

COMPANY HEALTH & SAFETY STATEMENT

AMF Mech Ltd, trading as AMF MEP · Health and Safety at Work etc. Act 1974, s.2(3) / Health and Safety at Work (Northern Ireland) Order 1978, Art. 4(3)

1. Statement of general policy

AMF Mech Ltd, trading as AMF MEP, is a mechanical, electrical and public health (MEP) design consultancy specialising in high-rise and luxury residential developments. Our people work remotely from home across Great Britain and Northern Ireland. The Company has no office: everyone works from home, and visits construction sites in the course of design work.

The Company is committed to securing, so far as is reasonably practicable, the health, safety and welfare of all its employees and of anyone else affected by its activities. We will provide safe systems of work, safe equipment, the information, instruction, training and supervision that safe working requires, and the resources to make this statement effective. This written statement is made under section 2(3) of the Health and Safety at Work etc. Act 1974 and, for staff employed in Northern Ireland, Article 4(3) of the Health and Safety at Work (Northern Ireland) Order 1978.

2. Organisation and responsibilities

- **The Director:** Adam Fleming, Director, holds overall accountability for health and safety and provides the commitment and resources this statement requires.
- **Head of Operations:** John Fleming, the Company's Designated Health & Safety Risk Assessor, manages health and safety day to day: he maintains this statement, the Company's risk assessments, the H&S Risk Register and the Accident & Incident Register, discharges the competent-person function, decides statutory reportability of incidents, and keeps arrangements under review.
- **Line managers:** Line managers deliver induction, review Homeworking DSE Self-Assessments with their staff, record accidents and incidents on the day they are reported, and raise anything needing new controls with the Head of Operations.
- **All employees:** Every employee must take reasonable care of their own health and safety and that of others affected by their work, cooperate with the Company's arrangements, use equipment as instructed, and report hazards, defects, accidents and near-misses without delay.

3. Arrangements

Risk assessment

The Company maintains written risk assessments: a company-level H&S Risk Register covering the risks of our way of working, activity-specific assessments on the AMF Risk Assessment Template where needed, and the AMF Homeworking DSE Self-Assessment for every home workstation. Assessments are reviewed at least annually and on any significant change, and after any incident that shows a control has failed.

Homeworking and display screen equipment

Every employee completes the AMF Homeworking DSE Self-Assessment on joining, when their workstation or arrangements change, and if they experience discomfort associated with screen work. Line managers review the returns, and equipment the assessment shows is needed is provided at no cost to the employee. The Company pays for eyesight tests for regular screen users on request, and for basic corrective glasses needed specifically for screen work. Staff take regular breaks or changes of activity away from the screen.

Site visits and surveys

Visiting construction sites is a regular and necessary part of our work: surveys, coordination, witnessing installation and inspecting completed works. Appropriate PPE (safety boots, hi-vis, hard hat, and ear or eye protection as needed) is issued before an employee's first site visit, and CSCS cards are arranged where required. Staff follow every site's induction and rules, do not enter areas they have not been inducted for, and report every accident, near-miss or unsafe

situation. While on site, that site's fire, evacuation and first-aid arrangements apply and are covered in its induction; staff who are unsure who to go to in an emergency ask before starting work.

Driving for work

Staff who drive on business hold a full licence, MOT and insurance covering business use, evidenced annually to Accounts and recorded with the employee's records. Hand-held phone use while driving is prohibited, and journeys are planned with public transport preferred where practicable.

Emergencies and first aid

The Company records a first-aid needs assessment covering both home-based and site-visiting staff, and reviews it with its other risk assessments. Staff working from home are encouraged to keep a basic first-aid kit and a working smoke alarm, and to know their own escape route; on site, the arrangements in the section above apply. Company-provided electrical equipment is kept in good condition and users report visible damage. In an emergency anywhere, staff call 999 first; non-emergency medical advice comes from NHS 111 in Great Britain or the GP out-of-hours service in Northern Ireland. Emergency contact details for every employee are held by Accounts.

Accidents, incidents and statutory reporting

Every accident, injury, near-miss and dangerous occurrence is reported to the line manager, however minor, including incidents while working at home, and recorded in the Accident & Incident Register. Statutory reports go to HSENI under RIDDOR (NI) 1997 for staff based in Northern Ireland (over-three-day threshold), and to HSE under RIDDOR 2013 for staff based in Great Britain (over-seven-day threshold). The Accident Reporting Policy sets out the channels, forms and deadlines in full.

Health, wellbeing and workload

Remote working brings particular risks of isolation and unmanaged workload. The Company runs a regular programme of team and one-to-one calls with workload and wellbeing as standing items, sets no expectation of responding to messages outside normal working hours, and encourages full use of annual leave. The Mental Health & Wellbeing Policy applies.

Competence and training

Health and safety starts at induction, which covers this statement, the DSE self-assessment, accident reporting and the arrangements relevant to the role. Engineering staff maintain the professional competence their design duties require, including the designer duties arising under the Construction (Design and Management) Regulations and the Building Safety Act 2022 regime, through CPD recorded in the Company's training records.

Consultation

With a small, dispersed team, the Company consults employees directly: health and safety is raised in team and one-to-one calls, at induction, and whenever an assessment or incident makes it relevant. Any employee can raise a concern at any time with their line manager or the Director. Concerns about design, building safety or fire safety are always legitimate to raise.

4. Principal legislation

The arrangements above are maintained against the legislation applying where each employee works: the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 in Great Britain; the Health and Safety at Work (Northern Ireland) Order 1978 and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 in Northern Ireland; the Health and Safety (Display Screen Equipment) Regulations 1992 and their Northern Ireland equivalent; RIDDOR 2013 (GB) / RIDDOR (NI) 1997; and the Construction (Design and Management) Regulations 2015 (GB) / Construction (Design and Management) Regulations (Northern Ireland) 2016, under which our designers carry duties on every project. Because our people work from home on office-type work, enforcement in respect of those workplaces rests with the relevant local authority (district council in Northern Ireland) under the Health and Safety (Enforcing Authority) Regulations 1998; HSE and HSENI enforce on the construction sites we visit.

5. Review

This statement is reviewed at least annually, and sooner where the law, our activities or our organisation change. It is issued to every employee, and each new employee reads and acknowledges it at induction, together with the approved 'Health and safety law' leaflet.

SIGNED BY



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John Fleming
Head of Operations · Designated Health & Safety Risk Assessor
for and on behalf of AMF Mech Ltd, trading as AMF MEP

Signed: 20 August 2026 Review due: August 2027

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