies when identified.
- Enforcing a disciplinary procedure where breaches of Health & Safety Policy or safe practices have occurred.
- Acting upon reports, FFI (fee for intervention) letters, Improvement or Prohibition Notices provided by the Health and Safety Executive.
- Setting a personal example for Health & Safety at all times.

3.2 *Head of Textiles Production and Health and Safety - Wetherby; General Manager, Arville - Coating & Health and Safety*

The main Health & Safety responsibilities of these managers are to:

- a) Understand and implement the Company Health & Safety Policy.
- b) Make themselves aware of relevant information, codes of practice, guidance notes and safe working practices. Take advice from the Health & Safety Manager in these matters.
- c) Ensure that all employees and visitors (including contractors) receive suitable and sufficient induction training prior to commencing work.
- d) Ensure that a fire risk assessment has been carried out at each location and is periodically reviewed (generally on an annual basis).
- e) Ensure that a fire and evacuation plan has been produced and is displayed in prominent positions. All staff and visitors (including contractors) are to be made aware of the requirements. Named Fire Marshalls (and their deputies) are appointed and made aware of their individual responsibilities.
- f) Ensure that health and safety is considered when planning and organising work.

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- g) Facilitate the implementation of:
- Systems to identify hazards, risks, and unsafe situations.
 - Safe methods of work, considering changes in personnel, new equipment, new work practices and technological advances.
- h) As necessary, produce and sign written safe systems of work and/or safety rules and issue them to those affected. In addition, and when appropriate, display copies at relevant points in the workplace. If necessary, to seek the advice of the Health & Safety Manager on these matters.
- i) Prepare, amend, or propose amendment to, safe systems of work and safety rules and to publish them to those affected.
- j) Organise work so that it is carried out to the required standard with minimum risk to persons, equipment and materials.
- k) Provide management and employees with communication and instruction to enable them to work safely.
- l) Ensure that all equipment supplied is adequate for the job in hand and that sufficient maintenance, information, instruction and training is provided to use it safely.
- m) Ensure that hazardous substances are stored, used and disposed of in accordance with COSHH risk assessments and waste disposal law.
- n) Identify training for employees and, when arranged, to release those who require training. Make arrangements for induction training of all new starters.
- o) Ensure that contractors are assessed for capability prior to appointment and evaluate the health and safety documentation provided, prior to them starting work.
- p) Ensure that provision is made for: -
- a qualified first aider or appointed person when necessary.
 - appropriate first aid equipment facilities.
 - identifying first aid arrangements and location(s) to workers.
 - availability of suitable protective clothing and equipment.
- q) Ensure arrangements are in place to consult with employees on health and safety matters.
- r) Ensure effective arrangements are in place for the control of visitors.
- s) Monitor health and safety standards, including participation in regular workplace inspections.
- t) Where necessary seek the advice of the Health & Safety Manager on any matter relating to safety.
- u) Investigate all accidents, near misses and dangerous occurrences and ensure these have been adequately investigated.
- v) Ensure all reportable injuries, diseases and dangerous occurrences are reported to the Health and Safety Executive in accordance with the requirements of RIDDOR 2013.
- w) Facilitate visits by Health and Safety Executive on site at any Arville location.
- x) Set a personal example at all times.

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3.3 Health & Safety Manager

Main responsibilities are to:

- a) Work with the CEO to develop and implement the Company Health and Safety Policy.
- b) Provide reports on Health and Safety as required by the Management Team.
- c) Set a personal example for Health and Safety and help foster an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
- d) Advise on:
 - Preventing injury to personnel and damage to equipment.
 - Legal requirements affecting health, safety and welfare.
 - Improving existing work practices.
 - Potential hazards on new activities before work starts.
 - Methods of safe working arising from new developments and any specific training requirements.
 - Provision and use of protective clothing and equipment and adequate supplies.
 - Suitability of new and hired machinery and equipment.
 - Adequacy and validity of all appropriate test certificates and compliance of all machinery and equipment.
 - Potential hazards of new activities.
 - Methods of safe working arising from changes or new tasks.
 - Changes in legislation, whenever they occur.
 - Health and safety training.
- e) Periodically review existing safety management systems and advise the Production / CEO of necessary changes.
- f) Advise, when requested by Company management on the determination of safe systems of working and systems to identify hazards and unsafe situations.
- g) Where appropriate, produce and sign written safe systems of work and/or safety rules and issue them to those affected. In addition, and when appropriate, display copies at relevant points in the workplace.
- h) Assist with the identification of training requirements and subsequent training for all levels of employees.
- i) Ensure that hazardous substances are stored, used, and disposed of in accordance with the COSHH assessments and suppliers' written instructions.
- j) Receive and approve contractors written risk assessments/method statements prior to work commencing to signify approval of the safety content.
- k) Monitor contractors' activities to verify that they are competent to carry out their various work activities and discuss any failings with Company management.
- l) Ensure that fire and evacuation arrangements are checked, and a periodic register maintained.
- m) When required, investigate accidents and dangerous occurrences, and recommend means of preventing reoccurrence.
- n) Conduct inspections and audits in conjunction with management to ensure compliance with law, codes of practice, safe systems of work, safe operation of equipment and methods of work.
- o) Advise management of the results of these inspections and audits in writing, including hazards seen, good features noted and overall conclusions.
- p) Suggest methods of promoting awareness of injury prevention and damage control.
- q) Keep in contact with official and professional bodies involved with safety at work.

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3.4 Managers & Supervisors

Main responsibilities are to:

- a) Familiarise yourself with the Arville Health and Safety Policy, company procedures and protocols including work instructions.
- b) Ensure that safety is an integral part of work and that those responsible are aware of, understand and adhere to current safety instructions, rules and safe systems of work.
- c) Be responsible for ensuring that employees under your control follow company procedures, along with safe operating procedures (SOP).
- d) Ensure that accidents and incidents and near misses are reported immediately.
- e) Ensure that employees do not take unnecessary risk.
- f) Ensure that new employees undergo an induction before starting work.
- g) Identify training requirements for tasks. Ensure that training is carried out with employees before allowing them to conduct work and check on competence prior to signing approval to work alone.
- h) Ensure that the correct personal protective clothing and equipment is used in accordance with the SOP.
- i) Encourage employees to report hazards created by their work.
- j) Always maintain good housekeeping on site.
- k) Discourage horseplay and implement disciplinary procedures (as appropriate) where employees fail to follow an SOP.
- l) Ensure that equipment is only operated by authorised persons, inspected on a regular basis and that any defects are reported and rectified.
- m) Ensure that unattended equipment, i.e. raw materials, forklift trucks etc., are left in a safe and secure condition.
- n) Ensure that all hazardous substances are handled in accordance with the requirements of the COSHH assessment.
- o) Ensure that temporary work areas are adequately protected, and warning signs placed as appropriate.
- p) Ensure that Company supplied plant, equipment and articles are safe for use, provided with adequate information and properly maintained. Report all items that are not safe and stop use immediately.
- q) Assist in the investigation of accidents and dangerous occurrences and have an input into the report following such incidents. Corrective action to be agreed upon with Production Management and rectified within a reasonably practicable timescale.
- r) Set a personal example at all times.

