



UK

**HEALTH, SAFETY & WELFARE POLICY,
ORGANISATION AND ARRANGEMENTS**

HEALTH, SAFETY & WELFARE POLICY STATEMENT

We recognise the moral and legal responsibility to protect employees and third parties affected by our operations, and to operate our business efficiently by endeavouring to prevent accidents and incidents to people and property and to generally promote the well being of our employees.

We aim to achieve the highest standards of Health & Safety in order to minimise risks to employees and the public insofar as they come into contact with our products and services. As a minimum, the company will comply with Health, Safety, Welfare and Fire legislation and we will attain this with the cooperation of all our staff.

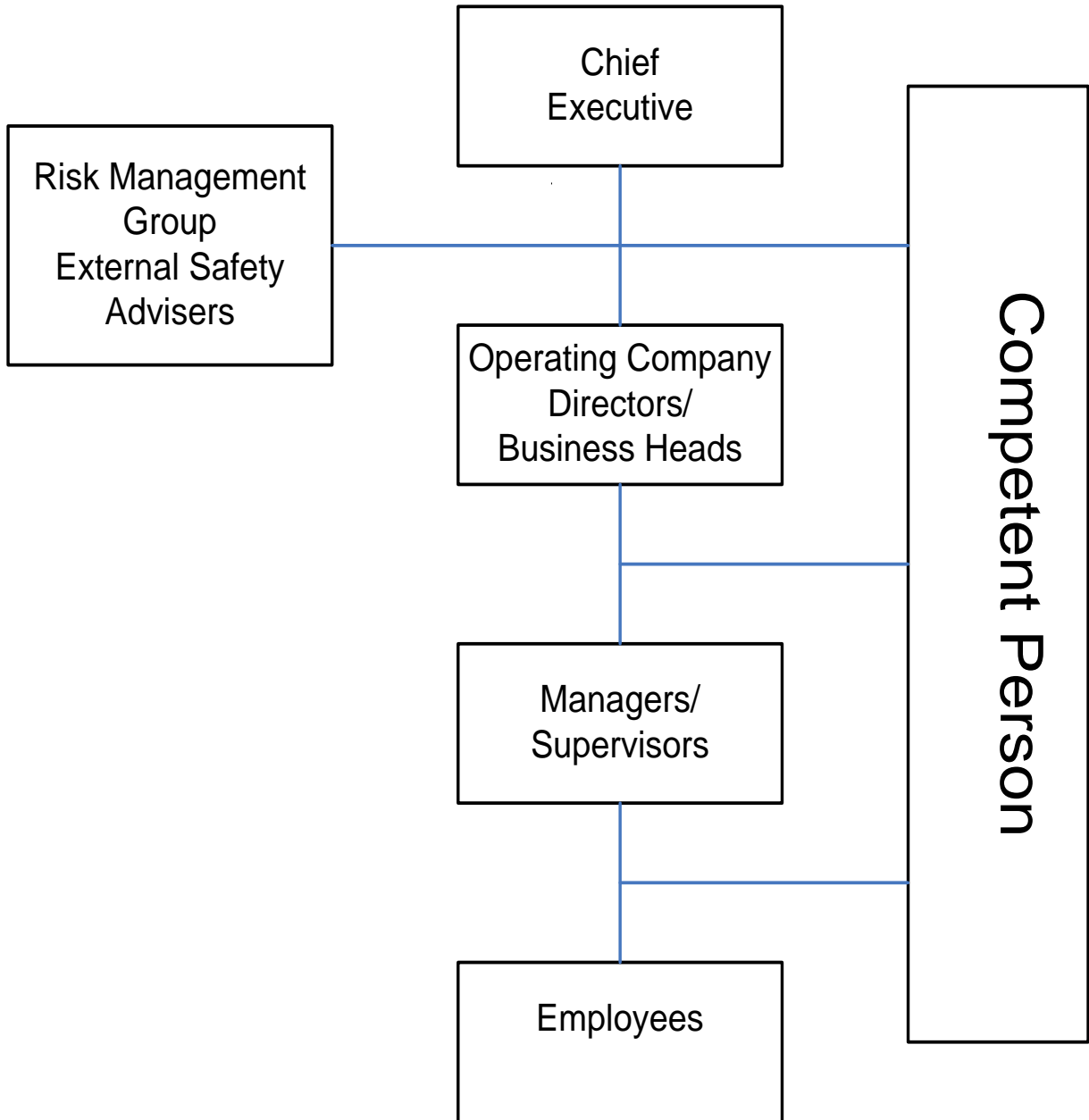
Continual improvement in the area of Health, Safety & Welfare is supported by the measurement of performance by internal and external Health & Safety auditing and reporting. Additionally, management will periodically review this policy and will do so especially in the event of any major organisational changes, new legislation or serious incidents.

Objectives

1. Satisfy Health, Safety & Welfare requirements through an effective company Management System.
2. Reduce the incidence of personal injury and occupational illness.
3. Minimise loss caused through property damage, fire and security incident.
4. Provide effective Health, Safety & Welfare training for all employees.
5. Ensure that adequate resources are made available to meet these objectives.
6. Ensure H&S is an agenda item at monthly Executive meetings.
7. Ensure everyone understands their role and expected behaviour.
8. Ensure that the arrangements are effective and reviewed on a regular basis to ensure that they remain suitable for the needs of the business.
9. Ensure that a Health & Safety Plan is produced as part of the Company's Business Plan.

David Pinder
CEO UK & Ireland
Jan 2019

HEALTH & SAFETY ORGANISATION



ORGANISATION, IMPLEMENTATION & ARRANGEMENTS

This Policy has been developed in accordance with the HSE guidance document "Successful Health & Safety Management" (HSG 65) and complies with the overall Baxi Group Ltd Policy.

Health, Safety & Welfare Responsibilities

The organisation for implementing the Company's Health & Safety Policy together with individual responsibilities is as follows:

1. Operating Company Directors, Business Heads

- 1.1** Are responsible for Health, Safety & Welfare within their area of responsibility and will fully integrate the objectives into their operation, setting a positive example by both word and deed.
- 1.2** Incorporate Managers/Supervisors responsibilities for their direct reports.
- 1.3** To monitor and measure the effectiveness of the Companies Safety Management System, by actively participating in site safety inspections, tours or audits.

2. Managers/Supervisors/Section & Department Heads

Managers and Supervisors are responsible for Health, Safety & Welfare within their area of operational responsibility and will, in compliance with local procedures and guidance:

- 2.1** Support the implementation and management of the Company's Health & Safety Policy.
- 2.2** Assure compliance with the Health & Safety Policy and associated processes/ procedures.
- 2.3** Contribute to the development and implementation of the long-term Health & Safety Plan by highlighting priorities and developing local plans to improve safety performance.
- 2.4** Ensure that suitable and sufficient risk assessments are carried out in their area of responsibility including the allocation of resources, particularly in the event of any changes affecting people, processes, procedures, equipment, substances etc..
- 2.5** Identify Health, Safety & Welfare training needs and manage/implement appropriate action.
- 2.6** Ensure that all members of their team are aware of their Health, Safety & Welfare responsibilities including the induction of new starters and transferees.

- 2.7 Ensure that monthly, documented Health & Safety inspections are carried out within their area of responsibility and identified nonconformities are effectively resolved.
- 2.8 Ensure that there are appropriate documented processes for the discussion of Health, Safety & Welfare matters with their teams e.g. team meetings, toolbox talks, etc.
- 2.9 Ensure that areas of particular concern, which cannot be resolved at their level, are communicated effectively to their Manager/Director.
- 2.10 Support and participate in the Company Health & Safety communication systems.
- 2.11 Investigate and take appropriate action in response to any Health, Safety & Welfare issue highlighted by employees.
- 2.12 Investigate all incidents/accidents that occur in their areas of responsibility and ensure that Incident/Accident forms are fully completed, and appropriate corrective actions identified and implemented. Resource required will be proportionate to potential loss. If the incident/accident is of a serious nature the scene shall be preserved to aid the investigation and the competent person informed immediately.
- 2.13 Monitor and measure the effectiveness of the Companies Safety Management System, by actively participating in site safety inspections, tours or audits.

3. Employees

Employees have specific responsibilities in respect of Health & Safety. In particular they will:-

- 3.1 Co-operate at all times with Management in the implementation of and adherence to Health & Safety Policy and processes/procedures.
- 3.2 Take reasonable care for their own safety and conform to satisfactory behaviour; giving due consideration to the safety of others, who may foreseeably be affected by their acts or omissions whilst at work.
- 3.3 Not intentionally or recklessly interfere with or misuse anything provided for the purpose of Health & Safety at work.
- 3.4 Report all Health & Safety concerns, property damage and incidents (however trivial and whether or not causing injury) to Management and co-operate with the associated investigation process.
- 3.5 Make proper use of and wear correctly all Personal Protective Equipment (PPE) provided, reporting losses and defects immediately to their supervisor.
- 3.6 Actively participate in site safety inspections, tours or audits.

4. Designated Competent Person

Have the following specific responsibilities:-

- 4.1 Advise the Management on the structure and content of the Company Health, Safety & Welfare arrangements and provide assistance in the review process.
- 4.2 Advise the Management on the content and priorities for inclusion in long-term Health & Safety Plan.
- 4.3 Manage and co-ordinate the implementation and operation of the site/department/ business Health & Safety Plans.
- 4.4 Provide regular reports to the Operating Company Director, Business/Department Head, as appropriate, in regard to Health & Safety performance within the Company.
- 4.5 Monitor and report to the Operating Company Director, Business/Department Head, compliance to the Health & Safety Plan, policies, processes/procedures and any requirements imposed by the enforcing authorities.
- 4.6 Audit the Company's Health & Safety processes/procedures to ensure they are appropriate and effective.
- 4.7 Manage and co-ordinate the programmed of internal compliance monitoring and self-certification.
- 4.8 Represent the Company with external Safety Advisors and enforcing authorities.
- 4.9 Advise on occupation Health, Safety & Welfare issues recommending appropriate corrective & preventative actions and monitor and measure the controls.
- 4.10 Arrange for the following statistics to be included in the Lotus Notes database and monthly Managing Director's report:
 - Incident Frequency Rate
 - Severity Rate
 - Number of RIDDOR incidents reported to enforcing authorities
- 4.11 Advise the Management team of Health & Safety training needs and manage/ implement appropriate action.

5. External Safety Advisers

The Company will utilise the Baxi Group Limited External Safety Advisers on an "as and when" basis. The Baxi Group Limited External Safety Advisers will:

- 5.1 Provide Health & Safety support and advice as required.

- 5.2** Conduct Safety Management System audits as commissioned by Baxi Group.
- 5.3** Provide the Managing Director with the relevant Audit Report.