



Gilmore UK Ltd.

10th September 2008

COMPANY HEALTH & SAFETY POLICY

SAFETY POLICY IN RESPECT OF
HEALTH AND SAFETY AT WORK, ETC ACT 1974

Gilmore UK Ltd.
31 Golders Way
London
NW11 8JX

CONTENTS

SECTION ONE:	Statement of General Policy on Health and Safety
SECTION TWO:.....	Organisation for carrying out the policy
SECTION THREE:.....	Arrangements for carrying out the policy
SECTION FOUR:.....	Statement of Safety Policy - Issue Form
APPENDIX:.....	Fire Equipment and Routines

SECTION ONE

STATEMENT OF GENERAL POLICY ON HEALTH AND SAFETY

The Company will take all reasonable measures to ensure the Safety, Health and Welfare at work of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting members of the public and other persons who may be affected by our day to day work activities.

It is the function of the management to provide the right circumstances under which work may be carried out safely. However, employees must be aware that they have a legal duty to take responsible care for their own Health and Safety and for that of other people and to co-operate with the management and others in efforts made to create safe working conditions.

The company will maintain close co-operation with Clients, Suppliers, Sub-Contractors, the Health and Safety Executive and Safety Advisers to ensure, so far as is reasonably practicable that Health, Safety and Welfare procedures and practices are satisfactory.

The company will, as far as is reasonably practicable provide:

- A safe working environment by the design, construction, operation and maintenance of all plant, equipment and facilities.
- Safe systems of work
- Adequate instruction, information, training and supervision.
- Control of all situations likely to cause damage to property and equipment.
- Effective procedures and facilities for the reporting and treatment of injuries which occur at work.
- Effective fire prevention and fire control procedure.
- Adequate facilities for consultation between management and employees representatives, as prescribed under the Safety Representatives and Safety Committees Regulations 1976.
- Facilities for the making of such tests, examinations, samples and records as are necessary to monitor the working environment.

The overall and final responsibility for Health, Safety and Welfare of the company and its personnel is vested in Mr. Shai Amram (Managing Director). This policy statement will be subject to regular review and amendment as often as may be appropriate. A copy will be issued to all employees and displayed in main and site offices, and retail branches.

SECTION TWO

ORGANISATION FOR CARRYING OUT THE POLICY

The company undertakes to allocate responsibilities for Health, Safety, and Welfare at all levels within the workplace.

Responsibilities are allocated as follows:

The professional manager:

Mr. Keith Newstead

The overall responsibility for Health, Safety and Welfare in the company is vested in the above named Directors.

The above named will be responsible for:

- The effective development and implementation of the Company's Health and Safety Policy.
- Setting a good example and fostering a positive culture within the company towards Health and Safety.
- Ensuring that all employees understand, observe and comply with the Company's Safety Rules and Procedures.
- Ensuring adequate channels exist within the company to enable Health, Safety and Welfare issues to be effectively communicated throughout the organisation.
- Ensuring that all levels of staff within the company are given adequate instruction, information and training to carry out the Health, Safety and Welfare responsibilities delegated to them and are able to effectively implement safe systems of work.
- Ensuring adequate funds and insurance are provided to meet the Health, Safety and Welfare requirements and liabilities of the company to its employees, sub-contractors, clients, general public etc.
- Monitoring the Health and Safety performance of the company to ensure compliance with the Safety Policy and standards set.
- Ensuring all personnel are aware of the Health, Safety and Welfare equipment and facilities provided by the company and are familiar with the procedures for their use.
- Undertaking an identification of all hazardous activities carried out and hazardous substances used by the company. Undertaking a risk assessment of these hazardous activities and substances and where appropriate producing a safe system of work to eliminate or minimize any risk of injury to the worker or other persons affected by the work activity or substance.
- Ensuring adequate monitoring and health surveillance arrangements and procedures are undertaken where necessary.
- Ensuring that all injuries, diseases and/or dangerous occurrences are notified to the relevant enforcing authority in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, and records kept.
- Carrying out investigations into injuries, cases of work related illness

and near misses and identifying in each case why they happened and ensuring that appropriate steps are taken to prevent a re-occurrence.

- Regularly reviewing and updating the Company's Safety Policy to take into account any new Health and Safety Legislation, new plant and equipment, new techniques and materials etc.

