

General Policies

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Quality Policy Statement

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- Monitoring of Health & Safety Performance
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Strategy Policy

To continue to provide a high quality service to our clients and partners, creating an environment that is both safe for our employees, clients and persons associated with our operations, along with running our business and activities to protect the environment from damage caused by our operations.

Continue to expand our behavioral culture ensuring that all our employees are fully informed, trained and given the resources to maintain their safe environment and provide professionalism and surety of our confidence to our clients and partners.

Employees will continually lead by example, taking a no risk behavioral culture and complying with all requirements.

Main objectives will be regularly set by the Cadman Board and communicated to the management at regular intervals.

The systems will continually be reviewed and audited where employees will take ownership of the system and be encouraged to suggest improvements at all times.

Company Objectives

- The overriding company objective is for our management to lead all staff with a direct, honest and fair approach.
- For the directors and management to provide and maintain a safe environment and ensure that resources, procedures and all activities are scrutinised to ensure that the safety of our operatives, customers, partners and any other persons involved in our operations are run within a safe environment eliminating and reducing any risk towards injury.
- Machinery is to be maintained serviced, checked, respected and looked after with drivers taking full ownership, not only of the machines that they drive consistently but the machines they take over for relief driving and holiday cover.
- A reporting system should be robust enough that concerns and issues raised by the operators are dealt with systematically and signed off to ensure that issues are listened to and dealt with.
- Customers are to be treated with honesty and integrity.

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HEALTH AND SAFETY POLICY STATEMENT

It is the aim of the Company to prevent injury and ill health and, as far as reasonably practicable, protect all employees and those affected by its activities from foreseeable hazards. The Company is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 (Amended) and any subsequent legislation applicable to the Company's activities.

The ultimate responsibility for Health and Safety lies with the Managing Director. This notwithstanding, Health and Safety is a mutual objective and actively encouraged by management and employees at all levels.

The Company has a specific duty to:-

- a) Assess the risks to health and safety, record any significant findings and make arrangements for the provision of these results to the workforce and others
- b) Provide and maintain safe and healthy working conditions, complying with all statutory requirements and industry best practice.
- c) Provide training, supervision and instruction to ensure employees perform their work safely and efficiently.
- d) Take necessary precautions to control exposure to substances hazardous to health
- e) Make available all necessary mechanical and personal safety devices and to supervise their use.
- f) Ensure all plant and equipment is well maintained and fit for use.
- g) Maintain a focus and involve employees in health and safety matters applicable to the company's activities.
- h) Organise emergency procedures and inform all employees and visitors of these procedures
- i) Ensure adequate first aid provision.
- j) Record all instances of injury or incident and report any reportable incidents to the Regulatory Authorities.
- k) Continually monitor and review this policy and all procedures relating to health and safety.

Employees have a duty to co-operate in the operation of this policy by:-

- a) Working safely and efficiently to minimise risk of injury or ill health to themselves or others
- b) Not misusing any equipment provided for health and safety.
- c) Reporting incidents that have led or may lead to injury, ill health or damage.
- d) Adhering to company procedures for securing a safe workplace.
- e) Assisting in the investigation of accidents and co-operating in the introduction of measures to prevent their recurrence.
- f) Conforming to statutory obligations.

Signed



Mr Andy Mayne
Managing Director

Review Date: May 2021

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QUALITY POLICY STATEMENT

Cadman Cranes Ltd aim to fully understand the requirements of our customer and routinely exceed their expectations through:-

- a) The commitment and expertise of our employees.
- b) Continuous improvement in the quality of our goods and services.
- c) Compliance with all statutory and regulatory requirements.

We recognise the importance of our employees in achieving our aims and will ensure that the relevant skills exist at all levels in order to meet the Quality Policy objectives.

Our success will be measured by:-

- a) Customer satisfaction
- b) Efficient operational processes
- c) Increased market share and continual growth.
- d) The commitment of our staff to the highest level of service.

This commitment to quality has the backing of the board of directors and suitable and sufficient resources will be allocated to ensure that targets are met.

This document will be monitored and reviewed on a regular basis.

