

H.E. GROUP LTD



The UK's **largest specialist excavator hire company**, H.E. SERVICES (Plant Hire) Ltd boasts a fleet exceeding 3500 items of plant, which are offered for hire nationwide via ten strategically located depots.

Purchasing only the most advanced and productive machines available from manufacturers such as JCB, Komatsu, Hydrema and Thwaites and coupling this with **the very best of service** from a dedicated workforce, H.E. SERVICES (Plant Hire) Ltd is recognised as **the undisputed market leader** in excavator hire.

Due to a wide and diversified fleet portfolio including Tracked excavators from 1.5 to 49 tonne, Wheeled Excavators from 17 to 22 tonne, Long reach excavators from 12 to 22 meters, Telehandlers from 4 to 20 meters, JCB 3CX, Dumpers from 1 to 10 tonne, Rollers from 800mm to 1350mm & Trench Rollers with a complimentary range of accessories and attachments. H. E. SERVICES are World Leaders in Digger Hire.

The Company has a policy of machine replacement every two and three years, ensuring **Britain's most up to date fleet** is constantly improved. With an in house fleet of delivery vehicles, **nothing is left to chance**, ensuring a prompt service at all times. No reliance on third parties means total control over Customer Service.

GROUP & ASSOCIATED COMPANY DETAILS

APPROVED SUPPLIER REGISTRATION

QUALITY ASSURANCE ISO 9001

HEALTH & SAFETY

ENVIRONMENTAL
INFORMATION

APPROVED SUPPLIER REGISTRATION QUALITY ASSURANCE TO ISO 9001 HEALTH & SAFETY – ENVIRONMENTAL DETAILS

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APPROVED SUPPLIER REGISTRATION

QUALITY ASSURANCE TO ISO 9001 (Working Towards)

HEALTH & SAFETY – ENVIRONMENTAL DETAILS

Company Name: H.E. Services (Plant Hire) Limited
Head Office Address: Whitewall Road
(Registered Office) Strood
Kent ME2 4DZ

Group Contact Information **H.E. Services (Plant Hire) Ltd + Diggers Direct.com**

Company Reg. Number: 3754961 H.E. Services (Plant Hire) Ltd.

Pam Durey – Sales & Marketing Director (Plant Hire & Diggers Direct)
Telephone No. 0208 804 2000
E-Mail. pam.durey@heservices.co.uk

Jon Larcom – Area Director (Plant Hire - Midlands – Northern Regions)
Telephone No. 01905 774466
E-Mail. jon.larcom@heservices.co.uk

Peter Durey – Managing Director (Plant Hire)
Telephone No. 0208 804 2000
E-Mail. peter.durey@heservices.co.uk

H.E. Group Ltd

Company Reg. Number: 2079614 H.E. Group Ltd.

Hugh Edeleanu – Chairman
Telephone No. 0871 22 70707 calls cost 10p per minute plus network extras.

E-Mail. chairman@heservices.co.uk

Clare Luscombe – Financial Director
Telephone No. 0871 22 70707 calls cost 10p per minute plus network extras.
E-Mail. Clare.luscombe@heservices.co.uk

Chantel Metcalfe – International Plant & Equipment Sales
Telephone No. 0871 22 70707 calls cost 10p per minute plus network extras.
E-Mail. chantel.metcalfe@heservices.co.uk

Graham Gregory – Group Services Manager
Telephone No. 0871 22 70707 calls cost 10p per minute plus network extras.
E-Mail. graham.gregory@heservices.co.uk

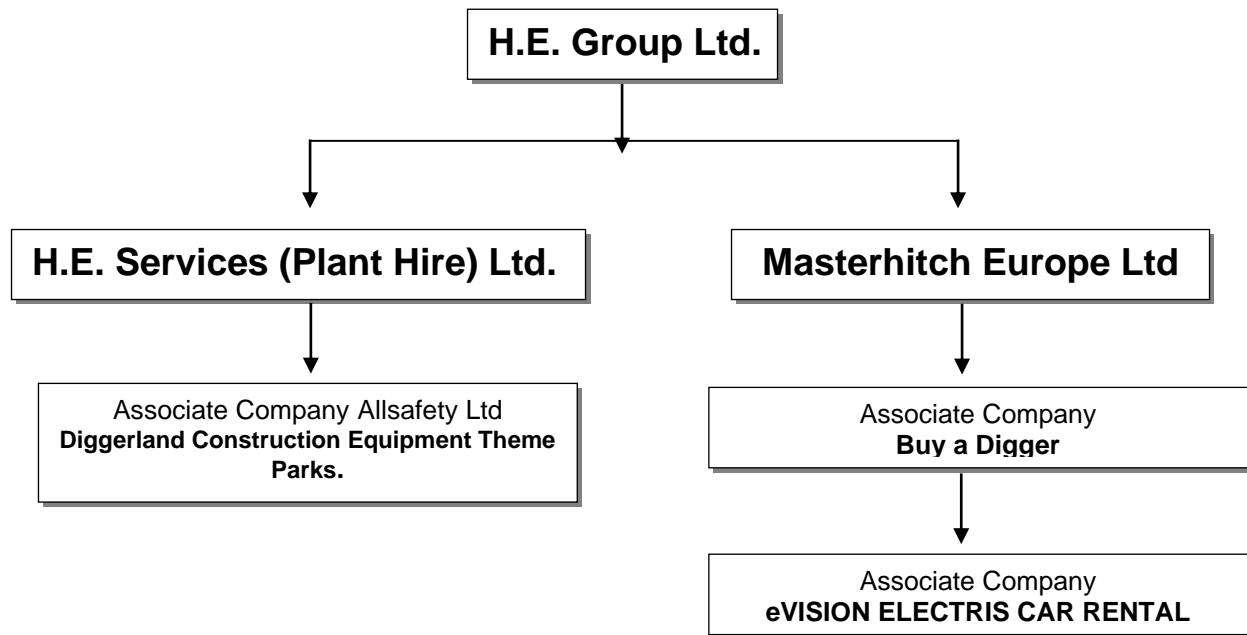
APPROVED SUPPLIER REGISTRATION QUALITY ASSURANCE TO ISO 9001 HEALTH & SAFETY – ENVIRONMENTAL DETAILS

Masterhitch Europe Ltd

Company Reg. Number: 2949004 Masterhitch Europe Ltd

Neil Davis – Production Manager
Telephone No. 01634 290022
E-Mail. neil.davis@masterhitch.co.uk

H.E. GROUP OF COMPANIES: -



Organisational Charts are available on request.

APPROVED SUPPLIER REGISTRATION QUALITY ASSURANCE TO ISO 9001 HEALTH & SAFETY – ENVIRONMENTAL DETAILS

Group Contact Information: -

Telephone Number: 0208 804 2000

National Hire Centre Hotline: 0208 804 2000

National Out of Hours Helpline: 0208 804 2000

Fax Number: 01634 295355

Group Company

Web Sites: www.heservices.co.uk

www.masterhitch.co.uk

www.diggersdirect.com

www.evrent.co.uk

Insurance: Employers & Public Liability Insurances – Via JCB Insurance Services Ltd. Details as attached.

Health & Safety Policy: A combination of several documents, which are available as separate e-mail attachments – MS Word?PDF Format
Health & Safety Policy Statement – Attached / Enclosed

Environmental Policy: Company Environmental Policy – Attached / Enclosed

Health & Safety Responsibility: Peter Durey (Managing Director – Plant Hire) – On a day to day basis.

VAT Reg. Number: GB 724 7446 25

Customs & Excise - RDCO Approval No. 32026103 (Registered Dealers In Controlled Oil Scheme)

Waste Carriers Reg. No. CBDU54047

Nature of Business: Plant Hire: - H.E. Services (Plant Hire) Ltd are suppliers of Plant & Equipment on a national basis, both operated and non-operated, for general hire to Industry. All equipment, including operated plant, is supplied on hire working under the control and supervision of our customer's site personnel. Subsequently we cannot be classified as being a Contractor or a Sub-Contractor.

H.E. Services Terms & Conditions of Hire prevail at all times.

H.E. GROUP QUALITY ASSURANCE INFORMATION: -

| | |
|--|-----|
| Does the company hold any independent quality approvals e.g. ISO 9000/1/2, BS5750, MOD, or registered stockist with BSI, LRQA, etc.? | YES |
| Does the company hold any major customer approvals? | YES |
| Does the company have a Quality Manual / Policy? | YES |
| Are incoming goods checked for quality? | YES |
| Are products stocked / produced from good quality sources? | YES |
| Does packaging / stores control ensure prevention of damage? | YES |
| Are products subject to inspection prior to despatch? | YES |
| Are goods well identified, with instructions / fittings? | YES |
| Are despatched goods well packaged and documented? | YES |
| Do you have a documented Quality Control / Management System? | YES |
| Is it Third Party certified? | YES |
| Who is the Third Party? | QMS |

H.E. GROUP QUALITY ASSURANCE INFORMATION: -

H.E. GROUP LTD

QUALITY MANAGEMENT POLICY STATEMENT

It is the policy of H.E. Group Services and its associated companies to be a market driven, competitive supplier of plant and equipment on a national basis, both operated and non-operated, for general hire to industry.