PERSONS RESPONSIBLE FOR SAFETY: Mr. Keith Newstead

The above named, having direct day to day responsibility for Health, Safety and Welfare matters within the company, will be responsible for:

- Ensuring that all personnel under his control understand and comply with the Company's Policy and procedures on Health, Safety and Welfare.
- Setting a good example to all personnel under his control and fostering a positive culture within the company towards Health and Safety.
- Ensuring that all personnel fully understand the correct procedures for the use and maintenance of all equipment, first-aid and welfare facilities provided by the company.
- Communicating with the Directors and all personnel under his control to ensure the full dissemination of information related to Health and Safety, attending safety meetings and responding to Safety Representatives and employees initiatives on safety matters.
- Ensuring that all personnel under his control are given full and adequate instruction, information, training and supervision in order that they understand and meet their responsibilities for Health and Safety and are able to effectively implement safe systems of work.
- Liaising with the Directors to ensure that the Safety Organisation and Policy is monitored, reviewed and updated as appropriate to take into account any new Health and Safety legislation, new plant and equipment, new techniques and materials etc.
- Carrying out regular inspections of all company premises, sites, facilities, plant and equipment to ensure safety standards are maintained and keeping inspection records.
- Ensuring that all tools, equipment and plant are maintained in a safe working condition.
- Assisting the company in undertaking an identification of all hazardous activities carried out and hazardous substances used. Assisting the company in undertaking risk assessments of these hazardous activities and substances and where appropriate producing a safe system of work to eliminate or minimise any risk of injury to the worker or other persons affected by the work activity or substance.
- Ensuring adequate monitoring and health surveillance arrangements and procedures are undertaken where necessary.
- Ensuring that all injuries, diseases and/or dangerous occurrences are notified to the relevant enforcing authority in compliance with the

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, and records kept.

- Maintaining contact with all external sources of Health and Safety advice and information ie. Health and Safety Executive, Local Authority, Employer Federations, Trade Associations, Industry Training Board, appropriate journals, manufacturers, etc.

SUPERVISORS

All supervisors will be responsible to the **Persons Responsible for Safety**, as above, and responsible for:

- Ensuring that all personnel under his control understand and comply with the Company's Policy and procedures on Health, Safety and Welfare.
- Setting a good example to all personnel under his control and fostering a positive culture within the company towards Health and Safety.
- Communicating with the Persons Responsible for safety and all personnel under his control to ensure the full dissemination of information related to Health and Safety matters.
- Ensuring that all personnel under his control are given full and adequate instruction, information, training and supervision in order that they understand and meet their responsibilities for Health and Safety and are able to effectively implement safe systems of work.
- Ensuring that all personnel under his control fully understand the correct procedures for the use and maintenance of all Safety/Personal Protective Equipment, First-Aid and Welfare facilities provided by the company.
- Carrying out initial surveys and regular inspections of all sites, facilities, plant and equipment under his control to ensure identification of hazards and maintenance of safety standards.
- Reporting to the Persons Responsible for Safety:
 - All reportable injuries, diseases and dangerous occurrences
 - All other incidents and hazards under his control which have the potential to cause injury, ill-health or loss.

ALL PERSONNEL

All company personnel will be responsible to their immediate **Supervisor** and/or the **Persons Responsible for Safety** and be responsible for:

- Familiarising themselves with the contents of the companies Health and Safety Policy and working in accordance with the instructions laid down.
- Undertaking work in a safe manner having regard to Health and Safety instructions given and ensuring that items, plant, equipment, tools, materials, facilities etc are properly used and correctly maintained.
- Ensuring their own and the Health and Safety of others affected by their acts or omissions whilst at work.
- Making full use of protective clothing and equipment where appropriate.
- Reporting all accidents, dangerous occurrences and near misses immediately to the appropriate supervisor.
- Refraining from drinking alcohol and the use of drugs etc, whilst at work.
- Reporting any hazards, defects or omissions in plant and equipment to the appropriate supervisor.
- Only operating plant and equipment where they have received adequate training and instruction and are competent to do so.
- Attending any training sessions provided to support Health and Safety in the workplace.
- Maintaining a safe and tidy working area, having due regard to all processes, materials, substances etc, used and so far as is practicable, taking effective measures to prevent hazards in the workplace.
- Co-operating fully with the company to enable them to meet their legal duties with regard to maintaining Health, Safety and Welfare in the workplace by adopting good working practices and safe systems of work.