3.5 Employees

All employees have a statutory duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions and to co-operate with their employer in respect of any duty or requirement imposed on him by law.

In particular, it is the personal responsibility of each employee to use all safety equipment, devices and procedures and protective clothing and equipment which is fitted or made available.

The abuse of personal protective equipment is unacceptable. If anything is not available, then the task must not be carried out and PPE should be requested from an immediate Supervisor / Manager.

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Apart from specific duties which have been delegated to them, all employees must:

- a) Work to and follow the SOP's devised by the Company.
- b) Adhere to all company procedures, company protocols including work instructions correctly.
- c) Operate equipment only when trained and authorised to do so.
- d) Obey all Company safety rules.
- e) Wear protective footwear as applicable.
- f) Take maximum care of any safety devices or personal protective equipment.
- g) Ensure that all hazardous substances are handled in accordance with the requirements of the COSHH assessment. If in doubt – do not use.
- h) Report any defect in equipment to their immediate supervisor and ensure that it is in a safe and secure state when left unattended. This will also include raw materials and finished product.
- i) Do not carry out any work activity, which appears unsafe. Stop work immediately and report to your supervisor.
- j) Report all incidents, which could result in personal injury or property damage.
- k) Co-operate with the Company in maintaining a safe working environment.
- l) Report personal injury or ill health to their immediate Manager/Supervisor and ensure that first aid treatment is received (if necessary).
- m) Refrain from horseplay or abuse of welfare facilities.
- n) Employees must not use, possess, conceal, transport, promote, or sell prohibited substances at any time.
- o) Employees must not report for work at any time under the influence of prohibited substances or consume alcohol on site. Any prescribed medication that may affect working with machinery must be discussed with your immediate manager prior to commencing work.
- p) When visiting external sites - employees are expected to familiarise and obey Health and Safety procedures

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4. ARRANGEMENTS

4.1 Health and Safety Planning including ISO 45001

The Management of Health and Safety at Work Regulations 1999, place a duty on businesses “for the effective planning, organisation, control, monitoring and review of the preventive and protective measures”.

The Company has therefore developed and implemented a strategy for health and safety which includes an ongoing 3-year plan. The plan is reviewed by the Board and the management team so that legal compliance and continual improvement in health and safety are maintained.

The development of the Company Health and Safety Plan involving each site is “based on risk”. Therefore, the Company has used the risk assessment process (in 4.2 below) to identify priorities for control.

The 3-year plan is led by the CEO, implemented through the Heads of Production, and monitored by the Health and Safety Manager and the Board of Arville.

The document forms part of the process to implement **ISO 45001** within Arville Textiles Ltd in Wetherby. In this version of the policy ISO 45001 is currently only applicable to this location.

4.2 Risk Assessments

Where significant changes are made to processes, machinery, materials, staffing, layouts, working patterns or premises, health and safety implications will be reviewed before the change is implemented. This review will include consideration of risk assessments, SOPs, training, consultation, guarding, emergency arrangements, permits and any statutory inspection requirements.

Arville have a statutory duty to ensure that suitable and sufficient risk assessments of its sites and operations are completed, with a view to controlling risk to its employees.

Arville, will therefore, ensure that risk assessments are completed of work activities by using personnel involved in the task to highlight the risks, managed through the Heads of Production.

A risk assessment is a careful examination of what at work, could cause harm to people, to check whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Definitions

(a) a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation);

(b) a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk will depend on:

- (i) the likelihood of that harm occurring
- (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- (iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed.

The five steps to risk assessment are:

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STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Record your findings

STEP 5: Review your assessment and revise it if necessary

Operating Procedure OP 005 explains the risk assessment formats used within the Company.

Training and/or instruction will be provided to anyone who is involved in the process.

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4.3 Safe Operating Procedures (SOP's)

Within Arville, the use of "SOP's" has been implemented to meet Section 2 of the Health and Safety at Work etc. Act 1974 (where they are known as "Safe Systems of Work").

Safe Operation Procedures (SOP's) have been written for tasks where there is/are an identified risk(s) or procedural approaches are required to reduce risk. SOP's specify the rules, actions required and PPE needed when working within the company operations.

SOP's have been devised with the inclusion of employees, supported by the Heads of Production and the Health and Safety Manager.

4.4 Information, Instruction and Training

It is the policy of the Company to provide suitable and sufficient information, instruction and training to all employees, contractors and visitors.

This includes:

- 10 "Golden Rules" for Health and Safety, plus other safety rules.
- Risk assessment and Safe Operating Procedures (SOP's).
- Induction training.
- Refresher training.
- Ensuring that no employee transferred from one work activity to another is permitted to start work until they have received training to perform their new tasks.
- Training prior to the introduction of new work equipment, new technology and new systems of work.

Training of employees is a priority and will cover more than just implementing the recognised SOP. It also includes teaching our employees to identify hazards and understand the appropriate systems of control.

New employees will receive induction training when commencing employment with the Company. The training will include:

- Emergency warning systems.
- Evacuation and assembly procedures.
- Actions to be taken in the event of any emergency including exposure to immediate and imminent danger.
- Location of fire points and use of fire-fighting equipment.
- Location of exits, escape routes, assembly points and places of safety.
- Welfare facilities.
- First aid arrangements
- Accident and injury reporting procedures.
- Any prohibited areas or danger zones.
- The nature of control measures introduced to control risks.
- Health risks in relation to any substances hazardous to health.
- The use and maintenance of personal protective equipment.
- Reporting health and safety hazards.

Records will be kept of the type and extent of instruction, information and training given and received.

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4.5 Consultation with Employees

Arville has recognised the need to consult with its employees in accordance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 – See Figure 1 – Legal Requirements for Consultation (below).

Throughout the Group, Arville has appointed representatives to act on behalf of employees in the capacity as “representatives of employee’s safety”. The Company has an “open door” approach to issues raised by employees.

These employees have undertaken the IOSH “Working Safely” training course.

Safety is communicated on a regular basis either:

- With employees directly, or
- With the employee representatives at the Company Health and Safety meeting.

Employees are consulted on matters including:

- investigation of accidents
- when introducing new measures which may affect health and safety.
- the appointment of competent person(s).
- the provision of statutory health and safety information.
- statutory health and safety training.
- new technology.

The Company supports representatives of employees’ safety, by:

- Providing training to each representative in respect of that function.
- Allowing each representative time and facilities to fulfil the role.

The functions of representatives are to:

- Bring to the attention any potential hazards and dangerous occurrences which could affect employees.
- Discuss and communicate general health and safety matters, plus any information provided by the Company.
- Represent employees in consultation with the HSE (or other Enforcing Authority) Inspectors.

