

Health and Safety Manual

Issue 1
April 2017

This manual forms part of CAE (UK) plc
Safety Management System (SMS)

This manual is a 'Controlled Document'

Owner: Facility HSE Manager
Paul Tilbury

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SECTION ONE**REVISION RECORD AND REVISION STATUS**

Please add detail to this record below when necessary.

Revision No	Date Issued	Approved By	Revised Pages	Date Changed	Changed By
1	April 2017	Sebastien Novalet	None		

SECTION TWO

AUTHORITY, DISTRIBUTION & OVERVIEW

2.1 Authorisation

This manual is a compilation of the policies, procedures, and guidelines that have been established to create and maintain a safe and healthy environment for employees, clients, contractors, visitors and the surrounding community and form part of the Safety Management System operated by the Company. It is to be used in conjunction with other manuals, documents, procedures and instructions that relate to its operations.

This manual assigns and communicates health and safety responsibilities so that all Directors, managers, supervisors, and employees in all parts of the Company understand their role in health and safety programmes.

This Health and Safety Manual is authorised by:

Signature:



Name: Sebastien Novalet – FTO European Operations Leader

Date: April 2017

2.2 Distribution

A copy of the Health and Safety Manual will be issued to all employees upon joining the Company.

2.3 Overview

It is the policy of CAE (UK) plc to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

The Company is firmly committed to creating a proactive health and safety culture by providing all employees with an effective health and safety programme, with the following primary objectives:

- To prevent and minimize risks to the health, safety, and well-being of employees, clients, contractors and visitors whilst at work and on the premises;
- To promote employee awareness and understanding of possible hazards at work and empowering them to eliminate and reduce their effects;
- To ensure that the Company meets the requirements of health and safety legislation.

Responsibility for developing and maintaining the Company health and safety programme resides with the Business Leader, supported in partnership by Management and the Health and Safety Committee. All supervisors and managers must ensure that employees under their direction understand and adhere to all occupational health and safety requirements. Employees have the basic responsibility to follow the health and safety practices and procedures established in this manual and to report any workplace hazards, injuries, or illnesses.

One tangible way of supporting the Company's health and safety programme is by actively using this manual in your daily work. The Company welcomes and encourages active participation in health and safety programmes.

The Health & Safety Manual is aligned with HSG65 systematic approach using the Plan, Do, Check, Act cycle. The Company has the objective of integrating CAE Global Health & Safety Standards, working towards ISO 45001 management systems to implement and achieve World Class Health and Safety Standards.

2.4 Applicability to CAE Kidlington Site

This Health and Safety Manual applies to all employees within all buildings at CAE Oxford Aviation Academy, London Oxford Airport, Langford Lane, Kidlington, Oxford.

It will be necessary to comply with the external health and safety policies, regulations and procedures of London Oxford Airport where applicable as well as conforming to the CAE health and safety policies and procedures, wherever CAE staff, students and visitors enter Airport controlled areas.

Contained within this Health and Safety Manual, are references to procedures which are specific to the Kidlington site. This includes, but is not limited to:-

- Fire and Emergency Evacuation procedures;
- First Aid and recording of Accidents in the Accident Book;
- Electrical Services and Equipment;
- Noise;
- Managing Contractors and Visitors Briefing;
- Traffic Management.

2.5 UK SharePoint Site

All CAE Oxford site staff in the UK have access to the CAEOAA Kidlington SharePoint site. This has a specific Health and Safety section which contains policies, forms and external website links. The site can be accessed using the following URL:-

<https://extranet.cae.com/sites/CAEOAA/SitePages/Home.aspx>

2.6 Global SharePoint Site

All CAE sites in the UK have access to the Global Health & Safety SharePoint site and all Policies and Procedures will apply to every CAE site in addition to local procedures using the following URL:-

<https://coop.cae.com/sites/globalhs/Pages/Home.aspx>

2.7 Legal Register

A Legal Register has been compiled to provide a listing of current health & safety legislation in force, which is considered to be relevant to health and safety in the Company. However, please note that the listing is not necessarily exhaustive.

This list does not include other codes of practice such as those issued by Trade Associations or other non-statutory sources, nor does it include case law. Also excluded is the large volume of advisory or guidance literature produced by the Health and Safety Executive (HSE).

The Register will be updated annually but any employee is able to inform the Facility HSE Manager of any major legislative changes and additions that they feel is relevant.

The Legal Register can be found in the Health and Safety section of the CAE UK SharePoint site – PN 12-015-0632 – Issue 2 – Sept. 2016.

2.8 Abbreviations

The definition of terms and abbreviations used in this document are provided below.

CAE	CAE (UK) plc
COSHH	Control of Substances Hazardous to Health
CAE OAA	CAE Oxford Aviation Academy
DSE	Display Screen Equipment
H&S	Health and Safety
HSE	Health and Safety Executive
PPE	Personal Protective Equipment
PUWER	Provision and Use of Work Equipment
SMS	Safety Management System

SECTION THREE

POLICY STATEMENTS

3.1 Health and Safety Policy Statement

CAE (UK) plc recognises its duty to comply with the Health and Safety at Work Act 1974 and all other associated health and safety legislation. CAE is wholeheartedly committed to comply with the requirements of the act and shall do all that is reasonably practicable to prevent personal injury and damage to property, and to protect everyone from the foreseeable work hazards they may come into contact with.

In particular, the Company shall:

- Maintain safe and healthy working conditions by providing adequate control of the health and safety risks arising from work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks;
- Provide adequate training;
- Prevent accidents and cases of work-related ill health; and
- Review and revise this policy as necessary at regular intervals.

We recognise the importance of ensuring the safety of our workforce and we encourage our employees and students to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work;
- Co-operate with other employees and the Company to enable it to fulfil its statutory duties; and
- Not to interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

3.2 Environmental Policy Statement

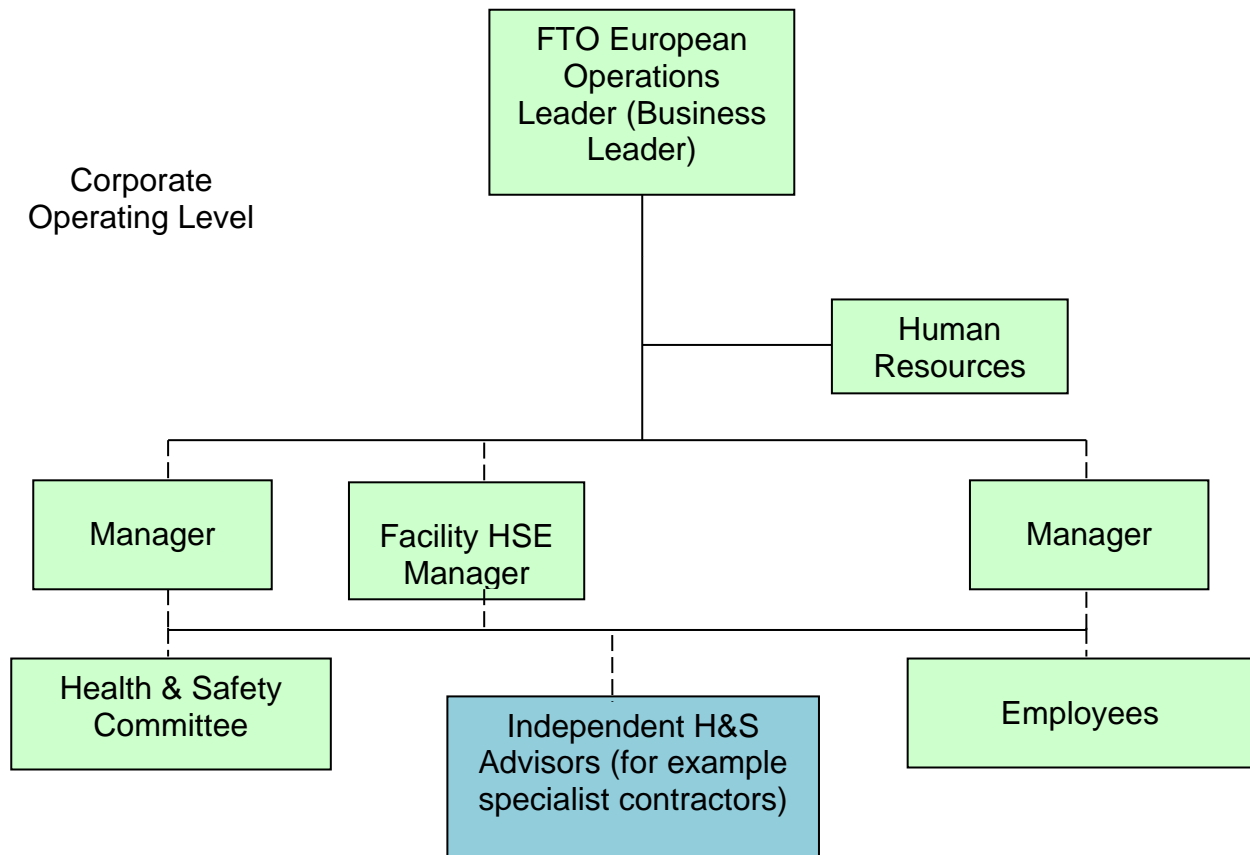
CAE (UK) plc accepts that the protection of the environment is a fundamental part of the Company's corporate business strategy. The Company will seek to actively control and reduce any adverse impact on the environment by complying with all environmental legislation and by adopting a positive policy on the control of pollution from its activities.

The Business Leader has endorsed the CAE Environmental Policy and the Health & Safety Policy, and takes responsibility for their execution.

SECTION FOUR

COMPANY RESPONSIBILITIES AND AUTHORITY

4.1 The Company Organisational Safety Structure



For reasons of clarity, only the primary lines of communication are shown above. In addition any or all of the staff and persons shown on the chart have a link with the Business Leader through the Health and Safety Committee

The Company contracts independent health and safety advisors, where required, to provide guidance and advice on health and safety matters. This includes for the Kidlington site specialist knowledge in the management of asbestos containing materials (ACMs) found in various areas of the buildings.

SECTION FIVE

RESPONSIBILITIES

5.1 Business Leader's Responsibilities

To ensure the Company Health & Safety Committee is able to implement the Company's legal requirements for Health & Safety, the Business Leader is responsible for the provision of resources in order that the Company can comply with the requirements of the Safety Management System:

- Ensuring that the Company has sufficient resources and to maintain the level of safety and environmental control required;
- Ensure sufficient financial and physical resources are provided to enable the Safety Management System to be effectively implemented within their area of responsibility;
- Appointing a suitable member of staff to liaise with the Facilities company and other contractors in respect of health and safety;
- Acts as the responsible person in relation to the Fire Regulatory Reform (Fire Safety) Order 2005.

5.2 Facility HSE Manager

The Facility HSE Manager, in conjunction with the Health and Safety Committee, facilitates the effective delivery of health and safety in the Company by:

- Co-ordinating and implementing the Health & Safety policy, ensuring it is updated along with the Health and Safety Manual as necessary to meet current legislation and Company requirements;
- Supporting and advising local site managers in their safety duties;
- Co-ordinating and attending Health and Safety Committee meetings;
- Co-ordinating with the Health and Safety Committee members to ensure that records of Health & Safety assessments, hazards, risks, and action items are completed and recorded;
- Undertaking site safety inspections, and encouraging the management team to undertake GEMBA audits;
- Preparing and overseeing the site Health and Safety action plan;
- Being responsible for ensuring that Fire Wardens are selected and trained;
- Selecting and organising the training of Company First Aiders;
- Ensuring that staff receive adequate health and safety training and that H&S training as identified by employees is actioned;
- Liaising with the Company insurers and the Health & Safety Executive as necessary.

Furthermore this role is responsible for the day to day management of the Kidlington site's facilities including dealing with the Facilities Management Company and will:

- Ensure all work carried out by contractors is risk assessed;
- Ensure contractors provide all health and safety paperwork;
- Monitor work carried out by contractors;
- Deal with 'facilities' related health and safety issues that arise;
- Liaise with the Facilities Management Company representative;
- Ensure Fire regulations are adhered to and liaise with the relevant authorities;
- Maintain records of fire training and fire evacuations.

5.3 Managers' Responsibilities

Are accountable to the Business Leader and are in total charge of operational and safety matters relating to their areas of responsibility and ensure that: -

- They are responsible for implementing the Company's Health & Safety Policy, to encourage and assist in developing Safety Procedures and to ensure that established rules and safe working practices are adhered to;
- They will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company Health and Safety policy;
- They ensure that adequate resources are provided in the interest of safety;
- They liaise and work closely with the Business Leader, the Facility HSE Manager, other department Managers and the Health and Safety Committee to ensure any Health & Safety matters are communicated to staff;
- They ensure that risk assessments are carried out for all work activities and the control measures identified are implemented and the assessments reviewed;
- They provide health and safety advice and guidance to their staff;
- They ensure that staff are appropriately trained and competent to carry out their role safely;
- The regular inspection of tools, machinery, safety equipment in the working areas takes place;
- Personal Protective Equipment is issued, used and stored correctly;
- There are always sufficient qualified First Aiders amongst or available to their team;
- The COSHH database is maintained, where applicable, COSHH Risk Assessments carried out and control measures implemented;
- A general implementation of safe working areas housekeeping takes place.

5.4 Supervisors Responsibilities

Supervisors refers to anyone in a supervisory capacity on site and includes deputies to managers, and those with any responsibility for others, for example senior engineers who advise other maintenance staff. They are accountable to their manager and will

assist the manager to discharge their responsibilities with regards to health and safety and will:

- Ensure staff are working safely and following safe working procedures;
- Ensure staff are using their Personal Protective Equipment;
- Ensure health and safety advice and guidance is provided to their staff;
- Reporting any deficiencies in health and safety;
- Being proactive in dealing with health and safety matters.

5.5 Health & Safety Committee Members (Employee Representatives)

The Health & Safety Employee Representative duties are to:

- Attend the Health and Safety Committee meetings and promptly deal with action items allocated to them;
- Work with management and the Company Representative ensuring safety procedures are being followed;
- Represent staff on matters relating to health and safety.

5.6 Human Resources Department Responsibilities

The Human Resources department duties are to:

- Issuing the Health and Safety manual to employees as part of the induction process and filing the Record of Receipt in personnel files;
- Administering the eye test and spectacles voucher scheme
- Keeping appropriate training records;
- Ensuring that Pregnancy risk assessments are carried out once notified by the pregnant employee.

5.7 Employee Responsibilities

All employees are expected to co-operate with all the Company Health and Safety representatives and to accept their duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect their own Health and Safety and that of others affected by the operations of the Company.

The duties of employees are to:

- Conduct themselves and operate the equipment or machinery of their job function in such a way as to avoid or risks to themselves or others;
- Attend appropriate safety training offered;
- Follow Company safe working practices;
- Use Personal Protective Equipment issued to them;

- Ensure subordinates (if any) are trained and follow advised safe working practices;
- Report equipment or machinery faults or defects without delay to their supervisor or manager, or other appropriate person;
- Report any unsafe practices seen to their manager/group leader, a Health & Safety Committee Member or the Health & Safety Company Representative;
- Report any medical problems or symptoms which may arise from or be attributable to any work practices or use of equipment or machinery at work to their manager/group leader or other appropriate person;
- Avail themselves of any medical consultation or treatment which may be recommended to remedy or mitigate any work-related complaint or condition.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

5.8 External Independent Advisors

The Company 'Competent Person' is the H&S Manager.

The Company also contracts independent health and safety advisors, where required, to provide guidance and advice on health and safety matters. This includes:

- Provide updates on legislative changes;
- Offer guidance on new procedures;
- Conduct Accident investigations, if required.

SECTION SIX

HEALTH & SAFETY COMMITTEE

6.1 General

The management of CAE sees communication between staff at all levels as an essential part of effective Health and Safety management. Consultation will be facilitated by means of regular Health & Safety Committee meetings.

The Health & Safety Committee will meet quarterly to assist the Business Leader and will discuss and record actions.

The purpose of Health & Safety Committee meetings is to provide a forum in which information may be conveyed and employee's questions regarding Health and Safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

The principal function of the Health and Safety Committee is the promotion of the health, safety and welfare of all persons when on Company premises and of staff when engaged upon activities on behalf of the Company.

The Committee Members will undertake functions formally listed in this document, plus other tasks, such as specific risk assessments as they arise.

The Health & Safety Committee will consist of, at least, the following members:

- The Business Leader
- Facility HSE Manager;
- The Human Resources Business Partner;
- The Aircraft Maintenance Manager;
- The Customer Services Manager;
- Other Employee Representatives, as required.

6.2 Functions of the Health and Safety Committee

The functions of a Health and Safety Committee are:

- To facilitate co-operation between the Company and its employees in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare at work of the employees;
- To assist in the resolution of issues relating to occupational health, safety or welfare that arise at any relevant workplace;
- To assist in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace;
- To promote health and safety training at all levels and to ensure that appropriate emergency procedures are in place;

- To consult with the employer on any proposed changes to occupational health, safety or welfare practices, procedures or policies;
- To keep under review:
 - developments in the field of rehabilitation of employees who suffer work-related injuries;
 - the employment of employees who suffer from any form of disability;
- To assist;
 - in the return to work of employees who have suffered work-related injuries;
 - in the employment of employees-who suffer from any form of disability;
- Such other functions as are prescribed or agreed upon by the employer and the Health and Safety Committee.

SECTION SEVEN

RISK ASSESSMENT & SAFE SYSTEMS OF WORK

7.1 Risk Assessment

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers have a right to be protected from harm caused by a failure to take reasonable control measures.

The Management of Health and Safety at Work Regulations 1999 place an absolute duty on employers to carry out risk assessments, in order to identify significant hazards that may affect employees or other people and to implement any control measures that may be required.

This Company operates a policy of conducting risk assessments on its operations, including:

- Offices;
- Simulator training rooms;
- The aircraft hangar;
- Outside areas;
- Drivers of Company vehicles or Personal Vehicles on Company business;
- Pregnant workers.

A copy of the 'Risk Assessment' template is shown in Appendix A at the end of this document. The 'Risk Assessment – Key to Tables' is shown in Appendix B.

The Health and Safety Executive (HSE) Five Step plan has been adopted with a quantitative means of assessing the risk and an action plan is attached to each risk assessment to ensure that all outstanding control measures are implemented.

Staff are encouraged to participate in the risk assessment process and are encouraged to identify hazards and risks associated with their work which may become apparent whilst carrying out their role by informing their supervisors, manager or a Health and Safety Committee member.

The recording of the findings of the risk assessments are recorded on the Company risk assessment forms which are located in the Health and Safety section of the CAE UK SharePoint site.

Pregnant workers are advised to notify the Human Resources department as soon as they are aware that they are pregnant so that a Pregnancy Risk Assessment can be undertaken and the worker monitored accordingly. This information can remain confidential until you wish to disclose it to a wider audience.

A number of work activities will require safe systems of work to be written by the managers and supervisors. Certain maintenance activities will require a permit to work to be issued before work can commence.

7.2 Introduction to Method Statements and Safe Systems of Work

When the Risk assessment identifies the need for a Method Statement, the Manager for that area will prepare the Method Statement and Safe System of Work that particular work activity.

Method Statement

A method statement is a systematic breakdown of the tasks involved for the work activity. This would include:

- Site Access and Egress;
- Timeframe;
- Description of Activity;
- Method of Working and Work Processes;
- Staff Involved;
- Equipment used; and
- PPE used;

A copy of the 'Method Statement' template is shown in Appendix C at the end of this document.

General Advice on Safe Systems of Work

Identifying when a safe system is required originates from the hazard identification process of risk assessment. The work activity may require a safe system of work if it is not possible to engineer the hazard out by some other means.

In an environment involving machinery or hazardous processes, such as staff working with chemicals, it may be possible to ensure that suitable guards and other measures are put in place. However, if these measures are not adequate and the risk must be further reduced or eliminated, a safe system of work is required.

A safe system of work is the systematic examination of a task in order to identify all hazards. The aim is to produce a safe work method that will eliminate or reduce the risks associated with the identified hazards. It is important to involve employees that carry out the work or with detailed knowledge of the activity, so that the system of work produced is effective and practical as well as safe. Involving employees with the process helps them to understand why this level of control has to be established and maintained.

7.3 Manual Handling

CAE (UK) plc have identified that there are a number of manual handling tasks and the Company is actively involved in establishing control measures to reduce the level of manual handling for staff. To assist in the reduction of the risk of injury from manual handling tasks, manual handling risk assessments are carried out which will help identify what control measures are necessary. This will include the provision of mechanical lifting aids, training in their use and manual handling training for the staff who will be expected to use those techniques when carrying out manual handling tasks.

If you require any training in manual handling, please contact the Facility H&S Manager.

To assist staff carrying out manual handling tasks there are four key headings which must be considered and used prior to any manual handling task taking place. They are as follows:

- TASK**
- Review the task. Does the task have to be carried out using manual handling techniques or can the task be done by being mechanised or partially mechanised? (Risk assess the task)
 - Avoid manual handling if mechanical lifting aids are available to carry out the lifting or moving of objects (e.g. trolley, fork-lift).
 - Take particular care with “office” loads (e.g. paper stocks, pcs)
- INDIVIDUAL**
- Are you physically capable of carrying out the task safely, are you predisposed to an injury or illness or are you pregnant?
 - Do not carry heavy objects further than is necessary.
 - Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- LOAD**
- Is it hot, cold, wet, bulky, heavy?
 - Has it got sharp edges, poor weight distribution etc.? When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents that might impair grip.
 - Common sense is to be observed when heavy or awkward loads have to be moved.
- ENVIRONMENT**
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
 - Are floors even/uneven, dark/light?
 - Is the weather wet/windy?
 - Is there restricted space?
 - Is it hot/cold etc.?

Follow these tips to avoid compressing the spinal discs or straining your lower back when lifting:

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If necessary, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Maintain good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while maintaining a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.

- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

Keep in mind:

- Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object



7.4 Personal Protective Equipment

The Company complies with the law as set out in the Personal Protective Equipment (PPE) at Work Regulations 1992.

All staff who may be exposed to a risk to their Health and Safety while at work will be provided with suitable, properly fitting and effective PPE.

Managers will identify from the risk assessments where personal protective equipment is required and ensure it is provided and its effectiveness is maximised by:

- Ensuring it is suitable for its intended purpose;
- Ensuring it is compatible with other equipment and the task;
- Providing adequate information instruction and training to enable staff to use it correctly;
- Providing suitable storage and maintenance facilities;
- Ensuring it is being used and worn correctly.

Employees have a responsibility to use the PPE they are provided with and to report any deficiencies with their PPE to their Manager.

Should an employee have a requirement for any new or replacement personal protective equipment, they should raise it with the manager as soon as possible so that it can be provided to them.

7.5 Provision & Use of Work Equipment

The Provision & Use of Work Equipment Regulations 1998 (often abbreviated to PUWER) place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- Suitable for the intended use;
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- Used only by people who have received adequate information, instruction and training;
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices;
- Used in accordance with specific requirements, for mobile work equipment and power presses.

All staff will be provided with adequate information and training on the safe operation of any machinery and equipment provided by the Company which they are required to use in connection with their work.

To ensure a safe working environment machinery and equipment will be:

- Suitable for its intended use;
- Fit for its purpose;
- Regularly maintained;
- Used in accordance with manufacturers' instructions;
- Fitted with any guard or emergency device that is required.

There will be a system in place for reporting and actioning defects found in the machinery/equipment and for authorised competent personnel to rectify the faults. If a piece of equipment is found to be defective causing a safety issue it should be removed from service, labelled and removed from the work area and reported to the manager. In the instance of workshop related equipment, such as that found in the hangar and the simulator workshop, the relevant Brady 360 lockout procedure must be used.

7.6 Working at Height

General Statement

A number of our employees sometimes work at height as part of their job. It is our policy to ensure that these staff and any visitors etc. are not placed at any extra risk as a result of their job role. In order to achieve this, a risk assessment will be carried out before any work at height is undertaken. Following this, the most suitable control measures for each individual job will be introduced as are necessary. It should be noted that work at height now refers to all work carried out where there is a risk of a fall, and not just those activities involving heights of two metres or more.

Legal position

This policy has been introduced as a result of the new Work at Height Regulations 2005 (WAHR). These regulations came into effect on 6 April 2005 and place duties on us to ensure the following:

- all work activities carried out at height must be properly planned and organised;
- a risk assessment is undertaken to assess the tasks involved;
- following this assessment, the appropriate work equipment is selected and used;
- all those working at height are competent to do so;
- any risks from fragile roof surfaces are properly controlled;
- and where equipment is used for work at height, it will be inspected and well-maintained.

Control measures

We will implement the necessary control measures to ensure that the risks of working at height will be reduced, so far as is reasonably practicable. This will also include ensuring safe access and egress (exit) from the workplace. Wherever possible, the need to work at height will be avoided, though in many instances, we recognise that this is not possible. If this is the case, it is our policy that the following control measures will be implemented:

- **Safe site access/egress.** We will take steps to ensure that those working on the site can access it and leave it safely. This includes vehicle access, the bringing of building materials onto and off the site and the need to protect other contractors, staff or visitors from our activities
- **Choice of access equipment.** When selecting access equipment, WAHR require us to consider collective fall prevention measures over individual ones, e.g. the use of scaffolding in preference to safety harnesses. Therefore, in making our selection, we will consider a number of factors including the following:
 - the prevailing working conditions and any space constraints;
 - the nature of the risks involved for those carrying out the work;
 - the distances involved in transporting the access equipment on site;
 - the distances and consequences of a potential fall;
 - how often the equipment is to be used and for what duration;
 - the need for an easy and timely evacuation and/or rescue in the event of an emergency;

- any additional risks posed by the use, installation or removal of that work equipment.
- **Fall protection.** Where access equipment involves work platforms and edges from which workers can fall; guard rails, toe boards and other barriers (as appropriate) will be used.
- **Fragile roofs.** Where work is carried out on roof surfaces, we will make all reasonable enquiries to identify if this work involves a roof composed of fragile materials, e.g. those which are not load bearing. If this is the case, all necessary precautions will be taken to ensure that staff can carry out the work safely, e.g. by the use of crawl boards and safety nets suspended under the fragile surface. In the event that the composition of the roof is unknown, it will be assumed that it is a fragile surface and precautions will be taken accordingly. It should be noted that as a particular precaution at the Kidlington site that the asbestos register should be checked first before working on roofs. Some roofs on site contain asbestos, particularly at the multi pilot training centre.
- **Supervision.** Staff will be supervised as necessary in order to ensure that any access equipment used is set up in accordance with the manufacturer's instructions. Supervisors will also ensure that safe working practices are adopted at all times.
- **Hired equipment.** Any equipment which is hired, such as mobile access towers will be thoroughly checked before assembly and use. Only reputable hiring companies will be used and any hire agreement must be authorised by the Aircraft Maintenance Manager or Facility HSE Manager. The simulator team now have access to a new modern scaffolding tower which was purchased to remove the potential risk of missing or defective parts from hired equipment.

Use of Ladders

Whilst the Health & Safety Executive (HSE) has not banned the use of ladders, it does not consider their use to be appropriate if other safer options could be used instead. As required by WAHR, we will carry out a risk assessment in order to determine whether there are alternatives and if they are practicable in a given situation. Since WAHR were introduced, it's likely that ladders will only be suitable for; **(1)** low-risk activities; and **(2)** work of a short duration.

Safety Harnesses

As personal fall protection, safety harnesses are only to be used as a measure of last resort, e.g. if access via a safer means is not possible. However, a risk assessment must first be carried out in order to determine whether work can be carried out safely with safety harnesses. If such use is required, staff will not only be trained in how to use and attach them safely, but in how to check that the equipment remains safe to use.

Employee Duties

All employees are expected to adopt safe working practices at all times and to follow any instructions made for their safety and that of their colleagues. Employees are also expected to assemble and use any work equipment in accordance with the manufacturer's instructions and their training. If any defects are found, they should be reported to the Facility HSE Manager.

Training

As work at height may involve the use of different means of access equipment such as Ladders, Stepladders, we require that all staff required to use this equipment first receive training in its safe use. This may be on-the-job or with an external trainer, as necessary.

Maintenance and Inspection

All equipment used for work at height will be maintained in accordance with the manufacturer's instructions and any current legislative requirements. Employees are also expected to make visual inspections of this equipment before it is used. Any further inspection which is required by statute will also be carried out by an appropriately qualified individual.

7.7 Ladders

The Company complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER), in respect of Ladders.

It will be the responsibility of each individual user to check the ladders before use. This includes looking for defects such as cracked, bent or warped stiles; cracked, bent or missing rungs; loose, defective or missing feet, tie rods, brackets; and corrosion of fittings.

Ladders will be inspected annually and the results recorded.

When not in use, in accordance with company standards, ladders in the hangar and simulator areas are kept securely padlocked to prevent their use or removal by unauthorised and untrained persons.

Any defects identified will result in the ladder being removed from service and quarantined.

7.8 Use of Forklift Trucks

On average forklift trucks are involved in 24% of all workplace transport accidents. Accidents involving lift trucks are often due to poor supervision and a lack of training.

The Health and Safety Executive has published an Approved Code of Practice (ACOP) and guidance called "Rider Operated Lift Trucks Operators Training". This sets the legal minimum standard of basic training people should receive before they are allowed to operate certain types of lift truck - even if they only operate the equipment occasionally. It also provides detailed guidance about how they can meet this standard.

All CAE forklift truck users will undertake an industry recognised fork lift training course and pass both the theory and practical assessment before using the equipment, refresher training will be carried out at intervals laid down in "Rider Operated Lift Trucks Operators Training" guide.

Non-certified and unauthorised use of a forklift truck may result in disciplinary action.

7.9 Electrical Services and Equipment

General Statement

It is our policy to ensure that all fixed electrical installations and portable electrical equipment meet established standards, are maintained in a safe condition, and are worked on in a safe manner, so far as is reasonably practicable.

The Legal Position

The Electricity at Work Regulations 1989 (EAWR) set out the standards which apply to the use of electricity in the workplace. Within EAWR an electrical system is defined as including the source, equipment, and all the means of connection in-between. Therefore, where the EAWR refer to the maintenance of “systems” these include portable appliances.

The EAWR provide that systems must be: suitably constructed and maintained in a safe condition; protected against adverse conditions and physical damage; suitably earthed and fitted with other protection against shock and overcurrent; and equipped with a means of disconnecting and isolating the supply. They also contain provisions relating to safe working with electrical systems including restrictions on live working and requirements relating to competency and training.

Technical standards for installations and recommended inspection and maintenance programmes are described within BS 7671 2008 “Requirements for Electrical Installations in Buildings”, otherwise known as the IEE Wiring Regulations 17th Edition. Compliance with the standard can be used to demonstrate compliance with the EAWR.

The Management of Health and Safety at Work Regulations 1999 require that risk assessments are undertaken in order to evaluate risks and identify the necessary preventive and precautionary measures to avoid accidents and incidents.

Management Responsibilities

Our Facility HSE Manager is responsible for ensuring that:

- work on the fixed electrical systems and, so far as it is within their control, portable appliances, is only undertaken by competent authorised persons, Simulator Technicians and competent contractors;
- there is a programme of periodic inspection and testing every five years of fixed electrical installations and portable appliances in accordance with this policy;
- any suspected faults are investigated promptly and resolved;
- no storage is permitted where it would obstruct access to distribution boards and isolation points;
- no live working is undertaken other than testing which cannot be carried out with the system dead. Where such testing takes place, shielded test probes must be used;
- a permit-to-work is issued where the point of isolation is remote from the place where the work is being undertaken.

Any manager responsible for overseeing construction and maintenance work, whether carried out by staff or contractors, must check that the equipment meets the suitability criteria in Section 5. They must also ensure that services diagrams are shared and that safe systems of work are employed by those at risk of striking hidden services buried in walls, floors or external surfaces. Furthermore, any exterior overhead lines must be highlighted to the supervisor of the work, and taken into account within working arrangements, if there is any possibility that equipment may strike them.

All managers are responsible for ensuring that electrical equipment used by their teams is suitable for its purpose, is registered on the asset register held by the Facility HSE

Manager, that it is withdrawn from use if damaged, made available for electrical testing when requested and only repaired by competent authorised persons. The list is updated annually on completion of portable appliance testing by an approved contractor, currently subcontracted via ENGIE.

Managers must ensure that risk assessments are undertaken for the work carried out by their staff, and that those assessments take into account any electrical hazards. Where staff complete electrical work as part of their job, this must be undertaken in accordance with a written safe system of work specific to the task at hand.

Employee Responsibilities

No employee may work on electrical equipment or carry out repairs unless they are qualified for the type of work and have been specifically authorised to do so.

All employees must check the lead of any portable item before it is plugged in and be alert to any equipment which may have become damaged. Damaged equipment must be taken out of use immediately, labelled to indicate that it must not be used, locked away out of use if possible and reported to the Facility HSE Manager.

Suitability of Equipment

Portable electrical equipment used externally must be either battery powered, pneumatic or 110 volt or less, i.e. used with a transformer. Extension leads must be located after any transformer to avoid long lengths of cable operating at 240 volts.

Exception: in dry conditions, when it is not practicable to follow the above policy, 240 volt equipment may be used, provided that a residual current device is fitted to the circuit or at the socket.

Internal construction and maintenance work should also be carried out using reduced voltage, battery or pneumatic equipment where reasonably practicable, and otherwise may be undertaken with 240 volt tools, subject to there being only dry non-conductive conditions and provided that RCD protection is fitted to the circuit or at the socket.

Electrical equipment which is installed out of doors will have an appropriate rating against dust and water ingress (IP rating).

Inspection and Testing

It is Company policy that a certificate will be obtained confirming that any new installation work and alterations comply with BS 7671.

Installations will be subject to an annual visual inspection as well as a periodic inspection and test every five years. Recommendations for improvement arising from such inspections will be implemented as necessary for safety.

7.10 Portable Appliance Testing

Visual inspection and testing of portable appliances will be undertaken in accordance with a schedule which takes into account the risk of damage to equipment when it is in use. In devising a schedule, regard will be had to HSE guidance on the topic <http://www.hse.gov.uk/pubns/books/hsg107.htm>. Equipment will be labelled to show that

it has been inspected and showing when the next one is due.

CAE will follow best practise and guidance on maintaining portable appliances in low risk environments with regards to PAT testing.

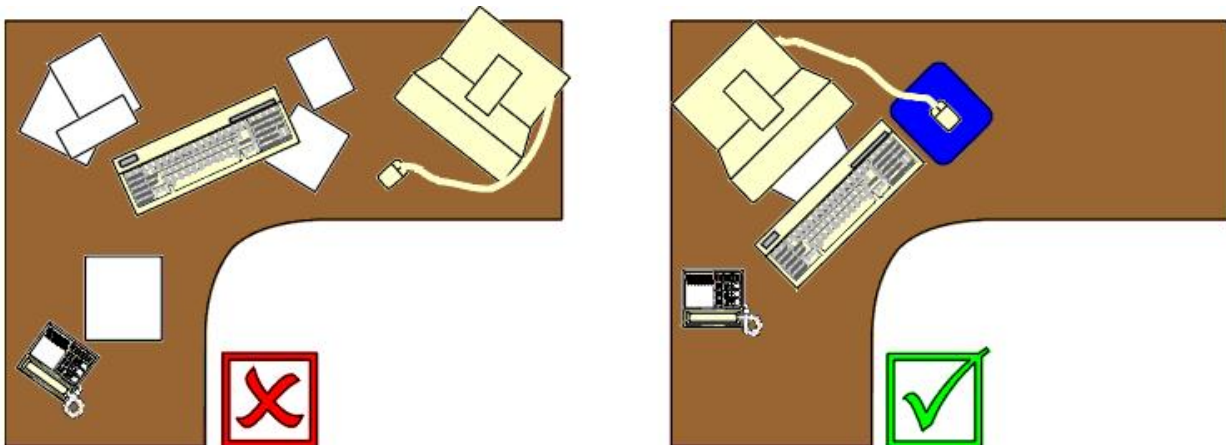
7.11 Display Screen Equipment

All employees who use a computer should only work at workstations which are assessed in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992. A Safety Media training package is provided to all employees and if any problems or concerns are identified, an enhanced workstation risk assessment will be carried out by the Facility HSE Manager. Specialist equipment (e.g. special chairs, footrests, VDU stands, etc) is allocated as identified in the advanced assessment.

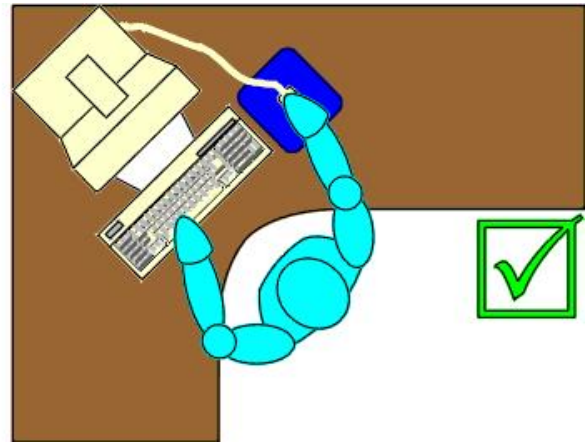
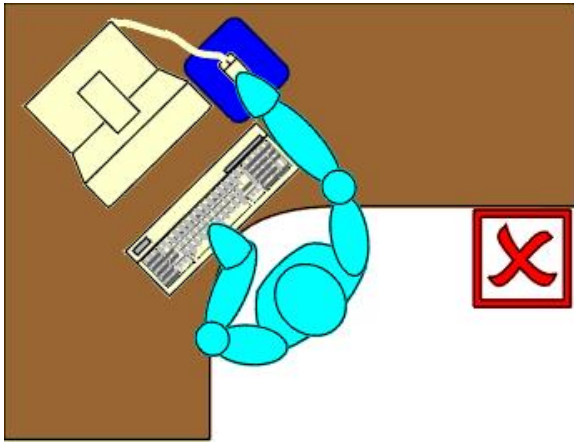
The Company furniture will suit most people but if you are very short or very tall special arrangements will need to be made.

The risks to users of Display Screen Equipment will be reduced to the lowest extent reasonably practicable.

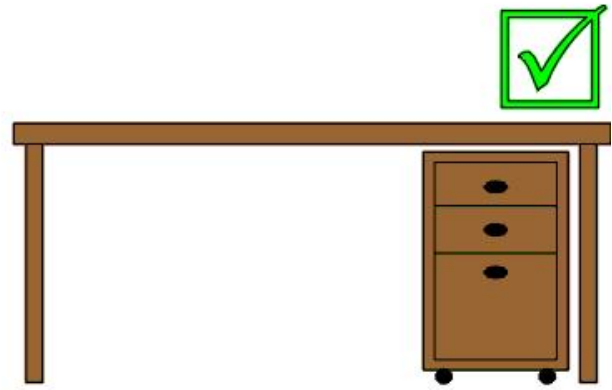
The next few paragraphs contain general guidelines on how to configure your workstation to ensure that you are comfortable whilst working and to reduce risk of injury.



- Arrange your desk layout to make best use of available space.
- Document management is very important. If you need to look at the keyboard when typing, the best place for the document is between the monitor and the keyboard.
- Remember that the computer is not the only tool in constant use and others (such as the telephone) should also be readily accessible without stretching or twisting.
- Use the mouse as close to the keyboard as possible - try using it left handed if you develop shoulder or upper arm pains.



- Make sure there is a comfortable distance between your eyes and the screen and have some space between the front of the desk.
- Place the screen in front of you so that you can face it without twisting your body.
- Ensure your legs are not obstructed by any drawers under the desk.
- If your PC is occupying too much desk space, move it off the desk.
- If you are not a touch typist, you may also like a wrist rest for support when you are typing.



Clear the space under the desk so that you can place your legs underneath it without twisting or leaning forward.



Sitting with the chair too low and too

Move the chair close to the desk and

far from the desk encourages a slouched posture with no support from the chair back. The head is tilted forward. Feet are hooked around the chair base restricting blood circulation in the legs. Shoulders may be hunched.



sit back on the seat. Adjust the chair back so that the upper body is supported. Raise the chair seat so that, with the upper arms vertical, the elbows are level with or just above the desk.

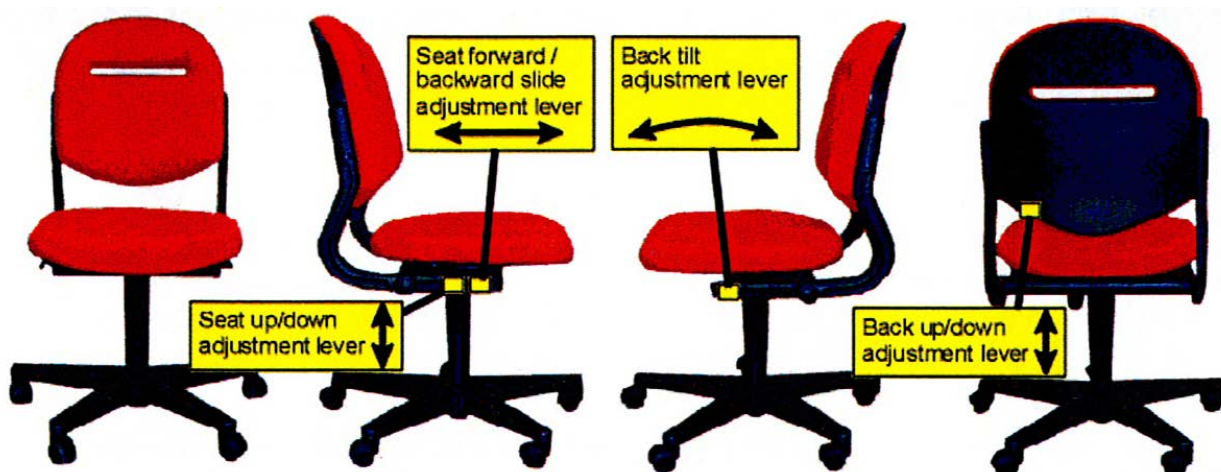


Shorter people often set the chair height that their feet are firmly on the floor. If this is too low for the desk, it is likely that the forearms will be stretched forwards (or sideways) to avoid hunching. This causes undue loading in the shoulders.

Set the chair position and height as shown above. Use a foot rest if the feet do not touch the floor.



- If the monitor is set too low, this encourages the operator to tilt the head downwards. As a result the whole body tends to lean forward, moving away from the support of the chair back and encouraging slouching.
- "TOUCH" TYPISTS can raise the monitor up so that the top of the visible screen is at eye level. Any document holder should be at screen height and in the same focal plane to minimise head twisting and tilting.
- "HUNT AND PECK" TYPISTS who need to look at the keyboard will want to position the monitor lower to minimise 'nodding' between the two. The document holder could be placed between the monitor and the keyboard to avoid twisting.



You also need to know how to adjust your chair. If you are unfamiliar with the controls consult the Facility HSE Manager.

Please contact a member of the HR department if you move desk, your circumstances change or you receive a new monitor for your PC as a new work station questionnaire may need to be completed.

7.12 Eye Tests

Employees who work with VDU screens are encouraged to have their eye sight tested every couple of years. The Company will pay for employees who work with VDU screens and recompense employees for the cost of the eye test to an agreed amount. If it is found that an employee requires glasses specifically for working with a VDU monitor then the Company shall also contribute towards the cost of the glasses. Further details are available from the Human Resources department.

7.13 Control of Substances Hazardous to Health

All hazardous substances will be identified and subject to an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 1999 and suitable control measures established to reduce the likelihood of harm.

The site maintains a register of 'COSHH' substances within the hangar and simulator areas. This is being gradually moved onto the Sypol COSHH management system. The ENGIE site team are responsible for their own COSHH materials.

A COSHH assessment will be conducted for all hazardous substances. The assessment will be based on manufacturers and suppliers' safety data sheets. The majority of the materials used by the hangar team are harmful in some way, many being flammable aerosols.

CAE will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.

Any substance / chemical used by an employee should be logged in the Company COSHH register. If you are unsure if a substance comes under these regulations, contact the Facility HSE Manager. No substance for which COSHH regulations apply should be used until it has been recorded in the Company register.

Managers/Group Leaders are also responsible for the correct storage and disposal of all Substances Hazardous to Health, particularly within the hangar environment.

7.14 Noise

It is Company policy to comply with the law as set out in the Control of Noise at Work Regulations 2005.

Noise measurement analysis has been carried out and it was determined that the hazardous area with respect to noise within the CAE Kidlington facility was identified as the hangar, due to an old oil fired heater. The heater has been replaced with a new machine which has a quieter operational level.

A risk assessment for working in the Kidlington buildings has been carried out and entered in the Risk Assessment Register. Copies of the Noise Risk Assessment is available for all employees to view in the Health and Safety section of the CAE UK SharePoint site.

The hangar team also have access to ear plugs as temporary protection while undertaking riveting tasks. These are readily available within the hangar from a dispensing box.

7.15 Pressurised Systems

The Company complies with the law as set out in the Pressure Systems Safety Regulations 2000.

The hazardous areas with respect to Pressure Systems at the Kidlington site are identified as hangar one and the multi pilot training centre where compressors are present.

All pressure systems have been inspected and written schemes of examination have been provided by the Company Insurance Inspector.

These written schemes of examination will be adhered to and all relevant safety issues have been incorporated into CAE's and the Facilities Management Company's progressive maintenance schedules.

Copies of the Pressure Systems assessments are available for employees to inspect through the Facility HSE Manager.

7.16. Breathing Air Systems

The Company complies with ISO 8573.1: 2001 with regards to the Breathing Air Systems fitted to its Simulators.

CAE will appoint contractors to conduct checks of the Breathing Air quality in accordance with ISO 8573.1: 2001 and the OEM recommended service schedule.

Breathing Air quality checks will be only be carried out by trained personnel.

Breathing Air quality check certificates will be retained on file for a minimum period of 5 years.

7.17 Working Time Regulations

The Working Time Regulations 1998 were introduced for social and safety reasons and are applicable to all employees. The Regulations were intended to prevent employees being asked to work excessively long hours with consequences on the health and safety of individuals. However, if you do wish to work more than 48 hours a week averaged over a 17-week period you must sign an opt-out agreement form which can be obtained from the Human Resources department. You must however still work safely and not compromise your safety or that of others by working excessive hours. Your manager will monitor your timesheet and report any excessive hours to the Human Resources department.

The general principles of the Working Time Regulations are that:

- You must have at least a half hour rest break in every 6 hour work period;
- You must have 11 consecutive hours' rest in any 24 hour period; and
- You must have at least one day's rest in every seven, or two in every fourteen days.

7.18 Working Environment

Work sites must be kept clean and tidy. Waste materials and rubbish must be removed routinely.

Any spillages must be cleaned up immediately.

All trenches and false flooring must be covered when not in use and clearly marked with warning signs when accessed. There is a set of safety barriers in the hangar that have been purchased for protecting work areas while hazardous works are in progress and these can be used to isolate excavations, works at height, rigging/lifting operations and fork lift truck movements.

7.19 Walkways

Walkways and passageways must be kept clear from obstructions at all times. Trailing cables are a trip hazard and should not be left in any passageway.

If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.

Any change in the floor elevation of any walkway or passageway must be clearly marked.

7.20 Alcohol, Drugs and Substance Abuse

During working hours you shall be free from the effects of the following: -

- Alcohol;
- Drug abuse;
- Substance abuse.

The effects of these can seriously impede your ability to do your work and may put you and others at risk. Therefore failure to follow this rule will result in you being asked to leave your site or office and disciplinary action being taken.

Employees should be aware that some “over the counter” medications/remedies also impact your ability to carry out your work activities safely.

7.20 Pregnant Employees

In addition to the general risk assessments, a further assessment of risk to new or expectant mothers will be conducted by the Facility HSE Manager on instruction from HR. Where a risk to new or expectant mothers is identified, working conditions and / or working hours may need to be adjusted so as to avoid the risk.

On becoming pregnant, an employee is encouraged to notify her line manager and the Human Resources department as soon as possible.

The Company will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out her normal job duties, the Company will take such steps as are reasonably necessary to avoid those risks, such as altering the employee's working conditions. In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions that are not substantially less favourable.

If it is not possible for the Company to alter the employee's working conditions to remove the risks to her health and there is no suitable alternative work available to offer her on a temporary basis, the Company may suspend her from work on maternity grounds until such time as there are no longer any risks to her health. This may be for the remainder of her pregnancy until the commencement of her maternity leave. The employee will be entitled to her normal salary and contractual benefits during the period of her suspension, unless she has unreasonably refused an offer of suitable alternative employment.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found.

7.21 Young Persons

A young person is defined as someone below the age of 18 years. Young persons are at greater risk because of lack of experience and/or knowledge and if you manage young persons you must take this into account, particularly during site induction(s), and when preparing risk assessments and method statements

If you are employing a young person you must make special arrangements. You must complete a Young Persons Risk Assessment for every work experience, temporary or full time employee under 18 years of age. The Facility HSE manager will help you do this.

The ‘Risk Assessment’ template is shown in Appendix A at the end of this document and the ‘Risk Assessment – Key to Tables’ is shown in Appendix B.

7.22 Vehicle and Driver Safety Policy

The Vehicle and Driver Safety Policy is intended to ensure, as far as is reasonably practicable, the safety of employees whilst driving at work and the safety of those affected by their actions. To enable the Company to comply with this duty of care it is necessary for all employees who may need to drive on behalf of the Company to co-operate with this safety policy and the procedures put in place by the Company. This includes employees who have no regular requirement to drive on Company business but may need to drive occasionally.

A copy of the Policy can be found in the Health and Safety section of the UK SharePoint site.

7.23 Food Hygiene

At most locations, a basic kitchen facility is provided which typically includes tea and coffee making facilities, a fridge and microwave. At Kidlington there are a number of kitchenettes and break out areas for this purpose.

Preparation and consumption of food in these kitchen facilities is at the individuals own risk and no risk assessments will be conducted by the Company for this purpose.

Employees are reminded to observe good hygiene practice:

- Keep fridges and microwaves clean and wipe up any spillages;
- Dispose of out-of-date food promptly;
- Ensure food stored in the fridge is individually wrapped to prevent odours and cross-contamination;
- Wipe down work surfaces before preparing food on them.

7.24 Hand Washing

Effective hand washing is extremely important to help prevent harmful bacteria from spreading from people's hands to food, work surfaces, equipment etc.

Employees should ensure they wash their hands properly:

- after using the toilet facilities;
- before preparing food and after touching raw food, such as meat/poultry, fish, eggs and unwashed fruit and vegetables;
- after cleaning;
- after blowing their nose;
- after touching phones, light switches, door handles or other surfaces.

SECTION EIGHT

ACCIDENTS AT WORK

8.1 First Aid

- If you feel unwell whilst at work, you should inform your manager who may refer you to a First Aider. If your manager is not present you should seek advice from a First Aider;
- The Company is required by law to record all accidents however minor. Any accident must be reported to a First Aider immediately so that First Aid can be administered, if required, and the incident recorded in the Accident Book;
- The Accident Book is located in the Facility HSE Manager's office desk in hangar 1 at the Kidlington site;
- Once an Accident Record has been filled in, it should be passed to the Facility HSE Manager for action;
- First Aid equipment is available at the First Aid points around the building at the Kidlington site;
- Eyewash equipment is available at the First Aid points around the building at the Kidlington site;
- The names of the First Aiders are shown on the Company notice boards, in some departments and in common break out areas at the Kidlington site;
- In the event there is an accident and a First Aider is not available, staff should contact the airport terminal or on site fire service, or alternatively phone for an Ambulance.

8.2 First Aid Facilities

The first aid stations are clearly marked and are easily accessible by all employees. The first aid stations contain a first aid kit as well as information about who the Company First Aiders are. The first aid kits and eye wash kits are tagged so that it can be easily identified if the equipment has been opened and used. The Facility HSE Manager should be contacted if first aid equipment is used and needs to be replaced. The Facility HSE Manager will also check the kits are sealed and the contents are in date during regular health and safety inspections.

8.3 Defibrillators

There are two (2) defibrillators at London Oxford Airport. One is located in the main terminal building and the other is held by the Airport fire service.

The Defibrillators should be used in conjunction with Cardiopulmonary resuscitation (CPR) and it is advised to call a First Aider in the event of an emergency which requires CPR. In any instance where a casualty on site requires resuscitation, the emergency services should always be contacted on 999.

8.4 First Aiders

The Company First Aiders will:

- Assist in ensuring that all first aid kits are in date, kept topped up with the required supplies and are in the correct locations;
- Keep a record of when the first aid kits are checked;
- Report any deficiencies with first aid kits to the Facility HSE Manager;
- Keep their knowledge and first aid at work certificate up to date, and report when their certification is due for renewal;
- Provide treatment to any person on Company premises that requires treatment for an illness or injury.

If an employee notices that a first aid kit is either lacking in contents or damaged, they should contact a First Aider who will replenish the item(s) immediately.

8.4 Accidents, Incidents, Near Misses and Hazardous Occurrences

Accidents are to be recorded in the accident book kept in the Facility HSE Manager's office at the Kidlington site. The Accident Report must be passed to the Facility HSE Manager upon completion.

CAE sees accident investigation as a valuable tool in the prevention of future incidents. Following an accident or incident, it will be investigated by the Facility HSE Manager using the 'Accident / Incident Investigation Form'. A copy of the 'Accident / Incident Investigation Form' is shown in Appendix D at the end of this document.

In addition, it is important for the Company to be informed of near-miss incidents. A near-miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work-related injuries. It is everyone's responsibility to report and /or correct these potential accidents/incidents immediately.

A 'Near-Miss Reporting Form' should be completed and passed to the Facility HSE Manager as soon as possible. It can be reported initially by telephone if necessary. A copy of the 'Near-Miss Reporting Form' is shown in Appendix E at the end of this document.

Reports should contain all the relevant facts of the incident along with witness statements and any collected evidence including both material and photographic evidence. If machinery, structure or other hardware is damaged then the affected items should be preserved for analysis. Preserved items are not to be disposed of until the manager has given approval.

Significant incidents are to be investigated by a person not having direct responsibility for the area under investigation, to avoid the potential for vested interest or bias.

The completed Reports will be reviewed by the Health and Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a reoccurrence of the problem.

8.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

If any employee injured at work is absent from work for more than seven (7) calendar days (not counting the day on which the accident happened), their manager must advise the H&S Manager for RIDDOR reporting purposes.

RIDDOR requires three key elements before deaths and injuries must be reported:

- There must have been an accident (this is a distinct, adverse event that is external to the deceased or injured person, and was unintended). This includes reportable deaths and injuries from an act of non-consensual physical violence to a person at work;
- That accident must have arisen out of or be connected to the work activity;
- The accident must result in a death or reportable injury.

Cases of injuries over seven days must be notified to the Health and Safety Executive (HSE) within fifteen days of the incident, using the appropriate online form (which is available on the HSE website).

SECTION NINE

FIRE SAFETY

9.1 Fire Systems

The Facilities Management Company in partnership with the Facility HSE Manager are responsible for fire systems at the Kidlington facility. This includes fire drills, maintenance, statutory checks of firefighting equipment, detection and alarm equipment.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

General Statement of Policy

It is the Company's policy to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff and visitors in the unlikely event of a fire.

Our FTO European Operations Leader has overall responsibility for putting this policy into effect, although all of our directors, managers and employees have responsibilities for assisting us in our aims.

We will achieve our policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment periodically;
- implementing the recommended fire safety measures arising from the assessment;
- ensuring that all exits and emergency routes are kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors;
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms and emergency lighting;
- writing and circulating fire safety arrangements incorporating responsibilities for fire safety matters;
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate;
- arranging for the testing and maintenance of fire safety, electrical and gas installations and equipment;
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection;
- ensuring that directors, managers and employees are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role;
- keeping staff informed of any changes that are made to our fire safety procedures and fire safety risk assessment;
- ensuring that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card and supervised by a member of staff at all

times;

- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented.

This policy and the associated fire safety documentation will be reviewed at least annually and sooner if there are changes in the matters to which it relates.

Fire Safety Arrangements

This section of our policy sets out the way in which we will comply with our duties under the Regulatory Reform (Fire Safety) Order 2005 and should be read in conjunction with our fire record book and fire procedures referred to below.

We have appointed the following persons to assist us in fulfilling our obligations:

Fire Safety Issue	Task	Person/s Responsible
Responsible person	See separate document: Responsible Person Role and Authorisation	FTO European Operations Leader
Fire marshal/s	See separate document: Fire Marshal Role and Acceptance	Facility HSE Manager
Fire procedure	Ensuring that an up-to-date evacuation procedure is documented and available for staff	Facility HSE Manager
	Ensuring that fire procedures are clearly displayed	Facility HSE Manager
	Ensuring that there is a means of checking visitors have left the building (e.g. register, visitor badges)	Fire Wardens
	Ensuring that a special evacuation risk assessment is completed for any member of staff needing assistance or special arrangements to aid evacuation	Facility HSE Manager
Fire safety risk assessment	Writing a fire safety risk assessment	External Assessor / FM Global
	Implementing recommendations	Facility HSE Manager
	Checking that recommendations have been implemented	Facility HSE Manager
	Arranging for review at least annually	Facility HSE Manager
Emergency contacts list	Keeping an up-to-date emergency contacts list and ensuring it is readily available	Facility HSE Manager
Out of hours response to	Ensuring that the out of hours emergency procedure is kept up to date with	Facility HSE Manager

Fire Safety Issue	Task	Person/s Responsible
alarm	appropriate persons allocated to respond to out of hours call outs, e.g. in event of an alarm	
Smoking	Ensuring compliance with smoke-free legislation, i.e. signage and no smoking rules	Facility HSE Manager
Fire Officer visit	Completing details of any visit by the fire authority using the fire safety officer inspection document	Facility HSE Manager
Fire Alarm	Arranging servicing of alarm by competent contractor	Facilities Company
	Weekly test by operating a different call point each time, pre-warning staff of the test, checking alarm audibility and completing the fire alarm system check sheet	Facilities Company
	Completing a fire evacuation record for any unplanned fire drills	Facility HSE Manager
Emergency Lighting	Arranging annual electrical test and inspection of emergency lighting	Facilities Company
	Monthly activation test and annual discharge test of emergency lighting and completing emergency lighting check sheet	Facilities Company
Electrical systems and equipment	Arranging inspection and test of the electrical installation every five years and completing the electrical equipment check sheet	Facilities Company
	Arranging portable appliance testing to a schedule and completing the electrical equipment check sheet	Facilities Company
Lightning protection	Arranging annual inspection of lightning protection	Facilities Company
Gas boiler/equipment	Arranging annual service of gas-fired equipment	Facilities Company
Fire extinguishers	Arranging for annual servicing of extinguishers	Facilities Company
	Carrying out fire-fighting equipment inspections and recording on the firefighting equipment check sheet in the fire record book	Facilities Company
Fire signage	Ensuring that fire action notices are displayed with details completed of the assembly point and procedure for calling the Fire and Rescue Service	Facility HSE Manager

Fire Safety Issue	Task	Person/s Responsible
	Ensuring all signs are displayed as necessary to identify fire-related equipment etc.	Facility HSE Manager
Monitoring	Undertaking checks of escape routes and regular inspections	Facility HSE Manager
Staff training and drills	Conducting six monthly fire drill and recording details on the fire drill observation sheet	Facility HSE Manager
	Ensuring that all new starters receive fire safety instruction, all staff receive annual refresher training and completing the fire training and instruction record sheet	Facility HSE Manager
	Ensuring that fire marshals are trained in their role and completing the fire training and instruction record sheet	Facility HSE Manager
Contractors	Ensuring that contractors working on gas and electrical systems are suitably qualified	Facility HSE Manager
	Ensuring that where contractors need to conduct hot works a hot work permit is completed.	Facility HSE Manager
Policy	Annual review of this fire safety policy	Facility HSE Manager
Fire advice	Fire advice to be provided	Facility HSE Manager

Duties of all Staff and Students

All employees and students have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff and visitors.

All employees and students have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no combustible or flammable materials are stored in corridors or on stairs.

9.2 Fire Wardens

A number of Fire Wardens will be appointed at the Kidlington facility and they will be located at various points around the building. They will follow the standard building evacuation procedure and ensure all occupants are removed from the building as quickly as possible in the event of the fire alarm sounding.

Fire Wardens will be provided with regular training by the Company to ensure effective execution of their duties. The Fire Wardens should never place themselves in any risk of danger.

If the Fire Alarm sounds, Fire Wardens shall put on a reflective jacket and perform a brief search of their area to provide the Facility HSE Manager with enough information to pass on to the Fire Brigade regarding areas where fire could be seated and areas where staff may still be in the building.

9.3 Fire Detection Equipment

Automatic smoke / fire detectors and manually operated fire alarm call points are located at strategic points throughout the workplace.

9.4 Emergency Evacuation Procedure

An Emergency Procedures document exists for the Kidlington site and a copy can be found in the Health and Safety section of the CAE UK SharePoint site. A master copy is also maintained by the Facility HSE Manager on the Kidlington site 'O' drive.

9.5 Action in the Event of Fire

In the event of a fire, immediate actions will be carried out by those members of staff who are confronted with the issue:

- If a fire is discovered that has not activated the fire alarm, initiate an evacuation by manually operating the fire alarm by activating a break glass unit and follow the Company fire procedures;
- Attack the fire if possible with the appliances provided **but without taking any personal risks**;
- The fire evacuation procedure will then follow whilst any further actions are organised as appropriate by the responsible person at the time;
- At the Kidlington facility, personnel should assemble at the designated assembly point for each of the site buildings, namely:
- Cherwell A & B – Car park x
- Hangar 1 – Grass verge directly opposite near Capital Air
- MCC Building – Airside assembly point behind the rear of the building
- Langford Hall – Assembly points in the car park or on the grass verge in front of the building;
- Fire Wardens will inform the Facility HSE Manager of any danger areas in the building;
- Personnel are to remain outside the building until they are advised they can enter by the person in charge.

9.6 General Information to be Observed When Leaving the Building on Hearing the Fire Alarm

- Try to remain calm;
- Do not stop to collect personal belongings;
- Do not use the lifts;
- Leave the building as quickly as possible through the nearest available exit but do not run;
- Close all doors as you leave the building;
- Never assume the fire alarm is a false alarm – treat all alarms as genuine.

9.7 Action in the Event of a Medical Emergency or Injury

In the event of an injury or illness those members of staff who are confronted with the issue and in the event of an injury or illness will:

- Contact a Company first aider;
- Ensure an ambulance has been called;
- Complete the required paperwork.

9.8 Action in the Event of a Bomb Scare

- Follow the same procedure as for a Fire evacuation;
- The Bomb Scare meeting point at the Kidlington facility is car park Y, the car park on the opposite side of the access road to hangar 1.

9.9 Fire Alarm Testing

Fire alarms are tested weekly on Friday mornings at 10am at the Kidlington facility.

If the alarm continues to sound for more than one minute, the alarm should be treated as genuine.

Employees based at other locations should check with their manager as to when the fire alarms are tested at their site.

Practice fire drills will be conducted on a regular basis.

9.10. Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace.

Employees are expected to tackle a fire themselves only if there is no threat to their personal safety.

If the situation is dangerous or potentially dangerous the employee should activate the nearest fire alarm call point and evacuate the building.

9.11 Fire Doors

Fire doors are designed to slow the spread of fire and smoke throughout the workplace and have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

9.12 Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

9.13 Fire Safety Training

Fire Safety is the responsibility of every employee in the workplace so all new joiners to the business will be given fire procedures training as part of their induction package by the Facility HSE Manager and in addition will have access to Safety Media E Learning. This will ensure they are aware of the potential fire risks in the workplace and can deal with any fire hazard they may encounter.

The training covers:

- How to raise the alarm;
- The correct means of escape;

- When to and when not to tackle a fire;
- The safe and effective use of extinguishers on every type of fire.

9.14 Smoking

Smoking is prohibited by law in all areas of the workplace. It is illegal under the Health Act 2006 (and regulations made under that Act) to expose a person in an enclosed or a substantially enclosed workplace or an enclosed company vehicle to second-hand smoke.

The Company wishes to protect any person (e.g. employees, customers, contractors, or visitors) in the workplace or in a company vehicle from exposure from second-hand smoke.

Employees should only smoke in the external designated smoking areas. This also applies to electronic cigarettes.

All employees must ensure that the length or frequency of their smoking breaks does not have an adverse effect on their performance or the business. An employee must make up the working time they take for smoking breaks. Disciplinary action will be taken against any employee whose performance is not satisfactory, including an employee whose performance is not satisfactory due to the length and/or frequency of their smoking breaks.

SECTION TEN

MANAGING CONTRACTORS

10.1 Appointment of Contractors

General Statement

Where contractors are engaged to undertake work for, or on behalf of, the company, it is our policy to carefully select them and plan, monitor and control their work for the safety of everyone who could be affected.

This Policy covers the management of contract work. We have a separate policy on the selection of contractors.

Legal Position

Regulation 11 of the Management of Health and Safety at Work Regulations 1999 requires that we co-operate with and co-ordinate other employers who share our workplace, to ensure compliance with health and safety law. This duty applies equally to the contracting organisation as to ourselves.

In relation to construction work, we are also subject to specific legal requirements under the Construction (Design and Management) Regulations 2015 (CDM). These cover most maintenance, repair and redecoration works and require that in addition to checking the competence of appointed contractors, we:

- allow sufficient time and resources for all stages of the project
- provide a client brief and pre-construction information to designers and contractors
- ensure there are suitable management arrangements for the project including the provision of welfare facilities for use by contractors
- ensure that a construction phase plan is drawn up before the construction phase begins; and
- notify the HSE of the planned project if the construction work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or, exceed 500 person days.

The CDM Regulations also place additional duties on us where a project involves more than one contractor including the appointment of a principal designer and principal contractor.

Overall Responsibility for this Policy

The Facility HSE Manager has overall responsibility for planning and co-ordinating contract work. It is their responsibility to ensure compliance with this Policy in practice. It is also their specific responsibility to ensure compliance with the CDM Regulations.

Pre-Contract Information

Contractors will be given a client brief explaining, as appropriate: **(1)** the purpose of the work and operational requirements of the finished project; **(2)** client expectations for health and safety; **(3)** design direction; **(4)** point of contact for client discussions; and **(5)** realistic time frame and budget.

They will also be provided with general information covering essentials such as access and parking rules, waste management information, fire procedures, smoking rules, information about vulnerable building users and their protection, safety rules regarding the use of our power supplies, any areas where PPE is compulsory, restrictions on high-hazard equipment, permit-to-work requirements, restrictions and rules about the use of hazardous substances or generation of noise, work at height rules, the use of our facilities, requirements for supervision and quality assurance, restrictions on the use of subcontractors, security and site contact details.

We have developed a set of site rules for contractors covering the above points and these will be supplemented with project-specific information as appropriate including any residual risks identified by designers. This will form the pre-construction information required in compliance with CDM.

Where contractors are being asked to submit a tender for work, the above information will be provided to them at the pre-tender stage, to the extent that it is relevant to their planning of resourcing, logistics and pricing of a safe project.

Co-ordination of Construction Work

For all work, regardless of scale the Facility HSE Manager will ensure that: **(1)** a written or verbal client brief is given; **(2)** pre-construction information is provided; **(3)** a competent project team is assembled (in accordance with our contractor selection policy); **(4)** work does not begin until there is a construction phase plan in place; **(5)** suitable welfare facilities for workers are available throughout the work; **(6)** suitable management arrangements are in place before the project, and maintained and reviewed throughout; **(7)** the contractors' work is segregated from the other activities taking place on our site as necessary for the safety of all persons; **(8)** permits to work are issued as appropriate for work outside of any construction site boundary; and **(9)** any design work carried out on the company's behalf effectively reduces risks at the design stage.

The Facility HSE Manager will also ensure that on completion, the required certification, operating instructions, guarantees etc. are received before payment is authorised, that any inspection and maintenance requirements for new equipment are scheduled and that the performance of contractors is reviewed.

In the planning stages of the work, the Facility HSE Manager will identify whether a project will involve more than one contractor (or our in-house workforce plus one or more contractors).

Where this is the case the Facility HSE Manager will, in addition to general project requirements, ensure that:

- a competent principal contractor and principal designer are appointed in accordance with our contractor selection policy;

- the principal designer prepares a health and safety file;
- the health and safety file is kept up to date and available for inspection at a later date;
- reasonable steps are taken to ensure that the principal designer and the principal contractor comply with their duties.

The Facility HSE Manager will identify whether a construction project is notifiable to the HSE and submit the F10 form online.

Note. As a general rule, the remainder of this Policy will not apply to projects with a designated construction site boundary other than where there is an interface between the site and our operational site. This is because the principal contractor will be responsible for the day-to-day safe working practices within the construction site boundary.

Co-ordination of Work Which Is Not Within a “Construction Site”

In the case of contract work which is not carried out within its own defined construction site boundary, i.e. is carried out whilst our workplace is operational, the Facility HSE Manager is responsible for complying with the points described in section five above. In doing so, the Facility HSE Manager will be particularly careful to ensure that the arrangements are proportionate to the scale and complexity of the work. For example, the client brief for small works may be issued verbally and written health and safety information will be appropriately short.

To manage the particular risks of contract work being undertaken in our occupied workplace the Facility HSE Manager will also:

- evaluate any new hazards introduced to the workplace and any hazards arising from our activities which are likely to affect the contractors;
- decide whether it is necessary to segregate the work of contractors from other activities taking place on site either by scheduling the work out of hours or by physical separation;
- discuss detailed work plans with the successful bidder and review their risk assessment and method statement for the work;
- include within the contract a requirement to comply with the site safety rules provided;
- review our own risk assessments to identify any new or changed risk control measures which need to be implemented for the duration of the work;
- ensure that contractors' representatives are briefed in essential health, safety and emergency information including the requirement to sign in and out of the site each day;
- ensure that contractors are aware of the tasks which require a permit to work and the arrangements for obtaining one;
- monitor the work periodically throughout the day to ensure that the method statement and site safety rules are being adhered to and to identify any additional hazards not previously anticipated.

-

Contracts

Contract conditions will stipulate that the contractor and all of their employees/subcontractors must follow the site safety rules, their own safety procedures and method statements and all health and safety legislation applicable to the work undertaken. The conditions will also state that our representatives have the authority to halt the work at any time if they believe that it is unsafe, in which case the matter will be reviewed as promptly as possible by our senior management team.

Checking In On Site

All contractor representatives are required to sign in on arrival and out when they leave. When work takes place within a defined construction site this will take place on the site under the direction of the principal contractor, in other cases it will be at our own Reception/Customer Services desk and the personnel will be issued with a Contractor's Pass badge by the Facility HSE Manager.

For work within our workplace (as opposed to a designated construction site), our representative will check the scope of work and access required, ensure that the contractor's representative has received a briefing on the essential safety requirements and ensure that permits are issued in accordance with our permit-to-work policy. All contractor representatives in such circumstances are required to sign to confirm that they have understood our site safety rules.

Monitoring and Review

This section applies to work within our workplace, as opposed to a designated construction site with marked boundaries:

All work by contractors is monitored periodically to ensure that it is proceeding in the manner expected, including a high quality of workmanship and a safe method of operation. Monitoring also assists us to check that our signing-in procedure has been followed and identifies any problems with the work or new hazards at an early stage. Where monitoring uncovers poor standards, our representative will stop the work until the matter can be resolved.

The frequency of monitoring will be determined based on the likelihood of safety concerns arising, i.e. due to the nature of work and past experience.

On completion of work, or periodically where there is an ongoing maintenance contract, we will undertake a contract review process to evaluate satisfaction with the contractor's work and identify any other concerns which may have arisen. The review covers quality of workmanship, safety of operations and the effectiveness of communications with the contractor. Improvements are identified where needed to either the specific working arrangement or the contractor control arrangement in general.

Where the review indicates that the contractor's standards are below those required, we will take action to ensure that the contractor is not used again or that other suitable measures are taken to improve performance.

10.2 Visitors Briefing

All contractors / visitors to CAE are to be given a written briefing on entry to the facility and when signing in to the CAE Visitors Book.

The content for the Visitors Brief at the Kidlington site is shown in the Appendix F at the end of this document and included in the Health & Safety information Booklet.

SECTION ELEVEN

STAFF WORKING AT OTHER EMPLOYERS' SITES & LONE WORKING

11.1 Working at other Employers' Sites

It is the responsibility of Managers, when sending their staff to other sites, to ensure the workplace and activity is risk assessed and relevant control measures established.

It is the responsibility of the employees working offsite to check with the Local Health & Safety Officer/ Representative to ensure they are familiar with the site's Health & Safety requirements.

The Local Health & Safety Officer/ Representative (non-CAE) will need to know from the Company employee the nature of the work to be done and the length of the visit to be able to assess any special requirements they might need to make.

11.2 Lone Working

It is not company policy for employees to be left alone working and lone working should only occur in exceptional circumstances.

The Company recognises that there may be occasions where employees are working alone in the building and there are no other people in the immediate working area, particularly during late weekday evenings. For employees based at the Kidlington facility, they should be aware that Security are always present at the Airport on a 24/7 basis and can be contacted on 01865 290688. This number is printed on the reverse side of the London Oxford Airport identity pass.

For employees based at other sites, please refer to your manager for local lone working arrangements.

11.3 Lone Working for Simulator Maintenance Engineers at the Kidlington site

Lone working for Simulator Maintenance Engineers should be restricted to work of a non-dangerous nature i.e. Simple fault rectification, office paperwork, PC based work. Planned maintenance outside of working hours should always be done in pairs.

The basic rules for lone working are:

- Always carry a phone – there is the portable emergency callout engineer's phone;
- Do not work on exposed powered equipment that contain or potentially contain lethal voltages;
- Do not work on pressurised compressed air equipment;
- Do not work on powered machinery (such as pump motors or air conditioning units);
- Do not work at heights;
- Do not attempt to move large or heavy loads.

If lone working is necessary, then arrangements must be made to contact Security on the Client Services/Reception desk at hourly intervals.

SECTION TWELVE

TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all staff in the organisation are trained to perform their job effectively and safely.

All CAE sites in the UK have access to Safety Media Training – Enterprise E Learning Health & Safety Software which includes E-learning, Incident Reporting, Risk Management, Audit Module and Document Manager.

It is the opinion of the management that if a job is not done safely then it is not done effectively.

CAE will ensure that any persons under their control who perform tasks that can impact on Health & Safety are competent on the basis of appropriate education, training or experience and that associated records are retained.

The Company's policy is to ensure all personnel are sufficiently trained to perform their work to the highest practicable standards and it is each manager's responsibility to ensure that new personnel are inducted and trained in Health & Safety procedures during the induction process.

All new employees will be given an overview of the Company's H&S policies on their first day of employment by the Facility HSE Manager and any specialist training required is the responsibility of their Manager. The Manager will liaise with the Facility HSE Manager to ensure that the employee is given the correct H&S training for the work required.

All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment (PPE) appropriate to the task concerned and the formulation of emergency contingency plans.

The Company will establish, implement and maintain procedures to ensure that persons working under their control are aware of:

- The H&S consequences, actual or potential, of their work activities, their behaviour, and the H&S benefits of improved personal performance.
- Their roles and responsibilities and importance in achieving conformity to the H&S policy and procedures and to the requirements of the H&S management system, including emergency preparedness and response requirements.
- The potential consequences of departure from specified procedures.

The Company will identify training needs associated with the Risk Assessments and Safety management system.

Training procedures will take into account differing levels of responsibility, ability, language skills, literacy and risk.

Examples of training that may be provided includes:

- Manual Handling training;
- Emergency First Aid;
- Fire Safety;
- Fire Warden;
- Working at Heights;
- Driver training;
- Forklift Driving.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to express any relevant fears or concerns they might have about their jobs.

If you have any specific requirements, please discuss them with your manager.

SECTION THIRTEEN

STRESS

13.1 Definition of Stress

Stress is defined by the HSE as 'an adverse reaction people have to excessive pressure or other types of demands placed on them'.

It is important to make a distinction between work-related 'stress' and 'pressure'. Pressure can be motivating and challenging, and improve performance. 'Stress' means something that is a negative, a response to excessive pressure or too many demands, with which an individual cannot cope with at a given time.

The capability to deal with work-related stress varies from person to person. Individuals react in different ways to similar situations and no one is immune from work-related stress.

13.2 Legal Obligations

Under the terms of the Health & Safety at Work Act 1974 the Company has a general duty of care to ensure the Health and Safety of its staff as far as it is reasonably practicable.

The Company recognises that workplace stress is a health and safety issue and acknowledges that it has a duty of care to the mental health and wellbeing of its employees. The Company will treat stress in the same way as any other health hazard and apply the principles of risk reduction and control and ensure staff are trained and instructed in their job and in recognising and dealing with stress.

Where an employee becomes disabled through a stress-related illness, the Company will make reasonable adjustments where practicable. The Company acknowledges that it should act reasonably to prevent reasonably foreseeable causes of stress.

Any recording of information will conform to the latest Data Protection Regulations.

13.3 Symptoms and Management of Work-Related Stress

The Company accepts that work-related stress can have a detrimental effect upon the health of staff.

There are a number of symptoms of work-related stress issues which Managers may observe in the workplace:

Emotional symptoms	<ul style="list-style-type: none">• Increased emotional reactions - more tearful or sensitive or aggressive;• Loneliness and appearing withdrawn;• Loss of motivation, commitment and confidence.
Mental	<ul style="list-style-type: none">• Confusion, indecision;• Reduced concentration levels;

	<ul style="list-style-type: none"> • Poor memory.
Changes from normal behaviour	<ul style="list-style-type: none"> • Changes in eating habits; • Increased smoking breaks; • Twitchy, nervous behaviour; • Changes in attendance such as arriving later or taking more time off.

There are a number of situations when Managers may have the opportunity to observe and identify these potential work-related stress issues:

- The Performance Feedback and Development Plan process;
- Team meetings;
- Company social activities;
- Other members of staff bringing it to their attention.

All managers should complete the 'Work-Related Stress Risk Assessment' Form. This ensures that Managers have considered the risk mitigation practices they can adopt in order to minimise the risk of illness or injury due to work-related stress within their team. A copy of the 'Work-Related Stress Risk Assessment Form' template is shown in Appendix G at the end of this document.

If Managers do suspect that an individual is suffering from work-related stress, they should raise it with the Human Resources department. Together, they will agree an appropriate action plan which may involve either the Manager and/or HR department meeting with the individual to understand whether a work-related stress issue does exist. An 'Individual Work-Related Stress Risk Assessment Form' would then be completed to identify the remedial action required to help address the situation. A copy of the 'Managing Individual Work-Related Stress Assessment Form' template is shown in Appendix H at the end of this document.

13.4 Responsibilities

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems of which they are unaware.

If you find that work or aspects of your work bring on or make these symptoms worse, speak to your manager or the HR department as soon as possible. It may be that some action taken at an early stage will ease the stress and reduce or stop the symptoms.

13.5 Support for Employees

All employees on the payroll have life insurance with Canada Life and they provide free access to a confidential employee assistance programme (EmployeeCare) and second medical opinion service (Best Doctors), which they call their 'Working Well' services. In summary:

- The EmployeeCare service offers employees information and counselling on a wide range of personal and work related topics such as stress, debt management, family relations, health problems and work issues. You can use the 24 hour freephone telephone number 0800 917 9330 or look online at www.employeeecare.com (using the access code 72221).
- The Best Doctors is a leading second medical opinion company. It offers a range of services from giving you an expert second medical opinion, to providing personalised answers to non-urgent medical questions. This extends to family members who live in the same household as you. You can use the 24 hour freephone telephone number 0800 085 6605 or look online at canadalife.askbestdoctors.com.

Further information is available from the Human Resources department.

The Company may also engage the services of an independent occupational health service if required. This would require the employees' consent and would look to identify whether any reasonable adjustments can be made to the work environment.

13.6 External Stress

The Company also recognises that the source of stress may be external in which case the Company has no control over the factors causing the stress and will take no action in relation to the source of the stress. However, the Company will, at its discretion be sympathetic in allowing the affected staff member the opportunity to resolve the external stress.

SECTION FOURTEEN

TRAFFIC MANAGEMENT

All CAE operated sites require a site traffic plan to account for the following movements:

- Pedestrians;
- Visitors & Contractors;
- Employees / Staff; and
- Delivery Drivers.

There should be segregation of vehicles and pedestrians using footpaths and barriers, where appropriate, and the creation of turning circles to reduce the amount of reversing required.

There is a requirement for:

- Directional and warning signs;
- Marked out parking bays;
- Good lighting;
- A one way traffic system, where practicable; and
- A designated loading and unloading area for goods in and out.

At the Kidlington site, traffic management is undertaken largely by London Oxford Airport. There is a 20 mile per hour speed limit in place which is enforced by Airport security. CAE are only responsible for parking bay marking and the maintenance of their demised car park surfaces. There are specifically marked out pedestrian routes and the lighting is the responsibility of the Airport.

On non-CAE sites, employees will need to follow the traffic plan and measures established by the persons in control of the site.

SECTION FIFTEEN

COMPLIANCE

15.1 Performance Measurement and Monitoring

CAE will establish, implement, and maintain procedures to monitor and measure H&S performance on a regular basis in order to provide for:

- Both qualitative and quantitative measures, appropriate to the needs of the organisation;
- Monitoring of the extent to which the Company's H&S objectives are met;
- Monitoring the effectiveness of controls (for health as well as safety);
- Proactive measures of performance that monitor conformance with the H&S programmes, controls and operational criteria;
- Reactive measures of performance that monitor ill health, incidents (including accidents, near misses etc.) and other historical evidence of deficient H&S performance;
- Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

If equipment is required to monitor or measure performance, the Company will establish and maintain procedures for the calibration and maintenance of such equipment.

Records of calibration and maintenance activities and results will be maintained.

15.2 Evaluation of Compliance

The Company will establish, implement and maintain procedures for periodically evaluating compliance with applicable legal and other requirements to which the company subscribes.

Records of these periodic evaluations will be held.

15.3 Internal Audit

The Company will ensure that internal audits of the H&S management systems are conducted at planned intervals to:

- a. Determine whether the H&S management system:
 - Conforms to planned arrangements for H&S management.
 - Has been properly implemented and maintained.
 - Is effective in meeting the organisation's policy and objectives.

- b. Provide information on the results of audits to management

Audit programmes will be planned, established, implemented and maintained based on the results of company risk assessments, activities and the results of previous audits.

15.4 Management Review

Senior management will review the company's H&S management system at planned intervals in order to ensure its continuing suitability, adequacy and effectiveness.

Reviews will include assessing opportunities for improvement and the need for changes to the H&S management system, including the H&S policy.

Inputs to management reviews will include:

- Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the company subscribes;
- The results of participation and consultation;
- Relevant communications from external interested parties (including complaints);
- The H&S performance of the Company;
- The extent to which objectives have been met;
- Status of incident investigations, corrective actions and preventive actions;
- Follow up actions from previous management reviews;
- Changing circumstances, including developments in legal and other requirements;
- Recommendations for improvement.

The outputs from management reviews will be consistent with the Company's commitment to continual improvement and shall include any decisions and actions related to possible changes to:

- H&S performance;
- H&S policy & objectives;
- Resources and other elements of the H&S management system.

Relevant outputs from management reviews shall be made available for communication and consultation.

SECTION SIXTEEN

MISCELLANEOUS

All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

All employees shall immediately report any unsafe practices or conditions to the relevant authority.

Any person under the influence of alcohol or any other intoxicating drug that might impair their skills or judgement, whether prescribed or otherwise, shall not be allowed to carry out tasks that might jeopardise the Health and Safety of themselves or any other person.

Horseplay, practical joking or any other acts that might jeopardise the Health and Safety of any other person are forbidden.

Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to carry out tasks that might jeopardise the Health and Safety of any other person.

Employees shall not adjust, move or otherwise tamper with any electrical equipment or machinery not within the scope of their duties or capabilities.

All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others.

Employees should not undertake a task that appears to be unsafe.

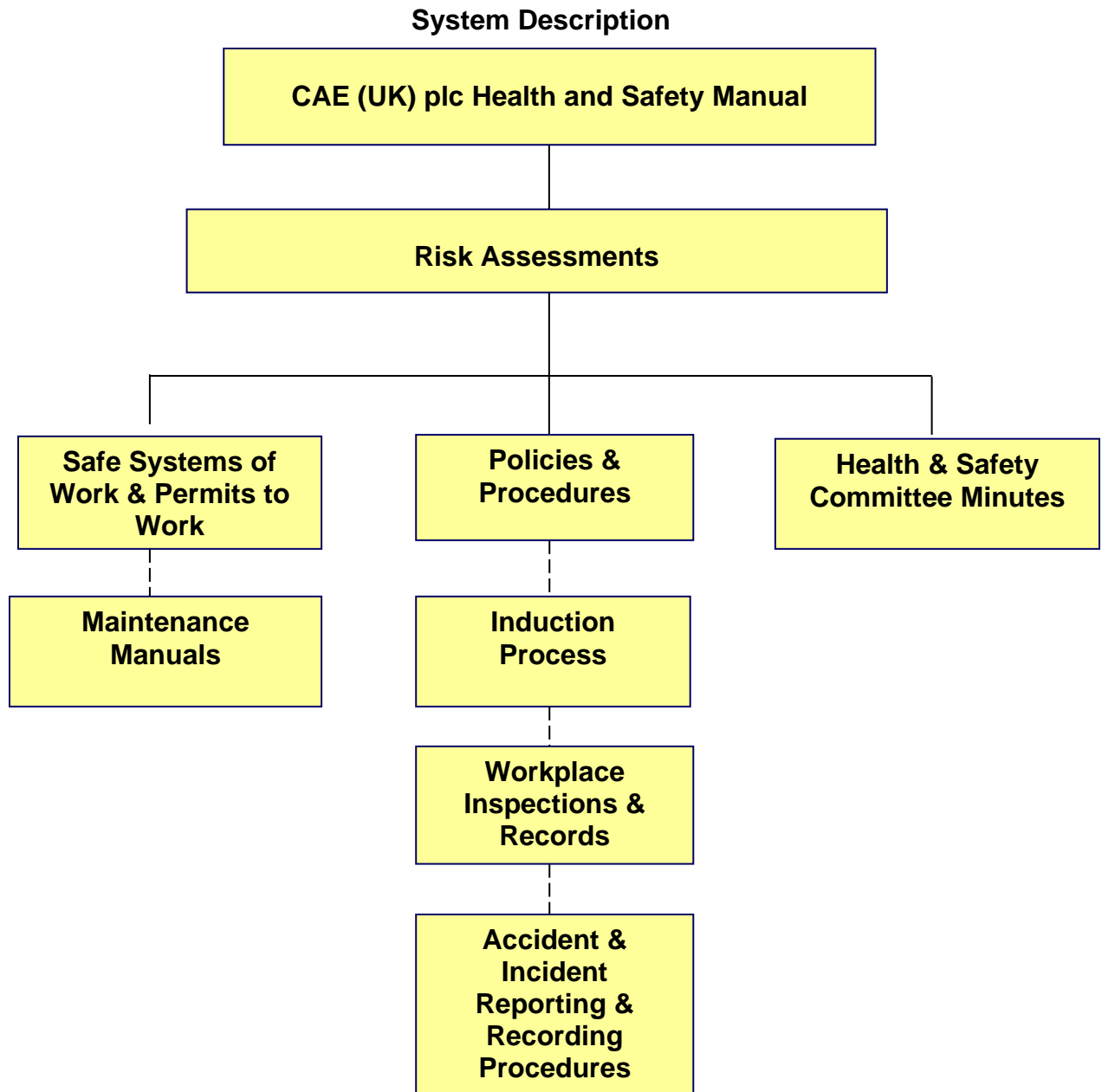
Employees should not undertake a task until they have received adequate safety instruction and are authorised to carry out the task.

Employees should take care to ensure that all-protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor or the Facility HSE Manager.

Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

Employees should not use chemicals without the knowledge required to work with those chemicals safely.

Suitable clothing and footwear shall be worn at all times. PPE shall be worn wherever appropriate.

SECTION SEVENTEEN**ELEMENTS OF THE SAFETY MANAGEMENT SYSTEM**

APPENDIX A



Risk Assessment

Site						Assessment No			
Department						Assessment Date			
Activity / Situation						Review Date			
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Assessor		Job Title				Signature		Date	
Checked By		Job Title				Signature		Date	

NB: The 'Risk Assessment - Key Tables' Guide – 12-015-0595- MUST be referred to when completing this form.

Part Number: 12-015-0594	Responsibility: H & S Manager	Issue: 2.00	Date: Sept 2016
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Example



Risk Assessment

Site	Burgess Hill Civil					Assessment No	20		
Department	Technical Department – Simulator Technicians					Assessment Date	16/09/16		
Activity / Situation	SLIPS, TRIPS AND FALLS					Review Date	16/09/17		
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Moving about in general	E, V	Contaminated floors can lead to injuries from slipping, tripping and falling	5	4	20	<ul style="list-style-type: none"> Floor surfaces to be kept in a good, clean condition. Spilled liquids to be cleaned up immediately. Warning notices to be put out when floor cleaning is in operation. Floors surfaces are kept free from grease, oil etc. Floor surfaces not to be left highly polished. 	3	2	6
As above	E, V	Floor coverings in poor condition can cause tripping accidents leading to fall injuries	4	4	16	<ul style="list-style-type: none"> Floor finishes to be kept in good condition (carpets etc.). Areas to be closed off until hazards are dealt with. Regular inspection of floor areas to be carried out. 	3	1	3
As above	E, V	Trailing cables etc. can cause tripping accidents leading to fall injuries	4	4	16	<ul style="list-style-type: none"> All trailing cables to be secured away from walkways. Additional power points to be installed, to remove the need for extension leads. Temporary trailing cables to be covered to prevent a tripping hazard. 	3	1	3
Getting about in kitchen areas	E,	Floors contaminated by cooking oils and fats, water, spilled foodstuffs etc. can cause slipping and tripping injuries	3	3	9	<ul style="list-style-type: none"> A good cleaning regime to be in place. Regular removal of waste products. Regular inspections to be carried out. Staff to wear suitable footwear. 	3	1	3
Assessor	Phil Scott	Job Title	Maintenance Planner			Signature		Date	16/09/16
Checked By	Franco Petrazzuolo	Job Title	Technical Manager			Signature		Date	16/09/16

NB: The 'Risk Assessment - Key Tables' Guide – 12-015-0595 MUST be referred to when completing this form.

Part Number: 12-015-0594	Responsibility: H & S Manager	Issue: 2.00	Date: Sept 2016
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APPENDIX B








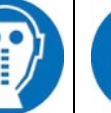
Risk Assessment - Key to Tables

<u>HAZARD IDENTIFICATION</u>	<u>PERSONS AT RISK</u>
<p>The following list is representative of the types of hazard likely to be found on company premises or in its activities;</p> <p>Adverse, extreme weather conditions Use/handling of chemical substances Cleaning (Industrial/domestic) Confined spaces Compressed air/gases/steam Biological agents Contact with hot/cold surfaces Dust Explosion Electricity/electrical equipment Uneven/slippy ground/floors (tripping/slipping) Bulk liquid containers Working at height (fall of person/object/material) Inadequate lighting (overbright/badly positioned) Hand tools Storage/stacking Machines/equipment Contact with moving machinery Vehicular operations Mechanical lifting operations Manual handling Noise Vibration Disposal of waste Fire Work-Related Upper Limb Disorder (WRULD)</p> <p>It is not exhaustive:</p>	<p>E Company Employees</p> <p>C Contractor/Self employed/Customer</p> <p>Y Young person</p> <p>P Public</p> <p>V Visitor</p>
	<p style="text-align: center;"><u>LIKELIHOOD</u></p> <p>1 Very Unlikely</p> <p>2 Unlikely</p> <p>3 Possible</p> <p>4 Very Likely</p> <p>5 Almost Certain</p>
	<p style="text-align: center;"><u>SEVERITY</u></p> <p>1 Minor – First aid, can return to work</p> <p>2 Substantial – Medical attention needed</p> <p>3 Serious – Serious injury, reversible</p> <p>4 Very Serious – Serious injury irreversible</p> <p>5 Catastrophic – Disaster / Fatality</p>
<p style="text-align: center;"><u>Likelihood (L) x Severity (S) = Risk Rating (RR)</u></p>	
<p style="text-align: center;"><u>Hierarchy of Controls</u></p> <ol style="list-style-type: none"> 1 Eliminate the hazard from the work place 2 Substitute a less hazardous alternative 3 Engineering controls e.g. guards, interlocks 4 Admin Controls i.e. procedures, job rotation etc 5 PPE – As a last line of defence provide PPE 	

APPENDIX B

Risk Assessment - Key to Tables

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High-risk: 12 – 25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium-risk: 5 – 10		Medium-risks should only be tolerated for the short-term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low-risk: 1 - 4		Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none">1. Identify the persons at risk and the significant hazards.2. Calculate an initial RR for the activity.3. Identify risk control measures that reduce the risks to an acceptable level.4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.							
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head (BS EN 397)	Foot (BS EN 345-1)	Eye (BS EN 165:2005)	Hand (BS EN 420:2003)	Hearing (EN 352-1)	High-visibility Vest (BS EN 471)	RPE	Fall arrest (BS EN 361)
Additional requirements (list here):								
Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Part Number: 12-015-0595	Responsibility: H & S Manager	Issue: 2.00	Date: Sept 2016
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APPENDIX B

Risk Assessment - Key to Tables

Under the **Management of Health and Safety at Work Regulations 1999** all employers are required to carry out risk assessments of all work activities conducted by its employees. To help you complete the process, use our **Risk Assessment Blank Form Number 12-015-0594**, following the guidance below.

IDENTIFY THE ACTIVITY (COLUMN 1)

Here you must identify the activities being carried out. You only need to cover those activities where you consider the possibility of the risk of harm to be high.

PERSON AT RISK (COLUMN 2)

Here you need to consider who is at risk from the hazards identified. This may include colleagues, customers, contractors, visitors and the general public etc. You will also need to consider young persons and new or expectant mothers.

SIGNIFICANT HAZARDS (COLUMN 3)

Here you must identify the hazards associated with the work operation to be carried out and in the place where it is to be done. Trivial hazards can be ignored and concentration given to significant hazards which could result in serious harm or affect several people. All aspects of work activity should be considered and a systematic approach adopted that deals with both routine and non-routine tasks.

INITIAL RISK (COLUMN 4 – (3 SECTIONS))

A calculation now needs to be carried out to determine the degree of risk by taking into account the possible severity of any harm that could be caused and the likelihood of it happening. This will result in a risk score that will determine whether or not further action needs to be taken. Using the information at the bottom of the form you must decide on the likelihood of the risk causing harm (L) and on the severity of that harm (S). By multiplying the two figures together you will obtain the Risk Rating (RR) i.e. $L \times S = RR$.

CONTROL MEASURES (COLUMN 5)

The law says that you must do what is reasonably practicable to keep both the work and the workplace safe. This means instituting control measures and precautions to eliminate or reduce risk to the lowest possible level. Two questions need to be asked here: **a)** can I get rid of the hazard all together? and **b)** if not, how can I control the risks so that harm is unlikely? The control measures that you have detailed should be recorded on the form in this column.

RESIDUAL RISK (COLUMN 6 – (3 SECTIONS))

You can then recalculate the residual risk i.e. the risk that remains after the control measures have been applied. You can do this by repeating the calculation for Initial Risk mentioned above. If you still consider the Residual Risk to be high then you should reconsider your control measures until you decide that the residual risk is at an acceptable level.

Note. The use of personal protective equipment (PPE) should only be recommended as a control measure when some residual risk still remains or is specifically required by other legislation/customer site rules. All other avenues should be explored to reduce risk to a minimum before considering PPE.

RECORDING THE FINDINGS


By fully completing our risk assessment template you have done this. However, risk assessment is more than just completing a form. The assessment should be both suitable and sufficient. The information relating to the risk assessment, such as the control measures, need to be brought to the attention of and discussed with all of the people that may be involved in the work process

REVIEW

In some instances the assessments may need to be reviewed and updated. This is particularly relevant if new hazards are encountered or if the work process or venue changes. However, this does not have to be done for every trivial change. It is considered to be good practice to review assessments from time to time to ensure that any precautions put in place are still working effectively.

Part Number: 12-015-0595	Responsibility: H & S Manager	Issue: 2.00	Date: Sept 2016
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APPENDIX C

			
Method Statement			
Name of Task			
Description of Work			
Location			
Personnel Involved			
Method / Key Steps			
Possible Hazards	Specific Hazards		
	Hazardous Operations		
	COSHH or other Hazardous Materials		
Safety Control Measures (including Personal Protective Equipment)			
Environmental Factors			
Completed by			
Date		Review Date	

Investigation and Analysis of an event

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CAE Global Health & Safety
CAE 03-0

Incident/Accident Management

--

Name of the witness, if applicable ☐ visual ☐ auditive other _____

Directs and indirects causes

Facts (human, machine, materiel, work method, organisation, environment)	5 whys (the why written must answer the previous why)	Correctives actions (the last why)
1.	1. 2. 3. 4. 5.	
2.	1. 2. 3. 4. 5.	
3.	1. 2. 3. 4. 5.	
4.	1. 2. 3. 4. 5.	

Revision: 0

Date: February 2016

Supersedes issue: NT

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Correctives actions and preventives measures

Immediates* and/or temporaries corrective action	Responsable	Effective date
Permanents* correctives actions	Responsable	Completion date

APPROBATION

Description	Name	Signature	Date
Worker			
Immediate superior			
Worker representative (if applicable)			
Compagny representative (if applicable)			
Responsable of the work/Projet			
Responsable of the site			

The information of this report is include at the master register:

☐ yes ☐ no

Photo is included to this report:

☐ yes ☐ no

Risk is included to this report:

☐ yes ☐ no

Risks and Analysis document is included to this report:

☐ yes ☐ no

This report and the annexed documents are send to the Global Health & Safety:

☐ yes ☐ no

Legend

Near miss: work-related event happen, do not required a medical intervention OR a work-related event which does not result in an injury, but had the potential to become one and/or the consequence could have been serious

Incident: event related to work in which the employee had no medical intervention

Accident: event related to work in which the employee had a medical intervention

Conditions: what cause the event to happen

Nature of injury: the result on the person

Regular task: a job that a person do regularly, more than once a week

Risk & Analysis document: a document that related the risks associate with the task, the sequence of the work to be done, the measure to take to avoid the risks, this document must be filled before to start the work and communicated to all that may concern

Immediate corrective action: action taken immediately when the event occurred to correct the situation

Permanents corrective action: action taken to avoid the event to occurred again


Revisión: 0

February 2018

Supersedes Issue: NT

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APPENDIX E

			
<h2>Near-Miss Reporting Form</h2>			
<p>A near-miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries.</p> <p>It is everyone's responsibility to report and /or correct these potential accidents/incidents immediately.</p> <p>Please complete this form as pass it on to the Human Resources department as a means to report these near-miss situations.</p>			
Date of Near-Miss:		Time of Near-Miss:	
Please check all appropriate conditions:	Unsafe Act <input type="checkbox"/> Unsafe Condition <input type="checkbox"/>	Unsafe equipment <input type="checkbox"/> Unsafe use of equipment <input type="checkbox"/>	
Description and Location of incident or potential hazard:			
Employee Signature:		Date:	
Near-Miss Investigation by the Company			
Description of the near-miss condition:			
Causes (primary and contributing):			
Corrective Action taken:	(i.e. remove the hazard, replace, repair, or retrain in the proper procedures for the task):		
Signature:		Date:	
Part Number: 12-015-0591	Issue: 1.00	Responsibility: Human Resources	

APPENDIX F

HEALTH AND SAFETY BRIEFING FOR VISITORS / CONTRACTORS

All visitors / Contractors are to ensure they sign in and out using the Visitors Book situated on the Reception desk. Please ensure you wear your Visitors Pass (or airline identification) at all times whilst on the premises.

Please comply with all signage such as parking restrictions, no smoking areas, prohibited areas etc.

Do not leave your personal belongings unattended.

Do not enter any area that is cordoned off, in particular around or under any flight simulator, or any area where people may be working at height.

Access to the hangar is controlled via an authorised electronic access control system. When visiting the hangar, please remain within the demised red painted pedestrian walkway or within the visited office areas.

Smoking is prohibited by law within the CAE building. Please use the designated areas outside.

All photography is prohibited.

Visitors to the site shall at all times follow the instructions of CAE staff with regard to Health and Safety matters.

Fire / Emergency Evacuation

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm
2. Within Airport operational hours, between 0630 and 2230 HRS, call the fire service via 666 on an internal phone or 01865 290666 from a mobile and quote 'fire emergency' for the Airport Fire Service to attend. Outside of Airport operational hours dial 999 giving the address as 'CAE Oxford Aviation Academy, Langford Lane, Kidlington, Oxfordshire, OX5 1QX' and also advise which building requires attendance.

ON HEARING THE FIRE ALARM

1. Leave the building immediately by the shortest fire exit route as instructed by CAE personnel. Do not take personal belongings and do not panic or run.
2. Assemble at the appropriate assembly area for the building.
3. Fire wardens will sweep the building if safe to do so and ensure all occupants have evacuated.
4. Facility HSE Manager or Fire Wardens will liaise with the Fire Service to ascertain location of the activation and if the fire is real.

5. Manager should account for their staff and instructors should account for their students.
6. Do not re-enter the building until the all clear is given.

Note: The fire alarm inside the simulators is a flashing RED beacon.

First Aid

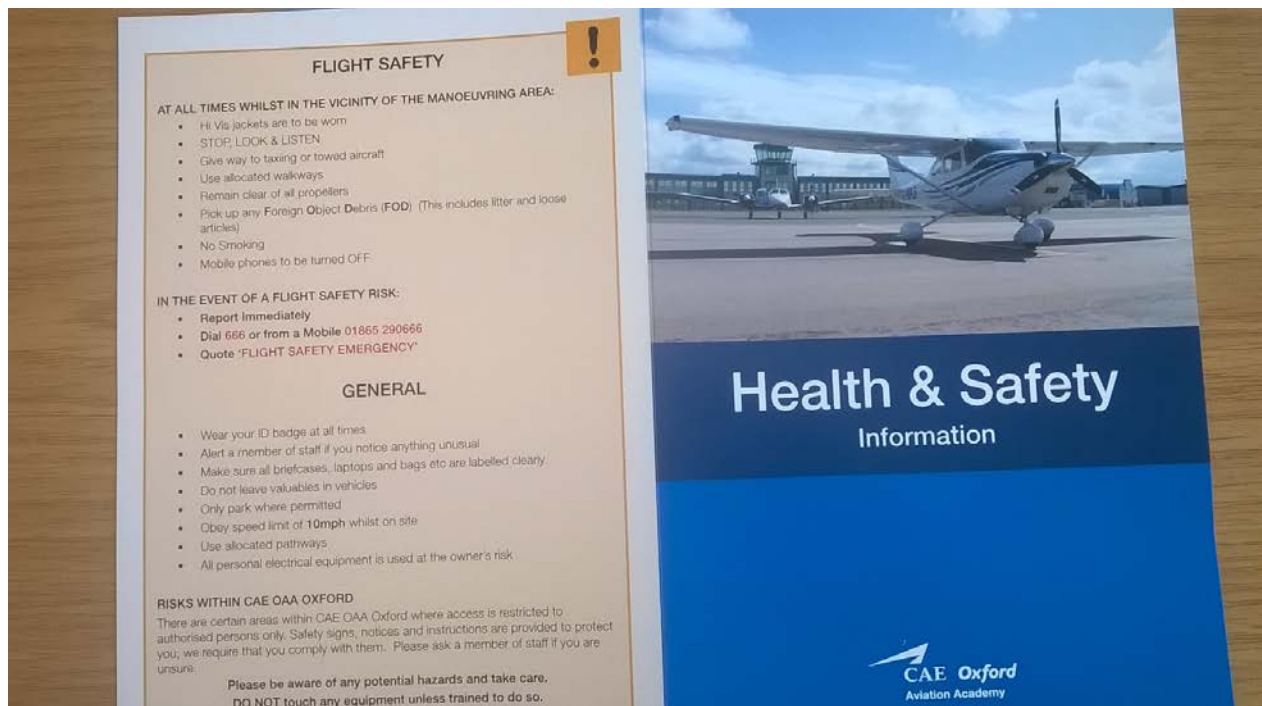
First aid stations are located around the building.

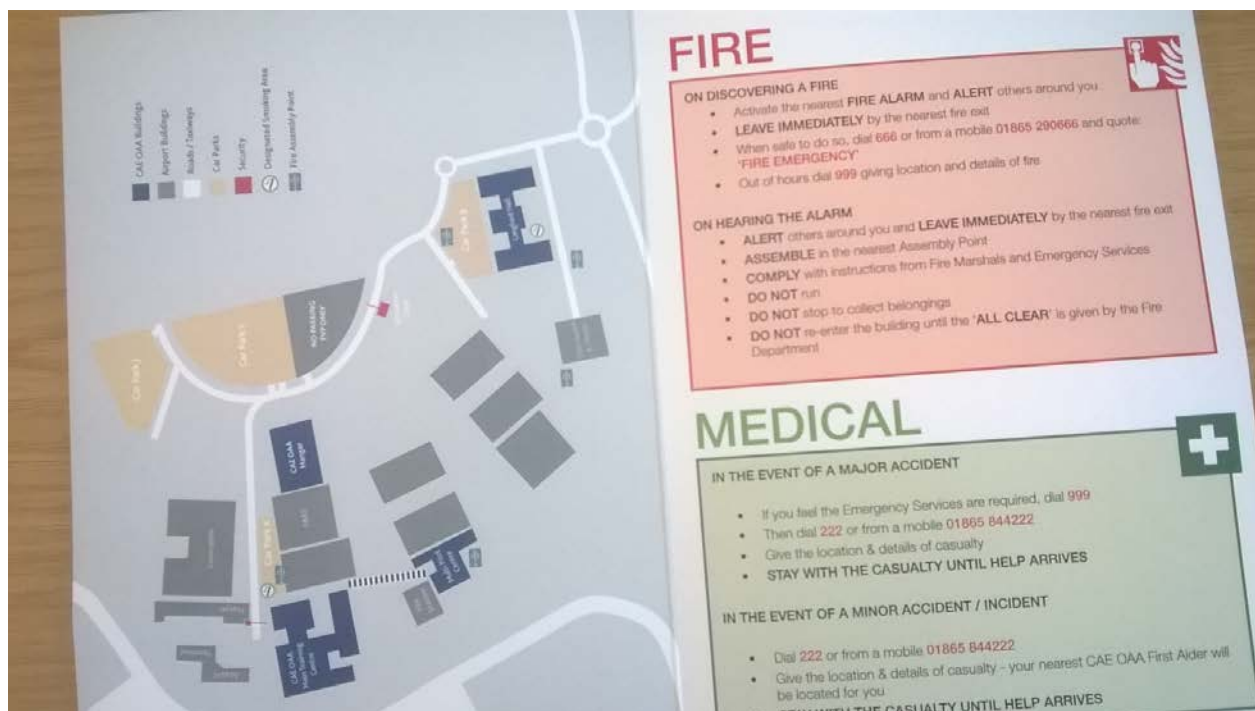
Immediate first aid will be provided by a qualified First Aid Appointed Person, who will, if necessary, contact the Emergency Services.


Useful Telephone Numbers

Customer Services (08:00 – 17:00)	01865 840325
Control Tower (06:30 – 22.30)	666 or 01865 290666
Airport Security (24/7)	01865 290688
Simulator Engineers	07801 482712
Emergency Services (Ambulance, Fire, Police)	999

Safety Booklet and Contractor Pass Available at Reception/Customer Services and Facility HSE Manager's Office





Valid On	Valid To	Company Name	Telephone No.
Name		Work Area	
<h1>CONTRACTOR'S PASS</h1> <h2>Authorisation to Work at</h2>  <h3>CAE</h3>			
Specific Details of Work to be carried out and any Hazards involved in doing so. Specific Permits-to-Work may be required.			
<input type="checkbox"/> ADDITIONAL PERMIT MAY BE REQUIRED BEFORE WORK COMMENCES			
Permit Number	Authorised signatory for permission to start work	Time	
08929			

No. of keys issued
 Working alone / with
 Welding, brazing
 Lifting

By signing that you have read the front of this pass for carrying out the work, you agree to the terms and conditions. **NO OTHER**
 Please return this Pass

APPENDIX G



Work Related Stress - Risk Assessment

Site												Assessment No					
Department												Assessment Date					
Activity / Situation												Review Date					
Hazard(s) Identified		Risk Groups					Probability / Likelihood					Worst Case Severity				Risk	
No	Description	E	C	Y	P	V	1	2	3	4	5	1	2	3	4	Score	Acceptable (Yes / No)
1	Illness / Injury due to Work Related Stress	X															
Risk Mitigation - Place 'X' in the boxes to confirm that your:																	
Staff have been given achievable demands		Staff can plan their work		Staff are encouraged to report WRS issues early			Staff have been given sufficient resources			Staff have been given realistic deadlines							
Staff know how to, and are encouraged to report personal problems early		Staff are aware their performance will be reviewed		Staff are aware that they will not be discriminated against on the grounds of Sex, Race or Disability			Staff are aware of the physical risk assessments that have been carried out relating to their work			Staff understand how their work fits in with department / company aims							
Staff have been given prioritised workloads		Staff have access to regular team briefings		Staff have your management support			Staff are encouraged to report problems early			Staff are fully involved in the work process							
Staff understand the company harassment / bullying reporting process		Staff know how to provide feedback to management		Staff have received adequate training			Staff understand the Company Stress Policy			Staff are aware of the consequences of breaching Company Policies							
Staff fully understand their role and responsibilities		Staff are encouraged to ask questions if they are unclear about their role & responsibilities		Staff fully understand your expectations of them			New members of staff or re-deployed staff receive adequate induction			Staff are clearly briefed as to why any changes are necessary							
Staff are made aware of the timetable for any changes introduced		Staff are communicated with effectively regarding change to avoid rumours and misinformation		Staff are involved in discussions about how jobs might be developed, changed and how means of solving problems can be generated			Staff are given the opportunity to ask questions before, during & after change			Risk assessments are reviewed if changes such as decreases in staff are liable to increase the probability of hazards arising							
Post Mitigation																	
No	Description	E	C	Y	P	V	1	2	3	4	5	1	2	3	4	Score	Acceptable (Yes / No)
1	Illness / Injury due to Work Related Stress	X															
Assessor		Job Title				Signature				Date							

NB: The 'Risk Assessment - Key To Tables' Guide - 12-015-0595 - MUST be referred to when completing this form.

Part Number: 12-015-0623	Responsibility: Human Resources	Issue: 1.00	Date: Oct 2013
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APPENDIX H

Managing Individual Work-Related Stress Assessment Form

Employee Name: Assessment Carried Out by:

The Primary Sources of Work-Related Stress	Hazard Identified	Remedial Action			
		Already Taken		To Be Taken	
		Action	Sufficient Yes / No	Action	Date Completed
1) Demands – workload, work patterns and the work environment: <ul style="list-style-type: none"> Quantitative Qualitative <ul style="list-style-type: none"> Pace of work Conflicting priorities Capability and capacity of individuals Job satisfaction Physical Environment <ul style="list-style-type: none"> Violence Isolation Noise etc Harmful substances etc 					
2) Control - how much say the person has in the way they do their work: <ul style="list-style-type: none"> Staff involvement Work / Life Balance (Flexible Working) Problem Solving Working Time Regulations 					

The Primary Sources of Work-Related Stress	Hazard Identified	Remedial Action			
		Already Taken		To Be Taken	
		Action	Sufficient Yes / No	Action	Date Completed
3) Support - encouragement, sponsorship and resources provided by the organisation, line management and colleagues: <ul style="list-style-type: none"> Adequate Training Communication Social Support 					
4) Relationships - promoting positive working to avoid conflict and dealing with unacceptable behaviour: <ul style="list-style-type: none"> Bullying and Harassment 					
5) Role - employee understands their role within the organisation and whether the organisation ensures that they do not have conflicting roles: <ul style="list-style-type: none"> Role Conflict Role Ambiguity 					
6) Change - how organisational change is managed and communicated in the organisation: <ul style="list-style-type: none"> Communication Involvement Support 					
Employee Signature:		Date:			
Manager/HR Signature:		Date:			



HEALTH AND SAFETY MANUAL

RECORD OF RECEIPT

I confirm that I have received a copy of the Safety
(*please insert name*)

Management Manual Issue 1 - dated April 2017 and I have read its contents and fully understand them.

.....
(Signature of Recipient)

Date: