Health & Safety Policy

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Policy Purpose

The WEC Group is committed to delivering a world class service for our industry- with this comes the responsibility for the physical and mental health and safety, as well as wellbeing of our employees including our apprentices.

World class services emerge from great workplaces, which are modern, open plan, well ventilated, climate controlled, with dedicated and contemporary welfare facilitates, identical to those at our brand new Apprentice Engineering facility based in Blackburn and our Training Centre in Rotherham.

We actively plan for the safety of all of employees including our apprentices, visitors, subcontractors and external partner's onsite, by induction and inclusion in our safety plan.

Policy Scope

The contents of this policy covers our commitment to ensuring the health and safety across all of our sites including at our Apprentice Engineering Academy's, for all our employees, including our apprentices. The policy sets out our expectations of employees including apprentices in ensuring their own safety within the workplace and that of others at work.

Areas of scope (Appendix A)

- Health and Safety within the workplace
- Health and Safety online
- Health and Safety for Apprentices
- Health and safety in Recruitment and Selection (including DBS checks)
- Fire safety and Evacuation
- Manual Handling
- Bullying and Harassment
- General Risk Assessment
- Mental Health and Safety
- First Aid
- Control of Substances Hazardous to Health
- Display Screen Equipment
- Smoking, Drugs and Alcohol
- Violence & Stress
- Personal Protective Equipment
- Health and Safety Committee
- Training
- Management of Health and Safety
- Work at Height
- Electricity
- Safe Working Procedures
- Slips and Trips
- Work Equipment

This policy is supported by a range of other policies, standards and guidance that may impose additional duties on specified employees in addition to those in this policy- these can be found on the HR page of the intranet.

Our Principles and Values

We take an uncompromising and relentless approach to ensuring the safety of our employees including our apprentices at work, both physically within the workplace and online. Our business is based on a 'safety first' approach, which is an integral part of our company values. These values are:

1) **INTEGRITY**- We will operate ethically, reliably and honestly.
2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to operational excellence.

Here at the WEC Group we pride ourselves on a positive safety culture throughout the business including at the Apprentice Engineering Academy's in Blackburn and Rotherham. To help us achieve this culture we expect our Senior Management team to lead from the front and encourage three main elements across their departments:

- To implement strong working practices and rules for effectively controlling all hazards
- To encourage positive attitude towards risk management and compliance with the control processes
- To learn from accidents, near misses and safety performance indicators and bring about continual improvement.

Health and Safety is a fundamental Core Value listed above for the WEC Group and forms an integral part of the culture of our company. We instil it in all our employees (at all levels) including apprentices from day one, by way of our Company induction and continual development and enforcement thereafter. It is part of all our day to day activities and is promoted throughout the business through presentations delivered by senior management, H&S specific emails, training and best practice highlights on the shopfloor, via our notice boards and on the intranet.

Key Objectives

The key objective of this policy is to maintain the safety of all of our employees, including apprentices and to identify and mitigate any potential health and safety issues or concerns that may otherwise harm or adversely affect our employees including our apprentices.

The key objectives of this policy are therefore:

- To meet all statutory, regulatory and legal obligations to maintain safe and healthy working conditions and employee's health and fitness for work.
- The creation of an organisational structure and a positive Health and Safety culture which supports risk control at all levels. This will include identifying and controlling risk to prevent injury and ill-health
- To consult with all employees including apprentices on matters affecting their Health and Safety
- To provide and maintain facilities, plant, equipment and systems of work that are safe and without risks to health
- To ensure the safe handling and use of substances

- To ensure safety arrangements are in place for the use, handling, storage and transportation of articles
- To provide sufficient information, instruction, training where necessary for the workplace and supervision to assist all employees including apprentices to avoid hazards and to contribute positively to their own safety and health at work. This is especially emphasised to our Apprentices as they are more likely to make decisions without being aware of the possible wider consequences
- To maintain a safe and healthy working environment with safe access and egress to and from the workplace
- To provide and maintain adequate welfare facilities and arrangements for employees including apprentices
- To ensure that all employees/ apprentices are competent to do their work and to develop safety awareness amongst all employees including apprentices through training and, as a result of this, create individual responsibility for health and safety at all levels
- To prevent accidents and cases of occupational illness
- To actively manage and supervise Health and Safety at work
- To have access to competent advice
- The duty to co-operate and work with other employers when work is deployed at premises or sites under their control to ensure the continued Health and Safety of all those at work
- The duty to co-operate and work with other employers and their employees, when their employees come onto WEC Group premises or sites to do the work for the Group, to ensure the Health and Safety of everyone at work
- To provide a safe environment for all visitors to the WEC Group premises
- To encourage full and effective two-way consultation on health and safety matters by using the management structure and employees already in place
- To seek continuous improvement in the Health and Safety performance and management through regular (6 monthly) reviews and revision of this policy
- To provide the resource required to make this Policy and WEC Group Health and Safety arrangements effective

To help achieve our objectives and ensure our employees, including our apprentices, recognise their duties under Health and Safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company Health and Safety rules in an Employee Company Handbook which is made available (on each reception and on the Intranet) to every employee employed by the Group including all apprentices.

We understand that apprentices may be more at risk at work due to lack of experience and lack of awareness of hazards within the workplace. The measures we take at the WEC Group to protect the workforce are also sufficient to protect our apprentices. We ensure that where needed additional measures are required, they are implemented and in extreme cases, our staff including our apprentices are prohibited from certain work activities.

Roles and Responsibilities

The persons responsible for the upkeep and monitoring of this policy within the WEC Group are listed in this section. Their role and responsibilities are critical in relation to maintaining our culture of safety and high standards and expectations for safety from our employees, including our apprentices.

In order to ensure that Health and Safety is successfully managed at the WEC Group and at the Apprentice Engineering Academy's the following responsibilities have been allocated:

The Company

The WEC Group accepts;

- Full responsibility for Health and Safety across all sites of the WEC Group and the Apprentice Engineering Academy's
- Formally and publicly accepts its collective role in providing health and safety leadership within the company
- Requires that the Managing Director, Service Centre Managers and Apprentice Engineering Academy Managers accept their individual roles in providing health and safety leadership within the company.
- Requires that the Managing Director, Service Centre Managers and Apprentice Engineering Academy Managers recognise their role in engaging the active participation of employees including apprentices in improving health and safety.
- Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees including apprentices and to ensure that their work does not adversely affect the health and safety of other people.
- Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for all people who visit the WEC Group.
- Are committed to ensure that the WEC Group operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- Will ensure that any changes in this Policy will be brought to the attention of all employees.
- Will appoint the Managing Director to be the 'Health and Safety responsible person' but clearly acknowledge that this role does not detract either from the responsibilities of the company or from the health and safety responsibilities of the company.
- Ensuring that, so far as it is within their control that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met.
- Ensuring that objectives outlined within the Company Health and Safety Policy and Company Handbook are fully understood observed and implemented by persons under their control.
- Ensuring that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees including apprentices, is adequately communicated to them.
- Constantly monitoring the effectiveness of the Health and Safety Policy and Company Handbook.