The Health and Safety Manager leads and facilitates many of the discussions that take place, along with the Heads of Production.

There is a “three monthly” Health and Safety meeting with these employees where information is gathered and shared.

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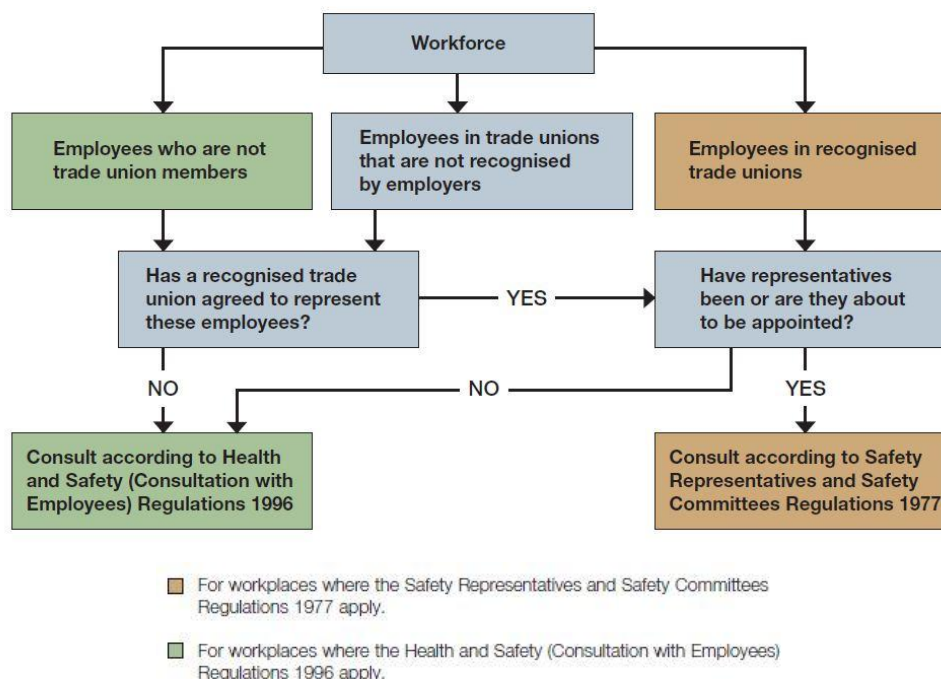


Figure 1 – Legal requirements for Consultation

4.6 Consultation with Contractors and Subcontractors

All contractors engaged by the Company must be competent.

Arville will provide and communicate details of the significant risks that contractors will encounter at the location where they are working. Where this involves building work, this will be achieved via the project Health and Safety Plan (when the Construction (Design & Management) Regulations apply), or by the provision of site risk assessment for smaller projects/or for maintenance.

Pre-start meetings with contractors will review the identified risk and will cover the precautions that must be in place before starting work. Site meetings will be held with contractors to review and amend these provisions as necessary. Contractors' Permits-to-work will then be issued.

When contractors are submitting proposals, they will be asked to identify any significant risks that their work will create, both to themselves and to others who may be affected by that work. These will be subject to an agreed method statement and, if appropriate, an amendment or addition to the project Health and Safety Plan.

If overseas contractors work at Arville sites, they are expected to provide a translator and translated documentation so that hazards, risks and control measures can be understood and complied with.

4.7 Selection and Control of Contractors

The Arville "Control of Contractors Procedure - **OP30**" outlines the specific documentation to be used when setting contractors to work.

Contractors are carefully chosen, monitored, and reviewed to ensure that their health and safety standards are acceptable. Contractors are not allowed to sub-let work without the permission of Arville.

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Contractors are assessed to ensure that they have both the financial and managerial resources, together with the competence, expertise, and safe systems of work in place to carry out their health and safety duties to a satisfactory standard.

Contractors' documentation is expected to include:

- An assessment of their senior management's commitment to health and safety (their H&S Policy).
- Checking individual responsibilities throughout their management structure.
- Relevant training records and practical expertise necessary to carry out work.
- Documented risk assessments and method statements (SOP's).
- Employers Liability and Product Liability Insurance.

Contractors are inducted and made aware of Arville's health, safety and security rules, hazardous work areas, fire and evacuation and traffic management procedures, first aid and welfare requirements prior to commencing work.

Regular supervision and inspection is undertaken during the course of the contract to ensure work is being carried out in accordance with documented procedures.

Periodically, Arville will conduct a review of the contractors' overall performance. Contractors who underachieve shall receive careful consideration before being allowed to tender for any future work.

4.8 Compliance Calendar

Arville has produced a compliance calendar which it uses to plan and monitor requirements to maintain control of various legal requirements, including;

- Workplace Inspections
- Employee Health Surveillance
- Statutory Inspections
- Air and Noise Surveys

Health and Safety Audits are managed through an Internal Audit schedule monitored via the Group Head of Quality and Continuous Improvement, to meet the requirements of ISO 45001 (Wetherby only).

Procedural compliance is managed through the Salesforce platform which allows the Company to maintain control of its documentation.

4.9 Personal Protective Equipment (PPE)

PPE is defined as 'means all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person's health and safety'.

A risk assessment will be carried out to select suitable PPE for the type of work. The PPE used must bear a suitable conformity standard, e.g. CE or UKCA Mark.

The type of equipment to be used will be communicated within the SOP's for the task.

All wearers will be provided with the necessary information, instruction and training on how it is used and maintained.

When not in use, PPE will be safely and correctly stored.

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PPE will be inspected on a regular basis and all defective or damaged equipment will be replaced. Respiratory Protective equipment will be checked in accordance with the COSHH regulations.

Records will be kept of all PPE issued.

A PPE issue register is held in each location.

4.10 Permit to Work

Arville has established a Permit-to-Work system for high-risk work.

Permits-to-Work are specific documents which authorise people to carry out certain work at a defined time and set out the main precautions needed to complete the job safely.

Arville issues Permits-to-Work for the following activities:

- Contractors' PTW.
- Hot Work.
- Working at Height.
- Work with Asbestos.
- Electrical Isolation Permit – Lockout/Tagout.

4.11 Reporting of Accidents & Dangerous Occurrences

In the event of an accident or near miss (incident), employees are expected to communicate the matter as soon as possible to their line manager or supervisor.

A first aider will be called, as necessary, to assist.

Accident books have been provided at each Arville factory. The location of these books is known to the appointed first aiders.

All significant incidents will be investigated to determine the circumstances and controls implemented, if necessary, to help prevent recurrence. Accident investigation reports and all relevant documentation are placed onto the Salesforce System.

In accordance with the requirements of GDPR, this information will be withheld from unauthorised persons. Note, the injured party is entitled to a copy of the relevant documentation pertaining to themselves.

The accident book entry will be kept in the employee's personal file and held for a period of at least three years from the date of accident.

