



## APPENDIX – HEALTH & SAFETY POLICY STATEMENT

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**Air 3 Limited acknowledges** its responsibility under the Health and Safety at Work Act and recognizes its duty of care, it undertakes to main a safe system of work for all employees working at all of our sites.

Sufficient training and mentoring is provided to ensure the competence of all staff, we do not expect any employee to undertake any duties unless they are competent and have been briefed on any relevant information.

All employees are required to work safely at all times and to ensure that others around them work safely. This includes comply with site rules and all site specific procedures and instructions, wearing the correct and appropriate protective equipment and the use of the correct tools and equipment.

Risk assessments are carried out and employees are made aware of any particular dangers they need to be aware of or procedures they need to follow (whether on a regular site or near to roads/trainlines/housing estates/businesses).

Employees are encouraged to speak to management if they feel unable to work due to illness or fatigue rather than cause injury to themselves. They are also advised to inform the site/office manager of any issues/threats they feel have arisen at work.

**Air<sup>3</sup> Limited recognises** the risks to drivers when at work through the statistics released annually by the HSE and information in the media. The company has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

The Company's policy is that all drivers must be in control of their vehicle at all times.

A hands free kit will be fitted to company vehicles to enable drivers to use the phone in accordance with current legislation.

All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others, is forbidden to drive. Should any member of staff feel unfit to drive for any reason, a Supervisor or Manager should be immediately informed.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

Authorised drivers will be required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles.

For all company vehicles the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions.

Additionally, regular checks will be carried out on the road worthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Peter Morgan  
Managing Director

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