The Managing Director- Steve Hartley

The WEC Group Managing Director is responsible for:

- Providing strong leadership in delivering effective health and safety risk control and being committed to continuous improvement in health and safety performance for all Divisions across the Group
- Ensuring that the actions and decisions of all Service Centre Managers and Engineering Academy Management Team always comply with the objectives within the WEC Group Health & Safety Policy Statement
- Ensuring that the Health and Safety ramifications of investment in equipment, processes or products are taken into account as decisions are made
- Ensuring that The WEC Group only does business with organisations which, in themselves, deliver effective Health and Safety risk management

- Actively promoting and supporting employee/ apprentice involvement and consultation, encouraging employees at all levels to become actively involved in all aspects of the WEC Group Health and Safety management
- Ensuring that The WEC Group Health & Safety Policy Statement (Appendix B) reflects current priorities
- Ensuring that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.
- In a line management function, be responsible for all employee Health and safety requirements.
- Ensuring that, so far as it is within their control, that adequate funds, materials, equipment and human resources are provided to ensure Health and Safety requirements are being met.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review Health and Safety performance on a regular basis, including during Governance meetings. Where found necessary, the Company Handbook will be revised.
- Will ensure that Company databases (Incident database) provide for effective monitoring and reporting of the WEC Group Health and Safety performance.
- Ensuring that other Senior Management/ Service Centre Managers are kept informed about any significant Health and Safety failures and the outcome of the investigations into their causes. This will be discussed in the monthly management and governance meetings.
- Ensuring that the WEC Group appoints one or more competent persons to help the WEC Group undertake the measures needed to comply with Health and Safety law.
- Monitoring overall Health and Safety within the WEC Group.
- Recommending changes in the Health & Safety Policy and Company Handbook in the light of experience.
- Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the WEC Group behalf.
- Obtaining, interpreting and disseminating all relevant health and safety information to the WEC Group via the normal management structure (during management meetings).
- Liaising with outside bodies that may, from time to time, use the facilities of The WEC Group, and ensure that appropriate action is taken to provide these bodies with sufficient knowledge of Company procedures and that The WEC Group itself is appropriately indemnified.

Management/ Supervisor Responsibility

Managers are responsible for ensuring that this Health and Safety policy is implemented within their own Divisions including the Apprentice Engineering Academy's. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the Manager must ensure that these are rectified, so far as reasonably practicable.

Management/ Supervisor Duties include the following:

- Ensuring that employees including apprentices, contractors and visitors are aware of safety procedures when onsite at any of our divisions
- Planning and implementing continual cost effective improvement in health and safety performance (to be achieved through risk assessments, safety audits and safety surveys)
- Ensuring that within their Division including at the Apprentice Engineering Academy's that all work is carried out in compliance with statutory and regulatory requirements, codes of practise and

company rules

- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- Bringing to the prompt attention of the Managing Director any health and safety, including mental health issues that require their attention
- Ensuring that all accident and 'near misses' are properly recorded and reported and that an investigation is carried out to determine casual factors
- Maintaining safe access to and egress from the workplace at all times. Managers dealing with particular topic areas will be advised of any specific checklists of hazards and control measures in their responsibility area
- Considering all necessary actions to ensure the performance is monitored and objectives are achieved
- Obtaining, interpreting and disseminating all health and safety information via the normal line management structure.

Supervisors, Training Instructors and Team Leaders

Supervisors and Team Leader's responsibilities include the following:

- Investigate all accidents and 'near misses' and report to Management
- Maintain good housekeeping in their departments at all times
- Assist in training employees, including our apprentices and making sure thorough inductions are completed
- Ensure that appropriate PPE are worn at all times
- Ensure hazards in their departments are promptly reported to the Service Centre Manager/ Apprentice Engineering Academy Management Team and rectified if within their control
- Attend safety meetings where required
- In addition, must ensure that persons in their areas;
  - Are given appropriate safety training and are familiar with all health and safety arrangements
  - Are fully aware of any hazards in the department, both onsite and online
  - Know the location of first aid facilities and the procedure for reporting accidents, dangerous occurrences and hazards.

The Group Health and Safety Manager- Mark Horton

The competent Group Health and Safety Manager is responsible for:

- Maintaining and updating the Legal register in hard copy or electronically
- Appraise and advice on all equipment and methods of work at the planning, design, development, installation and commission stages, to ensure optimum integration of health and safety considerations
- Be available to provide assistance support and to make recommendations on all matters related to health and safety

- Take immediate actions to stop any illegal or dangerous practices, then they must consult without delay, with the manager responsible.
- Inductions (in particular specific apprentice inductions) and safety training for all WEC Group employees including our apprentices
- Maintain and update safety boards
- Communication and upgrade the safety culture within the Group
- Monthly/ Yearly Occupational and Health and Safety performance
- Coordinate internal occupational screening and maintain records

Employees including apprentices

Each and every employee including apprentices at the WEC Group are responsible for ensuring that they: -

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information, training provided and health and safety rules
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Wear and use appropriate PPE provided by the Company for their scope of work
- Reports and hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- Not undertake any task for which authorisation and/ or training has not been given
- Apply good housekeeping in the area of work onsite and online, according to our corporate ICT Policy

Note: Everyone is expected to be involved in maintenance and improvement of health and safety standards within the WEC Group and is responsible for their own and others safety.

The Governance Committee- Steve Hartley, Derrick Connolly, Jamie Sharp, Chris Dickinson, Neil Burrows and Gemma Kennedy

The Apprenticeship Governors have duties to ensure, so far as is reasonably practicable;

- The health, safety and welfare of all employees, including our apprentices
- The health, safety and welfare of others including visitors, contractors, suppliers, volunteers whilst on site

The Designated Safeguarding Lead- Edd Belshaw

Our Designated Safeguarding Lead (please refer to our Safeguarding Policy and Prevent Policy) ensures that all employees including our apprentices are protected in relation to their:

- Health & Wellbeing
- Human Rights (e.g. being free from harm, abuse and neglect)
- Onsite and online safety

Please note this list is not exhaustive.

Employee/ Apprentice Academy Safety Representatives

Shop floor teams will designate periodically an employee representative for participation in monthly health and safety meetings, in order to bring employees' concerns related to health and safety in the work place to Manager's attention.

Human Resources Department

Human resources are responsible for holding and maintaining all employee training records, including health and safety records (induction packs, specialised training, occupational health records, health and safety training) and medical questionnaires.