Signed



Mr Andy Mayne
Managing Director

Review Date : May 2021

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ENVIRONMENTAL POLICY

Cadman Cranes Ltd is committed to minimising the environmental impact of our operations through continuous improvement in our environmental performance.

We will communicate the Company Policy to ensure all Cadman Cranes employees understand and implement the policy in their daily work.

Cadman Cranes makes a specific commitment to:-

- a) Ensure compliance with all relevant legislation that applies to its activities and services.
- b) Seek to minimise the environmental impact of its operations, and take all the necessary steps to prevent pollution.
- c) Ensure all visitors and employees comply with Company Policy.
- d) Monitor when appropriate emissions and take measures to prevent accidental emissions occurring.
- e) Seek to minimise wherever practical visual, noise and other impacts on the local environments.
- f) Encourage employee responsibility towards the environment.
- g) Seek to reduce consumption of materials, including energy and to encourage recycling.
- h) Work with our suppliers and customers to minimise the impact of our joint operations.
- i) Work with our waste carriers to ensure that all waste is handled responsibly.
- j) Communicate this policy and performance objective to all interested parties.
- k) Monitor and review our environmental performance on a regular basis to refine our policy objectives

Signed



Mr Andy Mayne
Managing Director

Review Date : May 2021

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Anti-Slavery Policy Statement for Cadman Cranes Ltd

It is our approach to comply with all laws and regulations relevant to our business and in all countries where we may operate. Following the implementation of the Modern Slavery Act 2015, Cadman Cranes Ltd is committed to implementing and maintaining effective systems to ensure modern slavery is not taking place anywhere within our business supply chain.

Modern Slavery is a criminal activity and a violation of human rights. The deprivation of a person's liberty by another in order to exploit them for personal or financial gain is unacceptable. For these reasons, slavery and human trafficking is a matter of zero tolerance at Cadman Cranes Ltd.

All staff involved in the engagement of suppliers, must communicate our zero tolerance approach at the outset of a business relationship and monitor their compliance with our Policy as appropriate thereafter. We may terminate our relationship with third parties engaged with us if non-compliance is found.

Internally, this Policy applies to all Directors', Shareholders and Employees. Any reported breach of this Policy will be investigated and may lead to disciplinary action as appropriate and in line with Company disciplinary procedures.

The detection and reporting of Modern Slavery is the responsibility of all of us. Concerns raised about any issue or suspicion of Modern Slavery should be reported through our established communication channels or confidentially by following the Company Whistle Blowing Policy which can be found in the Company Handbook.

Signed



Mr Andy Mayne
Managing Director

Review Date : May 2021

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ORGANISATION FOR HEALTH, SAFETY AND ENVIRONMENTAL ISSUES

The Managing Director is responsible for:-

- a) Providing support to others to enable them to fulfil duties imposed upon them.
- b) Allocating sufficient resources for health, safety and environmental management .
- c) Keeping a record of accidents, illness and dangerous occurrence statistics and ensuring they are reported and investigated correctly and as promptly as is reasonably practicable.
- d) Reviewing the Company Policy on a regular basis.
- e) Ensuring all personnel working on behalf of the Company have adequate training and instruction to safely carry out their duties
- f) Ensuring that all staff have read and understand the Health and Safety Policy

The Operations Director is responsible for:-

- a) Day to day management, maintenance, application & monitoring of the General Policies documents.
- b) Ensuring that all staff and visitors, where appropriate, receive induction training.
- c) Ensuring adequate and suitable first aid facilities
- d) Supervision of the Health and Safety Policy
- e) Reporting to the Managing Director on all matters regarding health, safety and environmental issues and making recommendations as necessary.
- f) Carrying out internal investigations of all accident/incidents and making recommendations as necessary.
- g) Carrying out assessments under applicable legislation and making recommendations as necessary.
- h) Maintaining up-to-date knowledge of applicable legislation and advising as necessary.

Managers, Supervisors and Directors are responsible for:-

- a) Implementing the Company Health and Safety Policy in his/her area of responsibility.
- b) Ensuring that staff under his/her control are have read and understand the Policy.
- c) Establishing and maintaining safe and healthy working conditions.
- d) Ensuring sufficient information is available to staff and contractors under his control.
- e) Planning the availability and use of most suitable plant and equipment, methods of working, safe systems, allocation of responsibilities, welfare facilities and personal protective equipment necessary to complete each task.
- f) Making regular inspections of sites and work areas and taking corrective action when required.
- g) Assisting in the investigation of all accidents/incidents occurring on works under his/her control.

Employees are responsible for:-

- a) Working safely and efficiently to minimise risk to injury to themselves and others.
- b) Not misusing any equipment provided for health and safety
- c) Reporting incidents that have or may lead to injury, damage or environmental concerns.
- d) Adhering to company procedures for securing a safe workplace.
- e) Assisting in the investigation of accidents/incidents and co-operating in the introduction of measures to prevent their recurrence.
- f) Conforming to statutory obligations.
- g) Using resources in the most environmentally economic way an disposing of waste appropriately.

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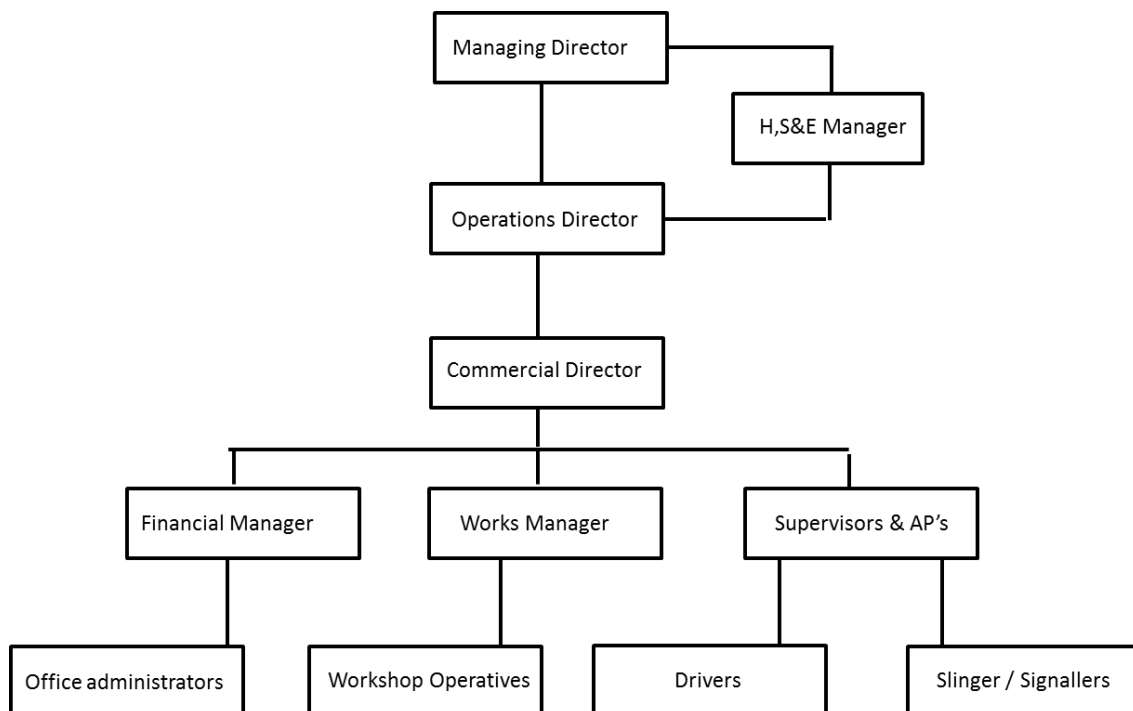
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ORGANISATION FOR HEALTH, SAFETY AND ENVIRONMENTAL ISSUES ..cont'

Specific duties required of the employee will include:-

- Reading and understanding all Method Statements and Risk Assessments produced by customer for 'CPA' Crane Hire.
- Reading and understanding all Method Statements and Risk Assessments produced by Appointed Persons for 'Contract Lift' activities.
- Reading and understanding all Method Statements and Risk Assessments produced for activities carried out within depot site.
- Reporting any defects to work or protective equipment immediately to the appropriate person.
- Using correct tools and equipment for each task and in accordance with training and instructions.

Cadman Cranes Ltd Hierarchy for Health, Safety & Environmental matters



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ORGANISATION FOR HEALTH, SAFETY AND ENVIRONMENTAL ISSUES ..cont'

COMPETENT PERSONS

The Company will appoint competent persons to assist in the undertaking the necessary measures to comply with the statutory requirements and maintain a safe and healthy work environment. A person is deemed competent when he has sufficient training, experience or knowledge to enable him/her to undertake such measures

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FIRE SAFETY

PROCEDURES IN THE EVENT OF A FIRE

On discovering a fire:

- If you discover a fire, raise the alarm immediately by shouting 'FIRE, FIRE, FIRE' and operating the nearest fire alarm.
- If you have been trained and feel it is safe to do so attempt to fight the fire using the equipment provided.
- If this fails, or if you do not attempt to tackle the fire, evacuate immediately using the nearest available fire escape route.
- Ensure that no-one is left in the area you are vacating and if there is one, close the door behind you.
- Proceed quickly but calmly to the Fire Assembly Point.
- Do not leave this location unless told to do so by 'Person in Charge'. Do not assume that this is the end of duties for the day.

On hearing the fire alarm:

- Operate any essential shutdown devices on machinery if it safe to do so.
- Evacuate using the nearest available fire escape route.
- Proceed quickly but calmly to the Fire Assembly Point
- If you are with a visitor, ensure they accompany you.

Operations Director or his designee

- Encourage staff around you to evacuate and proceed to Fire Assembly Point.
- Gather information regarding the fire and evacuation
- Alert the emergency services.
- Check toilet, mess room and stores area to ensure evacuation is complete.
- Collect Visitor's Book.
- Evacuate the building using nearest available fire exit route
- Proceed to Fire Assembly Point
- Delegate communication with surrounding premises to another staff member
- Co-ordinate with the emergency services upon their arrival.

Do

- Close door and windows if it is safe to do so.
- Shut down equipment and machinery if it is safe to do so.
- Check toilets, stores, mess rooms, kitchen for staff or visitors

Do Not

- Enter areas that are affected by fire or smoke.
- Take unnecessary risks
- Tackle a fire unless you are trained and it is safe to do so

Disabled Persons

Employees are encouraged to report any condition that would render them unable to leave the

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premises in emergency without assistance. Staff will assist with the evacuation of them or any disabled visitors or contractors.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents, incidents, near misses and ill-health will be reported to the Managing Director as soon as is reasonably practicable and he will initiate an investigation. Accidents resulting in injury will be recorded in the 'Accident Book'. If working on site then the client's procedures will take precedence but report should still be made to the Managing Director. Certain events will be reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Investigations will be made by the Managing Director or another member of staff as appointed by him. These investigations will be carried out with the following objectives:-

- To determine the cause of the incident
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to the Health and Safety Executive if

appropriate The aim of the investigation will be to seek answers to the

following questions:-

- What caused the accident?
- Who was involved?
- When did it occur?
- How could it have been prevented?
- How can recurrence be prevented?

As part of the process, a review will be carried out of appropriate Risk Assessments and Safe Systems of Work.

After a suitable period of time an audit will be carried out of all incidents to establish trends and propose measures to prevent recurrence.



C R A N E S L T D

ARRANGEMENTS FOR HEALTH AND SAFETY

Contractors and Visitors

All contractors and visitors will be subject to the conditions set out by the Company for their own safety.

All visitors will sign in at reception and await response in the foyer area. Under no circumstances are they to proceed without supervision. They must then sign out on departure.

Contractors will be inducted to site and given a Contractor's Health and Safety Booklet. They must follow rules as laid down in this booklet and any other guidelines as specified by their appropriate supervision.

In all cases, contractors who carry out work for Cadman Cranes Ltd will submit specific and appropriate Risk Assessments and Method Statements for the work to be carried out. Cadman Cranes Ltd will arrange for the work to be monitored to ensure it is carried out safely.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Driving At Work

ELIGIBILITY TO DRIVE

Drivers will be asked to produce their driving license (card and counterpart) prior to employment and annually thereafter. Between inspections drivers shall report to the Company immediately any motoring convictions. Driver shall report immediately to the company any medical condition that may affect their ability to safely carry out their normal duties. Driver's eyesight will be tested annually by Company representative by means of a simple sight test at a distance specified by legislation.

