

# Health and Safety Policy



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# Health & Safety Policy Statement

At Paramount Platforms Ltd (Paramount), we are committed to protecting the health, safety, and wellbeing of all employees, contractors, and members of the public who may be affected by our work. We understand our duty to provide a safe and healthy workplace, and we aim to maintain high standards of health and safety across all areas of our operations. We work hard to prevent accidents, injuries, and illnesses by using strong systems and safe working practices.

To support these aims, we will take all reasonably practical steps to keep employees and contractors safe and to make sure visitors and the public are not harmed by our activities. We will provide safe workplaces, tools, equipment, and working methods to reduce risks. We will also make sure employees receive the right information, instruction, and training so they can carry out their work safely.

Paramount is committed to meeting all relevant health and safety laws, standards, and recognised best practices. Our performance is routinely monitored and reviewed to ensure we maintain high standards and drive continual improvement. Everyone on site, including employees, contractors, and visitors, must follow this health and safety policy and our procedures. Employees are also expected to take reasonable care of their own safety and the safety of others who may be affected by what they do or fail to do. We want to build a positive safety culture, so we will provide opportunities for employees to talk with management about health and safety issues. Their concerns will be listened to and acted on where needed.

We will provide the resources needed to apply this policy properly. This includes tools, training, and sufficient time to maintain a safe and healthy workplace. This policy and all related procedures will be reviewed every six months to make sure they remain effective and any required changes will be made promptly.

At Paramount Platforms, we believe that protecting the health and safety of our workforce is a key responsibility. We are committed to continually improving our health and safety management practices.



Stephen Mann

Director

Reviewed: 18/06/2026

Next date to be reviewed: 01/06/2027

Issue 22

# Responsibilities

Responsibilities for implementing this health and safety policy are detailed below:

The following sections identify individual health and safety responsibilities of persons involved in Paramount's activities. It is essential that all personnel familiarise themselves with and fully comply with their responsibilities.

The directors of the company hold overall responsibility for the health, safety and welfare of employees and visitors. Steve Mann, as Managing Director, has ultimate responsibility for Health and Safety, with Lee Kerr and Scott Bone managing it within their own departments.

The directors are responsible for creating, implementing and maintaining the company's health and safety policy. They ensure the policy remains effective and continues to protect employees, stakeholders and those affected by our work activities.

Their main duties include:

- Setting a clear framework for how health and safety is managed
- Ensuring the policy meets legal duties and supports company objectives
- Providing the necessary financial resources needed to carry out health and safety measures
- Ensuring the provision of suitable resources, equipment, and support to maintain safe working conditions.
- Ensuring all employees receive appropriate health and safety training

Training and awareness are important parts of their role, helping to build a strong safety culture and reduce risks across the business.

The directors also monitor health and safety performance. They check that procedures are being followed, act when problems are found and review the policy regularly. Updates are made when risks change or when new laws come into force.

Finally, the directors must stay informed about changes in health and safety legislation. This helps the company remain compliant and ensures that the workplace stays safe for everyone.

## Health and Safety Responsibilities

Paramount is committed to carrying out this health and safety policy and keeping it up to date. Regular reviews will ensure it continues to meet legal requirements and the needs of the company.

A key responsibility is supporting a positive safety culture. Staff should feel confident taking responsibility for their own safety and contributing to safety improvements.

To support this, the company will:

- Promote a proactive approach to safety
- Provide guidance, support and training where required
- Help employees understand how safety applies to their roles

Clear communication is essential. Employees must be able to raise health, safety or welfare concerns easily so issues can be addressed quickly.

The company must also ensure:

- First aid arrangements meet legal and operational needs
- Fire safety equipment is checked and maintained
- All accidents, incidents and near misses are reported
- Serious incidents are investigated and corrective actions put in place

Understanding the laws that apply to our work is another important responsibility. This includes keeping informed about changes to health and safety legislation to ensure the company remains compliant.

Risk assessments must be completed for any task where significant hazards exist. The results should guide safe working practices and help reduce the chance of harm.

Certain incidents must also be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All reports must be accurate and submitted on time. These incidents are:

- Work-related deaths.
- Specified major injuries (for example: fractures – excluding fingers, thumbs or toes; amputations; loss of sight; serious burns).
- Injuries where an employee is unable to perform their normal work duties for more than 7 consecutive days (including weekends/rest days) because of a work-related accident.
- Work-related occupational diseases.
- Dangerous occurrences (near-misses) that had the potential to cause serious harm (equipment failures, collapse, explosions, etc).

By meeting these responsibilities, the company demonstrates its commitment to maintaining a safe, healthy and compliant workplace.

## Employees Responsibilities

Employees are responsible for their own health and safety and for the safety of others who may be affected by their actions. This means staying alert, working safely and helping to reduce risks wherever possible. The way employees behave has a direct impact on the organisation's overall safety culture.

Employees must co-operate fully with the company so that legal duties can be met. Following procedures and supporting company policies is essential for keeping the workplace safe and compliant.

Employees must:

- Report all accidents, incidents and near misses
- Highlight hazards such as spills, damaged equipment or unsafe conditions
- Follow safe systems of work and instructions provided in risk assessments
- Use personal protective equipment (PPE) correctly and look after it
- Carry out tasks only if they have been trained and are competent

Quick reporting is especially important. It allows the company to act promptly and prevents minor issues from becoming serious hazards.

Examples of required personal protective equipment (PPE) include:

- Harness
- Hard hat
- Protective safety boots

## Responsibilities

Employees must not use machinery, equipment or plant unless they have been properly trained. Operating equipment without the right knowledge is unsafe and puts both the user and others at risk.

Any defects or faults in equipment must be reported as soon as they are spotted. This includes issues such as broken guards, unusual noises, exposed wiring or damage that could lead to a failure.

Employees are encouraged to raise any health, safety or welfare concerns directly with their line manager or the directors. Open communication helps problems get resolved quickly and supports a safer workplace for everyone.

By meeting these responsibilities, employees help protect themselves, their colleagues and the organisation as a whole.

# Reporting of Health and Safety Concerns

Paramount is committed to providing a safe and healthy workplace for all employees, visitors, and contractors. To support this, everyone is expected to report any concerns, hazards, unsafe behaviours, or near misses that could cause harm. Reporting these issues helps us spot problems early, prevent accidents, and keep improving our safety standards.

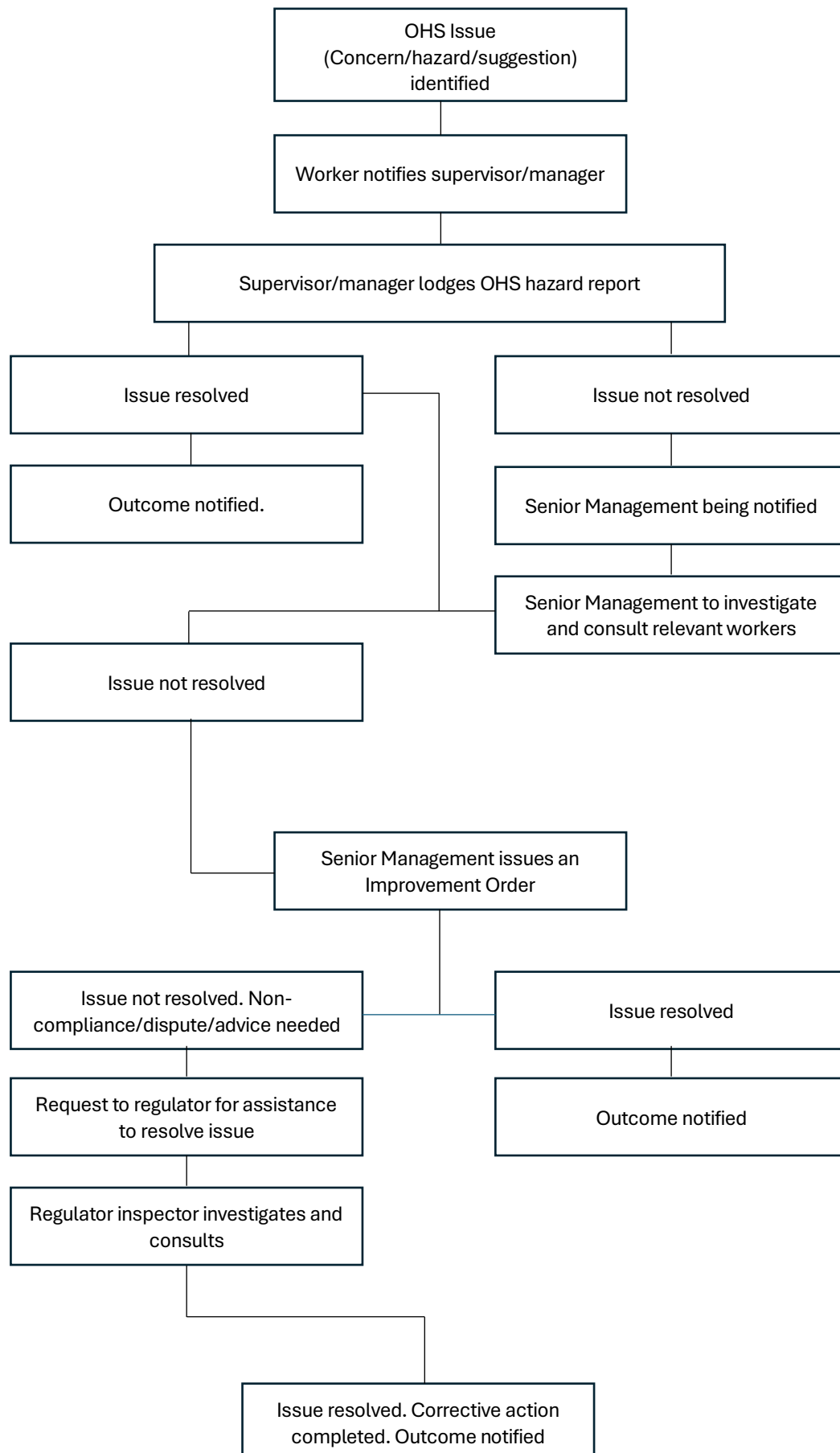
The reporting process is shown in the Paramount Platforms Flowchart to Reporting Health and Safety Concerns. It gives a clear and simple way to raise and escalate concerns. Employees should first report any issue to their line manager or supervisor. If needed, the concern will then be passed to a member of the management team for further investigation. Reports can be made verbally, in writing, or through the internal reporting system. Employees can also ask to report anonymously if they prefer.

Under Section 7 of the Health and Safety at Work etc. Act 1974, all employees must take reasonable care for their own safety and the safety of others and requires employees to co-operate with their employer to help meet legal duties.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 requires employees to tell the company about any serious or immediate danger, or any problems with health and safety arrangements that they believe exist.

Paramount is committed to responding to all health and safety reports with urgency and integrity. Employees who raise concerns in good faith will not be subjected to unfair treatment or disciplinary action. We aim to foster a culture in which all individuals feel empowered and supported to report health and safety issues.

## Paramount Platforms Flowchart to Reporting Health and Safety Concerns



# Associated Risks

## Employees Undertaking Work at Customer Sites

Employees who work on customer sites must work safely and follow the customer's rules. They must work with the customer to help keep the site safe for everyone. Working together also helps make sure the site meets legal requirements.

A key part of working on customer sites is reporting accidents and serious near misses. Employees must report these incidents using the customer's own procedures. These can usually be found in their method statements or health and safety documents. Reporting things quickly helps the customer deal with the problem and stop it happening again. By following this method, the following can occur.

- Reduce the chance of accidents or injuries
- Show respect for the customer's safety expectations
- Build a positive working relationship with the customer based on trust

Employees should also raise any health, safety, or welfare concerns directly with the customer. Good communication helps identify risks quickly so they can be fixed before anyone gets hurt. Examples of concerns may include:

- Hazards not listed in the customer's risk assessments
- Unsafe or faulty equipment
- Poor signage, lighting, or blocked emergency exits

Key responsibilities for employees at customer sites include:

- Following the customer's health and safety procedures
- Reporting all accidents, near misses, or hazards straight away
- Reading and understanding site rules before starting work
- Following safe systems of work, including those in risk assessments or method statements
- Raising concerns with the customer or with Paramount management when needed

Paramount provides the training, resources, and support needed so employees can meet these responsibilities. Working closely with customers helps maintain compliance with applicable UK laws.

Employees must always represent Paramount professionally. By showing a proactive and responsible approach to safety, they help make sure every site meets high health and safety standards.

## Identified Risks to Paramount's Activities

### Loading Vehicles and Trailers

Loading and unloading trailers and vehicles with access platforms involves several risks. These tasks use heavy equipment and may take place on uneven surfaces, creating a higher chance of falls or crushing injuries. A full risk assessment must always be completed before work begins, in line with the Management of Health and Safety at Work Regulations 1999.

A major hazard is the risk of falling from height. Access platforms lift people off the ground, so fall protection must always be used. Equipment should be inspected, maintained, and used only by trained workers.

To reduce falls from height, employees must:

## Associated Risks

- Ensure work is properly planned, organised and supervised in line with the Work at Height Regulations 2005
- Make sure access platforms are inspected and safe to use
- Only operate equipment if trained and competent
- Use equipment to prevent falls including Personal Protective Equipment (PPE) as a last resort.

Another hazard is the risk of loads shifting during transport or unloading. If loads are not secured correctly, they can move and cause injury. Employees must follow LOLER when securing loads.

To control shifting loads, employees must:

- Secure loads safely and correctly
- Use lifting equipment that is strong, stable, and suitable
- Follow the Lifting Operations and Lifting Equipment Regulations 1998
- Make sure lifting equipment is inspected regularly

Crushing injuries can occur when manoeuvring access platforms or handling large loads. Good communication between operators and ground staff is essential. Equipment must meet PUWER requirements.

To reduce crushing risks, employees must:

- Follow safe systems of work
- Maintain clear communication with colleagues
- Use equipment only as instructed by the manufacturer
- Receive proper training before operating machinery

Slips, trips, and falls may happen if the working area is cluttered or uneven. The workplace must remain tidy and safe at all times.

To prevent slips and trips, employees must:

- Keep work areas clean and free from obstacles
- Ensure surfaces are stable and even
- Report hazards such as damaged flooring or obstructions
- Follow the Workplace (Health, Safety and Welfare) Regulations 1992

Manual handling is another risk when lifting, pushing, or pulling heavy items. These tasks can cause strains or other injuries if not managed properly.

To control manual handling risks, employees must:

- Avoid hazardous manual handling tasks where possible
- Use mechanical aids when available
- Follow safe lifting techniques
- Follow the Manual Handling Operations Regulations 1992

By completing proper risk assessments, following legislation, and using strong control measures, the company can maintain a safe working environment for loading and unloading operations. Regular checks, good communication, and ongoing training help ensure safety standards remain high.

## Lone Working

Lone working involves special risks that must be managed carefully. These risks arise because the employee is working without direct supervision or away from colleagues. The company is committed to identifying these risks and putting the right controls in place to protect lone workers. Both the company and employees share responsibility for making sure lone working is carried out safely and in line with the Health and Safety at Work Act 1974.