Maintenance Department

The WEC Group Maintenance department is responsible for the safety of all operations deployed in the workplace in a manner that complies with safe systems of work, relevant legislation and in line with our risk assessment activities and surveillance.

Mental Health First Aider- Gemma Kennedy

Our Mental Health First Aider has been appointed at the WEC Group to be a point of contact for any employee's including apprentices who may be experiencing a mental health issue or emotional distress. Our Mental Health first aider is there to listen and to signpost employees to the relevant available services (Appendix C)

First Aiders

WEC Group will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. Identities of first aiders will be displayed throughout the workplace on noticeboards and will also be notified through induction to all staff including our apprentices, as well as via updates and communications by email, our intranet and live address or meetings.

Implementation of this Policy

In order to implement the active compliance and management of health and safety and wellbeing in the workplace we will:

Actively Promote this Policy

This Policy will be reviewed 6 monthly and modified as necessary. Any changes will be brought to the attention of all employees by way of email, noticeboard communication and intranet updates.

Employ a designated Health and Safety Manager

Our Health and Safety Manager, Mark Horton, is crucial in the implementing of this policy. Our H&S Manager is there to advise all employees including apprentices on how to best manage health and safety within the workplace and online, via our IT Policy and to ensure adherence to up to date legislation across the Group.

Conduct safety training

For the continuous improvement of our employees and apprentices skills, and to keep them vigilant at all times, we ensure that regular training, through presentations, practical 'hands on' training and toolbox talks on the shop floor, are delivered on a regular basis as refresher training and also when/where a training need/ gap is identified.

The aim of the training being delivered is to enable our employees including our apprentices to get practical experience and practice on workplace safety issues instead of only hearing about what to do and reading about it. We believe that having a 'hands on' practical experience is key.

The training which is offered to all our employees, including apprentices is reviewed by our Training Manager alongside our Health and Safety Manager on a regular basis to ensure it is relevant and up to date.

Prevent foreseeable risks/ Risk assessments

We actively manage health and safety throughout the business, including at the Apprentice Engineering Academy's, by preventing incidents that can compromise the health and safety of our employees, including apprentices in the workplace. To achieve this we create and implement preventative measures in all areas of the business rather than offering a cure. We identify key areas where we see potential risks/ accidents happening and carry out risk assessments.

The risk assessments are carried out in the relevant workplace across all Divisions including the Apprentice Engineering Academy's. Risk assessment are carried out annually and more often where the following applies:

- Whenever a new contract we are working on brings in significant new hazards to our employees including our apprentices or the workplace
- Whenever our staff turnover is high- if we have new employees across the business their work will be checked against the annual risk assessment
- whenever something happens to alert the Health and Safety Manager, Mark Horton or further Management Team to the presence of a hazard – for example, an unusual volume of sickness absence, or complaints of stress and bullying
- In response to particular changes to the level of risk our employees including our apprentices – for example, where one of our employee returns to work after a period of long-term sickness absence; or
- Where an employee is pregnant or breastfeeding and her work might involve a risk to her or her unborn child's health and safety. (Regulation 16, Management of Health and Safety at Work Regulations 1999).

Risk assessments pertaining to online threats and cyber security issues are undertaken by our Health and Safety Manager, alongside our IT Manager, Ian Bray. The ICT Risk Assessment includes,

- Identifying our company assets- these are split in to the following categories: proprietary information, hardware, software, client information, network topology, etc.
- Recognising the threats- the IT department send monthly emails to the computer uses highlighting any threats we may account and ask all employees including apprentices to remain vigilant
- Spotting the vulnerabilities within our systems
- Assessing the likelihood of incidents
- Specifying possible repercussions

- Determining controls
- Improving continuously

Provide the right workplace facilities/ tools

We recognise that our employees including our apprentices may be more prone to health and safety issues if they don't have the right facilities or tools to use to do their jobs. Faulty or inappropriate facilities/tools can make doing work less efficient for our employees, including for our apprentices. At the same time, it makes it a less safe environment too. Regular checks are in place to ensure that all materials are correct and well stocked. At the beginning and end of each day the 'stores person' for the appropriate working location carries out a stock check to ensure all items that are being distributed and collected are of acceptable use.

Our maintenance team ensure that all our facilities are maintained to a high standard as set out and expected by our Managing Director, Mr Steve Hartley. The Apprentice Engineering Academy's based in Blackburn and Rotherham carries out additional checks to those of facilities/ tools. For example, all of our Apprentice Engineering Academy Training Staff are vetted (Enhanced DBS checks) before they work in proximity of young learners, vulnerable adults and apprentices.

Reporting and Recording Activity

In the event of a Health & Safety issue the correct procedures to follow are:

Accident Reporting

All accidents, no matter how trivial, should be reported to the WEC Group Health and Safety Manager. The WEC Group will take all necessary steps to comply with the Reporting of Injury, Diseases and Dangerous Occurrences Regulations 1995.

In the case of a death, specified major injury or condition, or a dangerous occurrence, relevant individuals must notify the Health and Safety Manager/ Apprentice Engineering Academy Manager as soon as possible.

The WEC Group Health and Safety Manager will make arrangements to ensure that the Health and Safety Executive is notified immediately e.g. by telephone and this will be followed up within ten days by a written report to the Health and Safety Executive

In the case of over seven-day injury to a person at work, the Health and Safety Manager will ensure a written report is sent to the Health and Safety Executive within ten days of the accident.

The Health and Safety Manager is responsible for ensuring that over three days" injury, caused by an accident at work, keeps records of all reportable injuries and dangerous occurrences containing the date and time of the accident causing the injury or the dangerous occurrence; and the following particulars about the person affected:

- Full name,
- Occupation,
- Nature of injury or condition,
- Place where the accident or dangerous occurrence happened
- Brief description of the circumstances.

The WEC Group will keep a copy of each completed accident report in a file in order to fulfil this requirement, these will be stored confidentially on the internal database and also within personnel files in the Human Resources Department. This is directly reported to The WEC Group H&S Manager via:

a. Email: mark.horton@wecl.co.uk

b. In writing to, The WEC Group, Britannia House, Junction St, Darwen BB3 2RB

The WEC Group will arrange for all accidents, near misses and reported hazards to be investigated to determine the need for remedial action and with an aim to continuously improve. The WEC Group Managing Director and The WEC Group H&S Manager will be responsible for making decisions in relation to accident investigations. The MD and Health and Safety Manager will be responsible for the investigation of near-misses and reported hazards. The accident or incident investigation form should be used for near-misses. The WEC Group H&S Manager will be responsible for producing an appropriate form for the investigation of reported hazards. The WEC Group H&S Manager will be responsible for ensuring that accident statistics are compiled for presentation at Senior Leadership/ Governance meetings.