DRIVERS' HOURS AND THE USE OF TACHOGRAPHS

The Company will plan work so that there is no requirement to contravene regulations on drivers' hours. It is the responsibility of each employee to comply with these regulations and ensure the correct use of tachograph equipment fitted to goods vehicles classified 'in scope' under EU rules. This is to include the retention of full and accurate records for the previous 28 days to be carried at all times in readiness for presentation to any governing authority when asked to do so. Record Books for drivers in Road Transport are provided for completion by all crane operators and those who occasionally drive 'in scope' vehicles.

MOBILE PHONES

The use of mobile phones is not permitted whilst driving and/or in charge of a motor vehicle while upon the public highway. Employees will not answer a telephone call or text message until they are safe and legal to do so, or, unless a purpose made and legal hands-free kit is fitted to the vehicle with the authority of the Operations Director.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Employee Consultation & Communication

Facilities are made for employer/employee consultation, either collectively or individually, on matters of Health, Safety and Welfare. Any employee with a concern should report it to his or her supervisor or, if unsatisfied with any action, response or lack thereof, can speak directly to the Operation Director who attends to the Company' Health and Safety arrangements. These reports will be recorded on a Health and Safety Issue Report from which actions will be planned and progressed.

The Managing Director will frequently visit Cadman Cranes Ltd and will operate an open door policy when he visits. Alternatively, he can be reached in confidence by the following means;
Email – asmayne@milbank.co.uk
Tel - 01787223931

A Quarterly Health and Safety Inspection will be made of the premises and any concerns the employees may have can be raised, discussed and reviewed during these inspections. Record will be made of these inspections and the actions arising from them and this record will be made available.

Consultation with employees with employees via a number of methods including but not limited to:-

- Safety Memo's in wage packets
- Posters, notices and signage appropriately displayed
- H&S Notice Board
- One-to-one or group safety discussions
- Tool box Talks

Employees:- The following will be communicated to Employees

- The content of this policy
- Safety & Environmental performance
- Details of accidents, injuries and incidents along with corrective actions
- Any rules, Risk Assessments, Safe Systems of Work specific to a site or work activity
- Changes in legislation or working best practice.
- Health and Safety training
- The introduction of new work equipment or technology

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ARRANGEMENTS FOR HEALTH AND SAFETY

First Aid

A number of employees, will be trained as First Aiders and Appointed Persons and will be responsible for taking prompt action following an injury. This training will be refreshed as specified by legislation and training provider. First Aiders will administer first aid up to the level of their training whereas Appointed Persons will co-ordinate the attendance of emergency services. Employees will be informed of First Aiders on induction in addition to appropriately displayed posters.

The Operations Director is responsible for the adequate allocation of suitably marked and easily accessible first aid boxes and that these facilities are adequately and appropriately stocked.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Control of Substances Hazardous to Health (COSHH)

Before any substance is used during a work process, a technical and safety data sheet will be requested from the supplier. From this information a Risk Assessment will be produced in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) for the most frequently used substances. Wherever possible, alternative, less harmful products will always be considered.

The assessment will give consideration to the health effects of the substance, the level, type and duration of exposure and the circumstances of the work activity and any other information deemed relevant. Exposure will be prevented or, where this is not possible, controlled. These control measures will be communicated to staff and an inventory of all substances, their risk assessments and control measures will be stored in the workshops office accessible to all.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Plant and Equipment

All work equipment used at work will comply with the Provision and Use of Work Equipment Regulations (PUWER) and specifically all lifting equipment will comply with the Lifting Operation and Lifting Equipment Regulations (LOLER).

Before new equipment is introduced an assessment will be made of its suitability for use. All work equipment will be maintained and inspected at relevant intervals internally by competent persons or by specialist approved companies. The frequency, type and detail of these inspections will be based on manufacturer's recommendation, industry best practice and relevant legislation. All maintenance and inspections undertaken on company equipment will be formally recorded and maintained within office filing system and where appropriate with the plant itself.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Personal Protective Equipment (PPE)

The company recognises the importance of PPE but only as a final means to control risk. Minimum requirements for employees engaged in manual work be it on site or in the workshop will be safety shoes or boots, and high visibility clothing. Certain cases may, in accordance with risk assessment and site regulations, dictate further measures including but not limited to:- Safety helmets, hearing protection, life jackets, harness', fall arrestors, flame retardant overalls, safety glasses, welding masks, dust masks and gloves of various varieties.

Records are kept of all PPE issues and replacements are made upon damage or wear and tear.

Employees will use any PPE issued to them responsibly and report any defects as soon as is practicably possible.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Risk Assessments and Safe Systems of Work

Cadman Cranes Ltd and its's activities shall be subject to risk assessment and will be assessed in accordance with the relevant legislation using company documentation and procedures provided. Appropriate arrangements shall be made for effective planning, implementation, monitoring and review of any preventative or protective measure identified as a result of risk assessment, so far as is reasonably practicable.

These assessments will be reviewed after change in legislation, change in working procedures, introduction of new equipment and before a new process is undertaken, after an incident has occurred or when the original assessment is no longer valid.

From and in conjunction with these assessments, safe systems of work will be developed and recorded. Both will be carried out by a competent person and results will be communicated to all.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Training and Competency

To comply with the general duty to provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, health and safety training will be provided as follows:-

- At company inductions
- Repeat training at regular intervals
- On promotion to new duties and responsibilities
- On introduction of new technology
- On changes in systems of work
- When training needs are identified during risk assessment
- After an incident or near miss

Managers will be included in the Health and Safety training programme. These training requirements will be met through tool box talks, wage slip safety memos and group training sessions. Records of all Health and Safety training will be maintained.

The competency of employees will be assessed at interview and verified on the job. All employees are to be registered on industry recognised schemes including but not limited to the CSCS touch screen tests and operative card scheme and recognised licenses for plant and equipment specific to company operations.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Workplace Hazards

Noise

All employees are issued with hearing protection in the form of ear plugs. Replacements are available on request. Noise assessments are carried out on all potentially noisy processes and a record is kept of these readings. Any process with a dB value between 80 and 85 will be classed as within the lower exposure limit which means employees may request hearing protection. Any processes producing dB values above 85 will be considered as exceeding the upper exposure limit and employees will be compelled to wear hearing protection. If applicable the immediate vicinity of the offending equipment will be declared a 'Hearing Protection Zone' and warning signage will be displayed. Instruction will be given on the use of any hearing protection provided.

Vibration

Certain tools produce vibration and this can cause damage to muscles and nerves if not managed carefully. Although very few tools of this type are used by the Company, vibration readings are obtained from the manufacturer for any that are and from this, restrictions are put on the daily/weekly exposure limits resulting in maximum usage times for those tools affected.

Manual Handling

All employees receive manual handling training. Manual handling operations will be eliminated wherever practicable through planning or the use of mechanical equipment. Where this is not possible risks will be controlled via the following methods:-

- Training in the safest methods of lifting
- Reducing the weight of items to be lifted
- Additional manpower to assist with each lift

Display Screen Equipment and Workstations

The following measures are taken to ensure employee workstations are comfortable, fit for purpose and free from health risks:-

- Analysis of workstations in terms of seating, lighting, space and ergonomics
- Encouragement of breaks and changes in work activity
- Provision of eye tests if requested
- Provision of instruction and training
-

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ARRANGEMENTS FOR HEALTH AND SAFETY

Workplace Hazards

Asbestos

The company will ensure that an asbestos survey will be undertaken and relevant action will be taken from the details this survey provides be it; appropriate signage, removal, encapsulation depending on recommendation and legislation. This survey will form a permanent, available record which will be updated and reviewed at regular intervals. Reference will be made to this information if any building work is to take place or any other activity that may involve contact or disturbance of the material.