Lone working means any situation where an employee works alone, without close support from others. This can include working in remote areas, outside normal hours, or carrying out tasks where help is not immediately available.

To keep lone workers safe, all employees must carry a fully charged mobile phone during their shift.

Employees must:

- Carry a mobile phone at all times while working alone
- Make sure the phone is fully charged at the start of their shift
- Check that the phone is working properly
- Use the phone to contact a supervisor, manager, or emergency services if needed

Keeping communication open is essential. It ensures that help can be reached quickly if an accident or emergency occurs.

To further manage the risks associated with lone working, employees must adhere to the following key procedures:

- **Risk Assessments:** A detailed risk assessment must be completed for any task involving lone working. This assessment should identify hazards, evaluate risks, and outline measures to mitigate those risks effectively.
- **Emergency Contact Information:** Employees must have access to relevant emergency contact details, including those of supervisors and local emergency services. These contacts must be pre-programmed into their company mobile phones.
- **Regular Check-ins:** Employees must adhere to a check-in schedule with their line manager or a designated colleague. Check-in intervals will vary depending on the nature of the task and associated risks.
- **Training:** All employees engaged in lone working must receive training on recognising risks, safe practices, and emergency response procedures.

## Responsibilities of Lone Workers

Employees are responsible for taking reasonable care of their own health and safety while working alone. This includes carrying their mobile phone at all times and ensuring it is in working condition. Lone workers must also strictly follow any safe systems of work outlined in their risk assessment and report any incidents, hazards, or concerns to management as soon as possible.

## Driving for Work

The company is committed to keeping employees safe when they carry out tasks that involve driving. Driving for work carries specific risks for both employees and the public, so these risks must be managed through strong policies and safe working practices. In line with UK health and safety law, including the Health and Safety at Work Act 1974 and relevant road safety regulations, the company will take all reasonable steps to reduce risks linked to driving activities.

To help support safe systems of work, the company will:

## Associated Risks

- Plan journeys realistically and avoid excessive scheduling
- Give employees reasonable time for travel and work
- Avoid encouraging rushed or unsafe driving
- Make sure delays outside the employee's control do not lead to penalties

The company also recognises that fatigue and stress can increase the risk of accidents. To address this, drivers must keep their driving hours within both legal and sensible limits. The Drivers Vehicles Standards Agency (DVSA) states that drivers must not exceed 9 hours of driving per day, except on up to three days a week when they may drive for 10 hours. Overnight stays will be arranged when necessary to prevent overlong driving days. Training and guidance will be provided to help promote risk awareness and safe driving habits.

The company understands that lone working while driving can add further risks. To support safety, employees must carry a fully charged mobile phone so they can contact colleagues or emergency services if needed. Communication systems will be maintained to ensure help can be reached quickly in an emergency.

To help prevent accidents caused by unsafe driving, employees are expected to follow safe driving principles at all times, act responsibly, and make decisions that prioritise their safety and the safety of others on the road.

- **Drive safely at all times:** Employees must prioritise safety over speed or convenience.
- **Adhere to speed limits:** Employees must obey all speed limits and adjust their driving to suit road and weather conditions.
- **Plan all journeys:** Employees should ensure that routes are planned and consider potential delays or hazards.
- **Report incidents:** All work-related accidents or near misses that occur while driving must be reported promptly.
- **Avoid excessive driving:** Employees will not be required to exceed recommended driving limits, and overnight stays may be arranged where necessary.

By implementing these measures, the company ensures compliance with UK road safety legislation and safeguards the wellbeing of its employees, other road users, and third parties. Regular reviews and updates of this policy will ensure its continued relevance and effectiveness in promoting safe driving practices.

## Using a Mobile Phone Whilst Driving

Using a handheld phone or similar device while driving is strictly illegal under the Highway Code and UK law. This applies to phones, satellite navigation systems, tablets, and any device that can send or receive data. The ban covers calls, texting, navigation, and any other use, whether online or offline. These rules apply to all vehicles, including those driven for company business, and they also apply when the vehicle is stopped in traffic or waiting at lights.

Employees driving for work, whether in a company vehicle or their own, must not use any handheld device while driving. Text messages must never be read, written, or replied to while the vehicle is moving. Devices may only be used when the vehicle is parked safely with the engine switched off. Being stopped temporarily in traffic does not count as a safe or legal time to use a device.

Employees are expected to plan their journeys so they can take breaks if they need to check messages or return urgent calls. No one should attempt to send or respond to communications while driving. Failure to follow these rules is illegal and puts both the driver and others at serious risk.

Employees can help keep themselves safe when working alone by choosing to park in well lit, populated areas whenever possible. Good lighting makes it easier to see what is happening around the vehicle and reduces the chance of someone approaching unnoticed. It also supports better visibility when getting in and out of the vehicle, checking equipment, or loading items. By avoiding dark or isolated spots and staying aware of their surroundings, employees can lower the risk of accidents or unwanted incidents while carrying out their duties.

When calling an employee who may be driving, colleagues must always begin by asking, “Are you safe to talk now?” If the employee is driving and does not have a hands-free system that can be used safely from the controls of the vehicle, the call must end immediately. No further contact should be made until the driver confirms they are parked safely and legally able to respond.

## Sudden Outwork Locations

Paramount recognises that its work often requires employees to attend locations at short notice due to unexpected events. These may include situations involving unsafe structures, rescue work at height, or other incidents that arise without warning. Such tasks require skilled staff, proper training, and careful decision-making to keep everyone safe.

In any unplanned or emergency situation, all employees including drivers, operators, and engineers, must carry out a quick but thorough on-the-spot risk assessment before starting any work. This assessment must consider risks to themselves, customers, the public, and the company. Employees must not carry out any task where the risks have not been assessed or are too high. Their responsibility is to assess the situation, reduce risks where possible, and delay work if a safe working environment cannot be ensured.

Paramount provides all staff involved in these tasks with the training and instructions they need to work safely. Employees are trusted to act as the company’s on-site specialists, and their professional judgement is supported and respected. They also have access to further expert advice by phone, drawing on Paramount’s experience and specialist knowledge.

## Office Based Work

The company aims to ensure that all office environments remain safe, comfortable and suitable for daily tasks. Although office work is generally low risk, hazards can still arise if basic controls are not followed. Everyone working within office areas must take reasonable care of their own safety and the safety of others.

## Workstations and Display Screens

Office staff who use computers for extended periods will receive a workstation assessment on an annual basis. This helps to reduce the chance of back pain, eye strain and repetitive strain injuries. Workstations should be adjusted so that employees can work in a natural and relaxed position. Chairs, screens and desks must be set up properly, and any discomfort must be reported.

Important considerations:

- The top of the screen should be at a comfortable eye level
- Feet should rest flat on the floor or on a suitable footrest
- Wrists should stay in a neutral position while typing
- Short breaks throughout the day help prevent fatigue

Short, regular pauses are better than infrequent long breaks.

## Housekeeping and General Safety

Good housekeeping plays a key role in preventing injuries. Work areas must be tidy, and items should be stored safely to avoid blockages or falling objects. Spillages must be dealt with straight away or reported if assistance is required.

Examples of safe practice:

- Keep walkways clear
- Store boxes and equipment securely
- Do not trail cables across open areas
- Keep desks and shared spaces well organised

A clean and orderly workspace reduces the chance of slips, trips and falls.

## Manual Handling

Even simple office tasks can involve lifting or carrying objects that may cause strain if handled incorrectly. Employees should think carefully before lifting and should only carry items they can manage safely.

When lifting:

- Test the weight first
- Keep the load close to the body
- Avoid twisting while carrying
- Ask for help with awkward or heavy items

Mechanical aids should be used where available.

## Health and Wellbeing

A healthy office environment supports both physical and mental wellbeing. Staff are encouraged to raise any concerns related to stress, workload or working conditions. Managers will work with employees to identify reasonable adjustments if required.

Key principles for wellbeing:

- Take breaks during long periods of screen work
- Report wellbeing concerns early
- Make use of rest areas when needed
- Speak to a manager if workloads feel unmanageable

The company aims to maintain a positive workplace where employees feel comfortable asking for support.

## Incident and Hazard Reporting

All accidents, equipment faults and near misses within office areas must be reported as soon as possible. Early reporting helps the company identify problems and take action to prevent them from happening again. This information supports continual improvement across the organisation.

## Fire Related Risk

At Paramount, we are committed to maintaining high fire safety standards to protect our employees, visitors, and property. In line with the Regulatory Reform (Fire Safety) Order 2005 and other relevant laws, we have clear procedures in place to reduce the risk of fire and to ensure that everyone can respond safely and quickly in an emergency.

Our fire alarm systems are tested regularly to make sure they work correctly. Full servicing and maintenance are carried out by a qualified contractor in accordance with BS 5839. Any faults found during routine tests are recorded and fixed as soon as possible to maintain continuous safety.

We also make sure that suitable fire-fighting equipment, such as extinguishers and fire blankets, is placed in the right locations around the site. Equipment is positioned based on the specific fire risks in each area. All fire-fighting equipment is serviced every year and checked regularly to ensure it is in good condition, easy to access, and clearly marked.

| Type of fire                                                            | Extinguisher Colour | RED                                       | CREAM                      | BLUE                                                    | BLACK                                        | YELLOW                                 |
|-------------------------------------------------------------------------|---------------------|-------------------------------------------|----------------------------|---------------------------------------------------------|----------------------------------------------|----------------------------------------|
|                                                                         |                     | Water                                     | Foam                       | Dry Powder                                              | CO2                                          | Wet Chemical                           |
| <b>CLASS A</b><br>Combustible materials<br>(e.g. paper & wood)          |                     | ✓                                         | ✓                          | ✓                                                       | ✗                                            | ✓                                      |
| <b>CLASS B</b><br>Flammable liquids<br>(e.g. paint & petrol)            |                     | ✗                                         | ✓                          | ✓                                                       | ✓                                            | ✗                                      |
| <b>CLASS C</b><br>Flammable gases<br>(e.g. butane & methane)            |                     | ✗                                         | ✗                          | ✓                                                       | ✗                                            | ✗                                      |
| <b>CLASS D</b><br>Flammable metals<br>(e.g. lithium & potassium)        |                     | ✗                                         | ✗                          | ✓                                                       | ✗                                            | ✗                                      |
| <b>ELECTRICAL</b><br>Electrical equipment<br>(e.g. computers & heaters) |                     | ✗                                         | ✗                          | ✓                                                       | ✓                                            | ✗                                      |
| <b>CLASS F</b><br>Deep fat fryers<br>(e.g. chip pans)                   |                     | ✗                                         | ✗                          | ✗                                                       | ✗                                            | ✓                                      |
| Additional Information                                                  |                     | Not for use on liquid or electrical fires | Not suited to domestic use | Can be used safely on electrical items up to 1000 volts | Safe on both high and low electrical voltage | For use on extremely high temperatures |

Fire extinguishers may only be used by staff who have been trained in how to use them correctly and who feel confident doing so. They must only be used when it is safe, such as when the fire is small and there is a clear route to escape. Personal safety is always the priority. If there is any doubt about whether it is safe to tackle a fire, staff must not attempt to use an extinguisher.

## Checks of Fire Safety Equipment

Regular checks are carried out to make sure that fire safety equipment is not damaged, missing, or blocked. These checks form an important part of our site inspections and are completed by trained staff. High-risk areas, such as fuelling points, mechanical bays, and locations where hot work is carried out, receive extra attention. This ensures that fire extinguishers and other protective equipment are placed within the required distance and remain easy to access at all times.

Checks of the fire safety equipment shall be on a basis as set out below.

| Equipment                         | Check Type                                                                                                                                                 | Frequency                                 |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Fire Extinguishers (Visual Check) | Ensure not blocked, missing or damaged, intact safety pin, clear legible instructions, inspect discharge hoses and verify that maintenance tag is current. | Weekly (user level)                       |
| Fire Extinguishers (Servicing)    | Full inspection and maintenance                                                                                                                            | Annually (by qualified technician)        |
| Fire Alarms                       | Test function                                                                                                                                              | Monthly                                   |
| Emergency Lighting                | Functional check                                                                                                                                           | Monthly, with full duration test annually |
| Exit Routes and Signs             | Check for obstruction/damage                                                                                                                               | Monthly                                   |

Flammable solids, liquids, and gases must be stored safely to reduce the risk of fire. These materials are kept in secure, well-ventilated areas, away from anything that could cause a fire, such as open flames, hot surfaces, or damaged electrical wiring.

Only trained and authorised staff are allowed to handle these materials. Fuel storage areas are clearly marked with the correct signs and are built to meet safety guidelines. This helps keep dangerous substances contained and separated from places where normal work is carried out.

## Procedure Upon Discovering a Fire

If a member of staff discovers a fire within the premises they must remain calm and follow the procedure set out in this policy.

- 1. Raise the alarm** – Immediately activate the nearest fire alarm call point, also known as a break glass point.
- 2. Call 999** – Notify the fire brigade by dialling 999 and giving the address of the premises
- 3. Alert others** – Shout “Fire! Fire! Fire!” to warn people nearby.
- 4. Isolate Power** – If safe to do so, switch off/isolate the power to the area, this ensures that there is no ability to cause further hazard through electrical means.
- 5. Evacuate** – Follow the established evacuation route and proceed to the designated assembly point.
- 6. Close Doors** – If safe to do so, close doors as you leave to help contain the fire

## Evacuation Procedures

Paramount requires all staff and visitors to follow the evacuation procedure as soon as the fire alarm sounds.

1. **Stop all activities immediately** – Any activities that are currently being undertaken do not take precedence over the evacuation of personnel.
2. **Assess that all persons can evacuate the area** – Senior Management and Managerial personnel are required to assure that everyone, including individuals with mobility issues, have evacuated their area.
3. **Follow EXIT signs** – Follow exit signs to the nearest safe exit. Helping those in need along the way
4. **Steer clear of hazards** – If evacuation becomes difficult via a chosen route, because of smoke, flames or blockage, back away and choose to evacuate via the nearest safe exit.
5. **Move away from the building** – Once you have exited the building, swiftly move away from exits to the designated evacuation point in the car park
6. **Do not re-enter the building without an “all clear”** - Do not, under any circumstances re-enter the building unless authorised to by a member of the Fire and Rescue Service, Police or any other authority present on the scene.

