

SDL Group

Health and Safety at Work

Policy Statement

1. Introduction

- 1.1 This Statement sets out the policy of SDL Group (The Company) which comprises of the companies SDL Fit Out Ltd & SDL Interior Solutions Ltd in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

2. Definitions

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

3. Policy

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy
- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

- 3.4 The Company will undertake, so far as is reasonably practicable, the following:-
- a). The provision and maintenance of plant and systems of work that are safe and without risks to health.
 - b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
 - c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
 - d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
 - e). The specific provision of welfare facilities to a standard no less than that set down in Regulations 20 - 25 of the Workplace (Health, Safety & Welfare) Regulations 1992 or, where relevant, The Construction (Design & Management) Regulations 2015.
 - f). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
 - g). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
 - h). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. Supporting Documentation

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

- a). Documents Directly Associated With This Policy
These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementing the policy.
- b). Safe Systems of Work
These comprise the rules and conditions for carrying out specified activities.
- c). Health and Safety Information
Information about matters such as noise at work, manual handling techniques, risk assessment, first aid procedures etc.
- d). Other Policies
In addition to this general policy on health and safety, the Company has prepared the following policies relating to specific health and safety related topics:
 - i i). Violence at Work
 - ii). Equal Opportunities
 - iii). Alcohol & Drugs

- iv). Environmental Management
 - v). Worksafe (Refusal to Work)
 - vi). Anti-Slavery & Human Trafficking
- e) Forms and Miscellaneous Items.
Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

5. Policy Review

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.
- 5.2 When, due to the conditions described in 5.1 above, any part of the company policy and procedures manual requires alteration or modification, it shall be deemed to be sufficient and in compliance with this policy if such alterations or modifications are made to the master printed copy held at head office, and those changes are notified by a convenient and effective method, to all employees in possession of printed or electronic copies of the manual.

6. Responsibility for Policy Implementation

- 6.1 The overall responsibility for the implementation of this policy is vested in the undersigned, assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters, according to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

Signed.....

Date.....

On behalf of SDL Group

Name.....

Please note:

The original of this document, signed, dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated