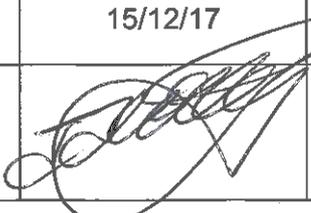




# HEALTH, SAFETY AND ENVIRONMENTAL POLICY

## GALLAGHER GROUP LTD, GALLAGHER LTD, AND GALLAGHER PLANT LTD

Revision	Date	Description
13	02/01/18	Submitted after review & amendment by safety department
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01	23/01/08	Submitted after review by safety department

	Prepared by	Reviewed by	Approved by
Name	Tim Driscoll	Jason Lilley	Ken Baillie
Date	14/12/17	15/12/17	02/01/18
Signature			

## **INTRODUCTION**

I believe that our Health, Safety & Environmental performance is as important as our financial performance. Both are essential for the long term success and reputation of Gallagher's and they each reflect a professional, efficient business, dedicated to excellence in everything.

Our reputation in the local community is something that I am very proud of, and I want everyone to work in a considerate and safe way.

I know from personal experience the devastating effect that a serious accident can have on a family. You all have a responsibility for your own Health & Safety and impacts on the Environment, and for that of everyone around you.

The Company will help and support you in every way, but we cannot control your every action - only **YOU** can do that.

**PAT GALLAGHER**

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**GROUP CHAIRMAN**

## **GALLAGHER HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

The Gallagher Group of Companies is legally and morally responsible for the Health and Safety of its employees and for the impact of work activities and business operations as it affects others, including the general public and the environment.

### **GROUP REQUIREMENTS**

The Directors and Management of subsidiary companies and operations will:

- Prepare, communicate and regularly revise the Health, Safety and Environmental policy and procedures for their business.
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented.
- Ensure that management systems provide for effective monitoring and reporting of Health, Safety and Environmental performance.
- Prepare and implement improvements in support of the Government's Health and Safety Strategic Aims.

### **OBJECTIVES**

The Group recognises that such policy and measures are advantageous to employees and the Company by minimising the likelihood of injury, or ill health, to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

To achieve these objectives, in compliance with legislation, the Gallagher Group require all personnel, directly, and indirectly employed, to support these requirements and co-operate fully in their implementation.

**PAT GALLAGHER**

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**GROUP CHAIRMAN**

## **GALLAGHER HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

To ensure the implementation of the Gallagher Group Policy, Gallagher will:

- Annually or when legislation dictates, review and revise the Policy and Procedures relating to their operations. Any changes shall be communicated to all relevant personnel.
- Adequately provide suitable and sufficient resources to ensure policies and procedures are implemented.
- By the involvement of the Management team, monitor standards and compliance. Report, and action, any issues raised relating to Health, Safety and the Environment.
- By the use of Key Performance Indicators, measure the Companies standards in relation to Health and Safety Executive targets.

### **OBJECTIVES**

Gallagher Ltd and Gallagher Plant Ltd. share the same objectives as the Gallagher Group. To this end, we require all personnel to support this undertaking, our Management System and Procedures.

**P. GALLAGHER**

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**GROUP CHAIRMAN**

**N. YANDLE**

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**GROUP CHIEF EXECUTIVE**

## **GALLAGHER ENVIRONMENTAL POLICY STATEMENT**

It is the policy of Gallagher Group to comply with all relevant legislative and regulatory requirements pertaining to environmental management. The principle of continual improvement is accepted and Gallagher Ltd and Gallagher Plant Ltd are committed to improved methods that will extend the scope of its environmental management beyond these basic requirements.

We are also committed to the protection of the environment (by identifying aspects of its activities that can result in significant environmental impacts and establishing operational controls to manage these), prevention of pollution, the use of sustainable materials, to enhance climate change mitigation and to enhance company environmental performance. Determining objectives and reviewing this policy are agenda items for management review at senior manager / director level. This statement represents our commitment to environmental management and the principles of ISO 14001.

It is the responsibility of management to see that the principles of this policy are implemented and are clearly communication to all employees and to co-operate with suppliers and clients as appropriate. It is the responsibility of all company employees to see that the aims and objectives are met.

It is part of Gallagher Ltd and Gallagher Plant Ltd training programme that this policy is understood, implemented and maintained at all levels within the organisation.

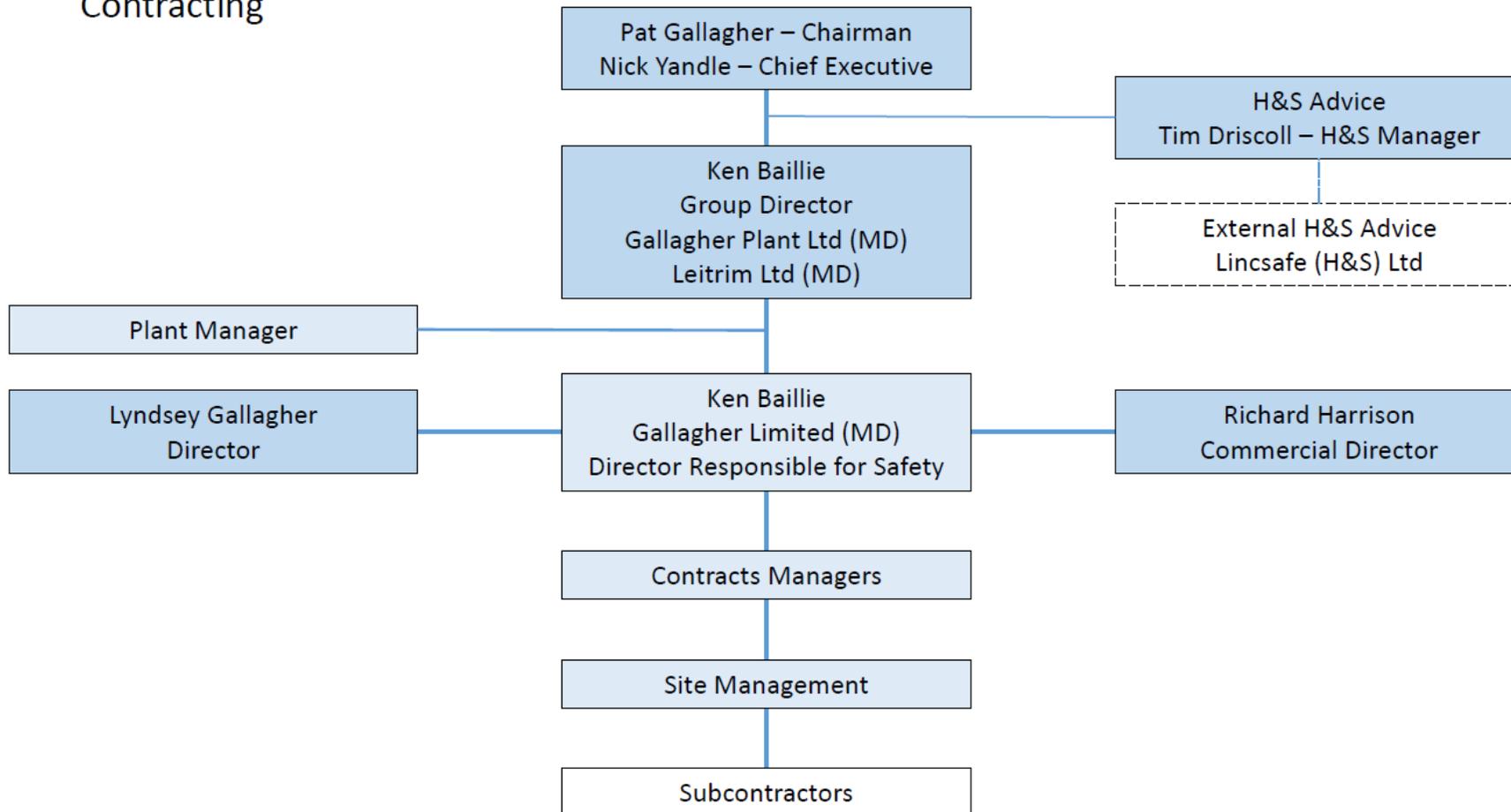
**KEN BAILLIE**

**DATE:** 2<sup>nd</sup> January 2018

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**MANAGING DIRECTOR**

## Organisation Chart - Contracting



## **AIMS & OBJECTIVES (K.P.I.'S)**

The target for Gallagher Group Limited is ZERO accidents.

To assist in achieving this target, Key Performance Indicators (K.P.I.'s) will be introduced of which, the following are a few examples.