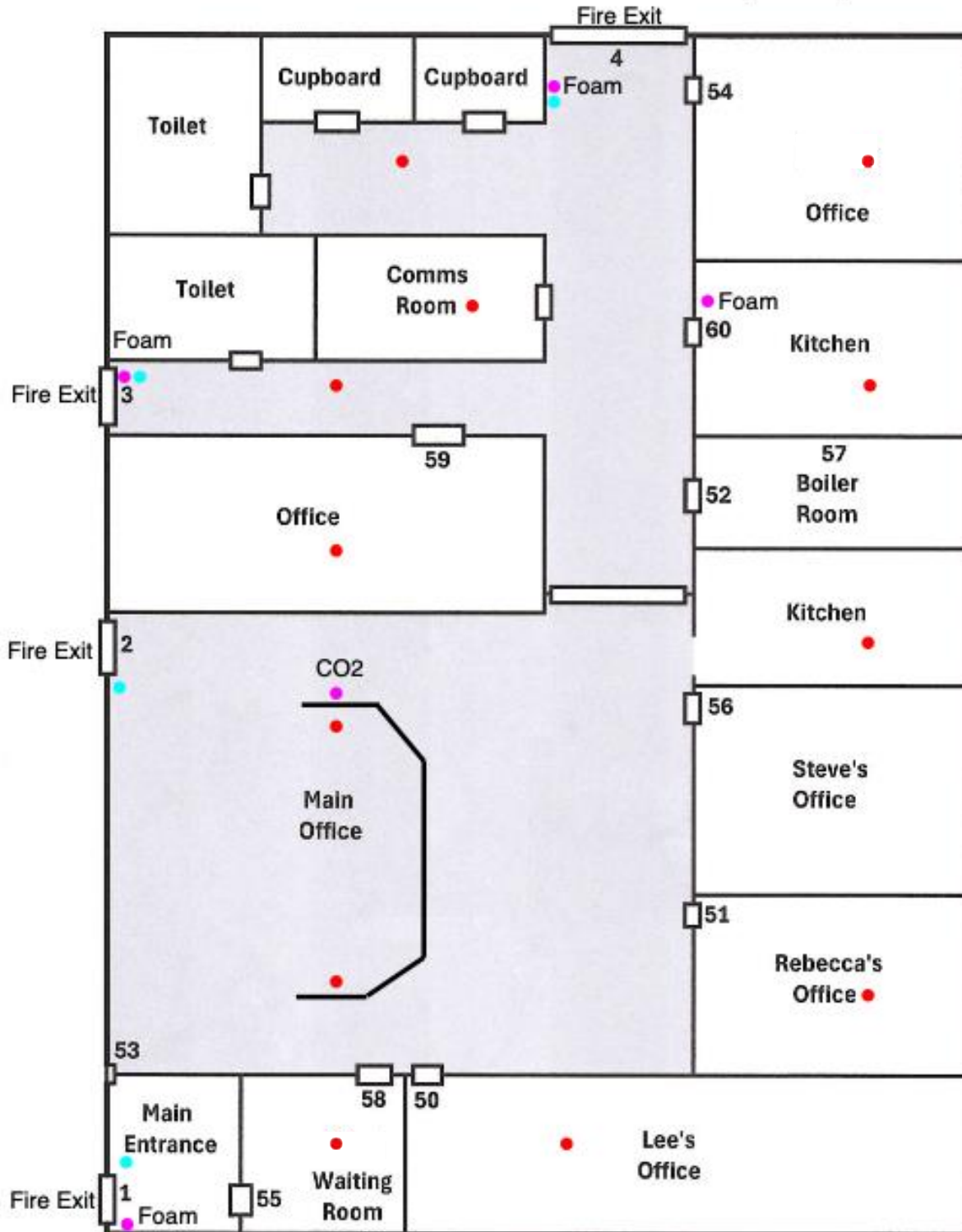
Safe assembly points are located outside the building. These areas are set well away from the premises and any hazards, so that headcounts and instructions can be given safely.

Smoking is not prohibited on the premises, both inside and outside.

By following these procedures, Paramount takes a proactive approach to fire safety. This helps us meet legal requirements and protect the wellbeing of everyone on site.

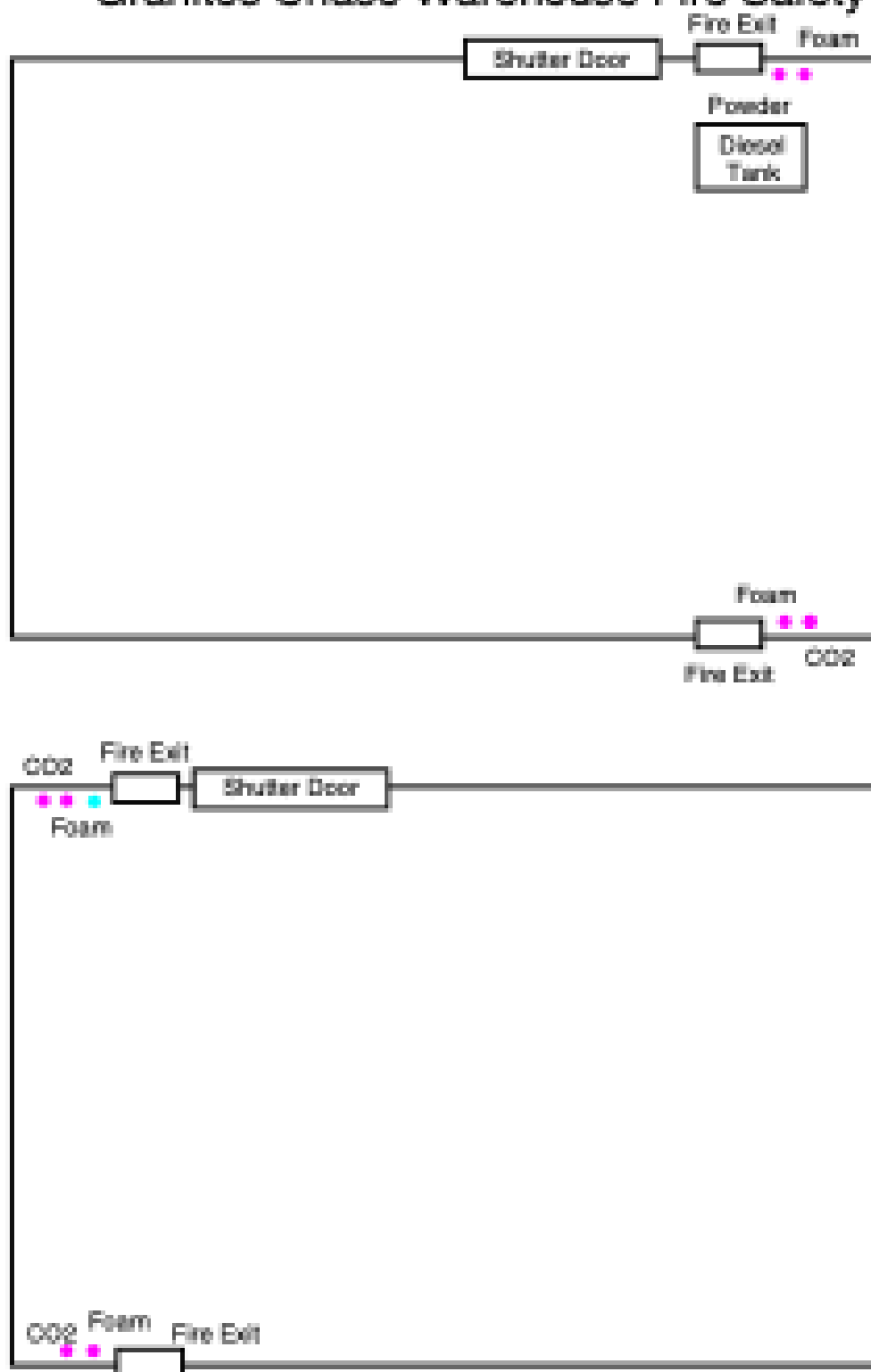


## Granites Chase Fire Safety Map



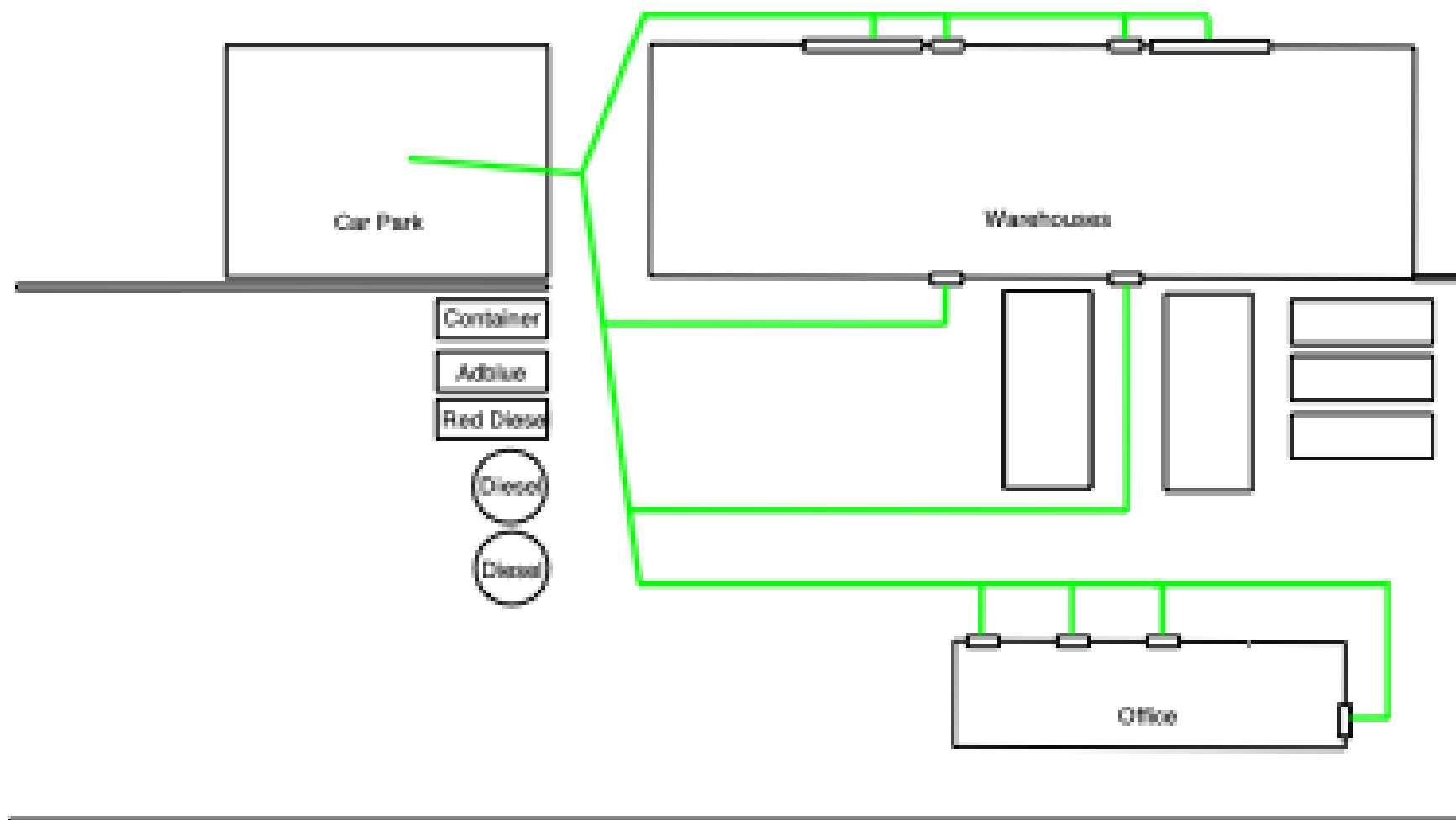
- Smoke Detectors
- Fire Alarm Push Buttons
- Fire Extinguisher Type

## Granites Chase Warehouse Fire Safety Map



- Smoke Detectors
- Fire Alarm Push Buttons
- Fire Extinguishers with Extinguisher Code

## Granites Chase Fire Evacuation Plan





# Risk Assessments

Risk assessments are a key part of keeping everyone safe at work. Paramount knows that spotting dangers early helps prevent accidents. As part of our health and safety policy, we complete risk assessments in all areas of the business. This helps us follow the law and protect employees, subcontractors, and anyone else who could be affected.

A risk assessment looks for hazards, decides how likely harm is, and shows what actions are needed to reduce or remove the risk. This is especially important for our work because we use heavy goods vehicles (HGVs), mobile elevating work platforms (MEWPs), and other machinery. Paramount makes sure risks are checked before work starts and monitored throughout the job.

## Risk Assessment Process

The company follows a structured five-step process for all risk assessments:

1. **Identify the Hazards:** Potential hazards are identified by observing operations, consulting with employees, and reviewing historical data on workplace incidents. Common hazards may include manual handling injuries, vehicle collisions, equipment malfunctions, and environmental conditions.
2. **Evaluate the Risks:** Each hazard is assessed to determine the level of risk it poses based on the likelihood of occurrence and the severity of potential harm.
3. **Implement Control Measures:** Appropriate control measures are introduced to eliminate or reduce the risk to an acceptable level. These may include administrative controls, engineering solutions, or the provision of personal protective equipment (PPE).
4. **Record Findings:** All risk assessments are documented in accordance with regulatory requirements. These records include details of identified hazards, the measures implemented, and the individuals responsible for monitoring compliance.
5. **Review and Update:** Risk assessments are reviewed regularly, particularly following significant changes to equipment, processes, or legislation, to ensure they remain relevant and effective.