Furthermore, the H.E. Group shall strive to demonstrate a superior service to its customers and contribute to the success and overall growth of the Group.

The H.E. Group wishes to achieve this through a continual program of improvement, and to regularly assess the procedures, services and products, and fully utilise the potential of the resources and personnel of company.

In line with the above objectives, the directors of the H.E. Group and its associated companies are committed to the implementation of and continued compliance with the Groups Quality Management Policy.

The Quality Policy and management system are regularly reviewed to ensure that they are adequate and effective in satisfying the Company's aims and objectives.

It is the policy of the H.E Group to continuously improve the levels of customer service, by a continued plant, equipment and product innovation combined with the on-going development and training of staff.

The performance of each member of staff is monitored closely during an initial three-month appraisal period and thereafter annually. Training programmes are put in place as required. This is part of the commitment to continually improve the effectiveness of the quality management system.

Quality objectives are set, monitored and modified through management review. The Quality Management System and quality policy are monitored through this review to ensure an ongoing improvement of effectiveness so that they continue to reflect the needs of customers and ensure their continued satisfaction.

The H.E. Group operates a three-year renewal program of continual updating of plant and machinery to maximise efficiency of Hire, Sales and Service through-out its national depot network with modern equipment. Each depot is regularly monitored to ensure that each customer receives a dedicated professional service.

All managers and employees are actively encouraged to support the quality management system and to familiarise themselves with the procedures and controls of the policy. Thereby ensuring that the company continually meets the requirements of and remains a quality company within the plant and equipment hire industry demonstrating the company's commitment to quality.³



H.E. Group – Next review 30th November 2022

H.E. GROUP HEALTH AND SAFETY INFORMATION: -

| | |
|--|-----|
| Do you have a written Health and Safety Policy? (Available as an e-mail attachment – MS Word Format) | YES |
| Is your Health and Safety Policy Statement attached / enclosed? | YES |
| Do you maintain your plant and equipment to the required standards - - under P.U.W.E.R 1998? | YES |
| Do you maintain your plant and equipment to the required standards - - under L.O.L.E.R 1998? | YES |
| Do you have a documented system for the inspection of plant? | YES |
| Are the results of inspections documented? | YES |
| Do your operators carry out weekly inspections on their machine / equipment - - and report any defects? | YES |
| Do you have a planned system of plant maintenance and repair? | YES |
| Are all your delivery drivers and representatives instructed to carry - - the following for use on site: - | |
| 1 Safety Helmets | YES |
| 2 Safety Footwear | YES |
| 3 All Required PPE | YES |
| Can your machines be used for lifting? (But depends on type of machine in use) | YES |
| Are current Reports of Thorough Examination (detailing safe working load) – - available with your machines? (Copies can be faxed / e-mailed as and when required to the customer's office) | YES |
| Are test certificates and certificates of conformity available with your machine? (Copies can be faxed / e-mailed as and when required to the customer's office) | YES |
| Do you mark the safe working load or provide a load/radius chart with your machines? | YES |
| For excavators lifting over 1 tonne, do you fit check valves to your machines? | YES |
| For machines with a variable safe working load, are your machines fitted with - - rated capacity indicators – S.L.I (Safe Load Indicator) | YES |
| Do you supply certificated lifting strops and chains? (Normally the hirer / customer is responsible for providing any lifting accessories) | YES |

H.E. GROUP HEALTH & SAFETY GENERAL POLICY STATEMENT

H.E Group Ltd is committed to ensuring the health, safety and welfare of its employees as being the prime importance so far as reasonably practicable. We also fully accept and understand our responsibilities for all other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

The following statement recognises our obligations under the Health & Safety at Work Act 1974, including all relevant regulations and approved codes of practice additional to the act.

H.E Group Ltd will therefore conduct its activities in order:

8. To provide adequate control of the health and safety risks arising from our work activities.
9. To consult with our employees on matters affecting their health, safety and welfare.
10. To provide and maintain safe plant, equipment and suitable personal protective equipment is provided and maintained.
11. To provide safe handling and use of substances and other requirements relating to minimising exposure to occupational hazards.
12. To ensure and provide employees with adequate information, instruction, training and supervision to enable all employees to positively contribute to their own health and safety at work.
13. To prevent accidents and cases of work-related ill health
14. To maintain safe and healthy working conditions
15. To review and revise this policy as necessary and at regular intervals

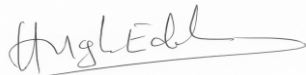
The responsibility of all employees is:

- To take reasonable steps to ensure the health and safety of themselves and others affected by their acts or omissions at work.
- To comply with all Company health safety instructions, procedures, and safe working practices and not to misuse or interfere with anything provided to safeguard their health and safety.
- To report all incidents, potential risks or concerns regarding health, safety matters to Directors, health and safety manager or line manager without fail.

This policy is supported by other relevant policies, instructions, procedures and organisational arrangements which can be found on the companies 'GROUPDOCS', 'DIGDOCS', 'MASTERDOCS' and 'EVDOCS' databases. This is to be applied to all activities carried out by the company and its subsidiaries.

H.E Group Ltd recognises that this Policy cannot be successful without the active participation and support of all of its staff. This must be observed and adhered to by all staff at all times.

Signed on behalf of H.E Group Ltd



Hugh Edeleanu: TD, MA, Bsc Hons (Cantab).
Group Chairman

Next review 30th November 2022.

HEALTH AND SAFETY INFORMATION – (Continued): -

SAFETY STATISTICS: -

January to December

Accidents/Incidents five year cycle 2015 - 2020.

We encourage operators to report ALL accidents/incident however minor.

| Accidents/Incidents 2013 - 2016 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|---------|---------|---------|---------|---------|---------|---------|
| Number of Employees | 168 | 128 | 120 | 115 | 120 | 116 | 126 |
| No. of Reportable accidents | 1 | 0 | 1 | 1 | 0 | 1 | 0 |
| No. of Notifiable to RIDDOR | 1 | 0 | 1 | 1 | 0 | 1 | 0 |
| No. of Fatalities | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No. of Minor reports | 10 | 7 | 8 | 6 | 7 | 5 | 4 |
| Dangerous Occurrences/Near miss | 1 (nm) | 2 (nm) | 17 (nm) | 3 (nm) | 24 (nm) | 18 (nm) | 13 (nm) |
| No. of HSE Improvement Notices | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No. of HSE Prohibition Notices | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No. of Convictions | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Actual Hours Worked | 325,864 | 299,520 | 280,800 | 269,000 | 258,960 | 220,850 | 253,362 |
| Accident Frequency Rate (AFR) AFR= No. of accidents (RIDDOR)* 100,000 hours / Actual hours worked | 0.30 | 0.00 | 0.35 | 0.37 | 0.00 | 0.45 | 0.00 |
| Incident Frequency Rate (AFR) IFR= No. of accidents /Actual hours worked* 100,000 hours | 3.37 | 2.33 | 3.20 | 2.23 | 2.70 | 2.20 | 1.57 |

SAFETY MANAGEMENT SYSTEM DETAILS: -

Responsibilities

Overall responsibility for health and safety is that of the Chairman

To ensure health and safety standards are maintained/improved in consultation with employees, the following people have responsibility in the following areas:

H.E. Group Ltd
Including: Evision,
IPS

CEO/Directors
Health & Safety / Facilities Manager
Group Managers
Group Technical/Projects assistants

**H.E. Services (Plant Hire) Ltd
Including: The Finishing Touch**

CEO/Managing Director
Health & Safety Manager/ Facilities Manager
Directors
Depot / Dept. Managers

Diggerland (Allsafety Ltd. T/As)

CEO/Directors
Health & Safety/Safety & Engineering Manager
General Managers
Park Managers

Masterhitch Europe Ltd

CEO/General Manager
Health & Safety / Facilities Manager
Production Manager
Engineering Manager

CEO/Directors. Effective management of health and safety risks will help:

- ◆ Maximise the well-being and productivity of all people working for H.E. Group Ltd.
- ◆ Stop people getting injured, ill or killed through work activities.
- ◆ Improve H.E. Group Ltd reputation in the eyes of customers, competitors, suppliers and the wider community.
- ◆ Avoid damaging effects on turnover and profitability.
- ◆ Encourage better relationships with contractors and more effective contracted activities.
- ◆ Minimise the likelihood of prosecution and consequent penalties.

The board accepts formally and publicly its collective role in providing health and safety leadership within H.E. Group Ltd.

Each board member accepts their individual role in providing health and safety leadership for H.E. Group Ltd.

Each board member will read, understand and acknowledge their responsibilities under the HSE guidance IOD (Institute of Directors) booklet: Leading health and safety at work

The board will ensure that all board decisions reflect its health and safety intentions, as articulated in the health and safety policy statement.

Many of the business decisions will have health and safety implications. It is particularly important that the health and safety ramifications of investment in new plant, premises, processes or products are taken into account as the decisions are made.

The board recognises its role in engaging the active participation of workers in improving health and safety.

All directors will, at least annually, review systems of control including risk management, financial, operational and compliance controls that are the key to the fulfilment of H.E. Group Ltd business objectives

The Chairman will ensure that:

- (a) Risks are properly managed and that the Health and Safety Manager has the

necessary competence, resources and support of the board members to carry out their functions.

- (b) The role of the Health and Safety Manager does not detract the responsibilities of other directors for specific areas of health and safety risk management or from the health and safety responsibility of the board as a whole.

Managers. Will ensure that the following responsibilities are met, where applicable, they may be delegated to the relevant line manager/supervisor:

- ◆ Organise the department, section or workplace so that operations or work carried out is to a satisfactory standard of safety, resulting in there being minimal risk to persons, equipment and materials; where complex operating procedures are involved, they will issue working instructions in writing.
- ◆ Have an understanding of the application of the Health and Safety at Work Act and other legislation and regulations that are relevant to the Company's business.
- ◆ Ensure that hazards from equipment, operations, COSHH substances, material stacking, etc, are addressed, that the risk from them is understood and that corrective measures are implemented to prevent danger to employees.
- ◆ Plan and maintain a tidy working area, including access to and from the plant/equipment being used.
- ◆ Make sure that the control measures in place are at all times operable and not interfered with and that personal protective clothing, where appropriate, is available and is used.
- ◆ Co-operate with Health and Safety Advisors during their visits, act on their recommendations and accompany HSE Inspectors on their visits.
- ◆ Ensure the Health, safety and welfare of themselves, staff and visitors.
- ◆ Ensure that fire-fighting appliances are not misused.
- ◆ Review operating and work instructions and specific related hazards to employees transferred into the department and or new employees.
- ◆ Ensure that first aid equipment and personnel are present in sufficient numbers, and make their location known to employees.
- ◆ Ensure that all accidents, incidents, Dangerous occurrences and near misses are reported to the relevant person so that they may be entered in the accident book.
- ◆ Set a personal example.

Health and Safety Manager / Facilities Manager/Safety & Engineering Manager

- Responsible to the Chairman, CEO and Directors for the day-to-day maintenance and management of all Health and Safety matters.
- Ensure that the company's business and activities operate at all times within all The Health and Safety at Work etc. Act 1974 (HASAWA), and the Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Manage and maintain the health and safety at work of our employees and that of any other person who may be affected by our business or activities.
- Manage all risks relating to all our work activities and that of other persons who may be affected by our business. Guide and support all employees and visitors around health, safety and welfare.
- Will have an understanding of the application of the Health and Safety at Work Act, and other legislation/regulations that are relevant to the Company's business.
- Carry out regular health and safety inspections of the Company's premises and prepare reports on these.
- Report any matters concerning health and safety to the Chairman / CEO / Directors
- Receive information from the Directors and other sources, e.g. Health and Safety Executive, journals, and Trade Associations, regarding new methods of accident prevention, new legislation requirements and codes of practice.
- Ensure that fire-fighting appliances are placed around the premises in accordance with the Fire Policy, and are maintained regularly and are not being misused.
- Establish a method of communicating the health and safety message to ALL employees.
- Maintain all specific records and policies, including inspections.
- Produce reports for the Chairman and Directors.
- Set a personal example.

Employees have a duty to:

- (a) Co-operate with supervisors and managers on health and safety matters.
- (b) Not interfere with anything provided to safeguard their health and safety.
- (c) Take reasonable care of their own and others health and safety.
- (d) Report all health and safety concerns to an appropriate person.

Managers frequently complain that employees show little enthusiasm for safety measures. It is the intention of the law that the apathy, identified as being a major contributory factor to accidents and continuance of unhealthy situations will be combated by an educational drive for which the employer

must take responsibility.

General Duties of employees at work are described in Section 7 of The Health and Safety at Work Act 1974, they are:

- That every employee must take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- They must co-operate with his employer so far as is necessary to perform any duty or comply with any requirement imposed as a result of any law that may be in force.

These duties, like all other general duties created by a law, are backed by criminal sanction. An employee who behaves in a way that endangers his health or the health of others may be prosecuted.

Employee Consultation.

Consulting with employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. Business will become more efficient and reduce the number of accidents and work-related illness.

By law, H. E. Group Ltd must consult all of their employees on health and safety matters. Some workers, who are self-employed, for example for tax purposes, are classed as employed under health and safety law.

Consultation involves not only giving information to employees but also listening to and taking account of what employees say before health and safety decisions are made. If a decision involving work equipment, process or organization could affect the health and safety of employees, H. E. Group Ltd will allow time to give the employees or their representatives information about what is proposed and express views. Then H. E. Group Ltd will take into account these views before a decision is reached.

Consultation with employees must be carried out on matters to do with their health and safety at work, including:

- Any changes in procedures, equipment or ways of working which may affect their health and safety at work.
- H. E. Group Ltd arrangements for getting competent people to help satisfy health and safety laws.
- The information that employees must be given on likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

HEALTH AND SAFETY ARRANGEMENTS.

Scope and application.

The safety system is designed to cover all operations in which the Company is involved. It is

intended to generate a safety initiative and applies to any form of work carried out in any workplace for which the Company carries responsibility.

Encourage safe working practices.

The Company can engineer safe conditions and safe systems of work, and will by its own commitment enforce the compliance with them.

What percentages of accidents are caused by unsafe acts as opposed to unsafe conditions?

In about 98% of all accidents there may be both unsafe acts and unsafe conditions.

Unsafe acts cause most accidents and may include:

- (a) Operating equipment without authorisation.
- (b) Making safety devices inoperative.
- (c) Using unsafe equipment or using equipment incorrectly.
- (d) Working in unsafe positions i.e. standing too near machinery that is in operation.
- (e) Working on or adjusting equipment in operation.
- (f) Not using personal protective equipment (safety goggles, masks, safety footwear, helmets, reflective jackets and gloves).

Definitions.

1. System.

Means the number of elements or themes, which together form the basis of a proactive approach to accident prevention?

2. The Safety Plan.

Means the structured implementation of the principle elements of the safety plan. It is developed to meet the changing needs of work areas.

3. Safety Performance Scheme.

Means a Management audit formally carried out.

4. Safety briefing.

Carried out daily before works at the workplace by a supervisor or foreman to his working group concerning relevant health and safety matters and safe working practices.

The Safety Plan.

1. Safety Performance Scheme.

The safety performance scheme enables an objective identification to be made of safety aspects, which are being carried out correctly and effectively.

2. **Safety Plan.**

Safety performance scheme – to include:

This audit review enables the company to learn from experiences and combines the results from measuring performance with the information from audits to improve our approach to health and safety management paying particular attention to:

- The degree of compliance with this policy and that of health and safety standards including appropriate legislations to the business.
- Areas where standards are absent or inadequate.
- Achievement of stated objectives within given time-scales.
- Injury, illness and sickness data – causes, trends and common features.

3. **Planning and setting standards**

Planning is our key to ensuring that our health and safety efforts really work.

Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive culture. All plans must be recorded in writing.

Planning should provide for:

1. Identifying hazards and assessing risks and deciding how they can be eliminated or controlled.
2. Complying with the health and safety laws that apply to our business.
3. Management and staff agreement on health and safety targets.
4. Design of tasks, processes, equipment, products and services, safe systems of work.
5. Procedures to deal with serious or imminent danger.
6. Co-operation with neighbours, and / or subcontractors.

7. Setting standards which performance can be registered.

Standards help to build a positive culture and control risks. They are to identify who does what, when and with what result. Standards must be

- (a) Systematic
- (b) Measurable
- (a) Achievable
- (b) Realistic

E.g. Completing risk assessments and implementing the control results.

4. **Management Safety Walkabout.**

This is a Director / Manager function consisting of the programmed inspections by a Manager, with an immediate subordinate, of a chosen work area for which he has responsibility. They may be accompanied by a Safety Adviser.

The time spent should not exceed 90 minutes duration nor be less than 45 minutes excepting at the smaller work locations. Matters dealt with should be exclusively concerned with safety. Production and Commercial expediency should not be permitted to intrude other than in exceptional circumstances.

The Safety Walkabout is designed to allow Directors and Managers to demonstrate their concern for safety matters and the standards of safety performance, which they require from the workforce.

5. Job Cycle Safety Check.

These are in essence discussions of safety matters at the workplace, enabling each Line Manager/Supervisor to demonstrate their commitment to safety aspects affecting their people.

It comprises a period of observation of specific operatives carrying out their normal duties followed by a person-to-person discussion relating to what has been observed.

It enables the Supervisor to indicate the standard of safety he requires and enables the operative to respond, indicating their feelings regarding methods, equipment, environment etc. Any element of direct criticism is avoided with reliance being placed upon the operative to point out his own shortcomings. Praiseworthy aspects should be given the praise they warrant.

6. Safety Checklists.

This is a list designed to facilitate the routine inspection of plant, equipment and workplaces so that attention can be paid to the provision and maintenance of the necessary physical safeguards e.g. the guarding of machinery, the provision of fire-fighting equipment / First Aid and the maintenance of working areas. Checklists, when completed by the responsible Manager/Supervisor are copied; with a corrective action planner, regarding corrective / preventative measures to be adopted within that area. The completed checklists should then be forwarded to the Group Health and Safety / Facilities Manager.

The Safety Programme.

The programme is a structured implementation of the principal elements of the Safety Plan.

1. Management Safety Walkabouts.

Not less than once and not more than two times a month a Senior Manager with a subordinate, restricted to safety matters.

2. Job Safety Checks.

Once per week minimum by the responsible supervisor or manager, a duration of 10-20 minutes in a selected work area.

3. Safety Check Lists.

Inspections carried out at least monthly by line managers, on plant, equipment and workplaces for which they are responsible.

4. Health and Safety Committees.

The Health and Safety Management follow a quarterly meeting cycle, structured so that subordinate groups meet in advance of their next reporting level.

5. Safety Representative Safety Committee.

A committee meeting once each quarter attended by Safety Representatives, and by Company management representatives.

Company attitude and Culture.

The policy directs that all levels of Management, Staff, Hourly Paid and Self-Employed persons give priority to the consideration of safety factors and the implementation of measures to:

- ◆ Reduce death, injury, distress or any other hardship to employees and their families.
- ◆ Keep the quality of performance and enrichment in their work, at the highest possible level.
- ◆ Avoid costs arising from accidents to employees, to the public, to plant and to stock.

Every person in the Company has an obligation to improve the Company's record of safe production. The elimination of actual and potential hazards depends upon individuals being continually aware of safe working and consequently acting in the safest possible way at all times.

In order to help individual's make their contribution to safety, the Company undertakes:

- (a) To stimulate joint consultation between management and operatives on safety matters.
- (b) To supply safety training relevant for specific jobs to all employees, especially to new entrants through the Induction Process.
- (c) To make regular safety inspections of plant and machinery.

In the development of this safety policy, every facet of the operating needs will be considered. Buildings, layout, plant, machinery, vehicles, storage and special hazards must all be considered. The Company undertakes, where possible, to build safety into each of these so that it becomes an integral part of normal production and to examine with particular attention to safety, everything supplied for the operating area from outside the Company.

Influencing attitudes for safety.

Attitudes have as much to do with employee safety as job performance.

We want people to have a positive attitude for safety. Here are a few safe attitudes:

- (a) Working safely is a mark of skill. We are proud of our safety record.
- (b) We accept positive attitudes for safety. They will rub off on the people we associate with and become a part of our daily routine.

- (c) Attitudes grow and like things that grow, they flourish best in favourable environments. We intend to create a good environment for safety ideas.
- (d) Attitudes are also influenced by what people see. Particularly, new employees are influenced by the behaviour of veteran employees and others whom they look up to.
- (e) Attitudes for safety grow when people take part in discussions about how accidents are prevented. It is natural for people on the job to talk about accidents. If the ideas expressed are sound, they kill off any unsound, superstitious beliefs.
- (f) Accidents have causes. They can be prevented.
- (g) Accidents interfere with production. Safe work is efficient work.
- (h) The Company is truly interested in safety and so are the people who work here.
- (i) Fellow employees will show respect if shown good judgement and work safely.

Health and Safety management culture.

To make our health and safety policy effective our management and staff are to be involved and committed.

H. E. Group Ltd refers to this as a positive health and safety culture.

The **four 'Cs'** of positive health and safety culture:

1. **Competence:** recruitment, training and advisory support.

- Assess the skills needed to carry out all tasks safely
- Provide the means to ensure all employees, including managers, supervisors and temporary staff are adequately instructed and trained.
- Ensure that people doing especially dangerous work have the necessary training, experience and other qualities to carry out the work safely.
- Arrange for access to sound advice and help
- Carry out restructuring or reorganisation to ensure the competence of those taking on new health and safety responsibilities.

2. **Control:** allocating responsibilities, securing commitment, instruction, and supervision.

- Lead by example: demonstrate your commitment and provide clear direction – let everybody know that health and safety is important.
- Identify people responsible for particular health and safety jobs – especially where special expertise is called for, e.g. carrying out risk assessments, driving fork-lift trucks.
- Ensure that managers, supervisors understand their responsibilities and have the time and resources to carry them out.
- Ensure everyone knows what they must do and how they will be held accountable – set objectives.

3. **Co-operation:** between individuals and groups.

- (g) Chair your health and safety meeting; consult your staff and their representatives.
- (h) Involve staff in planning and reviewing performance, writing procedures and solving problems.
- (i) Co-ordinate and co-operate with those contractors who work on our premises.

4. **Communication:** spoken, written and visible.

- (a) Provide information about hazards, risks and preventative measures to employees and contractors working on our premises.
- (b) Discuss health and safety regularly.
- (c) Be 'visible' on health and safety.

A **Hazard** is something with potential to cause harm. The harm will vary in severity – some hazards may cause death, some serious illness or disability, others only cuts and bruises.
Risk is the combination of the severity of harm with likeliness of it happening

RISK ASSESSMENT. (See also Risk Assessment Policy)

The Management of Health and Safety at Work Regulations 1999 (MHSW Regs) require the Organisation to make a suitable and sufficient assessment of:

- (b) The risks to the health and safety of our employees to which they may be exposed whilst they are at work.
- (c) The risks to the health and safety of persons not in our employment arising out of or in connection with the conduct by them of their undertaking.

For the purpose of identifying the measures needed to take to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

Risk assessment is also explicit or implicit in certain other Regulations made under The Health and Safety at Work etc. Act 1974. e.g. Noise at Work Regulations 1989.

Risk assessment and control is the responsibility of the management. The risk assessment will be undertaken by a person having the requisite knowledge and practicable experience to be capable of identifying and assessing risk in the work area.

Risk assessment should be considered in three broad stages:

- Identification of all the hazards.
- Evaluation of all the risks.
- Implement measures to control the risks.

Definitions.

A hazard can be defined as "The potential for harm".

A risk can be defined as "The likelihood that the harm from a particular hazard is realised".

Harm for the purpose of these assessments can be defined as "to people, and means, death, injury, and damage to physical and mental health".

In order for a risk assessment to be suitable and sufficient and to comply with other legal requirements it must:

- Identify all the hazards associated with the operation, and evaluate the risks arising from those hazards.

- Record the significant findings where more than five persons are employed (even if they are spread across two or more locations).
 - Identify any group of employees (Lone, Young and Pregnant employees as the case may be) who are especially at risk.
 - Identify others who may be at risk e.g. visitors, contractors, members of the public.
 - Evaluate existing controls; stating whether or not they are satisfactory, and if not what action needs to be taken. This should include the provision of training and information.
 - Make a judgement and record the probability or likelihood of an accident occurring as a result of uncontrolled risk. Also record the "worst case" likely outcome.
- (a) Record any circumstances arising from the assessment where serious and imminent danger could arise.
 - (b) Identify what information is needed for employees on the risks to their -health and safety identified by the assessment, the precautions to be taken and any emergency arrangements.
 - (c) Provide an action plan giving information on implementation of additional controls, in order of priority, and with a realistic time scale.

The risk assessment is also required to be maintained. This means that significant -change to a process or activity, any new process, activity or operation should be subject to risk assessment, and that if new hazards come to light then these should also be subject to risk assessment.

The risk assessment should be periodically reviewed and updated. The frequency depends upon the level of risk in the operation.

Medical examination.

- (a) All interviewers should interview the prospective employee to assess their physical and temperamental suitability for the job. The right person in the right job lessens the chances of accidents. The wrong person, whose abilities are frustrated, not only increases the chances of an accident but also adds to the general inefficiency by influencing other members of their team.
 - (b) Details regarding physical health, eyesight, hearing, chest X-rays are a necessity, together with honest records of previous injuries and whether or not the prospective employee is receiving medication, either self-prescribed or by a doctor, which may affect co-ordination or concentration. Even common drugs sold over the counter can severely hamper safe, efficient performance when operating powerful equipment.
1. Medical documentation is to be sought, maintained and updated periodically. The form at Annex B will be completed by prospective employees, and maintained in their personal records.
 2. All employees are required to notify the Company of any medical condition that requires a

doctor's attention, and/or may affect their ability to perform their work duties.

ACCIDENT AND NEAR MISS REPORTING.

(see also Accident Reporting/ Investigation Policy)

The employer must ensure that certain accidents and dangerous occurrences are reported to the enforcing authorities in writing within Ten days on the prescribed form F2508 (available from HSE Books). Specified major accidents must initially be notified to the enforcing authority by the quickest practical means (e.g. by telephone). Full details of reportable events are listed in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**.

Youth trainees and other students carrying out work for an employer are treated as employees in respect of safety legislation under the Health and Safety (Training for Employment) Regulations 1990.

Injuries from accidents involving vehicles travelling on the public highway are subject to the Road Traffic Act 1972 and should be reported accordingly, normally to the police.

