

HEALTH AND SAFETY

HEALTH AND SAFETY RESPONSIBILITIES

Health and safety in the workplace is a major concern for the Company and it is the mutual responsibility of Directors, Managers and all employees to ensure that the Company is a safe and healthy place to work.

Company Responsibilities

It is Company policy to ensure (as far as is reasonably practicable) the health, safety and welfare of all employees and members of the public. The Company will have particular health and safety responsibility for the following:

- The provision and maintenance of safe premises, safe plant and equipment, safe systems of work and safe places of work (including entrance to and exit from them);
- The provision and maintenance of a safe working environment;
- Ensuring the safety and absence of risks to health, in connection with the handling, storage and transportation of all articles and substances;
- The provision of information, instruction and supervision; and
- The appointment of, and consultation with, a Safety Committee and Safety Representatives.

In order to comply with Health and Safety Legislation, the Company has a Group Health and Safety Plan together with individual plans for Stores, Bagshot and Construction. It will be the responsibility of all Managers within each area to ensure that the Company and all of its employees comply with the relevant Plans at all times.

Employee's Responsibilities

Employees have a duty to act responsibly and to take reasonable care of the health and safety at work of themselves, their colleagues and members of the public. Employees will have particular health and safety responsibility for the following:

- Working safely and efficiently in accordance with instructions that have been issued;
- Knowing the rules and following the correct procedures at all times;
- Using any protective equipment that is provided and ensuring that they meet any statutory obligations;
- Reporting all accidents and injuries within the workplace;
- Reporting any potential hazards or health risks within the workplace;
- Taking reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
- Co-operating with Management to ensure that the highest standards of safety are maintained at all times.

Where employees do not comply with the above requirements, disciplinary action may be taken which may result in dismissal.

ACCIDENTS AND UNSAFE WORKING CONDITIONS

In the event of unsafe or dangerous workplace conditions, an employee should inform their Manager or a Director immediately. Any accidents or injuries which occur in the workplace, to either a customer, visitor or an employee, no matter how minor, must be reported to a Manager, in accordance with Company procedure.

FIRE AND BOMB PROCEDURES

It is vital that all employees acquaint themselves with the laid down evacuation procedures in the event of a fire or other emergency. All employees should ensure that they are familiar with the location of emergency exits, assembly points and first aid kits. Further details in respect of Fire and

Bomb Procedures can be found in the relevant Health and Safety Plan.

FIRST AID

Each floor at Bagshot will be provided with a first aid kit and certain employees will be trained in basic first aid techniques to assist them in dealing with any emergency situations within the workplace. Where an individual incurs minor injuries then an employee should assist that person, however, where more serious injuries are incurred, the emergency services should be called immediately.

DISPLAY SCREEN EQUIPMENT

Whilst working with a display screen all employees must ensure that they take regular breaks or change their activity to break up the amount of time spent at the screen. Where work cannot be reorganised e.g. during jobs requiring sustained attention, an employee must arrange for deliberate breaks or pauses to be built into their work. The Company provides for paid eyesight tests for employees who are VDU users. This includes both initial eye tests, and follow up and interim tests as and when advised by an optician. In addition, where an employee's eyesight test determines that they require corrective glasses which either incorporate a prescription for VDU use or are solely prescribed for VDU use, the Company will also contribute towards the cost of glasses. Such a contribution will only be made for this purpose and will not be made where the prescription is not directly attributable to VDU use. Should an employee require an eye test they should contact the Human Resources Department prior to making any appointments, to request an Eye Examination Voucher and establish how the voucher should be used.

SMOKING

It is an accepted fact of medical science that smoking in any form is harmful to health and in order to recognise these hazards and maintain a healthy environment, the Company does not permit employees to smoke whilst inside Company premises at any time. This includes the smoking of electronic cigarettes and any other similar device. An external smoking area may however be designated for employees, in which case this will be the only area in which smoking is allowed. In identifying such an area, the Company will take account of the fact that smoking will not be allowed in the presence or view of non-smoking colleagues or any customers, nor must individuals within these categories be put at risk of harm from second hand smoke. Under no circumstances should an employee operate any Company equipment whilst smoking. Where employees do not comply with the above requirements, disciplinary action may be taken which may result in dismissal.

DRUG FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession, or any use of controlled substance is prohibited by the Company, and any employee who is determined to have violated this policy may be subject to disciplinary action which may include dismissal. If an employee is convicted of a drug violation that occurred in the workplace, then it is the responsibility of that employee or their Manager to notify the Head of Human Resources immediately. Where an employee reports to work under the influence of illegal drugs, or in cases where the performance and behavior of an employee indicate possible drug abuse, the employee's Manager should refer the matter to the Head of Human Resources who will in turn be able to refer the employee to a specialist for treatment/counselling. Where an employee fails to comply with the agreed course of action this will result in an obligatory assessment/treatment for substance abuse, or may lead to disciplinary action, which may include dismissal.

References: Big Yellow Employee Handbook (April 2015)