## Application to Specific Business Activities

Risk assessments at Paramount Platforms Ltd are tailored to address the unique risks associated with our industry. Specific focus is given to:

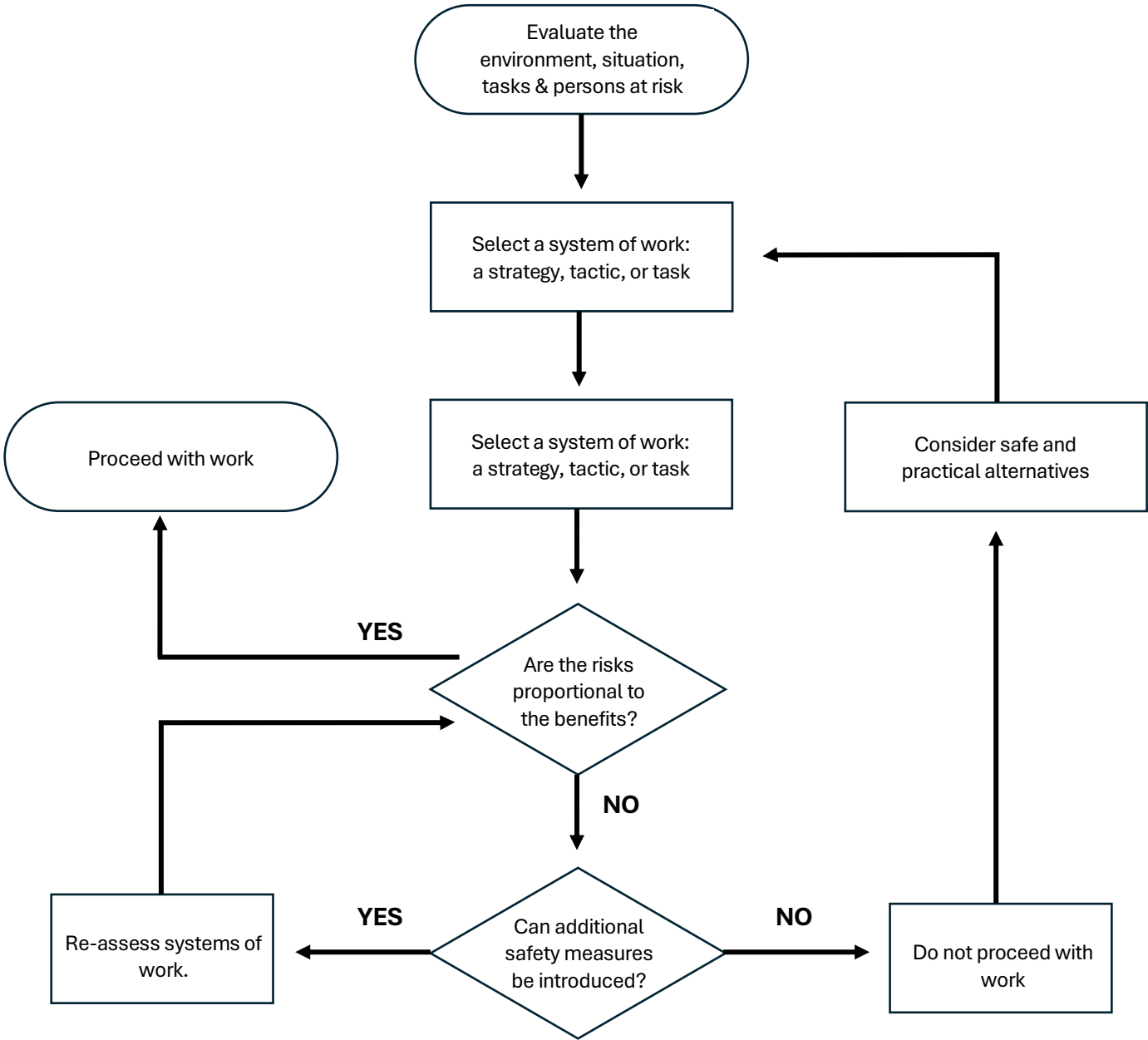
- **Vehicle Operations:** Assessments address risks such as vehicle reversing incidents, and load stability during transport.
- **Equipment Use:** MEWPs and other machinery are evaluated for potential hazards, including platform instability, mechanical failure, and operator error.
- **Site-Specific Risks:** Worksite conditions, such as uneven ground or restricted access, are carefully assessed to ensure safe operations.

## Responsibilities and Training

Directors, managers, and supervisors must make sure that risk assessments are carried out for all tasks they are responsible for. Employees must help with this process by reporting any hazards they notice and by following the control measures set out for their work. All staff receive training so that they are able to understand how risk assessments work and what their role is in keeping the workplace safe.

By making risk assessments part of our daily work, Paramount Platforms Ltd ensures that safety is a shared responsibility across the organisation. This approach helps us maintain a safer workplace, protect our staff, and meet the high standards expected by our clients and by law.

Dynamic Risk Assessment Process



## Risk Assessment – Personnel in and around Vehicles

|                      |                                                                                                                                                                                                                                                      |                      |                                   |              |             |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------|--------------|-------------|
| Risk Assessed:       | Personal Safety in and around Vehicles                                                                                                                                                                                                               | Reference:           | WTRA-001                          | Version:     | 002         |
| Location of Risk:    | In vehicle – Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites                                                                                                                                                                   | Individuals at Risk: | Employees, Contractors and Public |              |             |
| Outline description: | There are a variety of risk which drivers are exposed to in relation to commercial vehicles. It is important for management and the workforce to understand these risks and the current advice for removing and reducing these risks being realised. |                      |                                   |              |             |
| Assessed by:         | Lee Kerr                                                                                                                                                                                                                                             | Assessment Date:     | 14/8/2025                         | Review Date: | August 2026 |

|                                           |                   |                   |                    |                                      |                                                                                               |
|-------------------------------------------|-------------------|-------------------|--------------------|--------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>3</b><br><b>Likelihood is frequent</b> | 3                 | 6                 | 9                  | <b>6 – 9</b><br><b>High</b>          | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2</b><br><b>Possible Occurrence</b>    | 2                 | 4                 | 6                  | <b>3 – 5</b><br><b>Medium</b>        | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1</b><br><b>Remote chance</b>          | 1                 | 2                 | 3                  | <b>1 – 2</b><br><b>Low</b>           | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |
|                                           | 1<br>Minor Injury | 2<br>Major Injury | 3<br>Severe Injury | Risk Rating – Likelihood vs Severity |                                                                                               |

| Hazard Identified                                                | Existing Control Measures                                                                                                                                                                                                                                                                                                                      | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                      | Risk       |          |        |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                  |                                                                                                                                                                                                                                                                                                                                                | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                  | Likelihood | Severity | Rating |
| Slips, trips & falls. Working on site, in, on or around vehicles | <ul style="list-style-type: none"> <li>Company induction training by senior driver on safe reversing practices</li> <li>FORS M8 Vehicle Manoeuvring issued to drivers</li> <li>Issue to drivers of any site-specific advice on reversing vehicles</li> </ul>                                                                                   | 3          | 3        | 9      | <ul style="list-style-type: none"> <li>Keep vehicle steps, grab handles and platforms free from mud, ice and debris at all times.</li> <li>Anti slip surfaces fitted and maintained on vehicle steps and access points.</li> <li>Regular housekeeping checks around loading areas to remove tripping hazards.</li> <li>Mandatory use of suitable safety footwear with good tread.</li> </ul>     | 2          | 2        | 4      |
| Manual Handling machinery/plant                                  | <ul style="list-style-type: none"> <li>Company Induction training by senior driver on vulnerable road user safety and vehicle specific VRU equipment</li> <li>FORS D2 Vehicle Checks Toolbox Talk issued to drivers</li> <li>Issue to drivers of any site-specific advice on vulnerable road user issues and route plans into sites</li> </ul> | 3          | 3        | 9      | <ul style="list-style-type: none"> <li>Task specific manual handling training for handling chains, pads, straps, MEWP components etc.</li> <li>Use of mechanical aids wherever available to avoid lifting awkward or heavy items.</li> <li>Two person lifting policy for loads over safe individual handling limits.</li> <li>Pre task assessment to plan lifts, route and placement.</li> </ul> | 2          | 1        | 2      |
| Lone Working – in or around vehicles or machinery/plant          | <ul style="list-style-type: none"> <li>Employees to always carry mobiles in the event of an incident, proper training in the correct procedures to mitigate incidents.</li> </ul>                                                                                                                                                              | 3          | 3        | 9      | <ul style="list-style-type: none"> <li>Lone working procedure issued, including check in and check out arrangements.</li> <li>Drivers to park in well lit, populated areas whenever possible to improve safety and visibility.</li> <li>Use of phone location services or lone worker app if required.</li> </ul>                                                                                | 1          | 2        | 2      |

# Risk Assessments

| Hazard Identified                                                                  | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                  | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                         | Risk       |          |        |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                            | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                     | Likelihood | Severity | Rating |
|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                            |            |          |        | <ul style="list-style-type: none"> <li>Escalation process if the driver fails to check in or respond within agreed times.</li> <li>Avoid undertaking high risk tasks alone such as climbing on loads or carrying out repairs without assistance.</li> </ul>                                                                                                                                         |            |          |        |
| Substances hazardous to health – Handling or being in the vicinity                 | <ul style="list-style-type: none"> <li>Drivers to wear gloves when filling up diesel and AdBlue. Latex gloves are provided when changing oils and lubricants.</li> </ul>                                                                                                                                                                                                   | 3          | 1        | 3      | <ul style="list-style-type: none"> <li>COSHH assessments completed and briefed to staff.</li> <li>Safe filling procedures for diesel and AdBlue displayed in vehicles and at tanks.</li> <li>Spill kits available in vehicles and depot areas with instruction on correct use.</li> <li>Mandatory hand washing after handling fuels or lubricants.</li> </ul>                                       | 2          | 1        | 2      |
| Access to vehicles and Working at Height (WAH) Access/egress to cab, vehicle, etc. | <ul style="list-style-type: none"> <li>Driver induction</li> <li>Vehicle and equipment selection</li> <li>Use of steps/ladders as fitted &amp; used with vehicles/plant/equipment</li> <li>Pre-user checks and maintenance</li> <li>Always maintain 3 points of contact – face steps/ladder, never jump on/from structures/vehicles</li> <li>Correct use of PPE</li> </ul> | 3          | 3        | 9      | <ul style="list-style-type: none"> <li>No climbing on loads unless absolutely unavoidable and only with fall prevention measures in place.</li> <li>Regular inspections of steps, ladders and access equipment.</li> <li>Prohibition on carrying tools or objects in hands when climbing.</li> <li>Use of spotters to monitor surroundings when working at height beside traffic routes.</li> </ul> | 1          | 2        | 2      |
| Working around moving vehicles.                                                    | <ul style="list-style-type: none"> <li>Driver, employee and visitor induction</li> <li>Driver training &amp; pre-user checks – defects</li> </ul>                                                                                                                                                                                                                          | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Marked pedestrian walkways and restricted vehicle movement zones.</li> </ul>                                                                                                                                                                                                                                                                                 | 2          | 2        | 4      |

| Hazard Identified                                                                                    | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                            | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                        | Risk       |          |        |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                    | Likelihood | Severity | Rating |
| Activity at depot, on site other areas                                                               | reported and rectified <ul style="list-style-type: none"> <li>Site speed limits – 10mph</li> <li>High visibility clothing by all persons on sites</li> <li>Vehicle selection with safety features</li> </ul> Managing vehicle/pedestrian segregation                                                                                                                                                                                                                 |            |          |        | <ul style="list-style-type: none"> <li>Banksman used for manoeuvring on tight or busy sites.</li> <li>Pre site briefing for drivers when attending unfamiliar or higher risk premises.</li> <li>Flashing beacons and reversing alarms checked daily</li> </ul>                                                                     |            |          |        |
| Reversing, manoeuvring and turning resulting in impact with other vehicles, pedestrians, or property | <ul style="list-style-type: none"> <li>Driver induction, appropriately qualified and training (Inc FORS)</li> <li>Driver pre-user checks to ensure vehicle roadworthiness</li> <li>Vehicle selection with safety features</li> <li>Driver &amp; 3<sup>rd</sup> party audible/visual aids for turning, maneuvering and reversing</li> <li>Get Out and Look (GOAL) if in doubt</li> <li>Plan to drive through to minimise need for reversing where suitable</li> </ul> | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Site specific reversing plans where layout is known or regularly used.</li> <li>Drivers reminded to stop and reassess if visibility changes or hazards appear.</li> <li>Mandatory GOAL every time vision is restricted.</li> <li>Regular refresher training on safe manoeuvring.</li> </ul> | 1          | 3        | 3      |
| Driver distraction – smoking, eating, drinking whilst driving                                        | <ul style="list-style-type: none"> <li>Policy that drivers will not smoke, drink or eat whilst driving the vehicle.</li> <li>Good housekeeping in vehicle</li> </ul>                                                                                                                                                                                                                                                                                                 | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Mobile phones must be secured in a cradle and only used hands free when lawful and safe.</li> <li>Cab layout kept organised so drivers are not reaching or searching for items while driving.</li> <li>Random spot checks on vehicle housekeeping.</li> </ul>                               | 1          | 3        | 3      |
| Vulnerable Road Users and sharing the roads Encounters with VRUs on site, off                        | <ul style="list-style-type: none"> <li>Driver selection, induction and training (inc. FORS)</li> <li>Vehicle selection and equipment including VRU safety features. Vehicle maintenance schedules</li> <li>Planning to minimise where possible</li> </ul>                                                                                                                                                                                                            | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Vehicle technology such as blind spot cameras, left turn alarms and proximity sensors maintained and tested.</li> </ul>                                                                                                                                                                     | 1          | 2        | 2      |

# Risk Assessments

| Hazard Identified                                                                                         | Existing Control Measures                                                                                                                                                                                                                                                           | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                               | Risk       |          |        |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                           |                                                                                                                                                                                                                                                                                     | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                           | Likelihood | Severity | Rating |
| road and public roads                                                                                     |                                                                                                                                                                                                                                                                                     |            |          |        | <ul style="list-style-type: none"> <li>Route planning to avoid schools and high pedestrian areas where practical.</li> <li>Drivers to carry out an additional hazard scan before every junction and manoeuvre.</li> </ul>                                                                                                                                 |            |          |        |
| Driving in adverse weather<br>All extremes i.e. heat, cold, snow, ice, wind – all extremes                | <ul style="list-style-type: none"> <li>Driver awareness of adverse – heat/cold/snow/wind etc.</li> <li>Suitable clothing, phone, communications</li> <li>Check windows, lights, mirrors, additional safety equipment cleaned to suit conditions for all round visibility</li> </ul> | 3          | 3        | 9      | <ul style="list-style-type: none"> <li>Winter kits carried in vehicles including ice scraper, torch, hi vis, warm clothing and blankets.</li> <li>Speed reduction in poor visibility or slippery roads, with authority to abandon journeys if unsafe.</li> <li>Pre shift weather assessment and communication to drivers before leaving depot.</li> </ul> | 1          | 2        | 2      |
| Vehicle breakdowns & Road Traffic Collision<br>Direct or indirect involvement with collision or breakdown | <ul style="list-style-type: none"> <li>Driver induction and awareness</li> <li>Collisions, incidents and breakdowns reported as soon as possible to transport office</li> <li>Planned response for repairs/recovery</li> <li>Vehicle maintenance schedules maintained</li> </ul>    | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Drivers briefed on safe positioning and use of warning triangles on breakdowns.</li> <li>Mandatory wearing of hi vis when exiting vehicle on live roads.</li> <li>Post incident review carried out to identify trends and further controls.</li> <li>Emergency contact card kept in cab.</li> </ul>                | 1          | 3        | 3      |

## Risk Assessment – Vehicle Manoeuvring, inc. Coupling and Uncoupling of Trailers

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Risk Assessed: Vehicle Manoeuvring                                                                   | Reference: WTRA-002                                                                                                                                                                                                                                                                                                                                                                                                                    | Version: 002 |
| Location of Risk: In vehicle – Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites | Individuals at Risk: Employees, Contractors and Public (other road users)                                                                                                                                                                                                                                                                                                                                                              |              |
| Outline description:                                                                                 | Vehicle manoeuvring activities represent a significant risk to the driver, other employees and affected third parties in terms of serious injury or fatality. Being struck by a moving vehicle is in the top 4 every year as a cause of fatality and serious injury in workplace transport. It is therefore critical that these activities are carried out in a controlled manner with the safety of people the foremost consideration |              |

|                       |                            |                                 |
|-----------------------|----------------------------|---------------------------------|
| Assessed by: Lee Kerr | Assessment Date: 14/8/2025 | Review Date: <b>August 2026</b> |
|-----------------------|----------------------------|---------------------------------|

|                                         |   |   |   |                         |                                                                                               |
|-----------------------------------------|---|---|---|-------------------------|-----------------------------------------------------------------------------------------------|
| <b>3<br/>Likelihood<br/>is frequent</b> | 3 | 6 | 9 | <b>6 – 9<br/>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2<br/>Possible<br/>Occurrence</b>    | 2 | 4 | 6 | <b>3 – 5<br/>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1<br/>Remote<br/>chance</b>          | 1 | 2 | 3 | <b>1 – 2<br/>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                      |                      |                       |
|----------------------|----------------------|-----------------------|
| 1<br>Minor<br>Injury | 2<br>Major<br>Injury | 3<br>Severe<br>Injury |
|----------------------|----------------------|-----------------------|

