

Health and safety statement & policy

Health & Safety Statement

John Wainwright and Co. Ltd. holds health and safety as a key business value. Returning home safely is an absolute right and should be achieved through working in an environment where all stakeholders demonstrate a commitment to safety. Also, where the following key objectives are practised:

- Safety is the first business priority
- Ensuring continual improvement in safety standards
- Raising competence through instruction, training and support
- An engaged workforce in all health and safety matters
- Understanding our health and safety responsibilities
- Accepting no compromise to safe working
- Active and visible leadership

The Company recognises the importance of compliance with its legal and other requirements. The Board of Directors are committed to delivering a safe working environment through the prevention of injury and ill health and effective management and continual development of staff and sub-contractors.

Effective implementation of the above requires the support and commitment of everyone working for John Wainwright & Co. Ltd. and their compliance with all requirements of this statement.

Commitment to safety should not be seen as the sole domain of management, but the absolute requirement of all. Each individual can make a difference.

Health & Safety Policy

Personnel responsible for health and safety

The person having overall responsibility for health and safety will be Peter Barkwill, CEO. The CEO is supported by the SHE manager in relation to Safety, Health and Environmental matters.

Policy Content

It is the policy of the Company to take all reasonable steps to ensure the health and safety at work of all employees and to take all necessary steps to implement such a policy.

Employees also have a duty to co-operate with the Company to ensure that this policy is effective and to offer all necessary assistance to ensure the health and safety at work of all employees.

The Company also has a responsibility to ensure the health and safety of others who may be affected by the work activity and reasonable steps will be taken by all concerned to ensure that this duty is observed.

The attention of all employees is drawn to the safety rules and procedures. Disciplinary action will be taken against any employee who violates these rules and procedures.

The Company will consult with the employees periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

The Company will take such measures as may be necessary to ensure proper training, supervision and instructions of all employees in matters pertaining to their health and safety and to provide any necessary information.

Employees have a duty to comply with the safety rules, procedures and instructions laid down in the Company's health and safety policy. Breaches of the health and safety policy may be dealt with under the disciplinary procedure. Wilful breaches of the health and safety policy will constitute gross misconduct entitling the Company to dismiss you without notice or pay in lieu of notice.

Health and safety rules

Emergency Procedures

The emergency procedures are contained in the 'Managers' Rules' which employees should familiarise themselves with. A copy is available in '1HR' on the P Drive.

Fire

Employees should familiarise themselves with the Company Fire Marshalls, listed on the Company noticeboards. Employees should also ensure that they are familiar with the position of the nearest fire-fighting equipment, alarm, emergency exit and muster point. Emergency exits, stairs, corridors and doorways should not be obstructed. Fire doors should always be kept closed.

Employees should be fully conversant with the fire drill and be aware of the nearest fire exit and assembly point. Upon hearing the fire alarm, employees should leave the building quickly, in an orderly fashion and following the correct route. They should gather at the nearest muster point.

First aid/accident or illness at work

Any accident or illness occurring on the Company's premises should be reported to your line manager, who should ensure that all details are entered in the accident report book. It is important that all injuries however slight should be reported.

Employees should ensure that they know the names and locations of the persons designated to take charge of the first aid kit and to render first aid in an emergency. A list of first aiders is available on Noticeboards across the site.

In the event of a minor injury to yourself or a colleague, contact the closest first aider who

will administer the necessary treatment. In the event of a more serious injury, do not attempt to move the injured, but contact the closest available first aider, who will identify the seriousness of the injury and decide what action is required, including but not limited to a decision as to whether the injured person should be taken to hospital for further treatment. If no trained first aid officer is available or in an emergency, you should dial "999" and request for an ambulance to attend.

Mobile first aid kits are located across the site, so that first aid can be administered by first aiders at the necessary location(s).

Electrical equipment

The Company provides electrical equipment that is fit for purpose and regularly maintained. Employees should never use equipment that is suspected to be faulty. Any faults should be immediately reported to your line manager.

General

Employees must not engage in any horseplay or misuse any equipment or misuse anything provided in the interest of health and safety. Any employee who fails to follow this rule will be subject to disciplinary action under the Company's disciplinary procedure.

Employees should remain alert and report any practices they observe which in their opinion could constitute a hazard to themselves or others. Where additional rules are issued to employees in relation to machinery or operations which they carry out, these additional rules must be carefully complied with.

Employees should take particular care when visiting or working at other work places where they may not be conversant with the health and safety rules. Employees should make every effort to familiarise themselves with the local health and safety rules applicable to the site they are working on.

Date: September 2017