



COMPANY HEALTH & SAFETY STATEMENT

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1. Summary

This Safety Statement has been prepared in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, is an extension of the Safety Policy of AMF and incorporates a Safety and Health Management System for the company.

This Safety Statement describes the Safety and Health Management System to enable the company to implement its Safety Policy and commitments.

This Safety Statement describes the Safety and Health Management System for the control of the hazards and risks identified through the Risk Assessment of the company activities.

Safety records and forms associated with the procedures described are included in the Appendices of this Safety Statement.

All completed forms and records are maintained on file in each office location.

2. Safety Policy



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AMF MECH LTD OCCUPATIONAL HEALTH AND SAFETY POLICY:

This Safety Policy has been prepared in accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 and forms part of the Safety Statement of AMF.

It is the policy of AMF to promote a high standard of Occupational Health and Safety across the company and to ensure that the best and most practicable methods of compliance with legislation are achieved.

AMF recognise this high standard of Occupational Health and Safety as a business goal in its contribution to business performance, through improved quality and efficiency and by fostering a positive safety culture.

We are committed to protecting the health, safety and welfare of our employees and extend this policy to include the safety of visitors, contractors and others who may be affected by our activities, so far as reasonably practicable.

It is the intention of AMF to:

- Provide and maintain a safe place of work, safe equipment and safe systems of work.
- Ensure all activities are carried out in compliance with the relevant occupational health and safety legislation, so far as is reasonably practicable.
- Carry out a detailed hazard identification and risk assessment.
- Implement control measures as required to eliminate or reduce any risk.
- Provide such information, training and supervision as may be needed to achieve safety goals.
- Provide the necessary resources, including finance and time, to implement this policy and to continually improve our performance.
- Ensure that safety is regularly monitored and planned through meetings of the Occupational Health and Safety Committee which will be attended by Staff appointed Safety Representatives.
- Ensure that consultation and participation of all employees is an integral part of the Occupational Health and Safety Management System.

All employees have a responsibility to co-operate with management to achieve a safe and healthy workplace and to take reasonable care of themselves and others. The allocation of duties for safety matters and particular arrangements to implement this policy are set out in the Safety Statement. The Occupational Health and Safety Management System is designed to comply with the requirements of ISO45001:2018 (The Standard), except where exclusions are allowed and to continually improve the OHS system itself and the service to Clients. Management will review the Safety Statement and associated Risk Assessments regularly in order to take into account any new hazards or other issues identified.

3. About AMF

AMF is a micro company of Consulting Engineers, currently employing 5 people, and has been in business since 2001. It has its head office in Surrey. The Practice is controlled by an individual Director, assisted by Company Secretary. The experience gained and the expertise developed in the many facets of the Construction Industry, has provided the Company with knowledge of different approaches to the design of building services for various organisations. It has participated in the traditional procurement approach, in design build projects and in PPP projects.

The Company has significant expertise in Infrastructural Master Planning, Industrial, Commercial, Mixed Use Developments involving retail, commercial and apartment use. AMF has also carried out diverse projects in Hotels, Conference and Leisure Centres, where different requirements posed individual challenges and where the company has often worked within live operational complexes adjoining the project to be completed.

The Company has been involved in all aspects of Mechanical and Electrical Consultancy including a significant input into energy efficient solutions for building heating and cooling.

The in-house team allows for a cohesive approach with sound project management skills and with an awareness of all issues relative to environmental, planning and health & safety legislation.

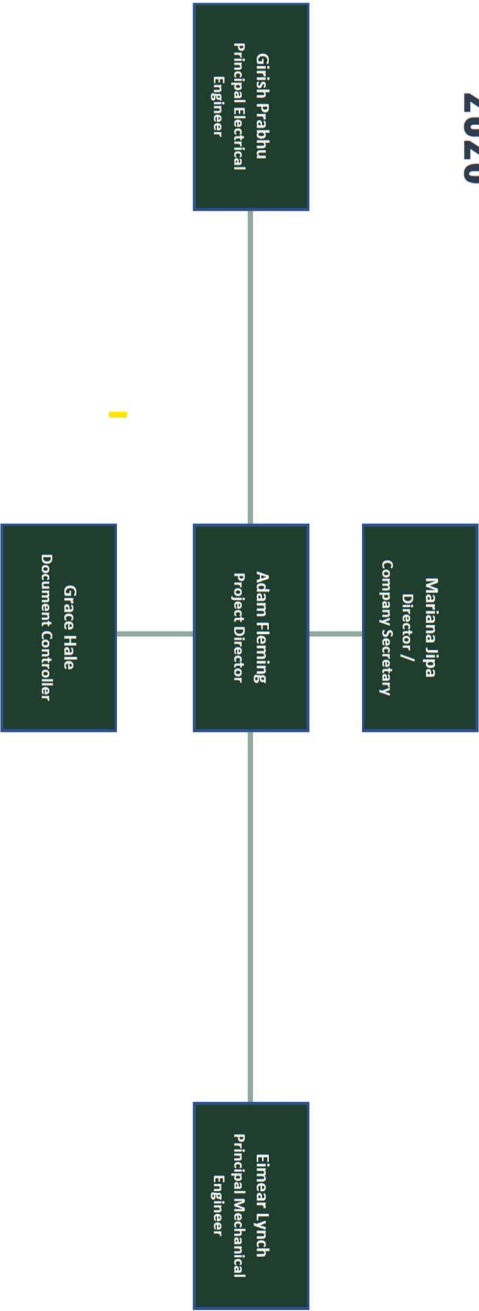
The Company is in a position to complement the base function of Environmental, Mechanical and Electrical design and construction supervision with the complementary in-house design functions of:

- Knowledge of Planning Procedures;
- The design and refurbishment of Listed Buildings and buildings of sensitivity.