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                                                                                    | Existing Control Measures                                                                                                                                                                                                                                                                                                                      | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk       |          |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Likelihood | Severity | Rating |
| Being struck by reversing vehicles:<br>In the depot/Public Highway/3 <sup>rd</sup> party premises                                                    | <ul style="list-style-type: none"> <li>Company induction training by senior driver on safe reversing practices</li> <li>FORS M8 Vehicle Manoeuvring issued to drivers</li> <li>Issue to drivers of any site-specific advice on reversing vehicles</li> </ul>                                                                                   | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Driver Handbook &amp; Road Risk Policy to all drivers</li> <li>FORS M8 Vehicle Maneuvering Toolbox talk re-issued to drivers</li> <li>Specific emphasis on using trained banksmen for all reversing activities where one is available</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1          | 2        | 2      |
| Contact with Vulnerable Road Users<br>On accessing/exiting the depot<br>Traveling on the highway entering and exiting 3 <sup>rd</sup> party premises | <ul style="list-style-type: none"> <li>Company Induction training by senior driver on vulnerable road user safety and vehicle specific VRU equipment</li> <li>FORS D2 Vehicle Checks Toolbox Talk issued to drivers</li> <li>Issue to drivers of any site-specific advice on vulnerable road user issues and route plans into sites</li> </ul> | 2          | 2        | 4      | <ol style="list-style-type: none"> <li>FORS D2 Vehicle Checks Toolbox Talk are periodically communicated</li> <li>Drivers are instructed to before setting off on your journey –               <ol style="list-style-type: none"> <li>Make sure all of your mirrors are correctly adjusted</li> <li>Ensure any warning signage fitted to the vehicle is clean and clearly visible to the road user</li> <li>Check any side under-run</li> <li>protection is fitted correctly and is serviceable</li> </ol> </li> <li>Whilst driving:               <ol style="list-style-type: none"> <li>Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic</li> <li>Look out for cyclists, especially when checking your mirrors before indicating, varying your speed or changing direction</li> <li>Keep scanning your mirrors when approaching junctions in case a cyclist enters your blind spot</li> <li>Before pulling away from junctions, look over the dashboard (even if you have Class V/VI mirrors fitted) and try to make eye contact with any cyclists around your vehicle so they know you've seen them</li> <li>Indicate in good time to allow others to react</li> <li>Check your nearside blind spot every time you turn left</li> <li>Use your indicators when turning or changing lanes, even if you don't think anyone is near you</li> <li>Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car door</li> <li>When overtaking, give cyclists and motorcyclists at least as much space as you would a car</li> </ol> </li> </ol> | 1          | 2        | 2      |

| Hazard Identified                                                           | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                         | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk       |          |        |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                   | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Likelihood | Severity | Rating |
|                                                                             |                                                                                                                                                                                                                                                                                                                                                                                   |            |          |        | j. Do not cross stop lines or encroach on Advanced Stop Lines at traffic lights<br>k. Do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable                                                                                                                                                                                                                                                                          |            |          |        |
| Presenting a Risk to Other Road Users on the Highway                        | <ul style="list-style-type: none"> <li>Company induction training by Transport Admin on safe manoeuvring practices on the highway</li> <li>Driver assessment by senior driver prior to allocation of work</li> <li>FORS M8 Vehicle Manoeuvring issued to drivers</li> <li>Issue to drivers of any site-specific advice on vehicle manoeuvring or route planning advice</li> </ul> | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Driver handbook issued and FORS M8 Vehicle Manoeuvring Toolbox talk issued to drivers</li> <li>Drivers are instructed to –               <ul style="list-style-type: none"> <li>Progress on the highway with due care and attention to other road users</li> <li>Be aware of the laws and regulations which are applicable to the safe operation of a goods vehicle</li> <li>Always park your vehicle in such a way as not to cause a potential hazard to other road users</li> </ul> </li> </ul> | 1          | 2        | 2      |
| Contact with 3 <sup>rd</sup> party personnel and property on their premises | <ul style="list-style-type: none"> <li>Company induction training by Transport Admin on safe manoeuvring practices on the highway</li> <li>Driver assessment by senior driver prior to allocation of work</li> <li>FORS M8 Vehicle Manoeuvring issued to drivers</li> <li>Issue to Drivers of any Site-Specific advice on vehicle manoeuvring or route planning advice</li> </ul> | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Take particular care when entering or exiting 3<sup>rd</sup> party premises</li> <li>Pay attention to any site-specific instructions given in relation to vehicle movements</li> <li>Be aware of any pedestrian traffic movement routes and other areas where vehicle traffic is prohibited or restricted</li> </ul>                                                                                                                                                                              | 1          | 2        | 2      |
| Coupling, Uncoupling and Towing of Trailers                                 | <ul style="list-style-type: none"> <li>Induction by senior driver and instruction on safe working methods for Coupling, Uncoupling and Towing of Trailers</li> <li>Issuing and briefing of FORS M8 Vehicle Manoeuvring Toolbox Talks on an annual basis</li> </ul>                                                                                                                | 1          | 1        | 2      | <ul style="list-style-type: none"> <li>Creation of a Good Practice Guide on Coupling, Uncoupling and Towing of HGV Trailers – Driver Checklist from best practice advice in Safe Coupling Guide from the Transportation &amp; Logistics Forum</li> <li>Issue and briefing to Drivers of Good Practice Guide on Coupling, Uncoupling and Towing of HGV Trailers – Driver Checklist</li> <li>Issue of Safe Coupling Guide from Transportation and Logistics Forum on notice board</li> </ul>                                               | 1          | 1        | 2      |

## Risk Assessment – Control of Substances Hazardous to Health

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                          |          |     |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------|----------|-----|
| Risk Assessed:       | Control of Substances Hazardous to Health (COSHH)                                                                                                                                                                                                                                                                                                                                                              | Reference:           | WTRA-003                                 | Version: | 002 |
| Location of Risk:    | In vehicle – Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites                                                                                                                                                                                                                                                                                                                             | Individuals at Risk: | Employees, contractors, other road users |          |     |
| Outline description: | In vehicle maintenance and housekeeping activities drivers can be exposed to a number of substances and chemicals which could be considered hazardous to health. The risks will differ with the substance concerned but it remains the drivers’ responsibility to be aware of those hazards and take the appropriate action to lessen the risk of exposure and to respond appropriately should exposure occur. |                      |                                          |          |     |

|                       |                           |                                 |
|-----------------------|---------------------------|---------------------------------|
| Assessed by: Lee Kerr | Assessment Date: 6/8/2025 | Review Date: <b>August 2026</b> |
|-----------------------|---------------------------|---------------------------------|

|                                           |          |          |          |                               |                                                                                               |
|-------------------------------------------|----------|----------|----------|-------------------------------|-----------------------------------------------------------------------------------------------|
| <b>3</b><br><b>Likelihood is frequent</b> | <b>3</b> | <b>6</b> | <b>9</b> | <b>6 – 9</b><br><b>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2</b><br><b>Possible Occurrence</b>    | <b>2</b> | <b>4</b> | <b>6</b> | <b>3 – 5</b><br><b>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1</b><br><b>Remote chance</b>          | <b>1</b> | <b>2</b> | <b>3</b> | <b>1 – 2</b><br><b>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                          |                          |                           |
|--------------------------|--------------------------|---------------------------|
| <b>1</b><br>Minor Injury | <b>2</b><br>Major Injury | <b>3</b><br>Severe Injury |
|--------------------------|--------------------------|---------------------------|

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                                               | Existing Control Measures                                                                                                                                                                                                | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Risk       |          |        |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                                 |                                                                                                                                                                                                                          | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Likelihood | Severity | Rating |
| Injury or fatality as a result of exposure to harmful substances being transported                              | 1. Observe existing measures in relation to <ul style="list-style-type: none"> <li>Observing general advice of COSHH data sheets</li> <li>Making sure PPE is available and used</li> </ul>                               | 1          | 2        | 2      | Advise drivers about goods being transported <ul style="list-style-type: none"> <li>Ensure before handling goods that all packages, parcel and containers are intact with no signs of damage or leakage</li> <li>Ensure any breakages, damage or leakages are reported to a responsible person as soon as possible</li> </ul> Ensure that before dealing with any spillage the appropriate COSHH data sheet is read, understood and complied with in terms of: <ul style="list-style-type: none"> <li>Correct precautions in relation to PPE</li> <li>Correct precautions in terms of clearing up and disposal of materials</li> </ul> | 1          | 2        | 2      |
| Injury or fatality as a result of exposure to harmful substances used in vehicle maintenance and 'housekeeping' | 1. Observe existing measures in relation to: <ul style="list-style-type: none"> <li>Observing general advice of COSHH datasheets</li> <li>Making sure PPE is available and used in relation to the guidelines</li> </ul> | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Advise staff about fuel, oils, fluids and lubricants</li> <li>Ensure before handling goods that all packages, parcel and containers are intact with no signs of damage or leakage</li> <li>Correct precautions in relation to wearing of PPE</li> <li>Ensure that materials are used in the manner and quantities required to prevent spillage</li> <li>Ensure any breakages, damage or leakages are reported to a responsible person as soon as possible</li> <li>Correct precautions in terms of clearing up and disposal of materials</li> </ul>                                             | 1          | 2        | 2      |
| Paints and Coatings – Skin irritation, inhalation of vapours, fire risk                                         | <ul style="list-style-type: none"> <li>Stored in metal cabinets</li> <li>Doors open for ventilation</li> <li>PPE Available</li> </ul>                                                                                    | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Improve ventilation in painting building</li> <li>Install extraction</li> <li>Limit quantities stored</li> <li>Enforce PPE use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1          | 2        | 2      |
| Paint thinners and solvents – Highly flammable vapours, respiratory irritation, dermatitis                      | <ul style="list-style-type: none"> <li>Kept in metal cabinets</li> <li>Stored only in painting building</li> <li>Good housekeeping</li> <li>Spill kits available</li> </ul>                                              | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Introduce formal DSEAR controls</li> <li>Ensure containers are sealed when not in use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |          |        |

| Hazard Identified                                                                 | Existing Control Measures                                                                                                                                                                                             | Risk       |          |        | Additional Control Measures                                                                                                             | Risk       |          |        |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                   |                                                                                                                                                                                                                       | Likelihood | Severity | Rating |                                                                                                                                         | Likelihood | Severity | Rating |
| Diesel (Internal tanks) – Fire risk, environmental contamination, vapour exposure | <ul style="list-style-type: none"> <li>2,000l bunded tank</li> <li>Signage</li> <li>Ventilation via open shutter</li> </ul>                                                                                           | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Mechanical ventilation</li> <li>Routine inspection</li> <li>Formal DSEAR assessment</li> </ul>   | 1          | 3        | 3      |
| Diesel (external tanks) – Spills, fire risk, fume inhalation                      | <ul style="list-style-type: none"> <li>Tanks secured outdoors</li> <li>Signage present</li> <li>CCTV coverage</li> <li>Spill kits available</li> </ul>                                                                | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Add spill response training</li> </ul>                                                           | 1          | 2        | 2      |
| Oils and Lubricants – Dermatitis, slips from spills                               | <ul style="list-style-type: none"> <li>Stored Appropriately</li> <li>Used by trained engineers</li> <li>Correct PPE gear</li> </ul>                                                                                   | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Maintain procedures</li> </ul>                                                                   | 1          | 2        | 2      |
| Hydraulic fluid – Skin contact, slip risk, environmental contamination            | <ul style="list-style-type: none"> <li>Engineers trained</li> <li>Stored in sealed containers</li> <li>PPE Kits</li> <li>Ensure waste disposal through a licenced contractor</li> <li>Spill kits available</li> </ul> | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Maintain procedures</li> </ul>                                                                   | 1          | 1        | 2      |
| Aerosol Sprays – Flammable propellant, respiratory irritation                     | <ul style="list-style-type: none"> <li>Used minimally</li> <li>Good ventilation in warehouses</li> </ul>                                                                                                              | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Ensure that sprays are not used near open flames</li> <li>Store in limited quantities</li> </ul> | 1          | 2        | 2      |
| Cleaning chemicals – Irritation to skin or eyes                                   | <ul style="list-style-type: none"> <li>Safe storage in welfare areas</li> <li>Used by trained staff</li> <li>Provide PPE</li> </ul>                                                                                   | 1          | 1        | 1      | <ul style="list-style-type: none"> <li>Ensure COSHH sheets are clearly available</li> </ul>                                             | 1          | 1        | 1      |

## Risk Assessment – Vehicle Routing

|                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                               |              |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Risk Assessed: Vehicle Routing                                                                       | Reference: WTRA-004                                                                                                                                                                                                                                                                                                                                                                                           | Version: 002 |
| Location of Risk: In vehicle – Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites | Individuals at Risk: Employees, contractors, other road users                                                                                                                                                                                                                                                                                                                                                 |              |
| Outline description:                                                                                 | Selecting safe and fuel-efficient routes for vehicles and the observing designated routes is important to us as an organisation in terms of reducing possible conflict with Vulnerable Road Users and reducing fuel use and emissions we produce<br>We are committed to being as safe and environmentally friendly an operator as is possible and to present other road users with as little risk as possible |              |

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| Assessed by: Lee Kerr | Assessment Date: 15/8/2025 | Review Date: <b>August 2026</b> |
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| <b>3<br/>Likelihood<br/>is frequent</b> | 3 | 6 | 9 | <b>6 – 9<br/>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2<br/>Possible<br/>Occurrence</b>    | 2 | 4 | 6 | <b>3 – 5<br/>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1<br/>Remote<br/>chance</b>          | 1 | 2 | 3 | <b>1 – 2<br/>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                      |                      |                       |
|----------------------|----------------------|-----------------------|
| 1<br>Minor<br>Injury | 2<br>Major<br>Injury | 3<br>Severe<br>Injury |
|----------------------|----------------------|-----------------------|

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                       | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                              | Risk       |          |        | Additional Control Measures                                                                                                                     | Risk       |          |        |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                        | Likelihood | Severity | Rating |                                                                                                                                                 | Likelihood | Severity | Rating |
| Ineffective use of company resources by failing to plan efficient routing to deliveries | Observe existing measures in relation to: <ul style="list-style-type: none"> <li>Route planning software is in use for drivers to plan routes</li> <li>Vehicle journeys are monitored against route plans</li> </ul>                                                                                                                                                                   | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>FORS O1 Routing Toolbox Talk to be re- issued to drivers</li> </ul>                                      | 1          | 2        | 2      |
| Failure to observe designated routes into sites                                         | Observe existing measures in relation to: <ul style="list-style-type: none"> <li>Designated construction routes are communicated to all drivers involved in specific sites</li> <li>Penalties are held to be the responsibility of the Driver</li> <li>FORS Safe Urban Driving/Van Smart attended by drivers</li> <li>FORS Cycle Safety eLearning undertaken by all drivers</li> </ul> | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>FORS O1 Routing Toolbox Talk to be re- issued to drivers</li> </ul>                                      | 1          | 2        | 2      |
| Conflict with vulnerable road users causing injury or fatality                          | <ul style="list-style-type: none"> <li>Observe existing measures in relation to</li> <li>Vehicles scheduled to leave our depot after peak travel times, returning before building up to evening peak time</li> <li>FORS Safe Urban Driving/Van Smart attended by all drivers</li> <li>FORS Cycle Safety eLearning undertaken by all drivers</li> </ul>                                 | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>FORS O1 Routing Toolbox Talk to be re- issued to drivers</li> </ul>                                      | 1          | 2        | 2      |
| Children and other vulnerable road users becoming exposed to harmful pollutants         | <ul style="list-style-type: none"> <li>FORS LoCity eLearning and FORS LoCity Classroom training attended by all drivers</li> <li>Planning routes so that driving in the vicinity of schools does not occur during start and finish times where possible</li> </ul>                                                                                                                     | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Vehicles in the fleet to be alternatively fuelled with lower emissions or even zero emissions</li> </ul> | 1          | 2        | 2      |
| Improper routing causing drivers to go over driving hours                               | <ul style="list-style-type: none"> <li>Monitoring of traffic via traffic trackers and road updates</li> <li>Backup routes identified</li> <li>Booking hotels at nearby locations</li> </ul>                                                                                                                                                                                            | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Continuous provision of driver's hours guidelines</li> <li>Toolbox talks on Tachograph usage</li> </ul>  | 1          | 3        | 3      |

| Hazard Identified                                                                 | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Risk       |          |        | Additional Control Measures                                                                                                                               | Risk       |          |        |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Likelihood | Severity | Rating |                                                                                                                                                           | Likelihood | Severity | Rating |
| Vehicle dimension and weight restrictions – Bridge Strikes and Width Restrictions | <ul style="list-style-type: none"> <li>Using a height indicator in vehicles to provide drivers with a constant reminder of vehicle height</li> <li>Route planning in advance with maps that account for low bridges, weight restrictions and width restrictions</li> <li>Providing drivers with Driver Handbook that talks about Bridge strikes to keep the dangers in their mind</li> <li>Giving drivers plenty of time to arrive to destination so that they are not rushed</li> </ul> | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Provide drivers with alternative routes as a contingency</li> <li>Re-issuing FORS O1 Toolbox to drivers</li> </ul> | 1          | 3        | 3      |
| Vehicle Emissions and zonal restrictions                                          | <ul style="list-style-type: none"> <li>Mapping CAZ, ULEZ and LEZ zones to ensure that routes into these areas are as minimal as possible and with compliant vehicles</li> <li>Toolbox talks to ensure drivers are aware of cleaner more efficient driving</li> <li>LoCity eLearning and classroom training to minimise the pollution and harmful effects on the environment</li> </ul>                                                                                                   | 3          | 2        | 6      | <ul style="list-style-type: none"> <li>FORS O2 Toolbox to be re-issued to drivers</li> <li>Upgrading fleet to meet compliance</li> </ul>                  | 3          | 1        | 3      |
| Parking, loading and unloading restrictions                                       | <ul style="list-style-type: none"> <li>Ensuring, where possible, that loading and unloading is done off the public road to minimise road congestion</li> <li>Avoid loading and unloading on red routes</li> <li>Arranging delivery during times that are less busy</li> </ul>                                                                                                                                                                                                            | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Utilising FORS eLearning, particularly the Smart Deliveries eLearning</li> </ul>                                   | 2          | 2        | 4      |
| Tolls, and other road charges                                                     | <ul style="list-style-type: none"> <li>Avoiding physical toll booths that can cause increased congestion and idling</li> <li>Setting up accounts for pre-pay</li> </ul>                                                                                                                                                                                                                                                                                                                  | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Continued education of drivers</li> </ul>                                                                          | 1          | 2        | 2      |

## Risk Assessment – Use of Mobile Phones and In-Vehicle Technology

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                         |              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------|
| Risk Assessed:       | Use of Mobile Phones and In-Vehicle Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Reference: WTRA-005                                                     | Version: 002 |
| Location of Risk:    | In vehicle – Depot, Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites                                                                                                                                                                                                                                                                                                                                                                                                                  | Individuals at Risk: Employees (drivers), contractors, other road users |              |
| Outline description: | The use of mobile phones and other in-vehicle technology whilst in control of a vehicle present significant risks to other road users and anyone we might come into contact with as part of our activities. Although reduced, there is also a risk of distraction from proper control of a vehicle associated with using hands-free mobile phones while driving. It is important that all of us understand those risks and take every action to avoid use of these devices while in control of any vehicle |                                                                         |              |

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| Assessed by: Lee Kerr | Assessment Date: 6/8/2025 | Review Date: <b>August 2026</b> |
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| <b>3<br/>Likelihood<br/>is frequent</b> | 3 | 6 | 9 | <b>6 – 9<br/>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2<br/>Possible<br/>Occurrence</b>    | 2 | 4 | 6 | <b>3 – 5<br/>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1<br/>Remote<br/>chance</b>          | 1 | 2 | 3 | <b>1 – 2<br/>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

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|----------------------|----------------------|-----------------------|
| 1<br>Minor<br>Injury | 2<br>Major<br>Injury | 3<br>Severe<br>Injury |
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Risk Rating – Likelihood vs Severity

| Hazard Identified                                                       | Existing Control Measures                                                                                                                                                                                                   | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Risk       |          |        |
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|                                                                         |                                                                                                                                                                                                                             | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Likelihood | Severity | Rating |
| Person being seriously or fatally injured when struck by moving vehicle | <ul style="list-style-type: none"> <li>Issue to drivers of The Highway Code and instructions on safe use of mobile phones</li> <li>Installation of hands-free kits in vehicle to reduce use of hand-held devices</li> </ul> | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Issue a copy of the Mobile Phone &amp; In-Vehicle Technology Policy to all office staff</li> <li>Issue of Driver/Operator Handbook and this risk assessment</li> <li>Drivers instructed through FORS D5 Toolbox Talk to: <ul style="list-style-type: none"> <li>Not make or receive calls using a hand-held or hands-free device while in control of a vehicle</li> <li>Not use any potentially distractive technology, such as sat-navs, iPads or laptops while in control a vehicle</li> <li>To make sure the vehicle is parked safely before responding to text messages or returning phone calls</li> <li>That only calls to the emergency services in an emergency situation can be made when no other alternative is available</li> </ul> </li> </ul> | 1          | 2        | 2      |
| Damage to third party premises and vehicles                             | <ul style="list-style-type: none"> <li>Issue to drivers of The Highway Code and instructions on safe use of mobile phones</li> <li>Installation of hands-free kits in vehicle to reduce use of hand-held devices</li> </ul> | 2          | 3        | 6      | <ol style="list-style-type: none"> <li>Issue a copy of the Mobile Phone &amp; In-Vehicle Technology Policy to all Office Staff</li> <li>Issue of Driver/Operator Handbook and this risk assessment</li> <li>Drivers instructed through FORS D5 Toolbox Talk to: <ul style="list-style-type: none"> <li>Not make or receive calls using a hand-held or hands-free device while in control of a vehicle</li> <li>Not use any potentially distractive technology, such as sat-navs, iPads or laptops while in control a vehicle</li> <li>To make sure the vehicle is parked safely before responding to text messages or returning phone calls</li> <li>That only calls to the emergency services in an emergency situation can be made when no other alternative is available</li> </ul> </li> </ol> | 1          | 2        | 2      |

## Risk Assessment – Seatbelts, Speed, Distraction and Adverse Weather

|                      |                                                                                                                                                                                                                                                                                                                                                                                                            |                                                               |              |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------|
| Risk Assessed:       | Seatbelts, Speed, Distraction and Adverse Weather                                                                                                                                                                                                                                                                                                                                                          | Reference: WTRA-006                                           | Version: 002 |
| Location of Risk:    | In vehicle – Depot, Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites                                                                                                                                                                                                                                                                                                                  | Individuals at Risk: Employees, contractors, other road users |              |
| Outline description: | The legal requirements around wearing seatbelts, observing speed limits and the advice given in relation to driver distraction and the appropriate conduct when driving in adverse weather are all aimed at improving road safety for both the driver and other road users<br>Our commitment is to ensure drivers are given appropriate guidance and advice to ensure risk in this regard are not realised |                                                               |              |

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| Assessed by: Lee Kerr | Assessment Date: 15/8/2025 | Review Date: <b>August 2026</b> |
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| <b>3</b><br><b>Likelihood is frequent</b> |
| <b>2</b><br><b>Possible Occurrence</b>    |
| <b>1</b><br><b>Remote chance</b>          |

|   |   |   |
|---|---|---|
| 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

|                   |                   |                    |
|-------------------|-------------------|--------------------|
| 1<br>Minor Injury | 2<br>Major Injury | 3<br>Severe Injury |
|-------------------|-------------------|--------------------|

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| <b>6 – 9</b><br><b>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>3 – 5</b><br><b>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1 – 2</b><br><b>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                                                                                          | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk       |          |        | Additional Control Measures                                                                                                                                                                                   | Risk       |          |        |
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|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Likelihood | Severity | Rating |                                                                                                                                                                                                               | Likelihood | Severity | Rating |
| Personal injury and fatality to drivers and passengers as a result of failing to wear a seatbelt                                                           | Observe existing measures in relation to <ul style="list-style-type: none"> <li>The legal requirement for all vehicle occupants to wear a seatbelt when traveling in a vehicle</li> <li>Issue of The Highway Code to all drivers and advice given therein in relation to wearing seatbelts</li> <li>Advice given in the Company Vehicle Policy to wear a seat belt</li> </ul>                                                                                                           | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Driver handbook issued</li> <li>Issue of the FORS D2 Driving Standards toolbox talk to drivers</li> </ul>                                                              | 1          | 3        | 3      |
| Personal injury and fatality to drivers, Passengers and other road users as a result of inappropriate/unlawful speed on the highway                        | Observe existing measures in relation to: <ul style="list-style-type: none"> <li>The legal requirement for all vehicle drivers to observe speed limits</li> <li>Issuing of The Highway Code to all drivers and advice given therein in relation to observing speed limits and the requirement to drive according to the prevailing speed of traffic</li> <li>Advice given in the Company Vehicle Policy in relation to observing speed limits and appropriate driving speeds</li> </ul> | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Driver handbook issued</li> <li>Issue of the FORS D2 Driver Standards toolbox talk to drivers</li> </ul>                                                               | 1          | 3        | 3      |
| Personal injury and fatality to drivers, Passengers and other road users as a result of failure to concentrate on the road                                 | Observe existing measures in relation to: <ul style="list-style-type: none"> <li>The legal requirement for all vehicle drivers not using handheld technology while driving</li> <li>Issue of The Highway Code to all drivers and advice given in relation to hand-held and hands-free technology</li> <li>Advice given in the company vehicle policy in relation to potentially distractive technology</li> </ul>                                                                       | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Driver handbook issued</li> <li>Issue of the FORS D2 Driver Standards toolbox talk to drivers</li> <li>Issue of FORS D4 In-Cab Communications toolbox talks</li> </ul> | 1          | 3        | 3      |
| Personal injury and fatality to drivers, Passengers and other road users as a result of failure to take account of adverse weather conditions when driving | Observe existing measures in relation to: <ul style="list-style-type: none"> <li>Daily check of vehicle for roadworthiness issues</li> <li>Advice in The Highway Code in relation to driving in adverse weather conditions</li> </ul>                                                                                                                                                                                                                                                   | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Driver handbook issued</li> <li>Issue of the FORS D2 Driving Standards toolbox talk to drivers</li> <li>Issue of FORS Winter Driving Guide to drivers</li> </ul>       | 1          | 3        | 3      |

## Risk Assessment – Passenger Safety

|                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
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| Risk Assessed: Passenger Safety                                                                             | Reference: WTRA-007                                                                                                                                                                                                                                                                                                                                                                                                          | Version: 002 |
| Location of Risk: In vehicle – Depot, Public Highway, Customer and 3 <sup>rd</sup> Party premises/worksites | Individuals at Risk: Employees, contractors, other road users                                                                                                                                                                                                                                                                                                                                                                |              |
| Outline description:                                                                                        | The responsibility for the safety of any passenger in a vehicle is the joint responsibility of the driver of the vehicle and the passenger themselves. The driver must ensure that the vehicle and safety equipment are provided and used correctly, and that any passenger follows the advice in relation to the highway code. The passenger must recognise the responsibility for their own safety and behave accordingly. |              |

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| Assessed by: Lee Kerr | Assessment Date: 6/8/2025 | Review Date: <b>August 2026</b> |
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| <b>3</b><br><b>Likelihood</b><br><b>is frequent</b> | <b>3</b> | <b>6</b> | <b>9</b> | <b>6 – 9</b><br><b>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2</b><br><b>Possible</b><br><b>Occurrence</b>    | <b>2</b> | <b>4</b> | <b>6</b> | <b>3 – 5</b><br><b>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1</b><br><b>Remote</b><br><b>chance</b>          | <b>1</b> | <b>2</b> | <b>3</b> | <b>1 – 2</b><br><b>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                             |                             |                              |
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| <b>1</b><br>Minor<br>Injury | <b>2</b><br>Major<br>Injury | <b>3</b><br>Severe<br>Injury |
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Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                                                                                                                   | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Risk       |          |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Likelihood | Severity | Rating |
| <p>Passengers suffering Injury or fatality as a result of accessing or alighting vehicles</p> <p>In company premises</p> <p>On the highway</p> <p>In third party premises/sites</p> | <p>Advise passengers in terms of them:</p> <ul style="list-style-type: none"> <li>Being aware of their surroundings and restricting their movements to pavements and pedestrian walkways wherever possible</li> <li>Only accessing the passenger carrying compartment of a vehicle</li> <li>Using a safe method for access and egress to/from the cab i.e. 3-points of contact, in forward, backwards out</li> <li>Issue of The Highway Code for drivers with instructions for them to make passengers aware of their responsibilities</li> </ul> | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Driver Handbook issued to all drivers</li> <li>Passenger Safety Policy issued to all drivers and employees</li> <li>Briefing issued to Drivers to ensure</li> <li>Vehicles are parked to allow access by passengers directly from pavements or pedestrian walkways</li> <li>Passenger seats and footwells are kept clear of bags, materials and equipment which may cause a trip hazard or obstruction</li> <li>They instruct any passenger not to exit the vehicle unless it is safe to do so</li> </ul> | 1          | 2        | 2      |
| <p>Passengers, drivers and other road users suffering Injury or fatality as a result of involvement in a Road Traffic Collision</p>                                                 | <p>Advise passengers to:</p> <ul style="list-style-type: none"> <li>Wear seatbelts at all times in a vehicle</li> <li>Not to provide the driver with any distraction by talking to them excessively, playing loud music or failing to follow reasonable instructions</li> <li>Issue of The Highway Code for drivers with instructions for them to make passengers aware of their responsibilities</li> </ul>                                                                                                                                      | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Driver Handbook issued to all drivers</li> <li>Passenger Safety Policy issued to all drivers and employees</li> <li>Briefing issued to drivers to ensure they instruct any passenger not to exit the vehicle unless it is safe to do so</li> <li>Concentrate on the road at all times when in control of a vehicle</li> <li>Instruct passengers to wear a seat belt at all times</li> </ul>                                                                                                               | 1          | 2        | 2      |

## Risk Assessment – Operational Security, Lone Working & Terrorism Threat

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                               |              |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------|
| Risk Assessed:       | Operational Security, Lone Working & Terrorism Threat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Reference: WTRA-008                                           | Version: 002 |
| Location of Risk:    | In vehicle – Depot, Public Highway, Customer and 3 <sup>rd</sup> party premises/worksites                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Individuals at Risk: Employees, contractors, other road users |              |
| Outline description: | Theft of Vehicles and Loads represent a significant risk to organisations involved in workplace transport. Added to this is the recent phenomenon of vehicle hijacking for use in acts of terrorism and we have identified events which present a significant risk to our business. We recognise that as part of their role they will be expected to work alone for significant period of time, and this is likely to increase their vulnerability to possible hijacking and assault. We also recognise the importance that vigilance of staff and drivers plays in identifying risks and taking the appropriate action to ensure those risks are not realised |                                                               |              |

|                       |                            |                                 |
|-----------------------|----------------------------|---------------------------------|
| Assessed by: Lee Kerr | Assessment Date: 14/8/2025 | Review Date: <b>August 2026</b> |
|-----------------------|----------------------------|---------------------------------|

|                                         |   |   |   |                         |                                                                                               |
|-----------------------------------------|---|---|---|-------------------------|-----------------------------------------------------------------------------------------------|
| <b>3<br/>Likelihood<br/>is frequent</b> | 3 | 6 | 9 | <b>6 – 9<br/>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2<br/>Possible<br/>Occurrence</b>    | 2 | 4 | 6 | <b>3 – 5<br/>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1<br/>Remote<br/>chance</b>          | 1 | 2 | 3 | <b>1 – 2<br/>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                      |                      |                       |
|----------------------|----------------------|-----------------------|
| 1<br>Minor<br>Injury | 2<br>Major<br>Injury | 3<br>Severe<br>Injury |
|----------------------|----------------------|-----------------------|

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                                                                      | Existing Control Measures                                                                                                                                                                                                                                                                                                                             | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk       |          |        |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                       | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Likelihood | Severity | Rating |
| Theft of – including hijacking, or damage to Vehicle: In company premises on the Highway In third party premises/sites | <ul style="list-style-type: none"> <li>Observe existing measures in relation to locking vehicles when not in use</li> <li>Key security when vehicle is not in use</li> </ul>                                                                                                                                                                          | 1          | 3        | 3      | 1. Driver handbook issued<br>2. Issue of the FORS Operational Security toolbox talk to drivers<br>3. Drivers are instructed to ensure vehicles are parked when not in use at: <ul style="list-style-type: none"> <li>Our depot</li> <li>Authorised lorry parks</li> <li>Secure 3<sup>rd</sup> party premises</li> <li>Drivers are instructed to be aware of and report immediately any suspicious activity around the vehicle and contact the emergency services if necessary</li> <li>Drivers are instructed to ensure they put their personal safety above all other concerns and do not put themselves at risk for either the vehicle or load</li> </ul>                                                              | 1          | 2        | 2      |
| Injury escalation at work as a result of not being attended to within a reasonable timeframe (lone working)            | <ul style="list-style-type: none"> <li>All vehicles fitted with a combined vehicle tracking and cab camera system to identify vehicles not in motion and any potential driver issues</li> <li>Drivers advised on general security and wellbeing issues and to notify the office as soon as these arise</li> </ul>                                     | 1          | 3        | 3      | 1. Issue of the FORS Operational Security toolbox talk to drivers<br>2. Managers monitor tracking system for unusual movement/lack of movement from vehicle<br>3. Drivers are instructed to ensure vehicles are parked when not in use at: <ul style="list-style-type: none"> <li>Our depot</li> <li>Authorised lorry larks</li> <li>Secure 3<sup>rd</sup> party premises</li> <li>Drivers are instructed to be aware of and report immediately any suspicious activity around the vehicle and contact the emergency services if necessary</li> <li>Drivers are instructed to ensure they put their personal safety above all other concerns and do not put themselves at risk for either the vehicle or load</li> </ul> | 1          | 2        | 2      |
| Theft of, or damage to, load:<br>In company premises<br>On the Highway In third party premises/sites                   | <ul style="list-style-type: none"> <li>All vehicles fitted with a combined vehicle tracking and cab camera</li> <li>system to identify vehicles not in motion and any potential driver issues</li> <li>Observe existing measures in relation to</li> <li>locking vehicles when not in use</li> <li>Key security when vehicle is not in use</li> </ul> | 1          | 3        | 3      | 1. Driver handbook issued<br>2. Issue of the FORS Counter Terrorism toolbox talk to drivers<br>3. Drivers are instructed to ensure vehicles are parked when not in use at: <ul style="list-style-type: none"> <li>Our depot</li> <li>Authorised lorry parks</li> <li>Secure 3<sup>rd</sup> party premises</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | 1          | 2        | 2      |

| Hazard Identified                            | Existing Control Measures                                                                                                                                                                                                                                                                                                                                                                                                      | Risk       |          |        | Additional Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Risk       |          |        |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                | Likelihood | Severity | Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Likelihood | Severity | Rating |
|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                |            |          |        | <ul style="list-style-type: none"> <li>Drivers are instructed to be aware of and report immediately any suspicious activity around the vehicle and contact the emergency services if necessary</li> <li>Drivers are instructed to ensure they put their personal safety above all other</li> <li>concerns and do not put themselves at risk for either the vehicle or load</li> </ul>                                                                                                                                                                                                                                                                                                                          |            |          |        |
| Theft of vehicle for use in terrorist attack | <ul style="list-style-type: none"> <li>All vehicles fitted with a combined vehicle tracking and cab camera system to identify vehicles not in motion and any potential driver issues</li> <li>Observe existing measures in relation to</li> <li>locking vehicles when not in use</li> <li>Key security when vehicle is not in use</li> <li>Be vigilant in areas where the driver, vehicle or load may be vulnerable</li> </ul> | 1          | 3        | 3      | <ol style="list-style-type: none"> <li>Driver handbook issued</li> <li>Issue of the FORS Counter Terrorism toolbox talk to drivers</li> <li>Drivers are instructed to ensure vehicles are parked when not in use at: <ul style="list-style-type: none"> <li>Our depot</li> <li>Authorised lorry parks</li> <li>Secure 3<sup>rd</sup> party premises</li> </ul> </li> <li>Drivers are instructed to be aware of and report immediately any suspicious activity around the vehicle and contact the emergency services if necessary</li> <li>Drivers are instructed to ensure they put their personal safety above all other concerns and do not put themselves at risk for either the vehicle or load</li> </ol> | 1          | 3        | 3      |

## Risk Assessment – Fire Risks

|                                                          |                                                                                                                                                                                                                                                                                      |              |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Risk Assessed: Fire                                      | Reference:                                                                                                                                                                                                                                                                           | Version: 001 |
| Location of Risk: Paramount Premises, Paramount Vehicles | Individuals at Risk: Employees, contractors, other road users and members of the public                                                                                                                                                                                              |              |
| Outline description:                                     | The nature of the work carried out exposes the company to the risk of fire. This risk assessment will look at the risks posed by the work and actions carried out at Paramount and look to mitigate the risks to ensure that both, employees and the premises remain safe and secure |              |

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|-----------------------|----------------------------|---------------------------------|
| Assessed by: Lee Kerr | Assessment Date: 14/8/2025 | Review Date: <b>August 2026</b> |
|-----------------------|----------------------------|---------------------------------|

|                                         |   |   |   |                         |                                                                                               |
|-----------------------------------------|---|---|---|-------------------------|-----------------------------------------------------------------------------------------------|
| <b>3<br/>Likelihood<br/>is frequent</b> | 3 | 6 | 9 | <b>6 – 9<br/>High</b>   | Review findings and control of risks assessment and address any shortfalls immediately        |
| <b>2<br/>Possible<br/>Occurrence</b>    | 2 | 4 | 6 | <b>3 – 5<br/>Medium</b> | Review findings and control of risks assessment and address any shortfalls within 4 weeks     |
| <b>1<br/>Remote<br/>chance</b>          | 1 | 2 | 3 | <b>1 – 2<br/>Low</b>    | Review findings and control of risks assessment and address any shortfalls within 6 - 8 weeks |

|                      |                      |                       |
|----------------------|----------------------|-----------------------|
| 1<br>Minor<br>Injury | 2<br>Major<br>Injury | 3<br>Severe<br>Injury |
|----------------------|----------------------|-----------------------|

Risk Rating – Likelihood vs Severity

| Hazard Identified                                                 | Existing Control Measures                                                                                                                                                                    | Risk       |          |        | Additional Control Measures                                                                                                                                                                                  | Risk       |          |        |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                                                   |                                                                                                                                                                                              | Likelihood | Severity | Rating |                                                                                                                                                                                                              | Likelihood | Severity | Rating |
| Fire in paint shop due to flammable paints, thinners and spraying | <ul style="list-style-type: none"> <li>Paints stored in metal cabinets</li> <li>Large doors kept open for airflow</li> <li>Alarms across the site</li> <li>Extinguishers in place</li> </ul> | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Install mechanical extraction or spray booth</li> <li>Limit paint quantities</li> <li>Introduce stricter segregation from ignition sources</li> </ul>                 | 1          | 3        | 3      |
| Ignition of diesel vapours from internal 2,000l tank              | <ul style="list-style-type: none"> <li>Bunded tanks</li> <li>Signage present</li> <li>Shutter door kept open</li> <li>Area monitored</li> </ul>                                              | 1          | 6        | 6      | <ul style="list-style-type: none"> <li>Conduct a DSEAR assessment</li> <li>Add mechanical ventilation</li> <li>Improve segregation from ignition sources</li> <li>Ensure regular inspection</li> </ul>       | 1          | 3        | 3      |
| Welding activities causing sparks and fire                        | <ul style="list-style-type: none"> <li>Staff check surroundings</li> <li>Staff monitoring area during and after welding</li> </ul>                                                           | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Restrict welding to controlled areas</li> <li>Implement fire watch for 60 minutes</li> </ul>                                                                          | 1          | 3        | 3      |
| Electrical fire from installations, chargers or equipment         | <ul style="list-style-type: none"> <li>Electrical certification</li> <li>PAT testing</li> <li>Minimal use of extension leads</li> <li>Controlled machine movement</li> </ul>                 | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Reinforce PAT inspection frequency</li> <li>Ensure charging areas are kept clear</li> <li>Conduct periodic inspections of EV charger and two-phase outlets</li> </ul> | 1          | 3        | 3      |
| Fire involving machinery stored in warehouse                      | <ul style="list-style-type: none"> <li>Clear escape routes</li> <li>Alarms and extinguishers installed</li> <li>Controlled machine movement</li> </ul>                                       | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Improve housekeeping</li> <li>Separate fuelled machines where possible</li> <li>Add thermal checks during maintenance inspections</li> </ul>                          | 1          | 3        | 3      |
| Fire in cloth roof buildings (Paint and Storage)                  | <ul style="list-style-type: none"> <li>Alarms</li> <li>Extinguishers</li> <li>Large ventilation doors</li> <li>Responsible persons for each building</li> </ul>                              | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Enhance fire resistant separation barriers</li> <li>Apply additional fire detection sensors</li> <li>Restrict hot works nearby</li> </ul>                             | 1          | 3        | 3      |
| Fire caused by poor housekeeping                                  | <ul style="list-style-type: none"> <li>Housekeeping is generally maintained</li> <li>Clear fire exits</li> </ul>                                                                             | 2          | 2        | 4      | <ul style="list-style-type: none"> <li>Introduce weekly housekeeping checks</li> <li>Adding signage where waste accumulates</li> </ul>                                                                       | 1          | 2        | 2      |
| Fire starting in unused two-storey office building                | <ul style="list-style-type: none"> <li>Building is locked</li> <li>Electrics still active</li> <li>No one enters the building</li> </ul>                                                     | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Isolate the electrical supply if possible</li> <li>Conduct monthly visual inspections</li> <li>Maintain secure locks</li> </ul>                                       | 1          | 1        | 1      |
| Fire in offices, break rooms or toilet block                      | <ul style="list-style-type: none"> <li>Low ignition sources</li> <li>Trained staff</li> <li>Linked alarm system</li> </ul>                                                                   | 1          | 2        | 2      | <ul style="list-style-type: none"> <li>Provide extinguisher awareness training</li> <li>Ensure portable heaters are not introduced</li> <li>Maintain regular alarm tests</li> </ul>                          | 1          | 1        | 1      |
| Vehicle fires from machine movement or engine heat                | <ul style="list-style-type: none"> <li>Drivers trained</li> <li>CCTV monitoring</li> <li>Good yard layout</li> </ul>                                                                         | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Introduce engine cool down policy when parking</li> <li>Ensure vehicles are parked with separation where possible</li> </ul>                                          | 1          | 2        | 2      |

| Hazard Identified                | Existing Control Measures                                                                                                   | Risk       |          |        | Additional Control Measures                                                                                                                                          | Risk       |          |        |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--------|
|                                  |                                                                                                                             | Likelihood | Severity | Rating |                                                                                                                                                                      | Likelihood | Severity | Rating |
| Lack of trained fire marshals    | <ul style="list-style-type: none"> <li>Basic induction training only</li> <li>First aiders present</li> </ul>               | 2          | 3        | 6      | <ul style="list-style-type: none"> <li>Appoint responsible person</li> <li>Train at least three fire marshals</li> <li>Carry out annual evacuation drills</li> </ul> | 1          | 2        | 3      |
| Failure to evacuate effectively  | <ul style="list-style-type: none"> <li>Staff knows exits</li> <li>Push bar doors</li> <li>Assembly point defined</li> </ul> | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Conduct formal evacuation drills</li> <li>Record results</li> <li>Improve signage where needed</li> </ul>                     | 1          | 2        | 2      |
| Arson or fire started externally | <ul style="list-style-type: none"> <li>CCTV</li> <li>Locked Buildings</li> <li>Fenced Site</li> </ul>                       | 1          | 3        | 3      | <ul style="list-style-type: none"> <li>Improve lighting in darker areas</li> <li>Ensure regular security checks</li> <li>Reinforce lock procedures</li> </ul>        | 1          | 2        | 2      |

## Risk Assessment and Procedure for Loading and Unloading Access Platforms on/off Transport Vehicles/Trailers

| Activity                                                                                                                                                                                   | Hazards                                                                       | Significant Identified Risk                                                                                                                         | Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Loading and Unloading of Powered Access Platforms onto:<br><br>Road Vehicles with a Rigid Body<br><br>Without Ramps<br><br>With Ramps<br><br>With Slideback Body<br><br>Trailer with Ramps | Loss of control of machine and consequent fall or overturn of heavy equipment | Damage to the machine and adjacent or close proximity property. Not least, serious injury or even a fatality to the driver or other nearby persons. | Ensure that: <ul style="list-style-type: none"> <li>The transport vehicle is secure/stationery with brake securely applied and chocks (if provided) positioned under the tyres to prevent likely movement.</li> <li>That vehicle is positioned to enable considered loading, i.e. in correct orientation to allow load machine to manoeuvre onto ramps or to be correctly attached/lifted by any on board lift device, e.g. "Hiab".</li> <li>Ensure loading/unloading occurs on hard level ground. If ground is soft and/or inclined, use appropriate precaution. Use judgement to assess risk. If unsafe abort and seek advice.</li> </ul> |
|                                                                                                                                                                                            |                                                                               | Serious crushing danger                                                                                                                             | Deploy remote control of machine to be loaded and maintain position to allow visibility. Be able to see both machine and vehicle and exercise careful alert attention throughout operation. Complete control is dependent on slow careful movement.                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                            |                                                                               | Injury, serious or fatal to Transport Personnel                                                                                                     | Ensure ramps are properly secured and able to withstand the weight of the machine.<br>Ensure that wheels/tracks of load machine are centred to line up with the ramps.<br>Constantly anticipate the gravity effect on the load, stay alert and identify escape route in event of the unexpected. Keep sight on the machine whilst others are controlling the loading/unloading.                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                            |                                                                               |                                                                                                                                                     | Position transport and load to avoid nearby property and persons. Deploy warning signs, cones, barriers, barrier tape etc. to ensure adequate, judged, separation to avoid damage to other property and to exclude and separate people from vicinity.                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                            | Fall from bed of vehicle or trailer                                           | Collision with other people or moving vehicles or equipment                                                                                         | When using ramps, ensure that machine is secure by use of moving restraint, e.g. winch. When winch is available always deploy to control and prevent runaway and "seesaw" (tracks). Apply great care to match winch speed to descent. Too much restraint can cause drive wheelspin and lack of traction and slide, even side slide.<br>Do not detach winch until wheels /tracks are firmly in contact with ground or until machine is positioned and secure on board.                                                                                                                                                                       |
|                                                                                                                                                                                            |                                                                               |                                                                                                                                                     | Ensure that adequate strength / undamaged fixings (beware frayed webbing straps) are used in securing load. Pay careful attention to directional restraint of load and ensure, where fitted, slew pins are engaged. Alternatively, use other directional restraint to positively prevent involuntary slew during transit or during loading/unloading. Apply care to correct tension in fixings and to avoid injury from trapping, pinching.                                                                                                                                                                                                 |
|                                                                                                                                                                                            | Insecure load                                                                 | Danger of crushing/laceration whilst tensioning securing load and likewise in releasing attachments when unloading                                  | Throughout operation, take care to wear appropriate PPE, Hard Hat, Protective boots, Gloves, Hi-Viz etc. Where bed guards aren't fitted, take care (use restraint lanyard) to avoid slips and falls from transporter bed.                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                            |                                                                               |                                                                                                                                                     | Specific circumstances may demand assistance for safety. If identified in advance an additional slinger/banksman should be provided. In the event of the unexpected, seek local assistance or call for advice.                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                            |                                                                               | Uncontrolled, involuntary slewing of turreted boom machines on transport, both stationary and in motion                                             | Transporter vehicle should always carry first-aid and driver should have charged mobile phone to summon assistance in emergency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                            |                                                                               | Involuntary movement of vehicle during loading/unloading                                                                                            | Ensure that machines with narrow setting are set to maximum stowed width when loading and unloading. Narrow setting is strictly for moment of narrow door access only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Risk Assessment – Generic Risks and Procedures

Paramount Platforms Ltd., Specialist Access Hire, **Risk Assessment** for Operation of Wheeled Lightweight, Electric Scissor Platform.

A copy of the machine's current (LOLER Compliant) Inspection Certificate will accompany machine. The operator must have current IPAF training in the appropriate category and evidence of such training will be in his possession.



**This Risk Assessment is of a general nature. Originator has not surveyed site to understand any specific hazards**

| Activity                                                                         | Hazards                                                                                                                        | Significant Identified Risk                                                        | Low | Medium | High | Who Affected |        | Control Measure                                                                                                                                                                       | Who controls | Low | Medium | High |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----|--------|------|--------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----|--------|------|
|                                                                                  |                                                                                                                                |                                                                                    |     |        |      | Work-force   | Public |                                                                                                                                                                                       | Work-force   |     |        |      |
| Delivery of machine .                                                            | Pedestrians and vehicular traffic.                                                                                             | Collision with Road Vehicles and/or pedestrians                                    |     | ✓      |      | ✓            | ✓      | Driver / operator to be present to park transport vehicle and unload in such location and with due care to avoid collision and interference with traffic & pedestrians.               | ✓            | ✓   |        |      |
| Movement, Siting of unit at entrance doors                                       | Pedestrian traffic.                                                                                                            | Collision with people using doorway as thoroughfare.                               |     | ✓      |      | ✓            | ✓      | Ensure separation pedestrians from operations of, and siting of, machine. Use of Cones, Barrier Tape and signs as appropriate. Travel machine dead slow on footway.                   | ✓            | ✓   |        |      |
| Loading Platform                                                                 | Loading of Equipment and materials.                                                                                            | Overloading, exceeding platform's safe working load or uneven weight distribution. |     | ✓      |      | ✓            |        | Alert attention of Trained /Certificated operator. SWL notices prominent to see                                                                                                       | ✓            | ✓   |        |      |
| Elevation to desired working position.                                           | Machine in motion                                                                                                              | Collision with property (building)                                                 | ✓   |        |      | ✓            |        | Trained Certificated Operator. Slow, smooth and cautious movement. He to pay alert attention at all times.                                                                            | ✓            | ✓   |        |      |
| Elevating, moving machine. High Platform containing various Tools and materials. | Falling Objects                                                                                                                | People/Property subject to injury/ damage from falling objects.                    |     | ✓      |      | ✓            | ✓      | Cordons and Diversions and warnings to prevent all persons and traffic from straying into, under or near to work areas.                                                               | ✓            | ✓   |        |      |
| Stability of platform and load.                                                  | Unstable ground, due subterranean cavities, e.g. service/inspection covers (Manhole covers, drainage gratings, basements etc.) | Instability of platform leading to tilt and tip.                                   |     | ✓      |      | ✓            |        | Careful attention by Certificated Operator to avoid any inspection covers. Where unable to avoid, obtain and deploy steel plate or boarding to "bridge" suspect area and spread load. | ✓            | ✓   |        |      |
| Siting of machine in vicinity of floor edge.                                     | Working on floors high building near to exterior.                                                                              | Instability of platform leading to tilt and tip and even fall from height.         |     | ✓      |      | ✓            | ✓      | Physical barrier, kerb or similar ensuring that wheels of platform cannot inadvertently position too close to floor edge.                                                             | ✓            | ✓   |        |      |
| People in elevated platform.                                                     | Third party collision with platform or its chassis. Slips or Falls.                                                            | Serious injury potential with fall from height.                                    |     |        | ✓    | ✓            |        | Safety harnesses <b>must</b> be worn by platform occupants at all times. Platform in use must be separated by cordon barriers from all pedestrian traffic..                           | ✓            | ✓   |        |      |

# Arrangements for Health and Safety

Paramount is committed to keeping a safe and healthy working environment for all employees, subcontractors, and other stakeholders. The arrangements below set out the steps the company takes to manage health and safety properly throughout the organisation.

## Provision of Personal Protective Equipment (PPE)

Paramount ensures that appropriate personal protective equipment (PPE) is supplied to all employees. Where a task-specific assessment identifies further risks, additional PPE will be provided. In circumstances where the assessment shows it is not required, employees will not be expected to wear extra PPE unnecessarily.

### Employees must:

- Wear the PPE provided for their tasks
- Check their PPE before use
- Report any damaged or faulty PPE immediately
- Request replacements from their line manager when needed

The correct use of PPE is mandatory and is an important part of the company's health and safety standards.

## Access to the Driver's Handbook App

To support safe driving and compliance with the law, all HGV drivers will be given access to the Driver's Handbook app. This app includes the latest Highway Code, current driving regulations, and monthly toolbox talks. Drivers must use this resource to stay up to date with their legal duties and follow safe driving practices at all times.

### The app provides:

- The most recent version of the Highway Code
- Up-to-date information on driving rules and regulations
- Monthly toolbox talks on safety and legal compliance

### Drivers are expected to:

- Use the app regularly
- Keep themselves informed about legal requirements
- Follow best practice while driving

## Training and Development

Paramount recognises the vital role of training in maintaining a safe working environment. The company is committed to delivering comprehensive training tailored to the requirements of each role. Key training provisions include:

- **HGV Drivers:** Completion of FORS LoCity, Security & Counter Terrorism eLearning as part of the induction process, followed by twice-yearly updates. Annual safety eLearning modules are mandatory, along with a classroom and practical FORS Safe Driving course every five years. Where applicable, training meeting HGV CPC requirements will be documented as evidence of compliance.
- **First Aid Training:** All staff will undergo First Aid training, including refresher courses and defibrillator training. Defibrillators are available at both the Granites Chase and Barleylands locations.

The company is dedicated to supporting professional development while ensuring all employees are equipped to carry out their roles safely and effectively.

## Vehicle and Equipment Defect Reporting

Paramount Platforms Ltd has implemented a robust system for reporting and rectifying vehicle and equipment defects.

- **Vehicle Defects:** All drivers are required to use the Convey app to complete daily vehicle checks and report defects promptly. This digital system ensures real-time documentation and monitoring of identified issues.
- **Machinery Defects:** Employees must complete a defect form for any machinery issues, with copies distributed as follows:
  - **Pink copy:** Submitted to the Granites Chase office.
  - **White and blue copies:** Submitted to Barleylands.
  - **Yellow copy:** Retained for company records.

The service department will update the white copy to confirm rectification of the defect, which will then be returned to Granites Chase. Defects will remain visibly recorded as pending until signed off as satisfactorily resolved. This process ensures transparency and efficient resolution of all reported issues.

# Reporting Workplace Accidents, Occupational Diseases, and Dangerous Occurrences

## Procedure for Reporting Incidents

All workplace accidents, occupational diseases, and dangerous occurrences (including near misses) must be reported promptly and in accordance with the company's established procedures. The following steps outline the mandatory process:

1. **Securing the Scene:**  
The immediate priority is to ensure the safety of all individuals involved and secure the area to prevent further incidents. This includes addressing and mitigating any ongoing hazards.
2. **Notification:**  
A supervisor must be notified of the incident as soon as possible. In cases where emergency services are required, these should also be contacted without delay.
3. **Recording the Incident:**  
All incidents must be documented in the company's accident book. At the Barleylands location, the accident book is managed by the service admin. At Granites Chase, the accounts manager is responsible for maintaining this record. Prompt reporting and logging are essential to ensure accurate record-keeping and compliance with regulatory requirements.

## Training and Awareness

While there is currently no formal training sessions specifically dedicated to incident reporting, all employees are made aware of the reporting process during their induction. This ensures that all staff understand their responsibilities and the correct procedures to follow in the event of an incident.

## Key Reporting Requirements

- **Safety First:** Always prioritise securing the scene and ensuring the safety of all individuals.
- **Immediate Reporting:** All incidents must be reported to the relevant supervisor or designated personnel without delay.
- **Accurate Record-Keeping:** Ensure incidents are recorded in the appropriate accident book for proper documentation and follow-up.

By adhering to these procedures, the company ensures compliance with legal obligations, supports a proactive approach to risk management, and fosters a safer working environment for all employees and subcontractors.

# Review of Health and Safety

Paramount understands that a strong health and safety policy is essential for protecting employees, contractors, customers, and the public. As a smaller company, Paramount has created a policy that fits its own risks and the way it operates. With many years of industry experience and close day-to-day management, the company can spot risks early and deal with them quickly.

This policy is a working document that is updated regularly. To meet the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and other applicable UK laws, the policy is reviewed at least every six months. This helps make sure the policy stays up to date with changes in the law, industry standards, new technology, and the company's own activities.

## Review Objectives

The review of this health and safety policy is conducted with the following objectives in mind:

1. **Compliance with Legal Requirements:** Ensuring that the policy complies with all relevant health and safety legislation, including updates or amendments to applicable UK laws, regulations, and guidance issued by bodies such as the Health and Safety Executive (HSE).
2. **Alignment with Best Practices:** Incorporating recognised best practices within the industry to improve the management of workplace risks. Paramount strives to set standards that go beyond basic compliance and demonstrate its commitment to health and safety excellence.
3. **Reflection of Operational Changes:** Updating the policy to account for any new risks arising from changes in operations, equipment, technology, or work processes.
4. **Stakeholder Feedback:** Considering feedback from employees, contractors, and other stakeholders to identify areas for improvement.
5. **Continuous Improvement:** Ensuring that the policy remains relevant, effective, and aligned with the company's commitment to reducing risks and promoting a culture of safety.

## Review Process

The health and safety policy review process is structured to ensure thoroughness and effectiveness. It includes the following steps:

1. **Policy Analysis**
  - Assessing the current policy against legal requirements, including updates to UK health and safety legislation.
  - Comparing the policy against industry-specific standards and best practices to identify gaps or areas for enhancement.
2. **Risk Profile Evaluation**
  - Reassessing the company's known risk profile to identify any new or emerging risks.
  - Reviewing incidents, near misses, and accident records to determine trends or recurring issues that require attention.
3. **Stakeholder Consultation**
  - Gathering input from employees, managers, and other stakeholders regarding the practicality and effectiveness of existing procedures.

- Encouraging employees to report concerns or suggest improvements as part of the company's open-door policy.

#### **4. Implementation of Changes**

- Incorporating updates or amendments into the policy to address identified gaps or changes in operations.
- Communicating any changes to all employees and providing training where necessary to ensure understanding and compliance.

#### **5. Monitoring and Review**

- Establishing a system for ongoing monitoring of the policy's effectiveness.
- Documenting and recording all reviews to demonstrate due diligence and compliance with regulatory requirements.

## **Commitment to Continuous Improvement**

Paramount is committed to creating a strong health and safety culture throughout the whole organisation. By reviewing and updating this policy regularly, the company shows its dedication to protecting employees, customers, and the public. Regular checks, careful management, and day-to-day involvement help the company maintain high health and safety standards.

The policy review takes place annually, or sooner if needed. Each review is signed off by senior management so that everyone is held accountable. This ongoing commitment highlights the company's aim to provide a safe, compliant, and productive workplace for all.