It is a requirement of the Social Security Act 1975 that all workplaces with ten or more staff must have an Accident Book where the details of any incident may be recorded, either by the employee/ apprentice concerned or by someone acting on their behalf. Accident Books are kept in secure locked locations by each Service Centre Manager.

Review and Continuous improvement

We monitor the impact of this policy through a multi-layered approach including:

- Governance Meetings (Quarterly)
- Employee Forums (Quarterly)
- Shop floor Management Reviews and Assessments (Weekly).

To enable us to remain committed and to continue to make improvements in all areas related to Health and Safety we carry out monthly reviews using the below data/ information:

- Risk assessments
- Key data and records, including training records and accident reports
- Management information on H&S KPIs
- Staff surveys
- Feedback from H&S forums
- Impact from learning and development activities
- Best practice highlights from our trade journals, etc., in order to increase safety awareness and to minimise incidents of H&S and mental health/wellbeing issues. We train and develop our staff with best practice insights and key lessons learned.

This Health and Safety Policy is reviewed 6 monthly- additional reviews may be needed in the event of updated legislation or any health and safety incidents.

NEXT REVIEW DATE: 26/05/2026

SIGNED: _____ **DATE:** 26/11/25

Steve Hartley, Managing Director

Contact Details

WEC Group Managing Director: Steve Hartley	07774 768342
Health and Safety Manager: Mark Horton	07469 454182
Maintenance of Buildings or Machines : Jaroslaw Besterci, Group Maintenance Manager	07570 829167
Maintenance of Electrics; Jaroslaw Besterci , Group Maintenance Manager	07570 829167
Utilities: Jaroslaw Besterci, Group Maintenance Manager	07570 829167
Emergency Equipment: Jaroslaw Besterci, Group Maintenance Manager	07570 829167
Human Resources: Gemma Kennedy, Group HR Manager	07384 460546
WEC Group Designated Safeguarding Lead/ Prevent: Edd Belshaw	07570 808267
WEC Group Safeguarding Officers/ Prevent: Gemma Kennedy Kris Mercer Phil Hosey Jason Bradder Naomi Coates	 07384 460546 07493 969929 01254 773718 01254 773718 01254 773718
WEC Group Engineering Academy Governing Team: Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Neil Burrows- Governor Chris Dickinson- Governor Derrick Connelly- Governor	 07774 768342 07384 460546 01254 773718 01254 773718 01254 773718 01254 773718

Appendix A - General Risk Assessment Policy

It is the policy of The WEC Group to comply with the Management of Health and Safety at Work Regulations 1999 and it's Approved Code of Practice.

The WEC Group will ensure suitable and sufficient assessment of the risks to the health and safety of its employees and apprentices whilst they are at work are completed. They will endeavour to identify the preventative and protective measures necessary to comply with the requirements of the relevant statutory provisions. The person responsible for coordinating the completion of inspections to ensure assessments are completed on behalf of The WEC Group are the Health and Safety Manager, Service Centre Managers and the Apprentice Engineering Academy Management Team.

At the WEC Group we recognise that for many of our apprentices this will be their first job and as such we take the following factors in to account when undertaking an apprentice's risk assessment in particular:

- Their lack of experience and lack of awareness of hazards within the workplace
- Their lack of awareness of risks to their Health and Safety
- The fitting out and the layout of their workstation and workplace
- The nature, degree and duration of any exposure to biological, chemical or physical agents
- The form, range use and handling of work equipment
- The way in which processes and activities are organised
- Any Health and Safety Training given or intended to be given
- Risks associated with certain specified agents, processes and work activities
- Risks associated with workplaces, e.g. work ethos, work relationships, employee rights, mental health and wellbeing support, financial worries, etc.

To fulfil our responsibilities as outlined above, we will:

- Inform our insurance company of our apprentice intake
- Identify how many apprentices we have in our workplace
- Identify all tasks, operations and activities undertaken by our apprentices
- Complete a detailed assessment of each task or operation if the risk is unavoidable
- Inform parents, guardians or others responsible for apprentices of key findings of risk assessments and the control measures we have taken
- Provide apprentices with sufficient information, instruction and training as detailed in our policy statement to ensure their Health and Safety whilst undertaking tasks
- Provide suitable levels of supervision, appropriate to the role. Note: All apprentices will be allocated with mentors until qualified and experienced
- Liaise closely with the Apprentice Engineering Academy Management Team to ensure their satisfaction with our management of health and safety once the apprentices are released for full time roles within different divisions
- Provide accident records to the Governance team on a regular basis to allow them to assess and identify any trends in accidents relating to Apprentices and ensure that serious injuries are appropriately reported, investigated, resolved and measures put in place to mitigate and improve.

Where any assessment identifies any Health Surveillance, this will be carried out following consultation with suitably qualified and competent persons.

To assist in undertaking the measures identified as necessary to comply with relevant statutory provisions, The WEC Group has involved a number of competent persons. Coordination of the necessary measures and competent persons will be co-ordinated by the Service Centre Managers and the Apprentice Engineering Academy Management Team, all are Health and Safety qualified or experienced with the relevant qualifications.

The WEC Group requires that results of the risk assessments, including identified risks and any necessary preventative and protective measures are brought to the attention of relevant employees including apprentices. The WEC Group ensures that Risk assessments are reviewed and updated to take into account changes in work activities, technology and legislation. The person responsible for coordinating reviews of risk assessments is the Group Health and Safety Manager, Mark Horton. Once a risk assessment has been completed it is a requirement that it is reviewed and where action is necessary to reduce existing risk, this will be reviewed as part of the assessment process.

Manual Handling Policy

It is the policy of The WEC Group to comply with the Manual Handling Operations Regulations 1992 utilising the guidance given by the Health and Safety Executive.

In particular, The WEC Group will endeavour to ensure that they: -

1. Avoid the need, so far as is reasonably practicable, for employees including apprentices to undertake any manual handling operation which involves a risk of injury.

2. Where a manual handling operation cannot be avoided a suitable and sufficient assessment will be carried out. The person responsible for coordinating the inspections of Manual Handling Assessments is the Health and Safety Office and the Service Centre Manager.

3. Take appropriate steps to reduce the risk of manual handling operation injury to the lowest level reasonably practicable, and provide employees including apprentices with general indications on the weights of loads.

4. Adopt a Generic Assessment to cover 'ad hoc' manual handling activities which occur from time to time and which do not lend themselves to Assessment.