4. Safety Management Organisation
4.1 Organisational Chart



Company Organisation
2026



4.2 Roles & Responsibilities

1. Directors / Senior Management

The Directors have overall responsibility for ensuring that the organisation complies with all relevant health and safety legislation and operates an effective safety management system. Their responsibilities include:

- Providing visible leadership and commitment to health, safety, and wellbeing.
- Ensuring the organisation has appropriate policies, procedures, and resources to manage risks.
- Setting the company's Health & Safety objectives and reviewing performance at least annually.
- Appointing competent persons to provide health and safety advice.
- Ensuring that all major risks are identified, assessed, and controlled.
- Making sure that health and safety considerations are incorporated into strategic and financial planning.
- Ensuring adequate arrangements for consulting with employees and measuring safety performance.

2. Health & Safety Manager / Competent Person

(If appointed internally or via external consultancy)

Responsible for providing competent advice and assisting in implementing the health and safety management system:

- Advising Directors and Managers on compliance with legislation and standards.
- Reviewing and updating H&S policies, risk assessments, and safe systems of work.
- Conducting site inspections, audits and monitoring H&S performance.
- Supporting incident investigations and ensuring lessons learned are implemented.
- Delivering or coordinating appropriate H&S training.
- Liaising with enforcing authorities (e.g., HSE, local authorities) when required.

3. Contract / Project Managers

Responsible for the safe planning, organisation and control of construction projects:

- Ensuring project-specific risk assessments, method statements (RAMS) and construction phase plans are in place and communicated.
- Coordinating contractors and ensuring compliance with CDM Regulations.
- Ensuring adequate site welfare, inductions, training and site-specific controls.
- Monitoring site conditions, ensuring hazards are controlled and works are supervised safely.
- Ensuring accidents, incidents and near misses are reported and investigated.

4. Site Supervisors / Forepersons

Responsible for daily on-site supervision and enforcing safe working practices:

- Leading toolbox talks, safety briefings and site inductions.
- Ensuring work is carried out in accordance with RAMS and safety procedures.
- Monitoring workers' compliance with PPE and safe behaviours.
- Reporting unsafe acts, unsafe conditions and taking appropriate corrective action.
- Maintaining good site housekeeping and ensuring equipment is safe to use.
- Stopping work immediately if conditions become unsafe.

5. Employees / Operatives

Every employee has responsibilities under the Health and Safety at Work Act to take reasonable care of themselves and others:

- Following all safety instructions, RAMS, site rules and training.
 - Using machinery, tools and equipment correctly and safely.
 - Wearing and maintaining required PPE.
 - Reporting hazards, defects, incidents, and near misses immediately.
 - Not engaging in unsafe acts or interfering with safety equipment.
 - Participating in training and cooperating with safety investigations.
-

6. Contractors and Subcontractors

All contractors must:

- Comply with all company safety policies, procedures and site rules.
- Provide competent workers with appropriate training and certification.
- Submit suitable RAMS and cooperate with site controls and supervision.
- Report incidents, hazards and follow the site emergency arrangements.

7. Visitors to Site

Visitors must:

- Comply with site induction requirements and safety instructions.
- Wear appropriate PPE as directed.
- Be escorted where required and avoid restricted areas.

5. Correspondence to the 45001 Series

This section describes where the components of the 45001 series are described and applied in the Safety Statement / Safety Management System of AMF.

5.1 General Requirements

The general requirements of 45001 are fulfilled through the ongoing development of the Safety Statement / Safety Management System of AMF. Procedures for the management of safety are described within this safety statement and in the Risk Assessments and Appendices. Members of the Occupational Health and Safety and Environmental Committee, with the approval of the Managing Director, have responsibility for implementing procedures in AMF offices.

5.2 OH&S Policy

The company Safety Policy (included in the beginning of this Safety Statement), is reviewed and signed annually and displayed in the Reception area of the AMF offices. The policy includes the company commitments to Health and Safety, compliance with legislation and continual improvement. The company commits to providing a safe workplace and identifying hazards and risks relevant to the business activities.

The Safety Policy is provided to interested parties upon request, particularly when undertaking new project work.

5.3 Planning

A Legislation Review is carried out annually in conjunction with the review of this document. The Occupational Health and Safety and Environmental Committee monitor legislation changes in line with the Safety Legislation section. The Safety Officer receives update from the National Irish Safety Organisation (NISO), reviews any updates and communicates the relevant information to the Safety and Environmental Committee and across the organisation through the system of internal meetings. Legislative updates may dictate the need for further Risk Assessments or training to be completed.

Risk assessments are carried out per the Hazard Identification and Risk Assessment Method described in this Safety Statement. Risk Assessments have been carried out for Office Activities, Fieldwork, Work with Chemicals and Young Persons. Short Method Statements/Risk Assessments are carried out by Field Staff prior to going on site.

5.4 Implementation and Operation

The roles and responsibilities are outlined previously in this document and in the Organisational Chart. The ultimate responsibility lies with the Project Director. Roles and responsibilities of the Safety Officer, Safety Rep and the Safety and Environmental Committee are detailed.

The Training Plan is reviewed at the Management Review Meeting where the planned training for the year ahead is discussed. Separately, AMF undergoes an audit of its CPD record and all CPD training carried out during the year. Training is outlined in the Training and New Employees section of this document.

Documentation is controlled per the ISO 9001 QMS.

5.5 Checking and Corrective Action

Monitoring takes place on an ongoing basis and at the annual review. Records of Incidents and Accidents are maintained on an ongoing basis and investigated and closed out. These records are also reviewed annually at the Management Review Meeting. The investigation of near misses / incidents may result in the identification of training needs or may result in Corrective Actions in line with the method in the QMS.

Coretime is used to record employee work time, annual leave and sick leave. Working time and sick leave are monitored through Coretime and reviewed annually by the Management Team. There is also both ongoing monitoring and an annual review of any notices from the Health and Safety Authority that were received throughout the year.

Documents and records are maintained in line with the QMS procedures and using the intranet document register.

5.6 Management Review

The Annual Management Review is held in December each year and integrates Safety and Health, Environment and Quality issues on the agenda. The three Company Policies on Safety and Health, Environment and Quality are reviewed and a new revision issued at the beginning of the following year. Any updates to any element of the Quality, Safety or Environmental Managements systems are addressed at the Management Review.

6. Safety Responsibilities

6.1 Managing Director

The ultimate responsibility for safety in our offices and on site lies with the Managing Director and this responsibility and the related activities and authority are delegated by him through the Company's Safety Organisation Structure.

The Managing Director of AMF, Adam Fleming, is ultimately responsible for all Safety, Health and Welfare matters within the organisation.

Some of the Managing Director responsibilities include:

- Ensuring that the appropriate staff and resources are made available to meet the requirements of this safety policy.
- Ensuring that the Company Safety Policy is established and current.
- Ensuring that the safety policy is understood at all levels in the organisation by communication, consultation and training.
- Ensuring that safety is managed as described in this document.
- Periodically auditing and assessing the policy and its effectiveness. This assessment will be carried out where applicable with the assistance of an external safety advisor.
- Acting as a role model for safety for both office and site work.
- Therefore the Managing Director is responsible for the establishment and maintenance of an effective policy on Safety, Health and Welfare at work at AMF.

6.2 Directors, Associate Directors and Safety Managers

The Directors, Associate Directors and Safety Managers within the company are responsible for ensuring that all employees under their control and/or those who supervise the work of others, including contractors and visitors, shall ensure that they are made aware of and shall fully comply with the requirements of the Company's Safety Statement. In addition, they shall:

- Ensure that all employees receive adequate and appropriate safety training and instruction appropriate to the tasks they perform and ensuring that adequate supervision is provided.
- Ensure all equipment within their control is safe to use and properly maintained.
- Ensuring that thorough and prompt investigations take place into all accidents, incidents and near misses.
- Ensure that employees have all relevant safety information made available to them.
- Taking an active interest in the policy and proactively support it.
- Ensuring that all technical, administrative and personal safety measures within the limits of their authority are taken.
- Ensuring that the appropriate staff and resources are made available to meet the requirements of this safety policy.
- Ensuring that the safety management system is operating as described in this document.
- Ensuring that all contractors adopt safe systems of work.

- Designing, so far as is reasonably practicable, safe systems of work to ensure that all plant, equipment and procedures under their control are free from hazard or risk.
- Periodically auditing and assessing the policy and its effectiveness within their areas. This assessment will be carried out where applicable with the assistance of an external safety advisor.
- Ensuring that good housekeeping standards are maintained and in particular, that fire exit routes are kept clear and that fire points are not obstructed.
- Acting as a role model for safety both in the office and on site.

6.3 Safety Coordinator

The Safety Coordinator shall assist and advise on the organisation of safety measures and the technical aspects of accident prevention. The safety brief is also to assist and advise managers on all safety items as they arise.

- Working with management on strategies for the implementation and revision of safety procedures.
- Assisting in the safety consultation procedures in the company.
- Developing and updating the company Safety Statement on an annual basis, or more frequently if required.
- Developing safe practices and procedures and safe systems of work in conjunction with the relevant departments to help ensure the health, safety and welfare of all employees on site.
- Advising on legislative and regulatory requirements, codes and standards, training and all general matters relating to safety.
- Preparation of Emergency Procedures for accidents and incidents.
- Organisation of Fire and Emergency response teams and carrying out drills.
- Carrying out Risk Assessments in association with area management and advising on the required control measures.
- Working with the Health and Safety Authority on safety matters.
- Assisting AMF supervision/management in investigation of accidents and incidents.
- Auditing on the implementation of safety measures on site.

6.4 Employees

Each employee is personally responsible, within the limit of their knowledge, skill and experience for their own safety and that of others and for the safety of company property within the scope of their duties. It will be necessary for the Director responsible for Health and Safety to ensure that all the staff are aware of and understand this policy.

Duties of Employees under Section 13 of the Safety, Health and Welfare at Work Act, 2005:

- To take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- To co-operate with their employer and any other person to such extent as will enable their employer or the other person to comply with any of the relevant statutory provisions;
- To use in such manner as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided [whether for their use alone or for use by them in common with others] for securing his safety, health or welfare while at work; and

- To report to their employer or immediate supervisor, without unreasonable delay, any defect in equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware;
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other item provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

6.5 The Safety and Environmental Committee

The Safety and Environmental Committee consists of staff from the Cork and Tralee offices. The committee includes the Director responsible for Health and Safety, the Safety Officer, additional Directors and staff.

The Committee meet every three months to discuss all safety issues relevant to company activities. Minutes are recorded at each meeting and circulated to all office safety managers. The minutes of each previous meeting are carried forward and addressed at the following session. Any actions identified are followed up and agreed by the committee where appropriate.

Agenda items requiring broader agreement or attention are addressed at the AMF monthly Directors' meetings.

The Occupational Health and Safety and Environmental Committee store relevant Safety guidelines and standards on the company network L: Drive, in the Health and Safety folder. Relevant information and guidance is also forwarded by email to employees as appropriate. The members of the Occupational Health and Safety and Environmental Committee are in contact between meetings to discuss any items which may arise and to provide guidance and advice to staff as requested.

7. Consultation with Employees

The employees of AMF are consulted with regularly through emails, circulars, in-house seminars, departmental meetings and training sessions. Furthermore, the relevant outcome and actions of all Occupational Health and Safety and Environmental Committee meetings are communicated by email to the staff as appropriate. Staff appointed Safety Representatives attend Occupational Health and Safety and Environmental Committee Meetings and the Annual Occupational Health and Health and Safety Management Review Meeting where staff issues are communicated to Management. Office notice boards display safety information also. Employees are encouraged to take a proactive approach to the reporting of potential health and safety issues with a view to reducing the number of accidents and incidents that may occur. In this regard the theory of the Accident Triangle is included below which assists in explaining the reasons for reporting potential health and safety issues.



