



Health and Safety Statement

To enable this policy to be accomplished, it is the duty of all staff in every department to carry out their work in a safe manner and to have due regard to the health and safety of fellow workers, contractors, customers and visitors. All staff have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of THEMSELVES and others whilst working.

A good health and safety policy can only be achieved by using tools, equipment and materials in a safe manner following mandatory and department safety rules and procedures and approved codes of practice.

The levels of responsibility for Health and Safety within the Hendy Group are as follows:-

The **Chief Executive**, acting where appropriate through meetings, has an overall responsibility for the health, safety and welfare of all his employees whilst at work, and also for those persons not in the Group's employment who may be affected by the Group's activities.

The **Operations Board** is responsible for implementing the policy throughout the Group. The Directors on that Board will be directly responsible for reporting to the Chief Executive on health, safety and welfare matters within the Group.

The responsibility for implementing the policy within each of the group's sites will also be delegated to the **Operational Directors**. This is due to the fact that they are not only responsible for their area of the business, but they also have a specific site that they oversee.

The Operational Directors will delegate the responsibility for the health, safety and welfare of employees, authorised visitors and members of the general public to the **Managers** on each site for each area of the site. The **Managers** will be responsible for providing advice and information relating to health, safety and welfare issues, and informing employees of their responsibilities through policy documents, procedures and organised training.

The **Managers** will be responsible for ensuring their area within the site is maintained well, and satisfies arrangements relating to health, safety and welfare, and for the monitoring of such arrangements. They are responsible for advising the **Operational Directors** of any break down on health and safety procedures, policies or controls, and to ensure appropriate risk assessments are carried out with appropriate controls introduced as and where necessary.

The **Managers** will be responsible for site security, fire matters and risks to property from all sources and will give such advice and assistance to the **Operational Directors**. The **Managers** will also delegate key roles and responsibilities for the ongoing management of health and safety to specific **Personnel** at their site. **Personnel** being assistant managers, supervisors or an employee they believe will embrace health and safety with enthusiasm.

All employees are required to:

- Obey the Group health and safety policy;
- Look out for and consider the health and safety of themselves and others;
- Inform their Departmental Manager of any hazards (something which has the potential to cause harm to self or others);
- Liaise with their Departmental Manager on any health and safety issues;
- Follow health and safety instructions and information and not misuse anything provided for their safety. Non-compliance could invoke disciplinary procedures;
- Use any machinery, equipment, dangerous substances, transport equipment, means of production or safety devices in accordance with any training and instructions provided by the Group;
- Inform their Departmental Manager of any serious and imminent dangers to health and safety;
- Inform their Departmental Manager of any shortcomings in the Group's protection arrangements for health and safety;
- Be responsible for general safety in their departments such as checking that fire extinguishers are replenished and that fire exits are kept clear etc.

Whilst the management recognises its responsibility under the Control of Substances Hazardous to Health Regulations in carrying out assessments; placing controls; monitoring; arranging health surveillance where required and giving information; whether through training or other means; it is the responsibility of every employee who might find a hazardous substance that is not in normal use and for which the Group has not designated set procedures for using it, to report it their Departmental Manager immediately. This means being constantly aware of new products and materials and noting warnings listed on containers and packages.

In addition to the above requirements every employee must make sure that they are conversant with the Group's fire prevention and emergency procedures in the event of a fire alarm being sounded. Each site has a fire warden who will be able to answer any question you may have on the Groups fire procedure.

Each **Operational Director** will hold monthly site meetings where as part of their agenda they will discuss Health and Safety. The Managers should at that time inform the Operational Director of any on site issues. The Operational Director will then report to the Chief Executive the discussions held, and the Chief Executive will address the Health and Safety issues to the Board at the monthly meetings.

A handwritten signature in black ink, appearing to read "Bill Under", with a long horizontal stroke extending from the end of the signature.

Chief Executive

January 2018