Manual Handling Guidance

It is recognised that certain non-routine work will involve repetitive manual handling tasks which do not lend themselves to detailed analysis and assessment. The WEC Group will therefore ensure that the following information is brought to the attention of employees including apprentices who may be engaged in such non-routine operations:

- Employees including apprentices are expected to only work well within their own individual capabilities and to make full and proper use of any systems of work which reduce the risk of injury.
- Employees including apprentices are expected to exercise their own common- sense and judgement and if a particular manual handling task seems likely to approach the limit of their own capabilities, then mechanical assistance or the assistance of colleagues is to be used

- In any cases of doubt, employees including apprentices must contact their immediate Supervisor.
- Whilst The WEC Group will ensure that all reasonably practicable steps are taken to reduce risk during manual handling operations, employees including apprentices are asked for their co-operation. In particular, employees including apprentices are asked to bring to the senior management's attention any manual handling tasks which might be eliminated, simplified or improved.
- The WEC Group will investigate any incidents reported to them which involved or could foreseeably have involved, an injury due to manual handling with a view to undertaking measures, so far as is reasonably practicable, to reduce the risks. Employees including apprentices' co-operation in such investigation and assistance in determining suitable measures is considered to be of vital importance.
- The WEC Group will arrange for the appropriate training of employees including apprentices who may be involved in non-routine manual handling operations so that they are able to take the above action and in particular, recognise the limit to their individual capabilities, to make full and proper use of systems of work which will reduce risk of injury and to be aware of any mechanical assistance or other assistance available during the manual handling operation.

Fire Safety

This WEC Group Policy is a 'serious and imminent danger procedure' under the Management of Health and Safety at Work Regulations 1999.

- The WEC Group acknowledges that the Regulatory Reform (Fire Safety Order) 2005 applies to all WEC Divisions and sites including the Engineering Academy's.

Employees including apprentices must always be alert to the dangers of fire and each of us can help to minimise the risk of fire starting by:

- Fire doors must be unlocked and accessible at all times.
- Keeping fire doors closed.
- Keeping walkways and stairways clear at all times.
- Keeping the work place clean and tidy.
- Reporting any faults in fire protection equipment or faulty electrical office equipment.

Fire precautions are posted in all WEC Group premises including the Apprentice Engineering Academy and it is in all our employees' interests to familiarise themselves with the action to be taken in an emergency, so that they may act quickly and confidently should a fire occur.

Employees including apprentices should familiarise themselves with the following:

- Assembly point
- Fire instructions
- Placement of fire hoses and fire extinguishing equipment
- The position of emergency exits

Adherence to the procedure for evacuating the Company's premises must be followed and fire drills, in which employees including our apprentices must participate, will be held on a regular basis, as a minimum every year.

Fire Marshals

Fire Marshall for each division are displayed on the department notice board

Fire Procedure

Upon discovering a fire, no matter how small, the following are the guidelines to adopt:

- Raise the alarm
- Break glass at nearest alarm point
- Try to extinguish the fire if it is small enough, safe to do so, and you know how/ are trained to do so, using the nearest appropriate extinguisher
- If in any doubt call the Fire Brigade IMMEDIATELY
- On hearing the fire alarm assist any visitors to evacuate the building ensuring no one is left behind. Leave by the nearest fire exit and REMEMBER:
    - Close all doors and windows as you go to prevent fire and smoke spreading.
    - Do not stop to collect personal belongings.
    - Do not panic or run.
    - Do not walk through the building to get to the nearest assembly point - take the nearest exit and go round the building.

Once employees have left the building, you must assemble at the designated area so that management can check that employees including our apprentices and all other persons are safe. Employees including apprentices must not re-enter the building until instructed to do so by management or the fire Manager.

Which extinguisher for which type of fire?

TYPE OF EXTINGUISHER	COLOUR OF LABEL	TYPE OF FIRE
CARBON DIOXIDE GAS	Black	Electrical fires Flammable gasses Flammable liquids
FOAM	White/Cream	Flammable liquids
POWDER	Blue	Any type of fire
WATER	Red	Fabric Paper Textile Wood

Tips for dealing with a fire, only if safe to do so and does not put yourself or others at harm

- If a person's clothing is on fire, use a fire-blanket, rug or other similar article and wrap it around the person
- The person should be laid on the ground to prevent flames reaching the head
- If electrical fittings are involved in a fire, be sure that the current is switched off before they are touched or the fire dealt with
- Shut the doors and windows of the room in which a fire is discovered to reduce the risk of fire spreading, if it is safe to do so

Fire Hazard Identification Help Sheet

For a fire to start, three things are needed: -

- a source of ignition;
- fuel; and
- oxygen

If any of these are missing a fire cannot start and taking steps to avoid all three coming together will therefore reduce the chances of a fire occurring.

Identifying sources of ignition

Potential ignition sources can be identified by looking for possible sources of heat which could get hot enough to ignite material. Sources of heat include: -

- Naked flames;
- Electrical, gas or oil-fired heaters (fixed or portable);
- Fabrication and welding processes;
- Cooking;
- Engines or boilers;
- Machinery;
- Faulty or misused electrical equipment;
- Lighting equipment, e.g. halogen lamps;
- Hot surfaces and obstruction of equipment ventilation; Friction;
- Static electricity;
- Arson;
- Smokers' materials, e.g. cigarettes and matches.

Scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns, etc are all indications of 'near-misses' and can help you identify Hazards.

Identifying Sources of Fuel

Anything that burns is potentially a fuel for a fire, so you need to identify things that will burn reasonably easily and which are in sufficient quantity to provide fuel for a fire or to cause it to spread to another fuel source. Examples include: -

- Flammable liquid-based products, e.g. paints, varnishes, thinners, adhesives;
- Flammable liquids and solvents, e.g. petrol, white spirit, methylated spirit, paraffin;
- Flammable chemicals;
- Wood;
- Paper and card;
- Plastics, rubber and foam, such as polystyrene and polyurethane, e.g. foam used in upholstered furniture;
- Flammable gases, e.g. Acetylene, Propane;
- Furniture, including fixtures and fittings;

- Textiles;
- Loose packaging materials; and waste materials
- Large areas of the internal construction, incorporating hardboard, chipboard, block board walls or ceilings; or synthetic ceiling or wall coverings, such as polystyrene tiles.

Identifying Sources of Oxygen

The air around us provides the main source of oxygen for a fire and which is provided by the ventilation system in use, e.g. natural air flow through doors, windows, etc or mechanical air conditioning and air handling systems. Additional sources of oxygen could include: -

- Certain chemicals (oxidising materials) which provide a fire with additional oxygen and are identified on their container by the manufacturer or supplier;
- From cylinder storage and piped systems.

First Aid Policy

The WEC Group including the Apprentice Engineering Academy's will make adequate provision for First Aiders and First Aid equipment at its premises of work. The WEC Group Health and Safety Manager will ensure that the following takes place:

- There are an adequate number of appointed First Aiders for each Division including at the Apprentice Engineering Academy's and that a list of these trained appointed persons is maintained, available for inspection and is displayed
- An adequate number of First Aid Boxes is maintained, their locations are known by all employees.
- A nominated person will be identified who will be responsible for ensuring that First Aid Boxes meet established statutory requirements and that these are checked against a stock list at an appropriate frequency and re-stocked as necessary.