Accident Triangle

8. Distribution of the Safety Statement

The Safety Statement is available to all employees as required. A Controlled Copy is kept at Reception in the offices of AMF.

All new employees must read the Safety Statement and Risk Assessment as part of the company induction. Employees should sign the Safety Statement Acknowledgement sheet (Appendix 25) to confirm they have read and understood the statement.

The Safety Statement was explained to employees through in-house inductions.

9. Training and New Employees

All new employees are given an induction upon commencement of employment. The induction includes a review of AMF's Quality Manual and the Company Safety Statement, the Risk Assessment and all associated Safety documentation such as the Fire procedures and Evacuation Plan. All new employees must complete the Employee Health and Welfare Form which is included in Appendix 12.

As part of the Continuing Professional Development (CPD) programme at AMF, employees attend external training courses as well as in-house seminars. Training in safety is attended where relevant for employees and safety knowledge is shared through in-house seminars.

Training needs are discussed annually at the Management Review meeting where training is planned for the year ahead. Relevant employees have completed the Safe Pass course and AMF fosters a positive safety culture in all work activities.

10. Management of Sub-Consultants

AMF commissions the support of a range of sub-consultants as required for specific projects. Details regarding the control of sub-consultants and the Approved List of sub-consultants are managed through the company Quality Management System.

Additionally, sub-consultants may be required to provide;

- Safety Statement
- Risk Assessments
- Lone Working Policy
- Method Statement (project-specific)
- Insurance Details
- Training / Accreditation certificates

AMF will request the relevant safety documentation with the request for quotation to any sub-consultant. This allows for a review of the documentation prior to any decision being made or any work being awarded.

For projects requiring a Risk Assessment – Initial Site Visit form to be completed (Appendix 14), the completed assessment is forwarded to any relevant sub-consultant along with any safety details relevant to the site.

11. Safety Legislation

It is a policy objective of AMF to comply with legislation as far as is reasonably practicable.

The Occupational Health and Safety and Environmental Committee reviews and discusses legislative requirements at committee meetings and is available to provide advice on legislation and guidance to staff. AMF is a member of the National Irish Safety Organisation (NISO) and receive regular information and updates on Safety and Health issues. Additional resources available include the HSA website, newsletters and the IHS Information Source.

The activities of AMF are predominantly office based and applicable legislation includes the following:

11.1 United Kingdom

- The Construction (Design and Management) Regulations 2015;
- Control of Asbestos Regulations 2012;
- Control of Major Accident Hazards Regulations 2015 (COMAH);
- The Management of Health and Safety at Work Regulations 1999;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- The Health and Safety at Work etc Act 1974;
- The Health and Safety Executive or HSE has authority in the United Kingdom.

AMF is required by current safety legislation in Ireland and the UK, to assess the risk to safety and to manage it. The Risk Assessment is attached in Appendix 1 and the hazards, risks and controls identified are addressed and managed within this Safety Statement.

12. Hazard Identification and Risk Assessment Method

The first step in completing a risk assessment is to identify the hazards from materials, chemicals, equipment and work activities. The following method is used to complete a Risk Assessment. There is a blank Risk Assessment form included in Appendix 3.

A Hazard is anything that can cause harm at work. Hazards can include chemicals, working at heights, electricity, manual handling or fire.

A Risk is any likelihood that a person will be harmed by the hazard, together with the severity of the harm.

A Risk Assessment is a method for examining the workplace and all activities to identify workplace-generated hazards. It is a careful examination of what may lead to harm so that precautions or Controls can be implemented to prevent or reduce harm.

Controls are the safety measures or precautions that are reasonably practicable to implement to ensure that a hazard will not cause injury. Controls include eliminating the hazard, containing it, staff training, safe operating procedures, or providing Personal Protection Equipment, as a last resort.

The Risk Assessment method uses a numerical Risk Rating to determine the risk for each hazard. This method allows hazards to be prioritized.

The Risk Rating, ranging from 1 to 25, is arrived at by multiplying the likelihood of injury/illness on a scale of 1-5 by the potential severity of injury/illness on a scale of 1-5. This takes into account the current controls in place.

Likelihood	Severity
1-Rare	1-Slight
2-Unlikely	2-Minor
3-Possible	3-Considerable
4-Likely	4-Critical/Major
5-Very Likely	5-Catastrophic
L=Likelihood (1-5), S=Severity (1-5), LxS = RR=Risk Rating (1-25)	

Risk Appetite Threshold:

1 - 2 = Nominal

3 – 5 = Low Risk

5 - 10 = Medium Risk

11 - 15 = High Risk

16 - 25 = Extreme

1. Work activity may NOT progress where Risk Rating is >15; this requires an immediate response to reduce the risk to the health and safety of employees.
2. Risk Rating 11-15: A director needs to approve this activity.

13. Design Risk Assessment Method

All AMF employees involved in design must complete a Design Risk Assessment in compliance with current safety legislation.

The AMF Design Risk Assessment template must be used in conjunction with the hazard checklist. The scoring system for the assessment is based on a 5x5 matrix similar to the above.