Working at Height

Working at height is an integral element of the Company's activities and as such it will take any and all necessary precautions to ensure the safety of it's employees when working at height. The following measures shall be in place to control risk arising from these types of works:-

- Work at height will be avoided if possible.
- All work at height will be risk assessed
- Any fall arrest or access equipment will be inspected, certified and fit for purpose
- Handrail and edge protection will be erected for work on crane/plant structures
- Instruction will be given on safe working at height
- Personnel carriers, and the lifting equipment and cranes used in conjunction with shall be thoroughly inspected every 6 months by a competent third party and certification will be kept within the crane itself.

Confined Spaces

Though it is highly unlikely that work will be carried out within a confined space appropriate consideration will be still be given to this hazard. If work of this sort arises all necessary steps will be taken to avoid access into a confined space but if unavoidable, only properly trained and competent personnel will be involved, a full method statement, risk assessment and rescue plan will be prepared, appropriate atmospheric testing, communication, access/egress and rescue equipment and breathing apparatus will be used, relevant permits to work will be obtained and adequate labour (including 'top man') will be employed.

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ARRANGEMENTS FOR HEALTH AND SAFETY

Workplace Hazards

Electricity

All necessary precautions and measures are taken by the Company to ensure that hazards arising from work involving electricity are adequately controlled. As a minimum the following measures will be in place:-

- Electrical Inspection and Fixed Wire testing carried out at frequencies specified by legislation by competent third party.
- Portable Appliance Testing (PAT) carried out yearly to all electrical appliances by competent third party.
- Permit to Work system for work being carried out to electrical system.
- Visual inspection regime of electrical tools and equipment by employees before use.
- Instruction on the safe use of electrical tools and appliances.
- Only competent third parties to carry out work on electrical system and alterations to be certificated and recorded.

Legionella

A Legionella Risk Assessment will be produced, monitored and reviewed. If reasonably foreseeable risks are identified then control measures will be put in place to ensure that:-

- Water spray is eliminated or controlled.
- Temperatures between 20° and 45 ° that aid the cultivation of micro-organisms are avoided
- Redundant pipework is removed and stagnant water is avoided
- The system and the water in it is kept as clean as possible.

Radiation

Though employees will not be exposed to radiation on site premises, there will be rare occasions when employees may be exposed while carrying out lifting operations off-site. The company shall take all necessary precautions to ensure that exposure is avoided or, if not, monitored and controlled. In line with Regulation 15 of the Approved Code of Practice for Work with Ionising Radiation, the Company will co-operate closely with duty holders to ensure the protection of employees.

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MONITORING HEALTH AND SAFETY PERFORMANCE

Integral to the Company's Health and Safety performance is the implementation and maintenance of an effective system of monitoring this performance.

The monitoring of Health and Safety performance can be separated into two distinct areas:-

Reactive Monitoring – The investigation of suspected accident, incident, ill health, near misses and any other failure of Health and Safety systems. Please see the 'Accident and Incident Reporting' statement in the 'Arrangements for Health and Safety' section of this document for the Company's detailed approach.

Active Monitoring – Designed to avoid the above failures through assessment, inspection and audit of operations, systems, equipment and people. Active Monitoring gives the Company feedback on its performance but also identifies shortcomings before they lead to incidents. The Company's Active Monitoring is integral to many aspects of its Health and Safety arrangement and takes many forms. Below is detailed the methods by which Health and Safety performance is monitored.

- **Quarterly Health, Safety and Environmental Inspections**
- **Health and Safety Issue Report Forms**
- **Operator Ongoing Assessments on site**
- **Weekly Fire Safety Checklist**
- **Annual Risk Assessment Review**
- **Annual Risk Control Effectiveness Assessment**
- **Annual Health and Safety Policy Review**
- **Daily Plant/Equipment Safety Inspection**
- **Daily Plant Inspections in line with LOLER, PUWER and BS7121**
- **6 Monthly/Annual Crane and Lifting Accessories Inspections in line with LOLER and BS7121**
- **Annual COSHH review**
- **Plant and vehicle servicing**
- **Annual PPE review**
- **Annual Training and Competency Review**
- **Ladder, Harness, Fall Arrestor, Electrical Appliance Pre-Use Inspections**
- **Annual Board Level Health and Safety Review**

An overview of the above records in combination will provide senior management with a clear picture of the company's performance. From this, they will reinforce, make additions and alterations to Health and Safety systems to ensure effective ongoing performance.