Control of Substances Hazardous to Health

Some substances present, or used, in the workplace may be hazardous to health: these include chemicals, fumes, dust and bacteria. Repeated exposure to hazardous substance can be linked to serious diseases that may take years to develop.

Exposure to substances hazardous to health may be from contact with skin or eyes, breathing in or swallowing. Punctured skin may also be a route for substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

To fulfil our responsibilities as outlines above, we will:

- Create a register of hazardous substances used or produced in any process and list these on noticeboards
- Carry out specific risk assessments for all hazardous substances and relevant processes
- Issue personal protective equipment where no other appropriate control measures are satisfactory

- Carry out health surveillance and/or health monitoring, if appropriate
- Ensure that no eating or drinking takes place near the areas where the hazardous substances are found
- Provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances
- COSHHH safety data sheets are available which provides key safety and first aid treatment information

Monitoring workplace exposure (COSHH)

Regular workplace exposure monitoring is regularly carried out to measure the extent of a hazard (at WEC this would typically be the monitoring of substances or noise levels) during the course of completing a particular task.

Documented records must be formulated, with regard to all monitoring of control measures undertaken, stating procedures of use, location of where the monitoring was undertaken, and the names of the employees monitored.

Any inadequacies with regard to monitoring must be reported on an immediate basis, and they must be discussed with the Managing Director or the Group Health and Safety Manager. Any required changes that may become necessary must be implemented on an immediate basis.

In the event of it not being possible to implement the required changes on an immediate basis, a complete prohibition on the use of the substance/ activity must be considered.

Display Screen Equipment

Display screen equipment (DSE) is used to describe not only the visual unit (VDU) of a computer but also the other computer equipment and the workstation where it is used, i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The WEC Group will carry out a suitable and sufficient analysis of all workstations to assess the health and safety risks to exposed employees including apprentices. The completion of these assessments will be coordinated by the Group Health and Safety Manager.

- Any workstation which is put into service will meet the requirements as set out by the HSE
- The WEC Group Managing Director will plan the activities of "users" to allow periodic breaks or changes of activity.
- The Human Resources department will arrange for appropriate eye and eyesight tests to be carried out on "users" by a competent person, on request, and at appropriate regular intervals as recommended by the competent person.
- All "users" will be informed of appropriate workstation analysis assessments, the arrangements for work interruption, where necessary, and be trained in the use of their workstation.

- The WEC Group will ensure that all the above requirements are put in to place for any apprentices that will be 'users' of display screen equipment, in particular in classroom situations at the Apprentice Engineering Academy's.

- All employees and apprentices will be issued with WEC Group's ICT Policy to ensure safe use, appropriate access and limitations/restrictions as applied to our IT networks and services. WEC Group will continuously monitor access periodically to ensure that we safeguard and protect our digital assets, company information, our employee personal data and safety online, in line with Information Commissioners Office (ICO) registration, Certificate ZA508233.

Smoking, drugs and alcohol

Alcohol and drug misuse or abuse can be a serious problem within the workplace. Employees including apprentices who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. The company has a duty to protect the health, safety and welfare of all its employees including apprentices. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication.

- No alcohol or drugs must be brought onto, consumed or sold on company premises at any time. Employees including apprentices must never drink alcohol or take drugs if they are required to drive private or company vehicles on company business. All employees must also not drink alcohol or take drugs when they are on operational standby or on call.

- Social drinking after normal working hours and away from the company's premises is, of course, generally a personal matter and does not directly concern the company. The company's concern only arises when, our employee is under the legal age or because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work deteriorates.

- A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

- If an employee is found under the influence of alcohol and/or drugs whilst at work, there could be serious health and safety consequences to themselves and to others. If an apprentice is found under the influence of either alcohol or drugs then the safeguarding team will be immediately advised. Incapacity or misconduct caused by an excess of alcohol or drugs at work is a gross misconduct offence under the company's disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying and/or selling drugs or in possession of or taking drugs on the company's premises.

- The company reserves the right in any of these circumstances to arrange for the employee to be escorted from the company's premises immediately and sent home without pay for the rest of the day or shift. Support from specialist agencies may be bought in to help support the individual with any issues and/or concerns that may be or become apparent.

Alcohol and drug testing

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, the company reserves the right to carry out random alcohol and drug screening tests on those employees including apprentices in the workplace whose activities and job duties have a significant impact on the health and safety of others.

All employees who are Personal Track Safety (PTS) approved will have an alcohol and drug screening test in accordance with the Rail Safety Procedure- WEC Rail 001.

If an employee including an apprentice receives a positive test result, this will be viewed as a gross misconduct offence and renders the employee liable to summary dismissal in accordance with the company's disciplinary procedure.

Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

Should any employee/ apprentice approach the WEC Group and volunteer a condition relating to either drug or alcohol abuse it would be the WEC Groups intention to:

- Deal with the individual in a sympathetic manner. If the individual is an apprentice, then the designated safeguarding lead, Dean Duffy, would be informed with immediate effect.
- Consider the individual's current employment role in terms of health and safety risks and take the appropriate action
- Consider if any further health monitoring would be necessary, including signposting to specialist agencies, as necessary
- Should any employee/apprentice be found under the influence of alcohol or drugs then they will be removed from the premises pending an investigation.

Smoking Policy

WEC Group Ltd acknowledges that second hand tobacco smoke is both a public and work place health hazard and have therefore adopted this no smoking policy. The policy seeks:

- To protect the health of employees, apprentices, customers and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with Health & Safety Legislation and Employment Law
- Inform employees apprentices and managers of their responsibilities in respect of the Policy
- Support smokers in helping them cope with increased restrictions on them smoking during the working day
- Promote the culture of a smoke free organisation

Restrictions on Smoking

Smoking is not permitted in any part of the premises, grounds or entrances at any time, by any person regardless of their status or business with the company.

This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

Such spaces include, receptions, offices, shop floor, corridors, toilets, cloakrooms and canteens

Smoking will **not** be tolerated at the entrances or exits to company grounds

Stress and Violence

Violence may take the form of bullying, physical contact, harassment, insulting behaviour, racist and sexist behaviour and other forms of behaviour which may cause stress to employees including apprentices.

The WEC Group strives to take all necessary measures to prevent risk of physical injury and stress to WEC Group employees, including apprentices arising from violence at work or at the Apprentice Engineering Academy's – further information is documented within our Equality & Diversity Policy. All instances of violence must be reported to a Service Centre Manager or to the Apprentice Engineering Academy Management Team. Disciplinary action, including dismissal, will be taken in proven cases of violence or aggressive behaviour by one employee/ apprentice towards another employee or apprentice.

In cases where employees including apprentices, visitors, members of the public and other persons attending the premises have a past record of violence or aggressive behaviour, employees and apprentices must always be accompanied by another employee or apprentice when attending to or dealing with such persons.

The WEC Group reserves the right to deny access to their premises of persons with a past record of violence or aggressive behaviour.

Personal Protective Equipment

It is the policy of The WEC Group to comply with Personal Protective Equipment at Work Regulations 1992.

Personal Protective Equipment (PPE) includes eye protection, hearing protection, respiratory equipment, such as dust masks etc. PPE also includes protective clothing such as overalls, aprons, gloves, safety helmets and high visibility jackets etc.

When issued with PPE there are certain rules employees and apprentices must obey:

- Use equipment provided
- Keep equipment clean - remember hygiene
- Store equipment in a clean and safe place
- If there are any doubts then the employee/ apprentices must ask their supervisor

Risk Assessment for PPE

Where any task, operation or process holds a foreseeable risk of harm, then a member of the Senior Leadership Team/ Apprentice Engineering Academy team will carry out a risk assessment.

The manager or supervisor will communicate the outcome of any assessment to all relevant employees/ apprentices in their division. It is an employee/ apprentice's responsibility to comply with the control measures in the risk assessment.

All Personal Protective Equipment will be maintained and alternative accommodation provided for it

when it is not in use.

Health & Safety committee/ reporting

It is proposed that all health and safety concerns identified by any means will be discussed at all Senior Management Team (SMT) meetings and Apprenticeship Governance meetings.

Terms of Reference

The objective of the Management Team is to promote full co-operation between employees/ apprentices in the production and implementation of measures to ensure health, safety and welfare of all at work (online and offline)/training and members of the public.

- The Management team will monitor safety performance and make recommendations on new safety measures and revision of existing procedures.
- The Management team will analyse how the safety policy is being implemented.
- The Management team will review accident and incident reports, identify any developing trends and provide recommendations.
- The Management team will cover general standards of safety rather than day-to-day safety matters which will be reviewed by the line management function.
- The Management team will be made up of the following individuals:
  - Managing Director
  - Training Manager
  - Quality Manager
  - Health and Safety Manager
  - Service Centre Manager's
  - Human Resources Manager

Training

The WEC Group will comply with the Health and Safety at Work Etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 with respect to training.

Before entrusting any task to an employee/apprentice the WEC Group will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

The WEC Group will provide employees/apprentices with health and safety training: -

a. On recruitment - The induction will give general health and safety training on the risks associated with The WEC Group undertaking, including arrangements for first aid, fire and evacuation. There will be a tailored Apprenticeship Induction which will cover points in greater detail.
b. On being exposed to new or increased risks due to transfer or change of responsibilities or due to the introduction of new or changed work equipment or technology.
c. Periodically as refresher training, as appropriate.

Records will be maintained of all training that has been given, this will be held on the Training Database and against personnel records. The person responsible for co-ordination of training on The WEC Group behalf is the Health and Safety Manager.

Management of Health & Safety

This Health and Safety Policy illustrates the sustained commitment and interest of The WEC Group which it considers essential for successful health and safety management.

The Health and Safety Manager, in discussion with the WEC Group Managing Director, the Designated Safeguarding Lead and Apprentice Engineering Academy Training Manager will utilise the in-house database. It is intended that this should include:

I. Report on all accidents, incidents, near-misses and hazard reporting- this will be accessed on the internal accident/incident database.

II. Progress reports on completion of Risk Assessments - this will be accessed on the internal accident/incident database, all risk assessments.

III. Other health and safety issues raised internally through company employees/ apprentices – e.g. any online and cyber issues as raised via our IT Department, Safeguarding and Prevent issues/concerns as raised by our Designated Safeguarding Lead and/or any mental health and wellbeing issues as raised via Training Managers, HR or other colleagues.

Working at Height

The Work at Height Regulations came into force on the 6 April 2005. The Regulations applies to work at height where there is a risk of a fall liable to cause personal injury. Work at Height means that someone is either working at any place above or below ground level or obtaining access to or egress from such a place while at work, except by staircase or permanent workplace, where if measures required by the regulations were not taken, the person could fall a distance liable to cause injury.

It is important that all WEC Group Managers, employees including our apprentices are aware that previous legislation which stated a height of 2 metres or more, no longer applies under the current regulations and that no specific height is specified any longer due to more accidents occurring at heights below 2 meters. The main requirements are to ensure:

a. All work at height is properly planned and organised.
b. Risks from work at height are assessed.
c. Only competent persons are involved with work at height.
d. Appropriate work equipment is selected, used, thoroughly inspected and maintained.
e. Risks from fragile surfaces are properly controlled.

Electricity

The WEC Group will ensure that they provide suitable and sufficient safety controls such as PAT testing where employees/ apprentices are working with electrical equipment.

Safe Working Procedures

The WEC Group accepts that the Health and Safety at Work etc. Act 1974 Section 2(2) (a) requires that Safe Systems of Work must be completed and will, as such, comply with the necessary regulations. The WEC Group also recognises that Regulation 4 of the Management of Health and Safety at Work Regulations 1999 requires them to make arrangements that are appropriate for the effective planning, organisation, control, monitoring and review of the preventative measures.

The WEC Group acknowledges that as the risk assessment process develops, there may be situations where it is not possible to totally remove all risk, in which case all correct methods of carrying out the activity, compliant with a Safe System of Work will apply.

Slips, trips and falls

Regulation 12(3) of the Workplace (Health, Safety & Welfare) Regulations 1992 require surfaces to be kept free from obstruction or from any substance which would cause a slip, trip or fall.

Slips are caused by:

- Inadequate footwear for the prevailing work conditions.
- Inadequate coefficient of friction for the slope of the floor surface.
- Liquids, sludges or fine powders on the floor surface.
- Granular material on the floor surface.
- Oil, whether process oils, fuel oils or from transport.
- Snow and ice.

Trips are caused by:

- Abrupt changes in surface level.
- Raised cracks.
- Badly worn concrete.
- Holes.
- Trailing cables.
- Materials or articles projecting into walkways.

The WEC Group will ensure that they provide suitable and sufficient safe working procedures and guidance in accordance with the points above.

Work Equipment

It is the intention of The WEC Group that all machinery, whether static or mobile will be appropriately guarded to the relevant assessed risks, in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.

The WEC Group will take all necessary steps to comply with the regulations. When any machinery is to be purchased HSE Guidance will be observed in consultation with the WEC Group Health and Safety Manager. The WEC Group ICT Policy for purchase and usage of IT equipment and devices, as well as restrictions around our IT network will apply. Please refer to our ICT Policy for further details, limits and restrictions.