Where a major accident occurs on premises that fall within the scope of the Control of Industrial Major Accident Hazards Regulations 1984 the Health and Safety Executive must be notified. Information that must be relayed includes the circumstances of the accident, dangerous substances involved, data available for assessment of effects of the accident on persons and the environment, the emergency procedures taken and a statement of measures necessary to alleviate the medium and long-term effects of the accident. Measures to prevent recurrence must also be included.

Where applicable, the employer must inform a duly appointed safety representative after notifiable accident in order to allow that representative to conduct an investigation under the provisions contained within the Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

Record Keeping.

A record must be kept of all accidents and dangerous occurrences (near miss incidents). Premises that come under the Factories Act 1961, or companies with 10 or more employees, must keep an accident book that meets the requirements of the Social Security (Claims and Payments) Regulations 1979. The accident book must contain specific information relating to the incident. An approved form of accident book, BI 510, obtainable from HMSO, is designed to enable compliance with the Social Security (Claims and Payments) Regulations 1979 and to assist employers in identifying injuries reportable under RIDDOR.

Use of this book is not compulsory where there are fewer than 10 employees or where the Factories Act 1961 does not apply and it is left to the responsible person to devise a form of record which best suits his or her operations. However, the record must contain the following information:

- (h) The date and time of the incident
- (i) The full name and address of the person(s) affected
- (j) The person completing the entry if different from above
- (k) The occupation of the person(s) affected

- (l) The nature of the injury or condition
- (m) The place where the accident or near miss occurred
- (n) A brief but clear description of the circumstances.

The accident book must be retained for at least three years from the date of the last entry. Details of any training provided to those responsible for reporting accidents and near misses should also be recorded. (The same reporting duties apply in respect of the self-employed).

The following outlines the procedures which are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the Company's' premises during the course of their employment.

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below.

Accident - an unplanned event caused by unsafe acts and/or omissions whether an injury has been caused or not. Examples include: a fall resulting in a fracture, incorrect operation of machinery leading to a breakdown.

Near Miss - an unplanned event that does not cause injury or damage, has the potential to do so. Examples include: items falling near to personnel or short-circuit on electrical equipment.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting and the location and completion of the accident book.

The Accident Book.

All accidents must be recorded in the Company accident book. This is located in The National Hire Centre Office at Head Office and in the office at all depots, and contains information that must be recorded under law.

Senior management to ascertain the nature of incidents that have occurred in the workplace will regularly review the accident book. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedures.

Employees.

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries, which occur whilst carrying out work duties off-site, must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who is able to enter an account of the incident should complete this. The employees' account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however, minor. Unless the Company is informed of these incidents, it will be unable to take remedial action.

A qualified First Aid or an appointed person may deal with an injury. However if an emergency arises an ambulance must be called at the earliest opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent from work as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

Managers.

If an injury, damage or near miss is reported to a member of management, that manager should ensure that appropriate records are maintained and the Health and Safety Manager informed.

If the incident is reportable under RIDDOR, the local enforcing authority must be informed by the Health and Safety Manager on a prescribed form (F2508) within fifteen days. Copies of this form will be made available to the personnel department. Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone. A photocopy of the completed form should be kept for Company records and to advise the insurers of a potential claim.

The Health and Safety Manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with Company policy regarding accident reporting whilst on Company premises.

Visitors / Contractors.

Any non-employee who experiences an accident or near miss incident whilst on the premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that Company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

SAFE SYSTEM OF WORK.

The Company has a duty not to jeopardise the Health and Safety of any person either on or off the premises or sites under its control. Sub-Contractors and visitors invited onto our premises or sites should be informed of any known special hazards and instructed accordingly.

Managers, supervisors and other workers in each workplace need to co-operate over health and safety. They should therefore be encouraged to examine regularly the risks that are faced and created during or by the work carried out in the department with the view to applying what the Company describes as the "safety precedence sequence", set out as follows:

- Hazard elimination (e.g. design improvements, process change, etc)
- Substitution with lesser hazard (e.g. replacement of dangerous chemical with one less harmful, etc)
- Isolation of hazard (e.g. putting the hazard in a "box", such as machinery guarding, etc)
- Segregation from hazard (e.g. putting the workers in a "box", such as relocating process control equipment from inside to outside the plant, etc)
- Control procedures (e.g. limiting exposure time, etc)
- Safe systems of work (e.g. safe working procedures, etc)
- Warning devices (e.g. sirens, fault lights, colours, signs, labels, etc)
- Personal protective equipment (e.g. respirators, etc which must only be used as the sole measure when no other options are possible)

The development of safe working practice follows five clear stages:

- (a) Assess the risks
- (b) Identify the hazards
- (c) Define the safe method
- (d) Implement the system
- (e) Monitor the system

Other possibilities are to follow the pattern for tasks which are commonly associated with serious risks, such as:

- (a) Cleaning and maintenance
- (b) Changes to normal procedures
- (c) Working alone or away from the normal workplace
- (d) Breakdown and emergencies
- (e) Working whilst contractors are on site
- (f) Loading, unloading and vehicle movements

Identify the hazards:

Relevant hazards should be identified clearly against each element of the task. Reference will need to be made to risk assessments already carried out in order to identify any hazards that can be eliminated or reduced, whilst other hazards might be identified when considering aspects of the task or operation itself.

- (g) Particular stages of the task or operation itself
- (h) The location of the plant or equipment that is to be worked on, (e.g. at high level, etc)
- (i) Additional hazards adjacent or en route
- (j) Potential unsafe practices due to the location
- (k) Substances (e.g. COSHH requirements for paint spraying, etc)
- (l) Potential hazards to others not involved in the task
- (m) Hazards specific to the type of business or operation

Most accidents result from human mistakes - carelessness, thoughtlessness, ignorance, horseplay, negligence, or simply bad practice, rarely is it plain bad luck.

The main aim is the logical one of trying to ensure that those most exposed to hazards participate most fully in measures designed to minimise them.

It is the duty of all employees to have a responsibility to themselves and to their colleagues for the safe system of work.

When an employee or sub-contractor accepts a job with our Company they also accept the responsibility for adhering to the regulations, rules and policies that go with the job.

Employees, who violate safety procedures can be seriously injured, cause someone else to be

injured, or cause property damage that could result in disciplinary action.

Closer co-operation between employees and management must exist, a re-examination and a revision of past practices - in all phases of operation in our Company - to match changing techniques.

Analysis of this will indicate those areas requiring safety action or particular emphasis, where training of employees is required, or those where there needs to be a change in the work environment.

All accidents and near miss incidents must be reported, however minor. In order to achieve this the following procedure should be adopted.

- Obtain treatment for the injury from a trained first aider or other appointed person's.
- Clear away any debris following the incident to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- Enter details in the accident book.
- Inform the injured person's manager (or a responsible person) of the incident.
- Keep the Company informed of any after effects of the incident, including periods of total or partial incapacity for work.

The role of the employee is important in accident prevention. They should:

- Use the safety devices and equipment provided.
- Report conditions they believe to be dangerous.
- Suggest ways in which the work may be made safer.
- Help in the training of new entrants and young persons, particularly by setting a good example of safe practices.
- Refrain from horseplay and abuse of welfare facilities.
- Use the correct tools and keep them in good working condition.
- Avoid improvisation.

ACCIDENT PREVENTION.

Common unsafe acts, which are contributory causes of accidents at work, include:

- (n) Alcohol or drug abuse
- (o) Disconnecting safety devices

- (p) Failure to warn others of dangers
- (q) Failure to use protective equipment
- (r) Horseplay
- (s) Working outside of their Risk assessments
- (t) Leaving equipment in an unsafe condition
- (u) Smoking where it is prohibited
- (v) Unauthorised presence at a location
- (w) Unauthorised working
- (x) Unsafe loading of vehicles
- (y) Use of wrong lifting techniques
- (z) Using defective equipment
- (aa) Using equipment incorrectly
- (bb) Using the wrong equipment for the job

Common unsafe conditions, which are contributory causes of accidents at work, include:

- (cc) Bad lighting
- (dd) Defective equipment or tools
- (ee) Excess noise
- (ff) Exposure to harmful radiation
- (gg) Fire hazards
- (hh) Hazardous atmospheric conditions
- (ii) Inadequate fire warning systems
- (jj) Inadequate guarding of machinery
- (kk) Poor housekeeping
- (ll) Poor ventilation

SAFETY IS THE CONCERN OF EVERYBODY! Employers have a duty of care to the Employee and the Employee has a duty of care to the Employer for themselves and others.

This policy is supported by other relevant Policies, Instructions, Procedures and Organisational Arrangements which are found on the company 'FORM', 'DIGDOCS' database and is to be applied to all activities carried out by the company: **INDEX OF SUPPORTING DOCUMENTS TO THIS POLICY.**

Index of supporting documents found on FORM under Healthsa

- | | |
|-------------------------|---|
| 16. Abrasive - | Abrasive Wheel Policy |
| 17. Access - | Access Equipment / Ladders Policy |
| 18. AccRep - | Accident Reporting and Investigation Policy |
| 19. Asbestos - | Managing Asbestos Policy |
| 20. Audit - | Health and Safety Audit |
| 21. ACOP L117 | Rider Operated Fork Lift Truck |
| 22. Battery - | Battery Charging Policy |
| 23. Breaker- | Hydraulic Breaker Operating & Safety Policy |
| 24. Confined - | Confined Spaces Policy |
| 25. Corrective Action - | Corrective Action Planner |
| 26. COSHH - | Control of Substances Hazardous to Health |
| 27. COSHH Ass - | COSHH Assessment |
| 28. COSHH Guid - | COSHH Guidance |

| | |
|---------------------|---|
| 29. DDP - | Disability Discrimination Policy |
| 30. Drugs - | Alcohol and Drugs Policy |
| 31. DSE - | Display Screen Equipment Policy |
| 32. DWRP - | Driving for Work Related Purposes |
| 33. Electric- | Electricity Policy |
| 34. Environment - | Environment Policy Statement & Strategy |
| 35. Equi Safe - | Equipment Safety Check List |
| 36. FAP - | First Aid Policy |
| 37. Fire - | Policy on Preventing and Managing Fire |
| 38. Fleet Risk - | Fleet Risk Management Policy |
| 39. FLT - | Fork Lift Truck Policy |
| 40. HAV - | Vibration at Work Policy |
| 41. Induct - | Induction of New Employees |
| 42. LEV - | Local Exhaust Ventilation |
| 43. LIFT - | Lifting Plan Method |
| 44. LOLER- | Lifting Operations and Lifting Equipment Policy |
| 45. LONE - | Lone Working Safety Policy |
| 46. LPG - | Liquidified Petroleum Gas Policy |
| 47. Machine - | Machinery Safety Policy |
| 48. ManHan - | Manual Handling Policy |
| 49. Metal - | Metal Working Fluids Policy |
| 50. Noise - | Noise Policy |
| 51. OccuH - | Occupational Health Policy |
| 52. OccuH Q - | Occupational Health Questionnaire |
| 53. Own V - | Own Vehicle Policy |
| 54. PEST - | Pest Control Policy |
| 55. Pollute - | Pollution Prevention Policy |
| 56. PPE - | Personal Protective Equipment |
| 57. Pressu - | Pressure Systems Policy |
| 58. PUWER - | Provision and Use of Work Equipment Policy |
| 59. Risk - | Risk Assessment Policy |
| 60. Road - | Road Safety Policy Statement |
| 61. Signs - | Safety Signs Policy |
| 62. Slings & Shack- | Slings & Shackles Policy |
| 63. Slip, Trip - | Slips and Trips Policy |
| 64. Smoke - | Smoking Policy |
| 65. Steel - | Steel Stock Holdings Policy |
| 66. Stress - | Stress Risk Assessment |
| 67. Toolbox - | Toolbox Talk Programme |
| 68. Waste - | Waste Disposal Policy |
| 69. Waste Man - | Waste Management Policy |
| 70. Weld - | Welding and Flame Cutting Policy |
| 71. Work - | Workplace Health, Safety and Welfare Policy |
| 72. Work Height - | Work at Height Policy |
| 73. Work Tran - | Workplace Transport Safety Policy |
| 74. Young - | Young Workers Policy |

Checksheets with all documents must have attached a corrective action plan to any negative answers

H.E. GROUP TRAINING INFORMATION: -

| | |
|---|---------|
| Are you recognised by the National Standard as an Investor in People | YES |
| Which main training body do you support? (The Construction Industry Training Board) | C.I.T.B |
| Are your operators trained to C.T.A : CSCS standards (H. S. E. - Nationally recognised operator training certification and card system: - -C.P.C.S : N.P.O.R.S : I.P.A.F) | YES |
| Do you support any National Training Schemes (C.I.T.B / N.V.Q accreditation and other National Schemes) | YES |
| Is training given to your employees? (Type of training:- Induction and job specific training) | YES |
| Will your operators carry proof of training and make it readily available during - - working hours? | YES |
| Do you have a company training policy? (The H.E. Group training policy is attached / enclosed) | YES |

H.E. GROUP TRAINING POLICY : -

H.E. Services Group understands the value of training and developing its staff in accordance with Group objectives. Without training and development, a company cannot progress.

All staff are to be regularly advised of their right to be considered for training, subject to Group objectives, by way of notice boards, memos, staff newsletters and personal contact with their managers.

Training will be considered for any member of staff, where the Group will benefit directly or indirectly from such training.

Managers are required to evaluate all training requests against Group objectives, and to ensure that all training is cost effective.

The development of staff is an important Management function. By constantly appraising and discussing with staff their thoughts and aspirations for the future, Managers will be able to see opportunities for development. This ensures that the Group always gains maximum advantage of their enthusiasm and endeavours, and develops the individual to the best of his/her ability to ensure continued enthusiasm.

H.E. GROUP TRAINING POLICY – (Continued) : -

RESPONSIBILITIES: -

All staff - have a responsibility to themselves and the Group, to consider the following:

1. How well they honestly do their job
2. If training could assist them do it better
3. Whether they wish to progress within the Group
4. How training could help this ambition
5. How any training they ask for will benefit the Group
6. To raise the issue of training with their Manager

Managers - have a responsibility to themselves, the Group and their staff to consider the following:

1. Would their staff benefit from training?
2. Any training request from their staff
3. The cost/benefit analysis of all training
4. Whether individual training meets Group objectives
5. Whether alternative training methods could produce better results or savings
6. To make themselves aware of courses available

Directors/Senior Managers - have a responsibility to the Group to consider the following:

1. The Group's objectives
2. The training budget
3. Whether training is appropriate in each instance
4. All points for Managers above.

H.E. GROUP EQUAL OPPORTUNITIES POLICY : -

The H.E. Group believes that the principle of equality opportunity is fundamental to The Group's operations. Our long held aim is to provide just and fair treatment for all employees.

We will not discriminate on the grounds of sex, marital status, color, age, race, religion or ethnic origin. Everyone will be given equal consideration in all aspects of employment, training and promotion. The only factors that we will take into account are those which directly affect a person's ability to do the job.

It is the responsibility of The H.E. Senior Management to ensure that this policy is strictly adhered to, from recruitment and all stages onwards. Equal pay and contractual conditions will be offered to those whose job is of equal value in terms of effort, skill, decision making and other demands made of the employee / prospective employee.

H.E. GROUP ENVIRONMENTAL INFORMATION: -

| | |
|--|---------------|
| Do you have an Environmental Policy? (Copy Attached / Enclosed) | YES |
| Is your Environmental Management Policy / System available for inspection | YES |
| Has your company identified the environmental aspects / impacts of its activities on - - the environment? | YES |
| Are your staff / employees informed about environmental issues? | YES |
| Have you identified any activities that might lead to an environmental situation? | YES |
| Have you received any notices that legal proceeding may be taken against you - - for breaches of environmental legislation in the last 5 years? | NO |
| Have you received any written notice, warning or legal caution from the – - Environment Agency in the last 5 years? | NO |
| Do you intend seeking Environmental Management Registration / Accreditation: - | |
| Seeking registration / accreditation | in discussion |
| To which standard | 14001 & 18001 |
| By what date | 2018/2019 |

H.E. GROUP ENVIRONMENTAL POLICY: -

3. The Directors and Senior Management of the H.E. Group Ltd recognise that our day to day operations impact upon the environment in a number of ways. We are committed to achieving continuous improvement in environmental performance and wherever possible to prevent pollution. The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.
- Ensure that H.E. Group Ltd complies with regulations of the Environment Agency and Health and Safety Executive, Control of Pollution (Amendment) Act ,Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations ,Hazardous Waste Regulations ,Control of Substances Hazardous to Health Regulations (as amended) - (COSHH).

- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

H.E. GROUP ENVIRONMENTAL POLICY– (Continued):-

4. All purchases of plant and equipment, stores, spares, stationery and any other products we purchase, will be made only after taking into account fully the effect our choices may have on the environment wherever practically possible, recycling processes will be operated at all Group premises. All waste products will be recycled wherever they can be except where cost is not proportional to the environmental benefit gained. Wherever possible, packaging, pallets and containers are to be returned to suppliers for re-use. Waste paper is to be separated from rubbish and sent for recycling. Waste oils and filters are returned to depots if changed on site, and recycled through waste oil collection. Laser toners and inkjet printer cartridges are returned to suppliers for recycling. Careful route planning will be used to minimise unnecessary mileage and therefore pollution from delivery vehicles. All Group buildings and properties are to be maintained using materials that will cause the minimum damage to the environment, including visual pollution.
5. The H E Group is a pioneering force in the use of synthetic oil in construction machinery, by using synthetic oil designed to meet Euro E4, E6 & E6 Omission requirements. By using this oil, the Group has been able to significantly reduce the environmental impact of exhaust emissions, cut fuel costs and usage and decrease consumption of minerals oils up to 75%.
6. **H.E. Group Ltd Policy is to:**
 - ◆ Quantify and monitor all environmental impacts of the business
 - ◆ Comply with current legislation and, where practical, seek to meet future legislative requirements ahead of relevant deadlines.
 - ◆ Integrate environmental objectives into relevant business decisions, in a cost-effective manner.
 - ◆ Require all staff and contractors to address environmental responsibilities within the framework of normal operating procedures.
 - ◆ Minimise waste, seek to recover as much as is economically practical and ensure that the remainder is disposed of responsibly.
 - ◆ Develop appropriate emergency plans to minimise the environmental impact of foreseeable incidents.
 - ◆ Influence suppliers of goods and services to reduce their impact on the environment, and to assist us by developing environmentally friendly products where practical.
 - ◆ Enhance awareness of relevant issues amongst customers, staff and suppliers alike.
 - ◆ Protect the public, staff and contractors from dangerous substances, by ensuring that COSHH regulations are followed.

5. **H.E. Group Ltd Key Priorities:**

Reduce the environmental impact of our services
 Reduce CO₂ emissions.
 Reduce, minimise and control waste.

H.E. GROUP ENVIRONMENTAL POLICY– (Continued):-

6. H.E. Group Ltd intend to achieve these Priorities through constant improvements in:

- ◆ Energy and water use
- ◆ Waste reduction and Control
- ◆ Increasing recycling (including office paper)
- ◆ Care in purchasing and contract management
- ◆ Purchasing of more efficient plant and vehicles.
- ◆ Increased use of service exchange products
- ◆ Encourage the use of recycled products wherever practical.
- ◆ Consider noise and air pollution levels for all vehicle/plant purchases.
- ◆ Continually update our emergency procedures

7. Environmental assessment techniques – an overview:

Environmental Risk Assessment

An environmental risk assessment uses similar techniques to the Health and Safety Risk Assessment your business already has to perform. In this case, you'll be assessing the likelihood of your business causing environmental damage.

How to carry out a risk assessment

There are five key steps to carrying out a risk assessment. You need to:

- ◆ Identify any hazards, i.e. possible sources of harm
- ◆ Be clear about the kind of harm they might cause
- ◆ Evaluate the risk of harm, i.e. the likelihood that a given hazard will actually cause harm, and identify precautions
- ◆ Record the results of the assessment and implement precautions
- ◆ Review the assessment at regular intervals

Where to look for hazards

Some of the main problem areas are likely to be:

- ◆ Waste storage and disposal - for example making sure that proper containers are used, and are located away from drains and watercourses
- ◆ Emission of dust and other substances to the air
- ◆ Storage, use and disposal of hazardous substances
- ◆ Drainage and disposal of liquid waste
- ◆ Environmental impact of your raw materials, such as potentially toxic metals or other materials
- ◆ Environmental impact of packaging

H.E. GROUP ENVIRONMENTAL POLICY– (Continued):-

75. Walk-round survey of your area of business

One of the simplest tools for assessing the environmental performance of your business is a walk-round survey of your premises. Environmental impacts and inefficiency are often caused by bad habits that are easy to spot and straightforward to remedy. These can be broken down into four key categories:

- ◆ Energy
- ◆ Water
- ◆ Waste
- ◆ Pollution

How to conduct the survey

Someone whose authority will be recognised - either a senior member of staff or manager should carry out the survey.

Communication is central to the success of a walk-round survey. Employees in each of your departments are likely to have the best knowledge of where environmental problems might be, or where performance improvements could be made.

The survey should be repeated on different days and at different times to ensure that you get an accurate picture of the conditions in your business.

Be sure to follow up

Your walk-round environmental survey should only be a first step in the process of raising standards in your business. You need to make sure that its findings are followed through. This involves:

- ◆ Recording the results of the survey
- ◆ Identifying problem areas
- ◆ Setting out the improvements you want made
- ◆ Monitoring the implementation of those improvements

76. All staff are to be reminded of their responsibility in the Staff Handbook, and are expected to carry out their responsibilities as part of the Group, helping to protect the environment by sensible actions on their part and following this policy statement.

Signed



Hugh Edeleanu TD. MA. BSc. Hons (Cantab.)

Group Chairman

Next review 30th November 2022

H.E. Services (Plant Hire) Ltd:- Accreditations

CHAS[®]

SSIP SAFETY SCHEMES IN PROCUREMENT
FOUNDER MEMBER

CERTIFICATE OF ACCREDITATION

This is to certify that

H E Services (Plant Hire) Ltd

has demonstrated compliance with the CHAS standards in line with SSIP Core Criteria and UK H&S Legislation and has been awarded accreditation to the requirements of the CDM Regulations 2015

HEALTH & SAFETY

Contractor - Construction

H&S VALID UNTIL **30**

020 8545 3838 **OCTOBER**

CHAS.co.uk **2021**

CHAS[®]

Ian McKinnon
Ian McKinnon
Managing Director

The information on this certificate is correct at the time of issue. To confirm the validity of a contractor, please visit <https://portal.chas.co.uk>

H.E. Services (Plant Hire) Ltd:-Accreditations **continued**



QMS
INTERNATIONAL
A CITATION COMPANY

CERTIFICATE OF REGISTRATION

This document certifies that the quality management systems of

H.E. SERVICES (PLANT HIRE) LIMITED
The Whitewall Centre, Whitewall Road, Medway City Estate, Rochester, Kent ME2 4DZ

have been assessed and approved by QMS International Ltd to the following quality management systems, standards and guidelines:-

ISO 9001 : 2015

The approved quality management systems apply to the following:-
THE SUPPLY AND TRANSPORTATION OF PLANT HIRE AND EQUIPMENT TO THE INDUSTRIAL COMMERCIAL AND PRIVATE SECTORS

| | |
|----------------------|-----------------------|
| Original Approval: | <u>09 August 2019</u> |
| Current Certificate: | <u>09 August 2020</u> |
| Certificate Expiry: | <u>08 August 2023</u> |
| Certificate Number: | <u>308412019</u> |



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email certificates@qmsuk.com

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation


On behalf of QMS International Ltd

QMS International Ltd • Muspole Court • Muspole Street • Norwich NR3 1DJ • T: 01603 630 345
www.qmsuk.com • Registered in England No. 9512735

H.E. Services (Plant Hire) Ltd:-Accreditations continued


QMS
INTERNATIONAL
A CITATION COMPANY

CERTIFICATE OF REGISTRATION

This document certifies that the Management System of
H.E. Services (Plant Hire) Ltd
The Whitewall Centre Rochester Kent ME2 4DZ

have been assessed and approved by QMS International Ltd to the
following Management System Requirements and/or Guidelines:-
ISO 14001:2015 / ISO 45001:2018

The scope of the Management System applies to the following:-
The supply and transportation of plant hire and equipment to the industrial,
commercial and private sectors

| | |
|----------------------|-------------------|
| Original Approval: | <u>08/02/2022</u> |
| Current Certificate: | <u>08/02/2022</u> |
| Certificate Expiry: | <u>07/02/2023</u> |
| Certificate number: | <u>384992022</u> |


On behalf of QMS International Ltd



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email certificates@qmsuk.com

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation

QMS International Ltd • Muspole Court • Muspole Street • Norwich NR3 1DJ
01603 630 345 • www.qmsuk.com • Registered in England No.9512735

All documentation is subject to amendments as and when required this may be changed and will be changed where necessary.

All hires are subject to the H.E. Services' Terms and Conditions of Hire. Copies are available on request or can be seen on our web site at www.heservices.co.uk

All purchases are subject to H.E. Services' Terms and Conditions of Purchase. Copies are available on request.

H.E. Services (Plant Hire) Ltd:-Accreditations Continued



RISQS
Railway Industry Supplier
Qualification Scheme



Certificate of Verification

This is to certify that

Supplier Name
H.E Services (Plant Hire) Ltd

Supplier ID
4061

is now a verified supplier on RISQS

Subscription Expiry Date: 11/10/2022



G. Scott
RISQS Scheme Manager



The Helicon, 1 South Place, London, EC2M 2RB

1

T: +44 (0) 20 3142 5300 | E: info@rissb.co.uk | www.rissb.co.uk

H.E. Services (Plant Hire) Ltd:-Accreditations continued



FORS Silver

HE Services (Plant Hire) Ltd

has been assessed and has met the silver level requirements of the Fleet Operator Recognition Scheme (FORS).

Multi Operating Centre Accreditation is limited to locations listed on subsequent pages of this certificate.

This certificate is valid from 01/02/2021 to 31/01/2022 and remains valid as long as FORS requirements continue to be maintained.

John Hix
on behalf of the Fleet Operator Recognition Scheme

FORS ID : 002950

Page 1 of 2

H.E. Services (Plant Hire) Ltd:-Accreditations continued



All documentation is subject to amendments as and when required this may be changed and will be changed where necessary.

All hires are subject to the H.E. Services' Terms and Conditions of Hire. Copies are available on request or can be seen on our web site at www.heservices.co.uk

All purchases are subject to H.E. Services' Terms and Conditions of Purchase. Copies are available on request.

H.E. Services (Plant Hire) Ltd:-Accreditations continued



All documentation is subject to amendments as and when required this may be changed and will be changed where necessary.

All hires are subject to the H.E. Services' Terms and Conditions of Hire. Copies are available on request or can be seen on our web site at www.heservices.co.uk

All purchases are subject to H.E. Services' Terms and Conditions of Purchase. Copies are available on request.

SUMMARY OF PLANT & EQUIPMENT AVAILABLE: -

Various items of plant, accessories and attachments are available for hire and include: -

- Excavators: -** From 1.5 tonne up to and including 49 tonne machines.
- Attachments: -** Various attachments are available – Hydraulic Shears : Breakers : Grabs : Etc.
- Backhoe Loaders: -** JCB 3CX
- Dumpers: -** From 1 tonne up to and including 9 tonne units.
- Dump Trucks: -** Up to 10 tonnes
- Telehandlers: -** From the 4 x 4 Buggiscopic Forklift up to and including -
20 metre machines.
- Rollers: -** 800mm to 1335mm Twin Drum ride on & Trench Rollers.

The Group also has specialist Manufacturing / Engineering facilities (Masterhitch Europe Ltd) based in Kent.

Please refer to 'H.E. Services' web site for the extensive range of equipment available or refer to our Sales Team at the National Hire Centre or the following web sites for further information.

National Hire Centre - Malcolm Gough (National Telesales Manager) – 0208 804 2000

H.E. Group / H.E. Services (Plant Hire) Ltd: - www.heservices.co.uk

Masterhitch Europe Ltd: - www.masterhitch.co.uk

Buy a Digger www.buyadigger.com

Diggerland www.diggerland.com

**Information required by H M Revenue & Customs to verify the
Company / Group under the revised
Construction Industry Tax Scheme**



H.E. Services (Plant Hire) Ltd



**Whitewall Road
Strood
Kent
ME2 4DZ**

| | |
|--|--------------------|
| Company Tax Reference (CTR / UTR) | 84264 24826 |
| | |
| Company Registration Number (CRN) | 3754961 |



H.E. Group Ltd



**Whitewall Road
Strood
Kent
ME2 4DZ**

| | |
|--|--------------------|
| Company Tax Reference (CTR / UTR) | 45790 83637 |
| | |
| Company Registration Number (CRN) | 2079614 |

JCB Insurance Services Ltd
Lakeside Club, Rocester
Staffordshire ST14 5HY
Tel: 01889 590219

To Whom It May Concern

Email: insurance@jcb.com
www.jcbinsurance.com
19th November 2021

Our Insured: H E Group Ltd, H E Services (Plant Hire) Ltd, Masterhitch Europe Ltd, H E Group Ltd trading as EVision &/or Subsidiary Companies
Principal Address: Whitewall Road, Strood, Rochester on Medway, Kent, ME2 4DZ

We confirm that we act as Insurance Brokers for the above, we confirm that the insurance policies have been arranged as follows:

Employers Liability

Insurer : Convex Insurance UK Ltd
Policy No : LI3X038PUX00
Renewal Date : 20 November 2022
Limit of Indemnity : £10,000,000 per incident
Remarks : This policy is extended to include Indemnity to Principal

Public/Products Liability

Insurer : Convex Insurance UK Ltd / Aspen Insurance UK Ltd
Policy No : LI3X038PUX00 / B0241GC122928V
Renewal Date : 20 November 2022
Limits of Indemnity : Public Liability £10,000,000 per incident
Products Liability £10,000,000 per incident & in all during the period
Pollution Liability £10,000,000 per incident & in all during the period
Excess : £1,000 each & every claim
Remarks : This policy is extended to include Indemnity to Principal

Cont'd...

Page: 2

Re: H E Group Ltd, H E Services (Plant Hire) Ltd, Masterhitch Europe Ltd,
H E Group Ltd trading as EVision &/or Subsidiary Companies

Email: insurance@jcb.com
www.jcbinsurance.com

Date: 19th November 2021

Contractors Plant (Own & Hired In)

Insurer : Royal & Sun Alliance Engineering
Policy No : P5C/2/G177570
Renewal Date : 20 November 2022
Limit of Indemnity : £5,000,000 per incident
Excess : £100,000 each and every claim

Motor Fleet - Cars, Commercial Vehicles & Special Types

Insurer : Axa Insurance UK plc
Policy No : CW FLE 6860087
Renewal Date : 20 November 2022
Cover : Comprehensive - TPO for Special Types
Excess : £2,000 each & every claim for all own damage
including windscreen

Self Drive Hire (Evision only)

Insurer : NIG underwritten by UK Insurance Ltd
Policy No. : 006054171
Renewal Date : 19 June 2022
Cover : Comprehensive
Excesses : £1,500 each & every claim for all own damage
including windscreen

Please note that all cover is subject to actual policy terms and conditions.

If any further information is required please do not hesitate to contact me.

Yours faithfully,



Rachel Robinson Dip CII
Premier Broker
For and on behalf of JCB Insurance Services Ltd.



HM Customs
and Excise

VALUE ADDED TAX - GROUP REGISTRATION

Group treatment under the Value Added Tax Act 1983, Section 29

CURRENT RECORD OF MEMBERS

Please see the notes overleaf ➡

H.E. GROUP LTD
WHITEWALL ROAD
STROOD
KENT
ME2 4DZ

223/000000083

Registration Number: 724 7446 25

Local Office: MAIDSTONE

Date of issue: 13. 12. 06

Report D095501G1050/22408

Reprint No 000000083

| <u>REF NO.</u> | <u>MEMBERS ABBREVIATED NAME</u> | <u>TRADE CLASS</u> |
|----------------|---------------------------------|--------------------|
| 000 | H.E. GROUP LTD | 71320 |
| 001 | H.E. SERVICES (PLA | 71320 |
| 003 | MASTERHITCH (EUROP | 29522 |
| 004 | HE CONSTRUCT SERVI | 93059 |

H.E. Services (Plant Hire) Ltd – Depot Location Map

H.E. Services having a UK network of depots enables work to be undertaken on both a National and European basis including the Channel Isles. Contact our National Hire Centre hotline to place your order: - **0208 804 2000** - nhc@heservices.co.uk



H.E. Services (Plant Hire) Ltd – Depot Information

ASHFORD

Ellingham Industrial Estate
Ashford
Kent
TN23 6LZ

Telephone No. 01233 639831

E-Mail. ashford@heservices.co.uk

CAMBRIDGE

Factory Road
Burwell
Cambridgeshire
CB25 0BN

Telephone No. 01954 719444

E-Mail. Cambridge@heservices.co.uk

CARDIFF

Van Road
Caerphilly
Mid Glamorgan
CF83 3EL

Telephone No. 02920 850086

E-Mail. Cardiff@heservices.co.uk

Depot Contact Information Continued: -

H.E. Services (Plant Hire) Ltd – Depot Information

DAVENTRY (East Midlands)

High March
Daventry
Northants
NN11 4HB

Telephone No. 01327 301111

E-Mail. eastmidlands@heservices.co.uk

DROITWICH (West Midlands) Worcestershire WR9 9AU

Berry Hill Industrial Estate
Droitwich

Telephone No. 01905 774466

E-Mail. westmidlands@heservices.co.uk

DURHAM

Langley Park
Co. Durham
DH7 9TT

Telephone No. 0191 373 3883

E-Mail. Durham@heservices.co.uk

EXETER

Merrivale Road
Okehampton
Devon
EX20 1UD

Telephone No. 01395 239375

E-Mail. exeter@heservices.co.uk

Depot Contact Information Continued: -

H.E. Services (Plant Hire) Ltd – Depot Information

GLASGOW

East Battery
Portcullis Estate
Milton of Campsie
Scotland
G66 8AQ

Telephone No. 0208 804 2000

E-Mail. glasgow@heservices.co.uk

HUNGERFORD

Lambourn Woodlands
Hungerford
Berkshire
RG17 7TJ

Telephone No. 01488 73444

E-Mail. hungerford@heservices.co.uk

LEEDS

Willowbridge Lane
Castleford
West Yorkshire
WF10 5NW

Telephone No. 0208 804 2000

All Enquiries to: - The Head Office - National Hire Centre

E-Mail. nationalhirecentre@heservices.co.uk

Depot Contact Information Continued: -

H.E. Services (Plant Hire) Ltd – Depot Information

LIVERPOOL

Merton Bank Road
St Helens
Lancashire
WA9 1HY

Telephone No. 01744 453466

E-Mail. liverpool@heservices.co.uk

STROOD

Whitewall Road
Strood
Kent
ME2 4DZ

Telephone No. 0208 804 2000

E-Mail. strood@heservices.co.uk



All documentation is subject to amendments as and when required this may be changed and will be changed where necessary.

All hires are subject to the H.E. Services' Terms and Conditions of Hire. Copies are available on request or can be seen on our web site at www.heservices.co.uk

All purchases are subject to H.E. Services' Terms and Conditions of Purchase. Copies are available on request.