

HEALTH AND SAFETY POLICY



MHB Consultants Ltd recognise and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its' activities. The Company is committed to:

- Ensuring that its activities will, as a minimum, comply with all relevant statutory requirements, and that reasonably practicable measures will be taken to minimise risk to its employees or others who may be affected by its operations. In every area of our activities a high standard of health & safety is pursued. We are committed to the integration of safety into all areas of our activities and to the implementation of continual improvement through setting of objectives and targets at Management Reviews, training in safe behaviours, and re-educating un-safe behaviours.
- Operating the business to the systems required by the British Standard ISO 45001:2018.
- Ensuring that adequate financial resources will be made available to ensure this policy is implemented and that staff receive the necessary training to allow them to carry out their work safely.

The managing director is responsible for the Health & Safety Policy, and for the implementation, maintenance, and review of health & safety management. All staff are responsible for the operation on a day-to-day basis, ensuring health & safety is given the highest priority in all activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Company health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

The Managing Director is responsible for the Health & Safety Policy, and for the implementation, maintenance, and review of health & safety management. All staff are responsible for the operation on a day-to-day basis, ensuring health & safety is given the highest priority in all activities.

b) Procedure in the event of an accident

An Accident Book is available from your line manager and it is the responsibility of each individual employee to report and record all accidents involving personal injury, no matter how minor.

It is your responsibility to provide complete and accurate information to enable management to find out what went wrong, learn lessons and take action to prevent or reduce such accidents/incidents in the future.

Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work, should be reported immediately to your line manager.

Absences resulting from accidents at work are treated as sickness absence and the Company's normal rules will apply to such absences (see Section 3, Clause e above).

c) First Aid

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident). Details of these trained staff will be displayed on your local notice board or from your line manager and you should familiarise yourself with names and contact details.

e) Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins.

Action to take when the fire alarm goes off:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Marshal.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Marshal, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Marshal.

Action to take if you discover a fire:

- RAISE THE ALARM! This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if your building is fitted with an automatic fire alarm system, which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

f) Personal Safety/Lone Working

Under Section 2 of the Health and Safety at Work etc. Act 1974, the Company has a legal duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health, safety and welfare of all employees and others who may be affected by our undertakings. This duty extends to those who work alone.

Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

Lone working arrangements must always be agreed in advance with your Line Manager.

The Company should adopt a systematic approach to Lone Workers by:

- identifying the “at risk personnel”, who work alone
- prepare a suitable and sufficient risk assessment
- assess the working environment and identify any limitations which may need to be imposed on Lone workers within the department
- devise and implement safe systems of work to ensure that the risks identified via the assessment procedure are eliminated or, at least, adequately controlled

Where it is not possible to devise arrangements for a person to work alone in safety then the work/activity is not to be permitted and alternative arrangements must be considered.

The following factors should be considered (amongst others) when preparing the risk assessment:

- access and egress – is lighting considered adequate, are means of escape kept clear?
- have foreseeable emergency situations been considered – i.e. fire, illness (first aid provision?)
- consider the actual process or work being undertaken and the risks associated with it
- consider the fitness and medical history of the person involved
- is there a risk of violence or abuse?
- is potentially dangerous machinery involved?
- will the work require the use of flammable/toxic substances?
- is adequate ventilation available if working in confined spaces?
- has suitable instruction/training been provided?
- have adequate means of communication been considered

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your line manager.

g) Whistleblowing

Our business is run in accordance with the law. No employee will suffer a detriment for speaking up if they believe that something is wrong.

If you have information you believe shows any of the following:

- a criminal offence was committed or is being or is likely to be committed
- a person has or is or is likely to fail to comply with a legal obligation
- a miscarriage of justice has occurred or is or is likely to occur
- the health and safety of any individual has been or is being or is likely to be endangered
- the environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the above categories has been, is being, or is likely to be deliberately concealed.

Please raise your concerns immediately with your Line Manager.

For more information please refer to the Company’s Whistleblowing Policy

h) Refusal to Work on the Grounds of Health & Safety (Worksafe)

The Company recognise its duty of care and acknowledge its responsibility under the Health and Safety at Work Act and undertakes to maintain a safe working environment for employees and sub-contractors by means of our Worksafe Policy.

Before any work shall commence a suitable and sufficient risk assessment shall be carried out in line with company policies. Control measures will be implemented including a method statement and, where necessary, COSHH assessments. Both risk assessment and method statement will be issued, read and understood by all attending engineers before any works shall commence.

Suitable training and supervision will be provided to ensure all company staff are competent in the works they are undertaking. The Company does not expect any employee or sub-contractor to undertake any duties unless they are competent and have been briefed on all relevant information specific to the task.

The Company statement of intent outlines the assurance of suitably trained staff and the demands of the activities which shall not exceed the capabilities of staff. Employees shall be made aware of the Confidential Incident Reporting and Analysis System [CIRAS] whilst working on railway infrastructure. The contact number is 0800 4101101. No employee, or anyone working on behalf of the Company, is expected to carry out any task where the risk to themselves or any other person is considered unacceptable.

Under the Worksafe Policy each member of staff has the right to refuse to carry out work if they feel it is not safe to do so. Refusal to work on the grounds of Health and Safety is free from disciplinary action and will not affect in anyway their future prospects within the Company. All refusals to work will be responded to promptly and the employee raising the Worksafe procedure will be informed of decisions throughout the process.



F Aitchison
Managing Director, 22/09/2025