4.12 Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident and is injured, details must be entered in the accident book and an investigation completed. This documentation will also be placed onto Salesforce.

If serious, the relevant manager must also notify the CEO as soon as possible.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive immediately.

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4.13 Fatal Accidents, Specified Injuries Over Seven Day, and to Employees, Self Employed, Sub-Contractors & Authorised Visitors

Fatal injuries must be reported to the HSE via the quickest possible means.

Specified injuries must also be reported to the HSE via the quickest possible means (within 24 hours) and are defined as any of the following:

- Fracture other than to fingers, thumbs or toes.
- Amputations.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation. or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

An **over seven-day** injury must be reported to the HSE within 15 days. These are defined as follows:

- where people are injured at work and this results in them being away from their normal job for more than seven days, not counting the day of the accident but including weekends and rest days.

Any incident requiring reporting to the HSE will be communicated via the Health and Safety Manager.

The Health and Safety Manager will ensure that:

- Details have been recorded in the accident book.
- Information is placed onto Salesforce.
- An investigation is conducted by the Heads of Production, supported by themselves.
- Any other employer of the person who had the accident (if the injured person is a contractor, or sub-contractor) is informed.

All other reportable work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) must be notified as defined on the [HSE RIDDOR web pages](#).

4.14 Industrial Diseases

There are a number of specified industrial diseases that must be reported to the Health and Safety Executive. These include WRULDs, Dermatitis, Leptospirosis, Asbestosis, Occupational Asthma and Tuberculosis caused by work.

When an industrial disease has been diagnosed by a recognised medical practitioner, the Heads of Production must contact the Health and Safety Manager so that the information can be reported to the HSE.

4.15 Accidents resulting in Contractors or Sub-Contractors absence from work for “More Than 7 Days” (including days which would not normally be working days)

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If a contractor/sub-contractor's employee is injured and off work, then Arville may not be aware that the person has been absent for more than 7 days.

The duty to report under RIDDOR is for the employer of the injured employee. Therefore, Arville has no duty to report an accident to contractors/sub-contractors to the HSE. Nevertheless, the Company should keep a record of accidents and incidents involving contractors and any investigations completed. These will be held on Salesforce.

4.16 Dangerous Occurrences

Specific "dangerous occurrences" must be reported to the Health and Safety Executive "by the quickest practicable means."

This type of incident is defined within RIDDOR and will also be investigated and documented onto Salesforce.

4.17 First Aid & Welfare

The Health & Safety (First Aid) Regulations 1981 require that adequate and appropriate first aid facilities be provided for employees. This has been defined through a "first aid needs analysis" at each location.

Arville has therefore appointed trained personnel to provide first aid and act when necessary.

A suitable number of first aid boxes and grab bags will be provided which are in positions which are easily reached.

Arville display notices at each site which give the identity and location of first aiders and the location of the first aid boxes within the premises.

4.18 Fire Risk Assessment, Responsible Person and Precautions

The control of fire safety is regulated by the Regulatory Reform (Fire Safety) Order 2005.

Arville has identified a "**responsible person**" for fire at each of its locations (as nominated in this Policy – See Section 2).

A fire risk assessment will be carried out and reviewed periodically at each site to identify that the necessary control measures are in place.

For example, changes will be made if:

- there is reason to suspect that it is no longer valid, or
- fuels, ignition sources or oxygen provision are different from when the assessment was completed, e.g. changes of use, extensions or conversions, machinery, flammable chemicals, etc.

The purpose of the fire risk assessment is to identify how people and property will be protected from the effects of fire. Action will be taken to ensure that fire extinguishers, fire detectors and fire alarm systems are installed and maintained at each Arville site.

All equipment and facilities provided to protect employees and others from the dangers of fire, will be inspected in accordance with statutory guidelines.

Emergency routes shall be kept clear of obstructions or trip hazards and fire doors kept closed. Fire call points shall be sited in prominent positions, which are easily accessible along these routes.

A register shall be kept of all inspections and fire drills.

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4.19 Emergency Procedures

A plan of the work areas and the emergency procedures in place shall be displayed on access routes, showing the positions of alarm points, safe routes of escape and the location of the evacuation assembly points. Nominated person(s) shall be responsible for contacting the emergency services and checking the register to ensure that all the areas have been vacated and all persons accounted for.

All employees and visitors will be inducted to ensure that they are aware of the evacuation procedures. Escape routes should be kept clear at all times.

Evacuation procedures and alarm systems shall be regularly tested to ensure that all employees are aware of the procedures to be followed in the event of an emergency and coordinators understand and carry out their responsibilities.

These procedures will also include:

- Identification of anyone who may need special help to get out.
- Allocation of responsibility to specific employees to help disabled persons in emergency situations.
- Consideration of alternative escape routes should the primary route be inaccessible.

All escape routes shall be clearly signposted, illuminated with emergency lighting where necessary and kept free from obstructions at all times.

Fire exits shall be clearly and correctly marked, fire doors kept closed but unlocked from within.

Suitable and sufficient external emergency lighting shall be provided to allow for safe access in the direction of emergency routes & away from the building to the designated fire muster point.

4.20 Control of Substances Hazardous to Health (COSHH)

The Company will complete assessments of risk to health for materials used at each of its sites. This assessment involves using data on the toxicity and potential hazards of all substances handled within the organisation. The Sygol CMS system is sourced to assist with the assessment process.

Information on the risks identified by each assessment will be brought to the attention of employees and contractors likely to be exposed to these substances i.e. substances that have the potential to cause harm to a person's health.

Arville's approach towards achieving legal compliance with the requirements of the COSHH Regulations will be to:

- list all hazardous materials in use.
- obtain manufacturers' safety data sheets for each substance.
- make an assessment by using the Sygol CMS system, through which data is sent to them and they will provide a COSHH assessment.
- where necessary, check current requirements using HSE COSHH Essentials.
- introduce preventative measures and controls.
- train employees on the risks identified and controls required.
- monitor performance of controls and introduce further measures including air monitoring if exposure is high.
- keep all risk assessments made and retain airborne monitoring records (40 years) and LEV assessments (5 years)
- conduct suitable health checks for employees.

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4.21 Noise

Exposure to noise can cause permanent damage to hearing. It can annoy and disturb people and interfere with verbal communications and emergency signals to the point where the risk of accidents is increased.



The Control of Noise at Work Regulations 2005 sets noise exposure limits and places specific duties on both employers and employees.

Arville is required to complete an assessment of exposure to noise where limits exceed specific action levels. This assessment of exposure usually involves undertaking a noise assessment by a competent person. Recommendations and actions follow.

Where equipment can produce noise levels likely to reach or exceed limits, Arville will undertake engineering control methods in order to reduce these levels.