The Design Risk Assessment template is available in the following location:

<C:\Users\Surface\OneDrive - AMF Mech Ltd\AMF Projects\Admin\Policies\AMF Signed Policies>

Instructions for Scoring in Risk Assessment

(These are examples to assist in the filling out of risk register)

1. Potential Impact Score Examples

	1	2	3	4	5
	Slight	Minor	Considerable	Critical	Catastrophic
HSE	Negligible potential impact on HSE	Minor potential impact on HSE (e.g. small diesel spill)	Serious potential impact on HSE (e.g. more than one LTI over the course of three consecutive months)	Major potential impact on HSE (e.g. three or more LTIs over the course of three consecutive months)	Catastrophic potential impact on HSE. Loss of limb or more serious
Budget	Potential for budget to increase by >10k OR 1% above approved capex	Potential for budget to increase by >50k OR 2.5% above approved capex	Potential for budget to increase by >250k OR 5% above approved capex	Potential for budget to increase by >500k OR 10% above approved capex	Potential for budget to increase by >€1.0m OR 20% above approved capex
Schedule	Potential for overall schedule to be delayed by > 1 week more than build programme	Potential for overall schedule to be delayed by > 2 week more than build programme	Potential for overall schedule to be delayed by > 1 month more than build programme	Potential for overall schedule to be delayed by > 3 months more than build programme	Potential for overall schedule to be delayed by > 6 months more than build programme OR for project to stall
Scope	Negligible change to scope of project	Minor change to scope of project	Change in number of turbines	Major change to scope (e.g. change in # turbines by >3 or change of turbine supplier required)	Project cannot proceed due to change in scope (e.g. planning conditions cannot be met)
Quality	Negligible quality issue	Minor quality issues raised by technical advisor on-site	Failure of component during construction which then needs to be replaced / re-worked	Failure of major component (e.g. blades / grid transformer) which delays handover to operations	Failure of major component (e.g. blades / grid transformer) which prevents handover to generation / takeover

2. Likelihood score examples

	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Certain
% Chance of occurring	5%	25%	50%	75%	90%

3. Severity matrix (based on probability and impact scores)

Likelihood	Certain	5	Low	Medium	Significant	High	High
	Likely	4	Low	Medium	Significant	Significant	High
	Possible	3	Low	Medium	Medium	Significant	Significant
	Unlikely	2	Nominal	Low	Medium	Medium	Medium
	Rare	1	Nominal	Nominal	Low	Low	Low
			1	2	3	4	5
			Slight	Minor Impact	Considerable	Critical/Major	Catastrophic
			Impact				

14. The Role of PSDP or CDM Coordinator

AMF assumes the role of Project Supervisor Design Process (PSDP) or Construction Design and Management Coordinator (CDM Coordinator) in compliance with Irish and UK legislation respectively.

Employees within the Irish offices act as PSDP in accordance with the Safety, Health and Welfare at Work Act (Construction) Regulations 2013 and the duties outlined therein. If appointed PSDP, duties include assisting the client, notifying the HSA, liaising with the client, designers and contractors, and preparing the Safety and Health Plan, per the AMF template.

In the UK office, the role of CDM Coordinator is undertaken in compliance with the Construction (Design and Management) Regulations 2015. If appointed CDM Coordinator, duties include assisting the client, notifying the HSE, liaising with the client, designers and contractors, and preparing and updating the Health and Safety File.

15. Risk Assessments

Risk Assessments have been completed for General Activities and Fieldwork Activities and a selection are included in the Appendices. Project specific Risk Assessments are completed, distributed to the project team and stored in the appropriate project folder.

Task specific method statements and risk assessments are also completed for once-off events such as night-time surveys.

Copies of Risk Assessments are available to all employees and are maintained by the Safety and Environmental Committee.

This Safety Statement has been updated to include a procedure for attending the office during the Covid 19 restrictions. It is recommended that no staff attend the office during the Covid 19 restrictions, however it may be necessary in certain circumstances for an appointed IT technician to attend the office to enable others to work remotely from home. The new procedure is included in Appendix 26. An updated Risk Assessment has been included for attending sites during and after Covid 19 restrictions in Appendix 27.

16. Emergency Plan

The Receptionist will maintain a list of emergency telephone numbers and contacts. These are also detailed in Appendix 11.

16.1 Fire

In the event of a fire at an AMF office, the following instruction applies. If you discover a fire:

- Operate the fire alarm immediately
- Call the fire brigade
- Attack the fire, if possible, with the equipment provided, but do not take any personal risks
- Leave immediately if the fire cannot be brought quickly under control. Shut doors and windows to slow down the spread of smoke, but only if it will not significantly delay your escape.

On hearing the alarm:

- Leave the building and proceed to the assembly point.
- Always use the nearest available Exit
- Do not use lifts
- Do not take risks
- Do not stop to collect personal belongings
- Do not re-enter the building until authorised by a competent person

Appointed fire marshals must confirm that personnel have been evacuated. All staff must report to the fire marshals at the assembly points. An additional Fire Safety Procedure and Drawing are included in Appendix 5 and 6.

16.2 Medical

In the event of a medical emergency, the Receptionist should call an AMF First Aider to the scene and if necessary the ambulance emergency services should be called.

For a minor medical emergency it may be sufficient for the First Aider to treat the employee or to call a doctor to the office.

If in any doubt or if the employee is not conscious, call an ambulance immediately.

Every AMF employee must complete an Employee Health and Welfare Form (Appendix 12) upon commencement of employment. This form is confidential but records details of any previous medical condition, which may be referenced in the event of an emergency.

17. First Aid

There are employees at each office location trained in First Aid. The current list of First Aiders is in Appendix 8. AMF First Aiders will attend refresher training when necessary to maintain skills and certification.

Each office has a First Aid Kit and the contents are checked regularly.

18. Security

The company operates with the following in place:

- Security Alarm
- Reception Areas
- Restricted Access to building with Swipe Access for employees

The alarm system must be activated on leaving at the end of the working day and de-activated upon arrival each morning. Instructions and codes are given to designated personnel.

In the event of an emergency due to violence, the employee should seek assistance as quickly as possible. Where necessary the emergency services should be called. The incident must be reported to management and investigated fully. If employees require support and counselling after the incident, this should be made available to them.

19. Fire Safety

All fire exit doors are clearly signed, unobstructed, and unlocked to allow employees to exit the building in a quick and safe manner.

The office buildings are equipped with smoke detectors, break glass units, emergency lighting and fire extinguishers. Fire safety equipment is tested and serviced regularly by competent contractors and all records are maintained.

Where relevant, buildings comply with the requirement for a Fire Certificate.

