

A.R.M. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of A.R.M.. Ltd, approved by its board of Directors, that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company. The Company will ensure the work under its control is carried out in such a way to minimise the risk to the health & safety its employees and any other person who could be affected.

Mr N. Willoughby has been nominated as the Director responsible for implementing this policy and his duties, and that of other Directors, senior managers and all employees are detailed in the Company's safety manual.

If incidents are to be avoided, good working practices will be required. Therefore all managers shall familiarise themselves with their duties as detailed in the health & safety manual, and all employees have a part to play if high standards are to be achieved and maintained.

The Company requests that all employees take a pro-active role in improving health & safety performance through regular site meetings on the larger contracts, or through the contracts managers on the smaller projects, and encourages suggestions on how methods of work can be improved. Employees have a vital role to play in achieving and maintaining good health & safety standards and so employee co-operation is essential. The duties of employees is explained in the company's safety manual and these duties will be explained to new employees at the time of the health & safety induction talk on first joining the Company. This will be reinforced through general health & safety awareness training courses when the Company's working procedures and the contents of the Company's health & safety manual will be brought to the attention of the employee.

The Company will provide safe plant, equipment and tools that conform to EU, BS and other relevant standards and that safe systems of work are in place and followed. With regards to the safe handling of substance the Company have COSHH procedures and a COSHH manual in place to ensure safe practices when handling hazardous substances. In this way the Company will ensure they provide a safe place of work and a safe working environment for its employees and ensure other persons are not adversely effected by the Company's work.

These safe systems of work are underpinned by a strong commitment to training and the Company will review staff training needs on a annual basis and Mr N. Willoughby will ensure a suitable budget is allowed for employee training and retraining.

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Mr N. Willoughby assisted by Hurst Setter & Associates Ltd, health & safety advisers will monitor the operation of this policy. Hurst Setter & Associates Ltd will be available to advise all employees on matters relating to health and safety.

This statement is to be displayed in a prominent position at all work locations and sites. A copy of the Company's health & safety manual with full details of the organisation and arrangements for implementing the policy will also be available at each work location and site, for reference by any employee.

This policy statement and procedures manual will be reviewed by Mr N. Willoughby on an annual basis and updated as either legislation changes or working practices change.

signed and dated:

David Cooper

Managing Director,

A.R.M. Ltd

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A.R.M.. Ltd Alcohol And Drug Abuse Policy

The company have carefully considered the influence that alcohol and drug abuse can have on people at work. HSE and others indicate this is an increasing problem within industry in general and therefore the company has decided to issue this policy with regards to people coming to work whilst they may still be effected by alcohol or drugs, albeit taken or consumed else where.

There are two main categories within the Policy: -

With regards to company premises and sites on which the company are working, no alcohol, illegal substances or non prescribed drugs must be brought onto company premises or be in the possession of a company employee or sub contractor whilst they are at work. This also applies to company vehicles whilst they are being used for normal company operations.

If in the opinion of any responsible person within the company, such as a Director, operations manager or project manager, they consider an employee or a sub contractors employee may be under the influence of the drugs or alcohol, then the company can insist that person undertakes a drugs and/or alcohol test. The results of the drugs and/or alcohol test will determine what action if any is taken. If such a test facility is not readily available the company reserve the right to insist that person leaves the premises or site immediately. The matter will then be raised at Director level as and when available before any further action is taken.

All employees and contract staff will be subject to random drugs and/or alcohol testing. On some contracts a percentage of all staff will be checked at random. On other contracts the checking will be as directed by the Director or senior manager.

If any employee or contractor has any medical, religious or other reason why they would object to a drugs and/or alcohol check if selected, they must bring this reason to the attention of their manager at the time of joining the company or starting to work for the first time on a A.R.M. controlled site. If any person fails to do this and then refuses to attend an alcohol or drug related check they will be liable to instant dismissal or removal from site irrespective of the reason for their refusal.

With regards to the standards expected, the following criteria will apply:

For non-safety critical work, any person whose alcohol level would result in a failure to meet the standard laid down for driving a vehicle on the public highway will be deemed to be in breach of this Policy. If it can be shown from the levels detected at the time of the check and applying normal alcohol dispersion rates that the person would have been in excess of this recognised limit at the time they commenced work then they too will be deemed to be in breach of this Policy.

With regards to safety critical work, such people will be advised they are involved in such work and they will be given guide lines with regards to the quantities of alcohol that may be consumed and the time scale necessary between consuming the alcohol and commencing work.

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With regards to the taking of non prescribed or illegal drugs, the company cannot condone the taking of any such drugs and so if it is shown that an employee has even traces of such illegal substances they will be deemed to be in breach of this Policy.

If an employee fails a drug or alcohol check it is for the Director ultimately in charge of that person to discuss the situation with a suitable senior manager and decide what action will be taken. The company reserves the right to class reporting for work under the influence of drugs and/or alcohol as gross misconduct and as such this could lead to instant dismissal.

If a contractor fails a drugs and/or alcohol check, his employer will be advised and the person will be removed from site immediately. The employer of the person will be asked to provide A.R.M. with a written report of the incident. It is for the employer of the person involved, not A.R.M., to decide if any other action is taken. The A.R.M. Director responsible for the contractor will decide if the person will be allowed back onto A.R.M. premises.

In some instances there may be contractual limits (from the client or principal contractor) laid down in the project with regards to drugs and/or alcohol levels. If so, this information will be provided to all employees and contractors working on the project. If the standards specified are more stringent than the A.R.M. standards outlined above, then these more stringent standards will be applied as A.R.M. Policy on that contract.

This Policy has been issued Mr N. Willoughby and is applicable to all A.R.M. employees and contractors.

Original signed and dated:

David Cooper
Managing Director,
A.R.M. Ltd