- **Accident Frequency Rate** – Aim to return to an AFR figure of 0.00 by being accident free in 2018.
- **Minor Injuries** – Aim to reduce the number of minor injuries on site by 50% in 2018.
- **Site Inductions** – 100% of persons working on behalf of Gallagher Group Ltd on site are to have received the Gallagher site induction & be briefed on all relevant safe systems of work including method statements & lift plans.
- **Upskilling** – An aim to continue to increase the numbers of 'Skilled Worker' CSCS cards within the workforce by the undertaking of relevant trade specific NVQ training.
- **Tool Box Talks** – A minimum target of 2 Safety, 1 Environmental & 1 Quality toolbox talks to be undertaken per month.
- **Safety Tours** – A minimum target of 1 documented Senior Managers safety tour per week.
- **ISO14001** – An aim to maintain the ISO14001 accreditation achieved in 2014.
- **Near Miss Reporting** – An aim to improve the level of near miss reporting from the sites.
- **Managers & Foreman Meeting** – to be held twice yearly to cover health, safety, environment & quality updates, poignant issues & workload.
- **HSEQ handbook** – shall be maintained with updates to policies, procedures & current safety alerts.



## **Organisation & Responsibilities**

### **Chairman**

1. Has joint responsibility for Gallagher Group's Health, Safety and Environmental Policy.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
4. Will take reasonable care for his own health and safety and for the health and safety of those people who may be affected by his actions.

### **The Group Chief Executive**

1. Has joint responsibility for Gallagher Group's Health, Safety and Environmental Policy.
2. Will allocate sufficient resources to enable the policy to be operated effectively.
3. Will ensure the regular review of company performance in health, safety and environmental issues.
4. Will be familiar with the broad requirements of health, safety and environmental legislation.
5. Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in every management meeting and every site visit.
6. Will take reasonable care for his own health and safety and for the health and safety of those people who may be affected by his actions.

### **The Managing Director**

1. Will actively participate in and support the development of a positive health, safety and environmental culture at board level.
2. Will be familiar with the broad requirements of health, safety and environmental legislation.
3. Have overall responsibility for the health, safety, environmental policy and procedures as it affects their business.
4. Will ensure the preparation, communication and implementation of policies and procedures in compliance with group requirements and appropriate to their operational spheres.

5. Will allocate sufficient resources within the business to enable the policy to be operated effectively.
6. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
7. Will take reasonable care for his own health and safety and for the health and safety of those people who may be affected by his actions.

### **Safety Manager**

Our Safety Manager, acting as the “Competent Person” as required by Regulation 7 of the Management of Health and Safety at Work Regulations, supported by the Safety Advisers at Lincsafe, will assist the Managing Director in the implementation of the Company Safety Policy by: -

1. Advising the company on all matters relating to health, safety and welfare.
2. Maintaining and updating the health & safety procedures with relevant current legislation and changes as they occur.
3. Ensuring, where reasonably practical, that the company are kept up to date with current and proposed legislation.
4. Ensure the annual occupational health review forms are issued and collated by January of each year and review / follow up the information contained as required.
5. Instigate training of management staff and operatives as identified through the skills matrix and as necessary to meet industry / client requirements.
6. Maintain the training matrix to ensure that existing skills certification is kept up to date.
7. Carry out site inspections in order to monitor working practises.
8. When required carry out accident investigations, prepare reports and recommend measures to prevent re-occurrence.
9. Use data from inspections and incidents to produce statistics and trends that can help the business learn and improve for the future.
10. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
11. Will take reasonable care for his own health and safety and for the health and safety of those people who may be affected by his actions.

### **Managers including: Contracts Managers, Plant Manager & Site Management**

1. Understand the Company Health, Safety, Environment Policy and Procedures, and ensure it is brought to the notice of all employees, particularly new starters. Carry out work in accordance with the policy and, bring to the notice of the Managing Director/ Safety Manager, any improvements they may feel necessary.
2. Ensure all employees, sub-contract operatives and, particularly apprentices and young people, are competent and are given induction training highlighting hazards, emergency procedures, safe methods of work (in particular the manual handling of items where mechanical aids cannot be provided) and any other relevant safety precautions necessary. Records of all induction training and copies of training certificates are to be retained.
3. Ensure "Young Persons" (under 18 years of age), do not drive any plant or operate any hazardous equipment except under direct supervision, and do not allow any "horseplay" or dangerous practical jokes, reprimanding anyone who fails to consider either his/her own safety or that of others.
4. Ensure work activities are carried out to the required company standards, with minimum of risk to employees, other contractors, the public, equipment or materials.
5. Ensure all method statements and risk assessments are briefed to the workforce and subcontractors, that a record of the briefing is kept, and ensure that the workforce, including sub-contractors, are working to the agreed method statement.
6. Ensure risk and COSHH assessments have been carried out on any substance (including hazardous substances), process of work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
7. Ensure operatives under their control are aware of their responsibilities for safe working, understand the safe method of work and are fully aware they are not required or permitted to take unnecessary risks.
8. Arrange materials to be delivered and stacked in order to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner.
9. Plan and maintain a tidy work area/site and, check all plant, machinery, power and hand tools and equipment are maintained in good condition and records of inspection are available.
10. Ensure adequate supplies of protective clothing and equipment are maintained on site and that the protective equipment is suitable. Records are to be maintained of all issues of PPE.
11. Ensure emergency systems are in place, for alerting any of the emergency services. Provision of adequate first aid facilities and make operatives aware of the location and the procedures for receiving first aid treatment for injuries and the subsequent reporting of such injuries following the accident reporting

procedures shown on the company posters.

12. Co-operate with the Safety Manager and seek his advice before commencing any potentially high risk operations.
13. Ensure adequate fire precautions are provisioned for the work area/site.
14. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
15. Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.

**All other employees:**

1. Know, understand and implement the Health, Safety & Environment Policy and Procedure standards and rules at all company work locations as applicable to personal work tasks.
2. Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
3. Consult and co-operate with your line managers and visiting advisors on health, safety & environmental topics as appropriate.
4. Report any incidents, accidents, near misses or unsafe conditions to your supervisor.
5. Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
6. Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by your actions.
7. Do not remove, tamper or interfere with, any items of safety equipment.

**Sub – Contractors**

The company policy is to use only Sub Contractors who have been assessed and are appointed to the Company's list of Approved Sub Contractors and to not alternate from this without good reason.

Existing Sub Contractors are evaluated as to their safety performance while working with Gallagher Group Limited.

## **ARRANGEMENTS**

**Information:** Advisory media on health and safety matters will be disseminated as appropriate through to site management and staff. Hazard assessments, where appropriate, will be discussed verbally on site with a copy of those assessments kept in the site office.

**Consultation:** Because of the spread of sites, it is deemed more practical for workforce consultation to be carried out on a site by site basis. Therefore, the Safety Manager will, during routine site visits, liaise with the workforce on each site to discuss any issues regarding health, safety, environment and welfare that are raised.

**Training:** The Company will regularly review training needs and those of their client base so as to ensure that adequate safety training and / or revision is arranged as necessary.

**Induction:** All new staff will attend an induction as appropriate to their work location and will be required to complete an Occupational Health questionnaire. The requirements of any health, safety and environment training will be assessed at this stage and subsequently arranged by their line manager.

All new operatives to site will be inducted to that site by their line manager. This will be on the first day of working on site and where applicable will be in addition to the principle contractor's induction.

**Monitoring and review:** The Safety Manager will, through regular site visits, monitor site performance. The Contracts / Site Managers will also conduct periodic site reviews which will be documented and fed back.

Meetings will be held at regular intervals to discuss all aspects of health, safety & environment and to review the Policy and Procedures as necessary.

### **Meetings**

Meeting Title	Frequency	Discussion points
Senior Management Team	<ul style="list-style-type: none"> <li>• Weekly ~</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy.</li> <li>• Performance.</li> <li>• Resources.</li> </ul>
Gallagher Limited	<ul style="list-style-type: none"> <li>• Quarterly ~</li> <li>• 6 monthly ~</li> <li>• Annually ~</li> </ul>	<ul style="list-style-type: none"> <li>• Performance against business plan.</li> <li>• Policy review.</li> <li>• Procedures review</li> <li>• Policy review, submission &amp; reissue.</li> <li>• Procedures review, submission &amp; reissue.</li> </ul>



Monitoring shall also be undertaken through incident statistic evaluation and reports. In light of any identified omissions within our policy as may be raised through our monitoring, such areas shall be reviewed to seek improved control and the policy and procedures adapted to suit, with all being made aware of the changes.

**Drugs and alcohol:** The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening. Anyone reporting for work and being suspected as being under the influence of alcohol or illegal drugs shall be suspended from work pending further investigation. Testing for drugs and alcohol may be required at any time and any positive result or refusal to undertake a test will be viewed as gross misconduct that shall lead to the disciplinary procedure coming in to force.

**Disputes:** In the event of any dispute regarding health and safety matters, these should be addressed to an immediate supervisor and if not successfully resolved direct to the Managing Director in writing.

**Discipline:** Failure to comply with the Company Health, Safety & Environment Policy or contravention of statutory requirements, regulations, rules or procedures may result in the offender being temporarily or permanently removed from a site. Persistent offenders may, at the discretion of the Managing Director, be dismissed from the Company, in accordance with company procedures.

**Company vehicles:** Company Vehicles must be properly driven with due care and attention at all times and properly loaded. Harsh or erratic driving will not be tolerated where indicated by vehicle tracking devices and shall lead to the company disciplinary procedure coming in to force.

Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles. Driving licences must be submitted to the office upon commencement of the use of a vehicle.

Smoking in any company vehicle is prohibited.

**Use of mobile phones:** In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer.

Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

Use of mobile phones on site is permitted for Managers and Supervisors where only calls in connection with work are to made / taken from a place of safety. Exemptions may be made for persons expecting important calls only if they notify the Supervisor beforehand and take the call from a place of safety. Any other use of mobile phones, including the use of Bluetooth or wired ear pieces, on site is not permitted, and failure to comply may result in disciplinary action. This statement may be over-ruled where a client or main contractor operates a stricter policy.

**Accident / Incident Reporting:** All accidents will be reported to the office and be recorded in the site accident book held there. Where these accidents are reportable under the Reporting of Injuries and Dangerous Occurrence Regulations, they will be reported to the Safety Manager who will report the incident to the HSE. A full investigation and report will then be carried out.

**First aid:** Managers are responsible for assessing the first aid requirements on site and for ensuring that adequate cover (personnel and equipment) is provided, and for ensuring contractors provide their own first aid equipment and personnel cover as applicable.

**Fire:** The Manager shall assess all remote sites on an individual basis. He shall ensure that a fire plan is provided for each project. The Site Manager shall be responsible for the upkeep of agreed safe systems on site and for updating the fire plan throughout the project.

**Welfare facilities:** The welfare facilities provided for all projects will comply with the requirements of the Construction Design and Management Regulations.

The Contracts Manager shall be the duty holder for ensuring, so far as reasonably practicable that the requirements of this regulation are complied with in accordance with Schedule 2 to those regulations, as applicable to the type of project.

**Housekeeping, handling & storage:** In the interests of safety and to avoid unnecessary injury, materials and products should be sensibly off-loaded and stored. Heavy and long materials should be stored at low level and any materials stored at high level should be suitably restrained from sideways movement.

Site cleanliness / tidiness, materials / waste stacking, storage and disposal will be controlled on remote sites by the Site Manager.

**Supervision:** All of our work activities shall be properly supervised though the extent of supervision shall be reliant on a number of factors including, experience of operatives, difficulties of task, risks involved, the work environment, client requirements, knowledge of contractors etc.

## **RELEVANT LEGISLATION**

The company recognise that the 1974 Health and Safety at Work Act (H.A.S.W.A.) as the principle legislation and we shall comply with its requirements. The following subordinate legislation is seen as being particularly relevant to our requirements.

### **The Management of Health and Safety at Work Regulations:**

Controls will be taken in line with the prevention principles as outlined in the Management of Health and Safety Regulations:

1. avoiding risks;
2. evaluation of the risks which cannot be avoided;
3. combating risks at source;
4. adapting the work to the individual;
5. adapting to technical progress;
6. replacing the dangerous with the non-dangerous and less dangerous;
7. development of an overall protection policy covering technology, organisation of work, social relationships and the environment;
8. give collective protective measures priority over individual protection measures;
9. give appropriate instruction, information and training to employees.