Fire marshals are nominated in each office to ensure a safe and efficient evacuation during a fire. The current list of fire marshals is included in Appendix 4.

Smoking is not permitted within the office.

20. Electricity

Electrical sockets must not be overloaded with extensions or adaptors. Any electrical fittings or appliances that are worn or damaged or in a dangerous condition must be reported and fixed or replaced immediately.

All electrical work is carried out by a qualified electrician and all control, switch or fuse boxes are kept locked.

21. Personal Protective Equipment

AMF provides appropriate Personal Protective Equipment (PPE) to employees as required. This includes hard hats, hi-vis vests, winter hi-vis jackets, gloves and boots.

Any employees requiring additional PPE for a particular job should discuss the matter with their supervisor.

A register of the PPE issued to employees is kept at each office and an example is included in Appendix 10. PPE will be replaced as required by manufacturer specifications or in the event damage.

22. Welfare Facilities

To ensure the continued welfare of employees, toilet and kitchen areas are provided and maintained.

The canteen/kitchen is a place separate from the work area where lunch and breaks may be taken. Employees must co-operate in maintaining a high standard of hygiene in these areas.

Tea, coffee and drinking water are provided for employees.

23. Smoke-Free Workplace

AMF is committed to providing a healthy smoke free environment for all its staff and clients. In accordance with the legislation, smoking is not permitted within the offices of AMF. Individuals smoking outside the building must ensure that they are at a location agreed with office management.

24. Drugs and Alcohol

AMF acknowledges that the misuse of drugs (legal/illegal) and alcohol impairs employee health and may result in unsafe working conditions for all employees and customers.

AMF is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on work premises, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

25. Bullying and Harassment Policy

AMF is committed to maintaining a workplace environment that encourages and supports the right to dignity at work. Bullying or harassment in any form will not be accepted or tolerated.

All who work within the organisation are expected to respect the right of each individual to dignity in their working life.

All individuals, whether directly employed or contracted by AMF, will be treated equally and respected for their individuality and diversity, and have a duty and a responsibility to uphold this policy.

26. Pregnant, Post-Natal and Breastfeeding Employees

Female employees should inform Management if they are pregnant or if they have given birth within the previous six months and are breast feeding.

Upon notification by the employee, their supervisor must complete a confidential risk assessment relevant to that employee's work, in particular with regard to risks such as physical shocks, excessive noise or vibration, handling loads, excessive heat or cold, fieldwork hazards, posture and movement which is abrupt or severe or may give rise to fatigue, or exposure to dangerous chemicals. Medical advice will be sought if necessary.

Pregnant, postnatal and breastfeeding employees must be able to lie down to rest in appropriate conditions if required.

If the risk assessment indicates that controls are required to ensure the safety of the employee, the appropriate measures will be implemented by Management. A Risk Assessment form for a pregnant or post-natal employee is included in Appendix 2.

AMF does not permit lone working for a pregnant employee.

27. Lone Working Policy

Lone working is discouraged at AMF and employees should avoid working alone if at all possible. Lone working occurs where an employee is alone on a site, i.e. there is no consultant, foreman, site employee, client, site safety representative or other person present or nearby. Employees conducting field work, surveys or site investigations are advised to schedule their work in pairs. When this is not reasonable employees must follow the code below.

27.1 First Visit to Site

If working alone, employee must establish mobile phone coverage upon arrival at the site. If coverage is poor, employee must return to area with coverage and contact Reception to confirm location and report the lack of coverage. Alternatively, employees must inform Reception of location and lack of coverage prior to leaving. Employees must sign out at Reception with the site location specified and the project number referenced.

If a WhatsApp group for your section has been set up, use this to communicate with colleagues. Message the WhatsApp group when you arrive on site and when you are leaving site. Share location through Google Maps on the WhatsApp group.

Young persons visiting site should undertake the Risk Assessment for Young Persons at Work (Appendix 17 of the Safety Statement).

27.2 Repeat Visit to Site

Upon arrival at or near the site, employee must contact Reception to confirm location and that conditions are normal. Employees must sign out at Reception with the site location specified and the project number referenced.

Employees should ensure that mobile phones are fully charged before any site visit or field work. Employees should check in with Reception at least once during a site visit and are encouraged to contact Reception when the visit is complete.

If after business hours, employees should notify (by call or text) their supervisor or a nominated colleague, to confirm the work is complete and that they have exited the site safely.

All digital project files should be kept up-to-date with current maps and location details.

Employees engaging in fieldwork are advised to provide the mobile numbers of their supervisors and colleagues to a spouse, partner or next of kin to assist in the event of an emergency.

Lone working is not allowed for pregnant employees.

Lone working is not allowed in severe weather conditions.

All employees must inform their Supervisor prior to Lone Working and have permission for same. If any employee has a concern regarding Lone Working, discuss this with your supervisor immediately.

Employees must carry a charged mobile phone when undertaking work alone in remote areas.

Employees may use two way radios (walkie-talkies) if lone working in proximity to a site representative or to another lone working employee.

28. Site Visits

Many AMF employees conduct site visits as part of their work activities. Employees are advised sign out at Reception and to be safety aware at all times when out on site.

Employees conducting site visits must comply with the Lone Working Policy.

Employees visiting client sites should undergo site induction where available and wear appropriate PPE specific to the site and the hazards. All employees must obey site safety rules and follow specific site instructions. Employees should request and review the clients Site Risk Assessment or complete the Risk Assessment – Initial Site Visit form attached in Appendix 14.

If an employee has any concern for their safety or the safety of those around them while on site, they must stop the work activity immediately and inform a supervisor at the site and a supervisor or director at AMF.

Appendix 19 provides a Road Safety Site Inspection Risk Assessment which all Road Safety Site Inspectors must adhere to. Site specific risk assessments should be undertaken for particular sites using this format.

29. Driving

The activities at AMF would normally be carried out at our offices. However, some staff may commute to site for survey and fieldwork. Staff may also be required to attend meetings at Clients' premises. Staff should inform their insurance company if they are using their car to attend site or work meetings.

All employees are required to have a full driving licence appropriate for the vehicle they are driving. AMF provides limited use of a vehicle to employees conducting field work in difficult terrain. These vehicles are to be signed in/out at office Reception and the mileage is recorded. Employees may use this company vehicle when available when travelling to site once they have received permission from their Line Manager. Employees are to be over 25 and under 65 to comply with the insurance policy for the company vehicle. Refer to Appendix 24 for the Company Vehicle Checklist which should be checked before using the vehicle to ensure all lights are working and tyres are in good condition. The company vehicles first aid kits are also to be inspected. Employees must report any problems to their supervisors immediately. Each company vehicle is inspected regularly.

Jeeps are given a full annual service and undergo the D.O.E. annual commercial vehicle test (CVT).

All employees are advised to exercise caution when driving - particularly in unfamiliar areas, to wear safety belts and to respect the speed limit. Employees are advised to share driving and to pull over if tired on long distance journeys. Travel is to be planned in advance and the distance to site must be checked and confirmed if unfamiliar with the area. All work is to be planned and scheduled so as to minimise the risk of late night driving while tired. Long distance field work to be planned to include overnight stays.

Ideally mobile phones should not be used while driving. If mobile phones are used while driving a properly installed hands free kit must be used. Refer to the Travel section in the "General Activities" risk assessment included in Appendix 1.

29.1 Driving for Work: Advice to Drivers

- Plan ahead: plan routes before setting off to avoid having to consult maps or satellite navigation systems whilst driving and allow time for regular breaks.
- Check your vehicle: walk around your vehicle and look for any defects.
- Keep a Hi-Viz jacket in your cab/glove compartment.
- Carry a torch, first aid kit and warning triangle.
- Report any collisions or near misses.

29.2 When Driving:

- Ideally, switch off your mobile phone and pick up messages during breaks.
- Switch off your mobile phone: pick up messages during breaks.
- Limit conversations with passengers: don't get involved in any heated debates while driving.
- Tired or sleepy: find somewhere safe to rest straight away.
- Obey road signage: stick to the speed limits.
- Where possible, reverse into parking spots and then drive out.
- Drive with your lights on at all times.

29.3 Don't:

- Snack, drink or smoke at the wheel: schedule in suitable breaks for these activities.
- Drink and drive: remember that even small quantities of alcohol, illegal drugs and certain medications can affect your judgement, co-ordination and reaction time.

30. Working at Heights

Work at height occurs where a person could be injured by falling from a work area, even if it is at or below ground level. Work at height should be avoided where reasonably practicable.

Work activities at AMF would not normally involve work at height.

Work at height may be required occasionally within an office to change a light bulb or to retrieve an item from storage. An appropriate step ladder should be used in such instances by the employee with responsibility for the task. The employee should ask a colleague for assistance.

All employees are advised to adhere to safety rules when on site and to attend induction if available. No employee should conduct work at height without the appropriate controls in place and the correct PPE supplied.

If an employee has any concern for their safety or the safety of those around them while on site, they must stop the work activity immediately and inform a supervisor at the site and a supervisor or director at AMF.

31. Slips, Trips and Falls

'Slips, Trips and Falls' may occur where there are hazards present such as water or oil on the surface, or cables, wires or obstructions in walkways, or on uneven ground.

Within the offices, the provision of adequate storage facilities and good housekeeping is available to reduce the risk. All walkways and corridors should be kept clear and free from obstruction. Floor surfaces should be provided with non-slip finishes where possible. General cleaning of toilet and canteen floors is undertaken out of office hours. Spillages that may occur during office hours must be mopped up immediately and appropriate safety signage placed around the location where the floor is wet until the floor has dried. Good lighting should be provided in all walkways.

Monthly Safety Audits are carried out at each office. A sample office safety report is attached in Appendix 9.

Employees visiting sites are advised to be safety aware at all time, to be aware of uneven ground and to use handrails where provided.

32. Ergonomics

The activities at AMF would normally be performed sitting rather than standing.

Workstations are supplied for each employee comprising of a desk, chair, PC, with a keyboard and monitor, and storage for documents.

Seats and computer monitors are easily adjustable so that each employee can maintain a correct and comfortable body posture.

The employee should be able to reach the entire work area without stretching or twisting unnecessarily. There must be enough room to move around and to change body position periodically.

Employees are encouraged to take regular breaks from the display screens and PC monitor. Any employee with concerns relating to eyesight should discuss the provision of an eye test with their supervisor.

Refer to Appendix 22 for more information.

33. Manual Handling

Manual Handling of significant risk is not a part of the work activity at AMF. Handling of smaller deliveries of stationery and office supplies may be required as part of general lifting in an office.

No employee should attempt to lift or move any heavy item which may cause an injury.

34. Young Persons and Children

Specific requirements apply to persons under the age of 18 at work. It is the policy of the company not to employ or otherwise use persons under this age.

Transition year, secondary school students may complete work experience at AMF from time to time.

Students under the age of 18 are supervised at all times in the office and follow the usual school hours. The work experience is usually for one-two week's duration.

35. Working Time and Night Work

Working time for AMF employees is predominantly during normal daily business hours. Employees take a break and lunch break daily and receive paid annual leave.

Night work does not normally occur, with the exception of an occasional night-time survey, for example, noise monitoring or bat detection. These night time surveys may occur a few of times per year at most.

Employees undertaking night time work must discuss the work with the supervisor.

36. Training and New Employees

All new employees are given an induction upon commencement of employment. The induction includes a review of AMF's Quality Manual and the Company Safety Statement, the Risk Assessment and all associated Safety documentation such as the Fire procedures and Evacuation Plan. All new employees must complete the Employee Health and Welfare Form which is included in the Appendices.

As part of the Continuing Professional Development (CPD) programme at AMF, employees attend external training courses as well as in-house seminars. Training in safety is attended where relevant for employees and safety knowledge is shared through in-house seminars.

Many employees have completed the Safe Pass course and AMF fosters a positive safety culture in all work activities.

37. Chemical Hazards

All chemicals are labelled under EU legislation. Employees are advised to be aware of hazards associated with chemicals and to wear appropriate PPE.

All dangerous chemical products carry a hazard label by the manufacturer which indicates the nature of the product hazards.

Sample of Hazard Warning Symbols



AMF employees should look at the labelling of products used and be aware of any dangers.

Products must not be transferred from their original containers to other ones.

38. Biological Hazards

Generally, employees are not exposed to biological hazards such as viruses or bacteria in the course of their work.

However, employees conducting site visits or fieldwork may be exposed to biological agents. All field staff are advised to be aware of the risks associated with the outdoors such as Weil's disease, tetanus, hepatitis and insect bites (ticks, mosquitoes, bee stings).

Anti-bacterial wipes are available for all field staff. Staff that are going to site where there is any risk of contamination from rodents, sewage or another source should take a small supply of wipes to ensure cleanliness. Employees are advised to adopt good hygiene standards and to wear gloves as appropriate. If work involves a risk of contracting hepatitis employees may request a vaccination.

Sun block and insect repellent are also available to staff, upon request.

38.1 Note on Weil's Disease

Weil's disease, a disease transmitted from animals to humans, can be contracted anywhere in the outdoors. In particular, areas near watercourses, including ponds, water in ditches, and slow moving rivers, which may contain rat urine. The infection is mostly associated with rat urine and arises predominantly through cuts abrasions.

Although the illness is very rare, the infection is usually systemic and may affect the whole body. At the onset, it causes a sudden fever with a high temperature and headache. In mild cases it lasts a few days, following a pattern similar to flu but often in two phases - a period of illness lasting a few days, then a slight recovery, then a second period of illness.

If you think you may have the above symptoms, having been on site between 3 and 21 days prior to feeling ill, it is advisable to attend a doctor and explain your concerns.

When in the field, always wash your hands before drinking, eating, or smoking; Ensure broken skin and cuts are covered with plasters.

38.2 Note on Lyme Disease (Lyme borelliosis)

Lyme disease is spread by infected tick bites. Although rare in Ireland and the United Kingdom, cases are reported annually to the Health Protection Surveillance Centre in Ireland and to the Health Protection Agency in the UK. The earliest indication may be a ring shaped rash, followed by intermittent flu symptoms.

When in the field keep your skin covered - especially the ankles and legs. Inspect skin and clothing for ticks and always check your legs for the presence of ticks which are tiny and attach to the skin. Remove a tick as soon as you see one attached to the skin and seek medical advice.

The longer the tick has been attached to the skin, the greater the risk of passing on infection.

39. Confined Space Entry

No unauthorised employee should enter a confined space.

Confined space entry should only occur where the employee has received the relevant training, the entry has been risk assessed, the entry is permitted and managed appropriately, personnel have the correct PPE for the entry and there is additional PPE on the outside in the event of an emergency.

Any employee with concerns regarding confined space entry should discuss the matter with their supervisor.

40. Radon

Radon is a naturally occurring radioactive gas which originates from the decay of uranium in rocks and soils. It is colourless, odourless and tasteless and is measured using special equipment. When radon surfaces in the open air, it is quickly diluted to harmless concentrations, but when it enters an enclosed space, such as a house or office, it can sometimes accumulate to unacceptably high concentrations.

AMF offices are of a high standard and are sufficiently ventilated.

41. Asbestos

AMF employees are advised to be aware of the hazards associated with Asbestos and the requirement of the law regarding the survey of premises.

Asbestos is a naturally occurring mineral used widely in the construction industry and in construction product (Asbestos Containing Materials). Asbestos was mostly used between the 1960s and the mid-1980s, with asbestos cement used until 2000. While the prohibition of asbestos use was phased in through legislation in 1994, 1998, and 2000, products or materials previously installed may remain in place.

Asbestos is a hazardous material regulated by legislation for the protection of health from serious illness and cancer. The Asbestos Regulations apply to all work activities which expose or potentially expose persons to risks arising from the inhalation of dust from asbestos or ACM.

Under the 2011 Regulations, airborne concentration is limited to 0.1 fibres per cm³. Furthermore an asbestos survey must be carried out prior to any works which may disturb the fabric of a building/part of it.

AMF employees are advised to request an asbestos survey prior to commencing any works.

42. Accidents and Incidents

Accidents and incidents (near-misses) must be reported to supervisors immediately.

All accidents and incidents will be recorded and investigated fully by management, assisted by the Occupational Health and Safety and Environmental Committee. The Accident and Incident Form (Appendix 13) should be completed and forwarded to the employee's supervisor for completion of the investigation. During an investigation, all employees are obliged to co-operate fully and to provide any information which may be helpful in establishing the circumstances leading up to the accident.

In the event of a reportable accident, AMF will comply with their obligations.

In Ireland, accidents will be reported directly to the Health and Safety Authority (HSA) using their online reporting facility and in compliance with the 1993 General Applications Regulations.

In the UK, all reportable accidents and incidents will be notified to the Health and Safety Executive (HSE) through their Incident Contact Centre (ICC) and in compliance with the 1995 RIDDOR Regulations.

43. Distribution of the Safety Statement

The Safety Statement is available to all employees as required. A Controlled Copy is kept at Reception in the offices of AMF.

All new employees must read the Safety Statement and Risk Assessment as part of the company induction. Employees should sign the Safety Statement Acknowledgement sheet (Appendix 25) to confirm they have read and understood the statement.

Appendices

SIGNED BY

Adam Fleming Company Director
for and on behalf of AMF Mech Ltd


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Signed Date:

.....10/08/2025.....

Expiry Date:

.....10/08/2026.....