Lone Working

The WEC Group recognises its responsibility to comply fully with legal obligations in relation to lone working, i.e. employees working without direct or close supervision, who have no visual or audible communication with another person who is capable of providing assistance without delay, should injury or illness occur, and to prevent the risks associated with lone working as far as is reasonably practicable.

The WEC Group will ensure that any employee, excluding our apprentices, who may work alone receive instruction or training in how to identify potential risks and take appropriate actions. Following a completed risk assessment, a hierarchy of controls will be implemented to reduce the risk of ill health and injury. It is important to note, our Apprentices will not be asked to work alone or without Supervision.

Lone workers will be provided with an appropriate means for obtaining back up support and or emergency services.

Following any incidents, The WEC Group will ensure that support is provided to the individual where appropriate.

All staff are required to keep their Outlook calendars up to date with details of visits so they can be contacted in an emergency.

Noise

The WEC Group is aware of the Noise at Work Regulations and where it believes that employees including apprentices are exposed to noise levels that would designate the area as either Lower Exposure Action Level or Upper Exposure Action Level appropriate hearing protection will be provided and worn.

Where, due to the nature of an employee/apprentices work, they are exposed to a range of different noise levels then the HSE's Noise exposure calculator may be used. A copy of the Noise Assessment, where necessary and appropriate, will be obtained by WEC Group Health and Safety Manager.

The WEC Group will ensure that they provide suitable and sufficient controls to prevent apprentices being exposed to high levels of noise.

Confined space working

Any place in which dangerous fumes or lack of oxygen are liable to be present, to such an extent to overcome employees/ apprentices, must be regarded as a confined space. If WEC Group require employees/ apprentices to work in a confined space they will be trained in the correct procedure which will include certifying that the space has been:

- Effectively isolated to prevent the ingress of dangerous fumes.
- Cleared of deposits liable to give off dangerous fumes.
- Vented/tested and has an adequate supply of fresh air.

As part of the safe system of work (permit) other precautions may be required – as a Company we check the permit conditions before instructing employees/ apprentices to work.

Hand Arm Vibration (HAVS)

All WEC Group employees/ apprentices are required to complete a Hand Arm Vibration assessment upon commencement of employment. This is reviewed annually and controlled and recorded by the WEC Group Health and Safety Manager.

The use of vibration tools is closely monitored and recorded on our internal system. Any concerns are raised with the Group Health and Safety Manager who will address them appropriately and efficiently.

Management of Contractors

Where contractors are on the WEC Group premises or where the WEC Group operates control over other contractors, the Managing Director and Apprentice Engineering Academy Training Manager will oversee and review the operation of all Contractors under their control.

Where the WEC Group engages with contractors, the WEC Group will have sight of the following documentation before approving a contractor to work with them.

- Insurance Cover
- Health & Safety policy
- Risk Assessments
- Issuing of Polices and Procedures, as necessary

New and expectant mothers

The WEC Group recognises its duties to new or expectant mothers under the Health and Safety at Work etc. Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

Where any work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, the risk assessment required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 shall also include an assessment of such risk.

Where the risk assessment identifies risks to new or expectant mothers and these risks cannot be avoided by the preventive and protective measures taken by the organisation, the organisation will:

a. Alter the working conditions or hours of work/training if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met.

b. Identify and offer suitable alternative work/training that is available, and if that is not feasible.

c. Suspend from work on full pay/ take a break in learning (please refer to WEC Group Break in Learning Policy).

Definition of 'new or expectant mother'

For the purpose of this policy, a new or expectant mother is defined as meaning an employee/ apprentice:

a. Who is pregnant.

b. Who has given birth within the previous six months; or

c. Who is breast feeding.

Duties of Staff

Employees/ apprentices must notify their Manager/Training Manager as soon as they become aware that they are pregnant in order that the appropriate preventive and protective measures can be taken by the organisation.

Young Workers

The WEC Group recognises its duties towards young persons under the Health and Safety at Work etc. Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999. The WEC Group hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health or safety. For the purposes of this Statement of Policy, a young person means any person who has not attained the age of eighteen years. The WEC Group will not employ a young person for work services:

a. Which is beyond their physical or psychological capacity; or
b. Which involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training, and in determining whether work will involve harm or risks, regard shall be had to the results of the risk assessment carried out under regulation 3(1) of the above regulations.

Nothing in the above paragraph shall prevent the employment of a young person for work:

a. Where it is necessary for their training;
b. Where the young person will be supervised by a competent person; and
c. Where any risk will be reduced to the lowest level that is reasonably practicable.

Appendix B

Health and Safety Policy Statement

WEC Group recognises our duties under the standard requirements ISO 45001:2018 and current Health and Safety legislation. We will strive to meet the requirements of this legislation and maintain a safe and healthy working environment for our employees including our apprentices.

All Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the Health, Safety and Welfare of those that are likely to be affected by the operation of the business and the Apprentice Engineering Academy.

WEC Group recognises its duty to make regular assessment of the hazards and risks created in the course of the business.

WEC Group recognises its duty, so far as is reasonably practicable:

- To meet all statutory, regulatory and legal obligation to maintain safe and healthy working conditions and employees including apprentices' health and fitness for work
- To provide adequate control of the Health and Safety risks so identified
- To provide and maintain safe plant and equipment
- To ensure the safe handling and use of substances
- To provide information, instruction, training where necessary for the workforce including apprentices, taking account of any who do not have English as a first language
- To ensure that all employees including our apprentices are competent to do their work, and to give them appropriate training
- To prevent accidents and cases of occupational illness
- To actively manage and supervise Health and Safety at work
- To have access to competent advice
- To seek continuous improvement in Health and Safety performance and management through regular (6 monthly) reviews and revision of the H&S policy
- To provide the resource required to make this policy and WEC Group Health and Safety arrangements effective
- To cooperate and work with other employers when work is deployed at premises or sites under their control to ensure the continued Health and Safety of all those at work
- To cooperate and work with other employers and their employees, when their employees come

onto WEC Group premises or sites to do work for the group, to ensure Health and Safety for everyone at work

- To ensure consultation and participation of non- managerial workers, vis 'workers representative' on matters affecting their Health and Safety
- To ensure periodic occupational screening for employees

To help achieve our objective and ensure our employees including our apprentices recognise their duties under Health and Safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company Health and Safety rules in the Company Handbook which is made available to every employee and apprentice employed by the Group.

Appendix C - Internal Counselling Service available:

UK Healthcare confidential counselling helpline number: 0800 107 6585- this service is completely confidential, you will need to quote scheme 72740

You can also download the app from the app store, it is called 'My Healthy Advantage' Our reference code for the app is MHA169154

Useful links

Health and Safety at Work etc. Act 1974 (legislation.gov.uk)

Legal requirements – Work related violence - licensed, retail (hse.gov.uk)

wec-company-handbook-2022.pdf