### **The Construction Design & Management Regulations**

All construction work shall be undertaken in compliance with CDM Regulations as a minimum standard

When we undertake the role of Principal Contractor we shall ~

#### **Principal Contractor**

1. Create and develop a Construction Phase safety plan.
2. Manage all stages of the Construction Phase of the project.
3. Satisfy ourselves that any sub-contractors are competent.
4. Ensure the co-ordination and co-operation of contractors.
5. Allow only authorised people on site.
6. Display notification details.
7. Monitor Health and Safety performance.
8. Pass information to the Principal Designer as requested.



When undertaking the role of nominated contractor we shall ~

### **Nominated Contractor**

1. Assess the hazards of our work and inform the Principal Contractor how the risks are to be controlled.
2. Provide the Principal Contractor with any relevant information as requested for the health and safety file.
3. Co-operate with other contractors on health and safety matters.
4. Comply with all site rules.

### **The Workplace Health, Safety & Welfare Regulations**

The Workplace Health, Safety & Welfare Regulations are applicable to our Plant Offices/workshop/yard.

Maintenance – Workplaces, equipment, devices and systems will be maintained in an efficient state, working order and good repair. Where appropriate a suitable system of maintenance will be established.

Environmental Factors – Enclosed workspaces will be properly ventilated and kept at a reasonable temperature, regularly cleaned, not overcrowded and with adequate lighting. Rest and Welfare Facilities – The Company will supply rest facilities as required within the Regulations

### **Provision and Use of Work Equipment Regulations**

Arrangements have been made to ensure that all plant and equipment is regularly maintained, inspected and is in safe working order. Statutory requirements relating to testing and inspection will be obtained and distributed so as to ensure the safe use of equipment. All operatives will be trained, competent and in possession of relevant valid training certificates.

All equipment will be visually inspected daily before commencement of work, and recorded weekly in the PUWER register. Any defects will be entered into the register, and reported to the Site Manager. The defective equipment will be removed from service and arrangements made for repair or replacement.

### **Lifting Operations & Lifting Equipment Regulations**

Arrangements have been made to ensure that all lifting operations receive the necessary level of assessment, planning and coordination so as to be carried out safely. Statutory requirements relating to testing and inspection of lifting appliances and lifting equipment will be obtained and distributed so as to ensure the safe use of equipment. Only persons that have the necessary level of knowledge and training shall plan and carryout lifting operations.

All lifting appliances and lifting equipment will be visually inspected daily before commencement of work, and recorded weekly in the LOLER register. Any defects will be entered into the register, and reported to the Site Manager. The defective equipment will be removed from service and arrangements made for repair or replacement.

## **Personal Protective Equipment Regulations**

Following the assessment of risk, the Company will:

1. Ensure PPE is available and suitable. The minimum requirements for PPE on site are, Safety helmets, Hi- Viz vest / clothing, "Toe-Tector" Boots, cut level 3 gloves & safety glasses (EN166F).
2. Ensure PPE is maintained, kept clean and replaced when defective.
3. The PPE will be properly stored when not in use.
4. Training and information will be given to ensure PPE is properly used.

The Company will not charge any employee for PPE identified to be used in the risk assessment.

## **The Work at Height Regulations**

We shall ensure that we carry out our responsibilities as stated in the guide to working at height published by the HSE namely to ensure:

1. Avoidance of work at height wherever possible, seeking alternative access or means of conducting our works.
2. All work at height is properly planned and organised;
3. All work at height takes account of weather conditions that could endanger health and safety;
4. Those involved in work at height are trained and competent;
5. The place where work at height is done is safe;
6. Equipment for work at height is appropriately inspected;
7. The risks from fragile surfaces are properly controlled; and
8. The risks from falling objects are properly controlled.

We shall ensure that no work is undertaken at height if it is safe and reasonably practicable to do it other than at height. All work at height is to be properly planned, appropriately supervised, and carried out as safe as is reasonably practicable.

When working at height is unavoidable we will ensure that a plan for emergencies and rescue is incorporated either within our safety plan or forms part of our risk assessment.

### **The Control of Substances Hazardous to Health Regulations**

No substances that fall into this category will be used unless:

1. An assessment of the substances has been made, after taking into account the locations and purpose for which it is to be used;
2. The relevant 'Hazard Data Sheet' has been obtained from the substance manufacturers or supplier;
3. The safety precautions necessary have been determined;
4. Any protective equipment required has been obtained;
5. The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted.

### **The Control of Noise at Work Regulations**

Noise hazards shall be reduced within the Company by following the procedures listed below:

1. When noisy plant or equipment is either hired in or purchased, the suppliers will be asked for the noise information details that they are required to provide under these regulations;
2. Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels that can be expected from that equipment under normal working conditions;
3. Similarly, where it is not possible to establish typical working noise levels due to, say, environmental influences, noise level readings will be taken.

From this information, and the noise duration times that can be expected per day, an assessment of the potential noise hazard will be made.

### **The Control of Vibration at Work Regulations**

Gallagher Group Limited will adopt a positive approach to reduce operative's exposure to vibratory equipment.

The first approach is to design out, as far as possible, the need for operatives to use hand held equipment.

Where hand held vibratory equipment is to be used, the use of low vibratory equipment will be adopted.

Additional measures will be addressed through the risk assessment procedure e.g.: job rotation, warm under gloves and will include the logging of personal exposures to vibration.

### **The Manual Handling Operations Regulations**

Where it has been assessed that there is a risk of injury from manual handling, the first consideration will be whether the load needs to be handled, or whether handling can be minimised. Where there is no alternative, the use of mechanical handling should be given consideration – and assessments shall be undertaken by the management at the planning stage where possible.

Staff will receive instruction and training in manual handling as appropriate.

### **The Electricity at Work Regulations**

The following policy will be adopted within the company:

1. All fixed and temporary electrical appliances and supplies will satisfy the relevant IEE Wiring Regulations and British Standards.
2. Regular Maintenance inspections will be carried out on all electrical appliances, tools, extension leads, transformers and generators etc. to ensure that they remain in a safe working condition. The time period between such inspections will depend on the circumstances under which the appliance is to be used i.e. PAT testing.

### **Control of Asbestos at Work Regulations**

Under the Control of Asbestos at Work Regulations, the Company has a duty to:

1. Make employees aware of the dangers of asbestos;
2. Identify possible asbestos on sites by enquiry and survey;
3. Arrange the safe removal and disposal of asbestos by a licensed contractor.

### **Display Screen Equipment Regulations**

When selecting equipment the Company will take into account the working conditions and risks within the workplace. The equipment is to be suitable for the intended use and properly maintained. Adequate information, instruction and training will be given. There will be an annual DSE assessment completed by office based staff.

The assessment control measures will include the need for regular breaks from the works. Users are to be informed of the availability of free eyesight tests.

### **Reporting of Injuries, Diseases & Dangerous Occurrence Regulations**

Under RIDDOR the company is obliged to report any fatality, major injury, over seven day injury, reportable disease (as defined) or dangerous occurrence (as defined). Gallagher Group Limited shall ensure that the required reports are completed within the designated time frames for forwarding to the Health & Safety Executive.

## **OCCUPATIONAL HEALTH POLICY STATEMENT**

As a caring employer, Gallagher Group is committed to operating and providing a working environment which is both safe and free from hazards to health.

The management of health risks on site remains the foundation upon which good occupational health policy depends and wherever reasonably practicable, the company is committed to:-

- Giving priority to the elimination of substances, materials and activities which could give rise to health risks.
- Giving priority to smaller products or adoption of mechanical handling techniques for building products.
- Where this is not possible, manage the use of hazardous substances, materials and activities so that risks to health are adequately controlled.
- Carry out appropriate pre-employment screening of safety critical workers where their existing health conditions could affect their own and / or other workers safety following the completion of a health questionnaire.
- Annually update the health questionnaire to ensure new conditions are identified and the appropriate follow-up action is taken.
- Carry out employment screening and health surveillance to all "at risk" workers.
- Carry out appropriate health surveillance where risks remain, and;
- Actively manage any cases of ill-health that arise from work and make arrangements for rehabilitation of anyone whose health has been affected.

The successful implementation of arrangements to manage occupational ill-health will depend, to a large extent, on the participation of the workforce.

Where individuals have been diagnosed with an occupational illness, or condition, the Management will take practical steps to prevent any identified condition worsening.

Gallagher Group is committed to uphold these arrangements and will provide adequate resources for this purpose.

**N YANDLE**

DATE: 2nd January 2018

A handwritten signature in blue ink, appearing to be "N Yandle", written in a cursive style.

**GROUP CHIEF EXECUTIVE**