

**APCOA Parking UK Ltd – Health, Safety & Welfare**  
**General Policy Statement**

**Scope**

This policy and any subsequent revision of it will apply to all sites operated by APCOA Parking (UK) Ltd under any and all of its operating names. For the purposes of this policy all shall be referred to as APCOA. The Senior Executives and Management of APCOA recognise the importance of health and safety and its contribution to business performance. It is therefore the policy of the Company to protect and promote the health, safety and welfare of all our employees and others who may be affected by the conduct of our undertakings.

**Aim**

The aim of this Policy Statement is to define within the Health and Safety at Work Act 1974 and subsequent legislation, the Company's commitment to safe working, the prevention of injury and ill health at work and the pursuing of continual improvement. This will be achieved by outlining the details and direction of the policy framework in relation to its organisation and arrangements in support of health and safety and by identifying the Company's and individuals' responsibilities. These are supplemented by more detailed statements within the Company Health and Safety Manual.

**Responsibilities**

As the most senior person within the Company, I accept that I have the ultimate responsibility for ensuring the health and safety of all employees and others as outlined. It is my responsibility to implement, monitor and regularly review this policy, bringing this and any other changes to the attention of all employees. In addition, all Directors, Managers, Supervisory Staff and individual employees have a responsibility for the day to day implementation and enforcement of this policy within their respective areas of responsibility.

The Company will therefore provide an effective organisation and detailed arrangements to support this. Further detail is given in the Company Health and Safety Manual.

**Duties**

In particular, the Company has a duty to provide:

- Suitable and sufficient workplace risk assessments, and review them periodically.
- Plant, equipment and systems of work which are safe and free from risks to health.
- Suitable arrangements for the safe use, handling, storage, transportation and disposal of articles and substances for use at work.
- Suitable information, instruction, training and supervision to enable employees to understand the hazards and risks associated with their work activities, together with precautions and measures to take in the event of an emergency.
- A safe and healthy working environment along with suitable welfare provisions, safe means of access and egress.
- Appropriate safety devices, controls, protective guarding and personal protective equipment and to encourage, instruct and train employees in their safe use.
- Health surveillance for all employees, where it is deemed necessary.
- Adequate fire and first aid facilities supported by competent staff to assist.
- Investigations and reports on accidents, dangerous occurrences and workplace ill-health, implementing measures to prevent their re-occurrence where possible.
- Adequate means for employee consultation, full co-operation and co-ordination on all aspects of health and safety.
- Formal procedures to cover imminent danger, disaster and emergency workplace evacuation.
- Adequate resources, including financial, to ensure that all statutory requirements are met and that the aims and objectives of this Policy and associated guidance are achieved.

Employees also have duties under this Policy. In particular, all employees have a duty to:

- Look after their own safety and that of their fellow workers and others.
- Use and not to misuse or abuse any equipment or provision provided in the interest of safety, reporting any concerns to their immediate manager.
- Ensure that they are not in any way involved in any wilful breach of this policy or any associated requirements, the undertaking of unsafe acts, horseplay or reckless behaviour.
- Assist and co-operate fully with the Company in order for us to comply with our duties whilst maintaining a constant and continuing interest in health and safety matters.
- Report all accidents, incidents and near misses to their Manager at the earliest opportunity.
- Adhere to all company policies and procedures, health and safety legislation and other relevant legislation, for example road traffic legislation.

The above responsibilities are supplemented by more detailed statements within the Company Health and Safety Manual.

### **Implementation**

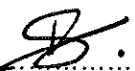
The Company will develop a pro-active health and safety culture which takes a systematic approach to the identification, assessment, elimination or control of workplace risks. This culture will be supported by:

- The application of detailed written health and safety policies, supportive statements, organisation and arrangements, which will be made known to all employees and others who may be affected by our work activities.
- Having a structured organisation which secures full involvement and participation, maintains management leadership and control, promotes co-operation and consultation, supported by competent employees, all sustained by effective communication.
- Adopting a planned and systematic approach to policy implementation, incorporating the setting of safety objectives and performance standards from the findings of risk assessments, including the actioning of Safety Improvement Programmes, supported by safe systems of work, for the elimination or control of risk.
- Measuring performance objectively, by the application of active and re-active monitoring systems to determine the immediate causes of sub-standard performance, identifying the underlying causes in relationship to plant, premises, substances, procedures, systems and people and correcting accordingly.
- Continually learning from all relevant experiences, monitoring systems findings and independent audits, reviewing and developing policies to continually improve effectiveness and techniques of risk control, whilst being responsive to internal and external change.

The neglect of health and safety responsibilities or any complicity in a breach of health and safety legislation or Company policy or any action or behaviour which results in, or has the potential to create or cause an injury to yourself or another, damage to property, the environment or causes a dangerous occurrence or significant near-miss situation; will be considered a serious matter and will be dealt with accordingly through the Company Disciplinary Procedure. The Health and Safety Executive may also decide to take additional action.

Copies of this General Policy Statement will be displayed prominently in all appropriate areas to enable all personnel and site visitors to view them at any time. This policy will be reviewed and revised as necessary at regular intervals.

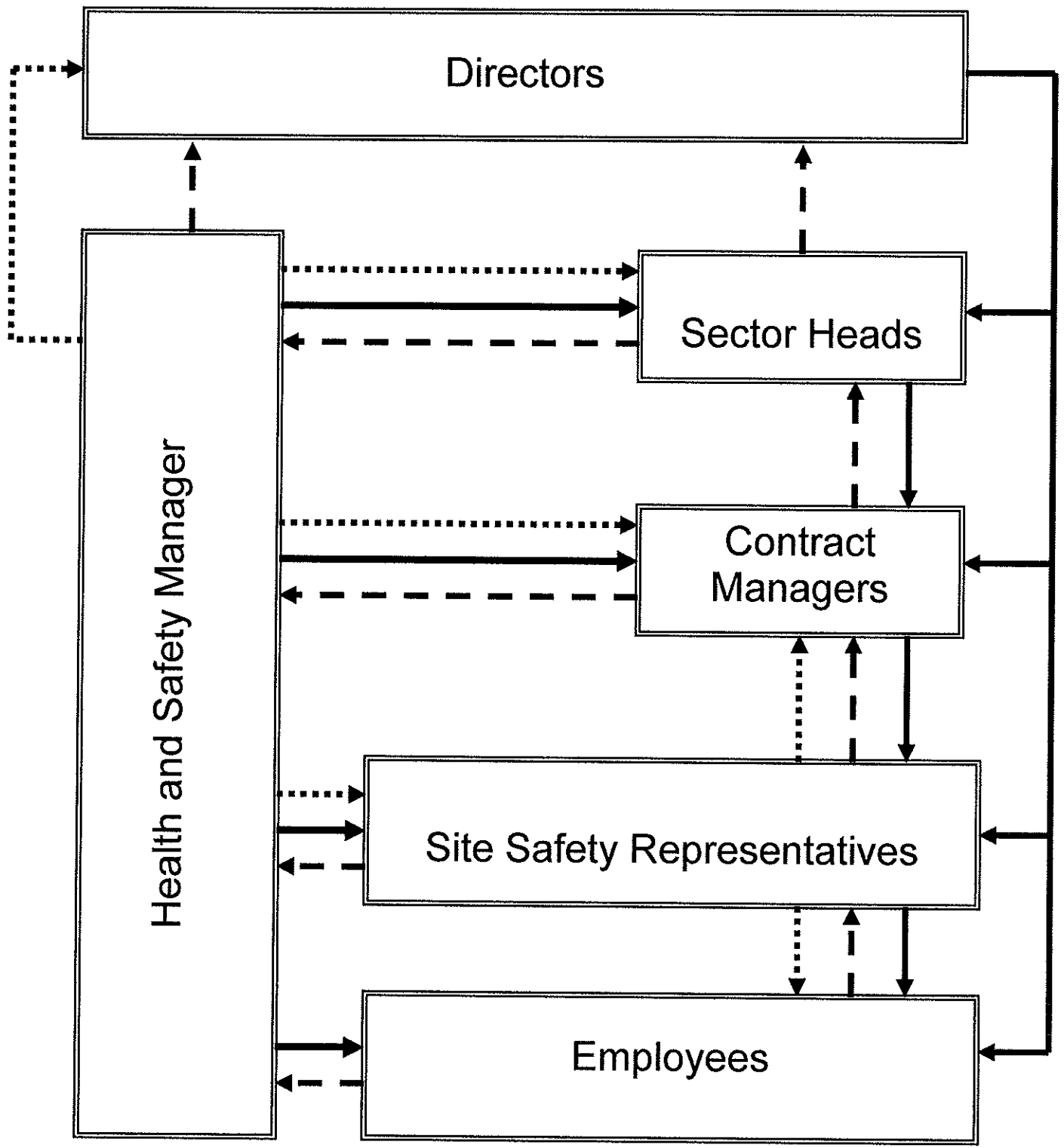
It is only with the full commitment, dedication and co-operation of all employees that our mutual objectives can be achieved.

Signed...  . K. Challis .

Date... 29<sup>th</sup> June 2015...

Kim Challis - Managing Director APCOA Parking (UK) Ltd

Table One – Health and Safety Management Flowchart



**Key**

Instruction



Feedback



Advice/Guidance/Training



## **Relevant Legislation**

APCOA will ensure that all appropriate Health and Safety legislation is fully complied with at all times. Below is a list of identified health and Safety legislation relevant to our business activities:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Electricity at Work Regulations 1989
- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Occupiers Liability Act 1957
- The Occupiers Liability Act 1984
- The Health and Safety (Display Screen Equipment) Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Work at Height Regulations 2005
- The Health and Safety (Safety Signs and Signals) Regulations 1996

We shall ensure that suitable measures are implemented to ensure that we are, at all times, up to date with changes to legislation and informed when relevant new legislation is introduced.

We will also ensure we are fully compliant with all appropriate legislation pertaining to the environment and employment rights. Details of these will be stated in other policy and procedural documents.