Methods may include:

- Substituting the noisy equipment.
- Isolating the sound source from the area around it.
- Insulating the equipment by enclosing it in sound reducing materials.
- Directional absorption using screens, walls etc.
- Mounting the equipment on rubber or other similar substances.
- Silencing with exhaust systems or mufflers.

Only when none of these methods are reasonably practicable, or where noise levels are still above limits, will the use of personal protective equipment be considered.

Noise limits

Noise is measured in decibels, weighted to the 'A' scale (dB(A)), as a unit of sound pressure or energy. For comparison with limits, noise levels are 'averaged' over 8 hours to take into account fluctuating noise throughout the day. This figure is expressed in the term $L_{EP,d}$ meaning the equivalent noise level of daily personal exposure. Peak values are also measured to protect against impulse noise in dB(C).

The specific values are:

- Lower Exposure Action Value 80 dB(A) $L_{EP,d}$ or 135 dB(C) peak
- Upper Exposure Action Value 85 dB(A) $L_{EP,d}$ or 137 dB(C) peak
- Exposure limit values 87 dB(A) $L_{EP,d}$ or 140 dB(C) peak

when using the ELV, account may be taken of the use of hearing protection.

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Noise Assessment

Noise Assessments have been completed at each of its manufacturing areas.

As part of this assessment actions have been taken by Arville to:

- a) Identify any areas or items of plant/equipment with noise levels which cannot be reduced to below 80dB(A) $L_{EP,d}$.
- b) Offer suitable hearing protection for employees required to work in noise levels in excess of 80dB(A) $L_{EP,d}$ (together with storage facilities, cleaning facilities etc).
- c) Provide adequate information, instruction, and training about the risks to hearing and what precautions employees must take.
- d) Enforce the wearing of hearing protection in all mandatory zones > 85 dB(A) $L_{EP,d}$ which are clearly marked in its buildings.
- e) Provide Occupational Health screening for those routinely exposed above 85 dB(A) $L_{EP,d}$.

4.22 Drivers of Company Vehicles

Drivers of Company vehicles will be authorised by Arville to drive the specific vehicle and must have a valid driving or operator licence for that category of vehicle.

No driver on Company business is authorised to drive at excessive speeds and the Company will not condone any driver who breaks the speed limit or drives in a manner that is hazardous to him/herself and/or others.

With regards to movement of vehicles on the public highway:

- only employees holding an appropriate driving license and authorised will be allowed to drive Company vehicles.
- the Company keep a record of licensing and MOT checks for the vans used on the public highway. This is recorded on the maintenance T card system.
- Arville prohibits its employees to drive under the influence of alcohol, illegal drugs or other harmful substances. If it was established that an employee drove affected by such substances, they would be subject to disciplinary procedures.

When employees drive for business Arville has a duty to ensure that employee personal vehicle insurance covers business use.

Where company cars are provided, employees are expected to ensure that:

- tyre tread depths are within the legal limits.
- oil, water and brake fluid levels are monitored in accordance with the manufacturer's requirements.
- the vehicle is never driven in defective or dangerous condition. Employees must report any vehicle defects to the lease car company.
- vehicles are always driven within speed limits.
- they comply with the Highway Code when driving a Company vehicle.
- they are physically fit to drive.
- their immediate manager is informed of any health problems or personal circumstances, which could make driving hazardous.
- they check with their doctor or pharmacist if the drugs they are taking might affect their ability to drive safely.
- regular eyesight checks are undertaken, and the necessary corrective eyewear worn.

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- sufficient time is given to plan and drive their route, taking sufficient breaks to prevent fatigue (recommended that the employee stops for 15 minutes, every 2 hours).
- they understand the action to be taken in an emergency.

4.23 Hot Work

Permits-to-work will be issued when hot work is undertaken at any of Arville's sites.

Hot work is classed as:

- Welding
- Burning / cutting
- Grinding
- Soldering

When the permit is issued, the responsible person is expected to consider (depending upon the work):

- moving the activity to a safe location before carrying out hot work.
- removing nearby combustible materials (such as flammable liquids, wood, paper, textiles, packaging, or plastics).
- protecting nearby combustible materials that cannot be moved, by using suitable guards or covers such as metal sheeting, fire-retardant blankets, or LPS1207 rated plastic.
- checking that there are no combustible materials hidden behind walls or in partitions.
- using flame-resistant sheets or covers to prevent hot particles passing through openings in floors and walls (doorways, windows, cable runs, etc.).
- preventing flame, heat, sparks, or hot spatter from landing on the hoses.
- keeping fire extinguishers nearby.
- checking at the end of the job to ensure that a fire watch is in place constantly for 1 hour after work and every 15 minutes thereafter for the second hour.

4.24 Welding

Fume and dust from welding processes are associated with lung disease, lung cancer and occupational asthma. Welding work can also cause ignition of nearby flammable materials.

Arrangements have been established to control welding fume exposure to Arville employees.

This includes the provision of LEV within the workshop facility in Wetherby where most welding takes place.

At other locations, a hot work permit will be issued that addresses welding fume control. The permit will only be issued after personnel undertaking welding provide RAMS (risk assessments-method statements) in advance of the activity.

These RAMS will be checked to verify that controls for fume, gases, and optical radiation have been considered.

4.25 Grinding and Angle Grinding

General safety precautions for abrasive wheels apply equally to wheels used on fixed or portable machinery.

Arville employees are expected to verify that machine guards are secured in place and adjusted so that the guard is between the user and the rotating wheel.

All purchased machinery and discs will be CE marked.

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When working with abrasive wheels operatives are expected to:

- Carry out pre-user checks of the equipment.
- Wear all necessary PPE, including eye, respiratory and hearing protection.
- Work on a firm, clean and unobstructed base.
- Keep others away from the work area.
- Ensure adequate support and stability for the material being worked.
- Plan their own working stance and position to avoid injury in case of slippage or other unintended movement.
- Ensure that guards are in place, adjusted and secure.
- Maintain a firm grip when operating.
- Stop using the equipment if it is shaking or vibrating significantly or is noisy.
- Report symptoms of hand tingling or other upper limb concerns to the Health and Safety Department.

4.26 Work at height

The Work at Height Regulations (WAH) 2005 apply to any work where there is a risk of a fall liable to cause personal injury.

WAH 2005 requires an assessment to be carried out before starting work at height.

The regulations impose a specific working at height hierarchy of control. If the assessment says that the work can be carried out at ground level to avoid working at height, this option must be chosen.

However, if the assessment confirms that there is no alternative to working at height then the work must be properly planned and organised in advance by a competent person to make sure that the chance of a fall is minimised.

Arville will therefore ensure that WAH is:

- properly planned, organised, and supervised.
- conducted by competent persons.
- risk assessed and appropriate work equipment used.
- managed so that objects are prevented from falling and below adequately protected and access restricted.
- avoided where there are risks of falling through fragile surfaces, etc.
- planned so that equipment used is properly inspected and maintained.
- completed only when arrangements for emergencies and rescue have been established.

The hierarchy for managing and selecting work equipment shall be:

- Work at height shall be avoided where possible.
- Where this is not possible, collective means of protection shall be used to prevent falls. This shall include the use of guardrails and safe working platforms.
- Where the risk of fall cannot be eliminated, work equipment or other measures shall be used to minimise distance and consequences of a fall.

4.27 Ladders

Ladders should only be considered where a risk assessment has shown that the use of other more suitable work equipment is not appropriate because of the low risk and short duration of the task.

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In accordance with the requirements of the Work at Height Regulations 2005, Arville will ensure that a ladder is only used if the risk assessment has demonstrated that alternative work equipment is not justified, because:

- the ladder is only to be used for a short duration (20 minutes); or
- it is the safest possible method for access.

Aluminium and timber ladders will be either Class 1, covered by BS 1129 and BS 2037, or Class 2 for lighter work in accordance with BS EN 131.

Timber ladders will be inspected for any visible damage or undue wear and will therefore be unpainted.

Ladders shall be erected on a firm and level base and be supported by the stiles only. They shall be sited at an angle of 75 degrees to the horizontal (1 in 4) and extend 1.05 metres (4 rungs) above any landing place to ensure an adequate handhold.

All ladders will be secured from slipping and in most cases secured at the top, by either lashing or clamping the stiles to a secure anchorage. If no other means of securing the ladder can be adopted, then someone will hold it at the base whilst being used.

4.28 MEWPS (Mobile Elevated Platforms)

All Arville drivers using MEWPS will be trained and certificated under the recognised plant operator scheme (IPAF) and hold a copy of their training card on site. Certificates are filed in employee personal files.

Where contractors use MEWPs, risk assessments, method statements, training records and statutory records of test (of the MEWP) will be obtained before work is undertaken.

Pre-use checks are the responsibility of MEWP operators and failure to complete these before starting work could result in disciplinary action.

Rescue plans will be established before work commences.

4.29 Forklift Trucks (FLT's)

The Company operates the following types of FLT truck:

- Counterbalance
- Reach
- Pedestrian stacker
- Combi-lift

Traffic management layouts have been organised so that FLT's are segregated from pedestrians as much as possible.

All operatives using FLT's will be over 18 years old, in good health, with sound vision and hearing. FLT drivers are trained and certificated under a recognised plant operator scheme and this documentation is held on their personal file. Checks of medical fitness are undertaken through the Company Occupational Health provider.

Pre-start checks are the responsibility of the users of FLT's and failure to complete these before use could result in disciplinary action.

Forklift trucks are kept in good working order and findings recorded to ensure that brakes, lights, steering, horn, battery, hydraulic and speed controls are functional.

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Yorkshire handling carry out servicing of lift trucks, with statutory inspections completed via the relevant insurance company (BES).

4.30 Display Screen Equipment (DSE)

A DSE risk assessment is carried out and periodically reviewed for all users of workstations. This process is completed via a self-assessment form.

Where issues arise, a more detailed assessment will be undertaken by the Health and Safety Manager or outsourced to another competent person.

Arville will provide for users to go to their optician for a free eyesight test.

These tests will be repeated at regular intervals and *where necessary*, specific prescription spectacles for display screen work shall be provided free of charge.

4.31 Health Surveillance

Some occupational diseases caused by exposure to hazardous substances, posture, noise, vibration, and manual handling at work, may not appear for many years.

The Management of Health and Safety at Work Regulations 1999, require that:

“Every employer shall ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety”.

Specific regulations, including the Control of Substances Hazardous to Health, Control of Noise and Work and Control of Vibration at Work require health surveillance for individuals exposed to these agents.

Arville conducts health surveillance for its employees through a competent third party.

The objective of this health surveillance is to detect adverse health effects and identify employees most at risk and protect them from further damage.

4.32 Electricity

All fixed electrical systems will be constructed and certified as complying with the IEE Regulations and will be periodically inspected, tested, and maintained to prevent danger.

Moveable and portable electrical equipment will be inspected, tested, and maintained on a periodic basis, in accordance with HSG 107.

If required, Arville will identify an external contractor to carry out electrical work at voltages more than 1000V AC, or 1500V DC.

Arville will conduct checks of the electrical competency and training for those appointed as electricians.

Where working around electrical conductors, these will be isolated through the process of lockout/tagout and if required a permit-to-work.

When Arville electricians carry out electrical work, a risk assessment will be completed, and suitable and sufficient control measures put into place to reduce risk. Records of the assessment will be held on file.

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If at the conclusion of the risk assessment, all risks cannot be eliminated, then work will only be carried out under a 'permit-to-work' system when the work area will be restricted to 'named' employees only, operating to an agreed safe system of work.

Any external electricians will be authorised to work using the permit-to-work system.

Portable electric power tools will only be used for the job intended and the lead will be suitably positioned to prevent damage or entanglement and not be a trip hazard.

Portable electrical equipment will be adequately maintained to ensure that it remains in good working order throughout its working life.

When using portable electrical equipment Arville employees will:

- inspect all portable electrical equipment before use.
- examine leads to check for damage, or inappropriate repairs (e.g. covering with insulation tape).
- visually check plugs and connectors.
- check for the presence on an in-date PAT test sticker.

4.33 Manual Handling

Within Arville, there are a range of manual handling tasks that are undertaken throughout each of its sites, and these may be subject to a manual handling risk assessment.

The purpose of this risk assessment is to determine control measures to prevent injury.

Where an assessment determines that the activity can be undertaken without the use of specific equipment, appropriate training will be given to employees. This training will be provided in the induction programme and also during the delivery of the safe operating procedures (SOP's).

Manual Handling training includes:

- causes of back pain, of poor posture and movements likely to contribute to injury.
- giving guidance on the evaluation of the work environment, task, load and individual capability, along with how to alter the environment to make the work safer.
- practical use and care of mechanical handling aids to make manual handling tasks easier.
- manual handling techniques including consideration of general fitness, flexibility, relaxation and the effect of obesity and other physical issues (note - Equality Act 2010 applies).

4.34 Traffic Movements

"Traffic Management Plans" will be developed for each Arville site. Each plan outlines how traffic movements are organised in a way to avoid pedestrians, work equipment and vehicles coming into contact.

Steps will be taken so that:

- only trained and authorised persons are allowed to operate mobile work equipment or vehicles on behalf of the company.
- pedestrians or mobile work equipment/vehicles use a route without causing danger to others.
- if sufficient separation is not reasonably practicable, then there will be physical barriers or effective warnings in place.
- a banksman will be in attendance during manoeuvres within a restricted environment.
- signs will be displayed warning drivers and pedestrians of any hazards.
- in the event of an accident, the driver of a vehicle will inform the management without delay.

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High visibility vests are a requirement for operators of lift trucks and for entry to warehouses and must be worn.

4.35 Loading and Unloading

Arville will take steps to ensure that loading and unloading is completed via the use of mechanised equipment to reduce the need for manual handling.

Suppliers are contacted so that products and equipment will be packaged to assist in safe handling.

Pallets are checked and if found to be defective, discarded. Pallet type will be selected according to the load it is to carry and if it is to be stored in racking, the type of rack.

Arville employees are expected to immediately stop work if external companies are delivering products in an unsafe manner. This issue should be reported to their manager and the company contacted accordingly.

4.36 Lifting Operations & Lifting Equipment

The prevention of accidents and injury can only be achieved by making sure that lifting equipment is used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Arville, currently checks that:

- equipment and accessories for lifting loads are clearly marked to indicate their safe working loads.
- employees are adequately trained in the use of such lifting equipment.
- safe operating procedures are drawn up and monitored.
- inspection and maintenance of lifting equipment is carried out.
- statutory test and insurance certificates are in place.
- the condition, soundness of materials, fittings etc., are in good order.
- equipment is suitable for the environment in which it is to be used.
- automatic safe load indicators and audio-visual warning signs work.
- the mechanical condition of the appliance is appropriate.

Other inspections and tests completed involve:

- ensuring equipment is CE marked.
- thorough examination before initial use or following any significant change that may affect the safe operation of the lifting equipment or accessory.
- testing at a frequency as determined by an assessment of the risk by a competent person.
- regular testing according to the instructions provided by the manufacturer.

Thorough examinations are completed by HSB appointed by Arville's insurers on equipment for lifting persons, or an accessory for lifting, at least every 6 months and other lifting equipment at least every 12 months.

Records are kept in maintenance and can be accessed via the insurance company portal to show the results of these examinations, inspections, and tests.

4.37 Compressed Air

Arville has compressors in use at each of its factory sites. Each compressor has been marked with its safe working pressure and a distinguishing number.

The engineering company (HSB) appointed by Arville's Insurer has developed a written scheme of examination in accordance with the Pressure Systems Safety Regulations, which is kept on their portal. Periodic inspections are completed in accordance with this written scheme.

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Compressors are also subject to routine maintenance by a third party (e.g. PPS in Wetherby). Records of these service checks are held in maintenance.

Compressed air hoses and lines are colour coded or banded to identify compressed air, or any other gases or services transported.

All connections shall be properly clamped to prevent loose connections blowing off causing the hose to whip back and cause injury. Connections shall not be over tightened as this may result in the hose being cut, causing unnecessary leakage and loss of power.

Safety devices, which restrain connectors in the event of a blow-off, shall be used.

Compressed air will be isolated and dumped before maintenance is undertaken in accordance with the established SOP.

4.38 Machinery Hazards

Health and safety requirements will be considered before purchasing new machinery, equipment, substances or services. This will include relevant conformity marking, guarding, installation requirements, training needs, maintenance arrangements, statutory inspection requirements, and any impact on existing risk assessments or SOPs.

Arville has a wide range of machinery in use at its sites.

This machinery will be risk assessed to establish compliance with the requirements of the PUWER (Provision & Use of Work Equipment) Regulations.

Procurement of machinery is subject to a specific procedure and will involve the consideration of “conformity assessment” (i.e. only buying CE or UKCA marked equipment).

4.39 Gas Supplies

Commercial gas is used within a range of processes at Arville.

The Company will therefore appoint an internal or external competent person to service gas equipment and machinery to ensure that risks from release of Carbon Monoxide or gas explosion are prevented.

Servicing will be undertaken to specific schedules and findings prioritised to maintain safety.

Risk assessments addressing gas risk will be conducted in accordance with the Dangerous Substances and Explosive Atmospheres regulations (DSEAR).

4.40 Pressure Systems

There are several Pressure Systems in use at Arville sites. These are fundamentally the Compressed Air systems (see 4.36).

All new equipment containing a pressure system subject to the Pressure Systems Safety Regulations, will be CE marked and maintained in accordance with a written scheme of inspection.

Records will be kept demonstrating that plant and equipment has been maintained.

4.41 DSEAR

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The Company has areas in its business where the release of toxic substances, gas, or dust, could give rise to explosive atmospheres.

These substances include solvents (Xylene, Toluene, MEK, etc.) and therefore require careful management near hot surfaces or other ignition sources.

Arville has conducted DSEAR assessments to identify risks and will add ATEX equipment where explosive atmospheres may be present.

In Bury, specific arrangements including ventilated and fireproof storage areas have been added.

4.42 Asbestos

Most of Arville's properties were built prior to 1990 and may contain Asbestos.

These properties must be managed to prevent Asbestos exposure and therefore Asbestos surveys have been conducted to identify where Asbestos is present.

Asbestos management plans have been drawn up for Wetherby, Bury and Bradford.

Surveys will be made available to contractors or employees likely to be performing "intrusive work" which could release fibres.

When construction is to be undertaken, more detailed studies (intrusive surveys) will be conducted, and specialist contractors appointed.

4.43 Vibration

Arville does not use large numbers of portable tools with a risk from vibration exposure. However, assessments under the Control of Vibration at Work Regulations 2005 will be carried out of work liable to expose any employees to risk from vibration.

Control measures will be implemented as necessary, to reduce daily exposure levels for hand arm vibration to below $<2.5 \text{ m/s}^2 \text{ A(8)}$, and for whole body vibration to $<0.5 \text{ m/s}^2 \text{ A(8)}$.

Where it is not reasonably practicable to eliminate risk at source and the above exposure action values are likely to be reached or exceeded, employees shall not be exposed to vibration above an exposure limit value of $<5 \text{ m/s}^2 \text{ A(8)}$ for hand arm vibration and $1.15 \text{ m/s}^2 \text{ A(8)}$ for whole body vibration.

These exposure levels shall be taken into consideration when purchasing or hiring vibrating plant, tools and equipment, to ensure that the risk is effectively controlled.

4.44 Mental Health and Wellbeing

Arville recognises that health and safety includes both physical and mental wellbeing. Work-related stress and wellbeing risks will be considered through management processes, risk assessment where applicable, employee consultation, and appropriate support from line managers, HR and competent external providers where required.

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4.45 Lone Working

Arville is required by law to manage any health and safety risks before people can work alone. This applies to any employees, contractors, or self-employed people.

Lone workers are those who work by themselves without close or direct supervision, for example:

- Management.
- Employees working in a production or warehouse area of one of Arville's sites.
- Employees alone in one of the offices.
- Delivery drivers or engineers.
- Triton security staff or cleaners.

There will always be greater risks for lone workers without direct supervision or anyone to help them if things go wrong.

In principle any lone working task must be risk assessed before work is allowed to take place.

If lone working is required, Arville will set up arrangements to contact the individual on a periodic basis. Typically, this would be via phone every 20 minutes.

High risk work would not be permitted alone.

High risk work includes:

- Work on a Shuttle Loom.
- Work in Finishing, on one of the two Stenters.
- Being present in a remote office, factory area or warehouse area "alone" at Wetherby during the night shift.
- Work between the hours of 18.00 to 07.00 at Bury, Dursley and Bradford.

Before lone working, or working out of normal working hours, the following requirements should be met:

- A risk assessment for the actual work will be agreed with the line manager (if different to normal activities).
- If there is significant risk, lone working will not be permitted and arrangements to have two persons present will be established.
- The line manager must know of any relevant health conditions of the employee/contractor/third party – if any exist, then lone working should not be permitted.
- Adequate means of communication will be established between the lone worker and their manager.
- Specific contact measures put in place.
- First aid arrangements put in place.

4.46 Overseas Travel

On occasion, certain employees will be required to travel overseas for work. All travel should be undertaken in line with the Arville Travel Policy. This is available on Share Point.

This work is likely to involve:

- Sales work including customer visits.
- Exhibitions.
- Conferences and training.

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- Procurement of machinery.

Overseas travel should be planned and consider:

- Security of the country.
- Accommodation requirements.
- Health care arrangements.
- Travel Insurance.
- Remote working and pre-work risk assessments

Travel for the work is likely to remain within Europe, US, and Australia (countries considered as “safe”).

(a) Country Security

Before travelling, the employee should carry out their own travel risk assessment of the country they are visiting.

This can be done by using the Government website - <https://www.gov.uk/foreign-travel-advice>

If there are any “advisories” against travel, then the employee or contractor is **not** expected to go and should comply with the advice provided.

For “higher risk” countries, arrangements should be established with the Customer to ensure that pick up at the airport is organised to take them to their accommodation and to the business location.

Employees are not expected to drive but can do this if they have researched the country driving requirements before travel, they have the necessary license and they feel experienced to be able to do this safely.

(b) Accommodation Requirements

Hotels should be booked before travel. Arville employees are expected to research using web sites such as Booking.com or taking advice from the customer on a safe location.

Otherwise. the standard hotel provision from the conference or trade show should be used.

It is recommended that personnel stay on floors above the ground floor to reduce risks from theft and to always use the room safe for valuables such as phones, computer, wallet, and credit cards.

Should accommodation fall short of requirements, the employee is expected to discuss transferring hotel with their line manager before moving.

Emergency accommodation requirements may also be relevant to situations where an employee gets stuck “in country” due to flight delays, air traffic control or other industrial disputes, or because of political uprising.

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(c) Health care arrangements

The company has a duty of care for employees who are travelling. This means that it will pay for any necessary inoculations, if an employee needs to go to a third country, where there is a chance of catching a disease not prevalent within the UK.

Details of inoculation requirements can be found at:

<https://travelhealthpro.org.uk/>

Inoculations can be obtained through local pharmacies, or via various travel clinics such as:

<https://www.northleedsmedicalpractice.nhs.uk/health-information/travel-vaccinations/>

Prior to travelling to a European Country employees should request a GHIC card (Global Health Insurance Card), the replacement for the EHIC card.

This can be obtained from:

<https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

(d) Insurance

Foreign travel insurance is included within the Company Insurances.

Before travelling, the employee or contractor working on behalf of Arville should contact the Finance department to get copies of the policy and/or the relevant IT Application (App) for their phone.

Details of emergency contact numbers should be set into their phone so that a suitable hospital/medical facility can be found.

Employees may be requested to pay for treatment in advance. If this is the case Arville's Insurance Policy will provide support, if injuries/illness were sustained during the normal activities of the employee/contractor's work.

(e) Remote working and pre-start risk assessment

For factory visits or machine preparation, employees and contractors are required to take care of their own safety.

They are expected to attend on-site inductions and if there was a need to "pick up a tool", to carry out a pre-start risk assessment, which they should discuss with the machine supplier/workshop before starting.

PPE should be worn, including safety footwear, gloves and eye protection as applicable. Lone working must not be undertaken.

Regular contact with their line manager in the UK should be maintained.

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5. MEASURING PERFORMANCE

Arville have established a strategy for Health and Safety, which includes a Health and Safety Plan and specific site Health and Safety Improvement Plans.

The Company measures and monitors these plans during routine management meetings, at board meetings and during site Health and Safety meetings.

The purpose of the meetings is to ensure that requirements imposed onto/by the Company are measured through the assessment of the ongoing policy, how effective risks are being controlled and the development of a positive health and safety culture.

The focus for Arville is to maintain a low accident rate and to protect its employees from injuries, ill health, or loss.

As a company, Arville has adopted two types of systems of monitoring:

- **proactive** systems which monitor the design, development, installation and operation of management arrangements, risk controls and workplace precautions. These include workplace inspections, delivery of training plans and health and safety audits.
- **reactive** systems which monitor accidents, ill health, incidents and other evidence of negative health and safety performance. Near miss reporting is encouraged. Detailed investigation and root cause analysis of serious incidents is conducted.

Monitoring is managed by Arville's Health and Safety Manager.

Actions arising from accidents, near misses, audits, inspections, statutory inspections and external advice will be recorded, assigned to an owner, given a target completion date, and reviewed until closure. Where actions remain overdue or present significant risk, they will be escalated through management and, where appropriate, to the Board.

The manager collects information on health and safety performance and monitors implementation of controls via an action tracker to ensure activities are closed out and completed.

Details are provided to management and the board of the Company.

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6. REVIEW

6.1 Formal Review of Company Health and Safety Performance

The CEO, with assistance from the rest of the Company management team, has specific responsibility to review the implementation of the Company's Health and Safety Policy and Plans and the Company's performance.

Items to be reviewed are:

- a) Learning from any significant accidents or incidents.
- b) Any matters arising from health and safety audits, or site visits.
- c) Criticisms by the Health and Safety Executive, clients, or other external parties.
- d) Company "safety objectives". Have they been achieved?
- e) Legislation, guidance notes, or H.S.E. initiatives.
- f) The Health and Safety Policy and working procedures as appropriate.
- g) Training requirements.

Based on this formal review, new safety objectives will be set.

6.2 Health and Safety Inspections and Reports

Where the Company or an independent advisor carries out a site inspection or audit, they may be requested to submit a formal report to the Health and Safety Manager and CEO.

The Health and Safety Manager and the CEO will act on any reports received and ensure that corrective action is taken by the appropriate person.

If, on a subsequent inspection, adequate action has not been taken, the CEO will take further action accordingly.

If any operation constitutes a risk of serious injury to any person, work will be stopped, and suitable controls investigated and implemented.

Serious matters will be communicated to the board, to enable them and other stakeholders to be aware of significant issues that pose risk to the business.

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Appendix A – LEGISLATION COVERING ARVILLE TEXTILES LTD – BARBOUR

Arville Textiles Ltd uses BARBOUR to provide details on the legislation applicable at each of its sites.

Copies of the registers are held on Share Point so can be accessed by management.

The registers are reviewed and revised annually.

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