CONSTRUCTION DIVISION:

SUB-CONTRACTORS AND SELF-EMPLOYED PERSONS

- All sub-contractors or self employed persons working on behalf of the company will be required to conform to all Health, Safety and Welfare Legislation and company instructions applicable to the work being undertaken.
- All sub-contractors or self-employed persons working on behalf of the company will be required to provide to the company, prior to work commencing and where appropriate, copies of Safety Policies, COSHH Assessments, Risk Assessments and any other safety documentation that has been produced which is relevant to the work being undertaken.

SECTION THREE

ARRANGEMENTS FOR CARRYING OUT THE POLICY

The company will make appropriate arrangements for the effective PLANNING, ORGANISATION, CONTROL, MONITORING AND REVIEW of health and Safety by:

- Adopting a systematic approach to health and safety management which identifies priorities and sets objectives.
- Eliminating risks, whenever possible, by the selection and design of facilities, equipment and process or minimising them by the use of physical control methods, eg. Personal Protective Equipment.
- Setting up a management structure which promotes a progressive improvement in health and safety performances.

ARRANGEMENTS FOR HEALTH AND SAFETY

PERSON(S) RESPONSIBLE FOR PLANNING, MONITORING AND REVIEW OF HEALTH AND SAFETY:

Names Designation

Mr. Keith Newstead – Professional Manager

TRAINING

The company will ensure that all employees are competent as regards Health and Safety prior to entrusting tasks to them. All employees will be provided with adequate health and safety training.

- Construction employees, on recruitment by means of induction training using the CITB Safety Check Cards FTR007/A and FTR007/B.
- On being exposed to new or increased risks because of being transferred or given a change of responsibility .
- On being exposed to new or increased risks because of the introduction of a new system of work, new work equipment or new technology etc.

SAFE SYSTEMS OF WORK

The company will provide systems of work that so far as is reasonably practicable, are safe and without risk to health for its employees.

The company will formulate and implement safe systems of work by establishing set sequences of operations, using guards, safety devices and protective equipment. Written risk assessments, method statements and permit-to-work systems will be issued where appropriate, using CITB "Construction Site Safety" package GE 700 and HSE Approved Codes of Practice and Guidance Notes as a technical reference, for the construction division.

SAFE PLACE OF WORK / ENVIRONMENTAL CONTROL

The company will make adequate arrangements to keep work places in a clean, orderly and safe condition. Walkways, gangways, stairways and roads will be clearly marked as appropriate.

Safe means of access to and egress from all working areas will be provided and maintained.

Adequate arrangements will be made to meet the requirements of the COSHH Regulations by:

- Assessing the health risks created by work involving hazardous substances.
- Ensuring that exposure of employees to hazardous substances is either prevented or adequately controlled.
- Ensuring that any control method provided is properly used and maintained in efficient working order and good repair.
- Monitoring the work environment routinely for exposure to hazardous substances.
- Carrying out Health Surveillance of specified employees.
- Providing information, instruction and training for employees on risks to health and precautions to be taken regarding hazardous substances.
- CITB Publication "THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH" (GE 700/33) AND HSE Guidance Notes to be used as technical references.

The company will arrange to monitor the noise level of work activities and will arrange for a competent person to undertake a noise assessment where the level is considered to be over 85db (A), the First Action Level under the Noise at Work Regulations 1989.

- Appropriate action will be undertaken by the company ie. silencing, isolating or enclosing to reduce overall noise to an acceptable level.
- Where it is not reasonably practicable to reduce the noise to an acceptable level, warning notices will be displayed and employees affected provided with suitable ear protectors.
- CITB Publication "CONTROL OF NOISE" (GE 700/8) and HSE Guidance Notes to be used as technical references.

WORK EQUIPMENT, PLANT AND TRANSPORT

The company will make adequate arrangements for the supervision of operations involving the use of work equipment, plant and transport to ensure that it is used correctly and is Safe and without risk to health.

The company will make arrangements to ensure that work equipment, plant and transport operators are competent and given adequate information, instruction and training. Where appropriate arrangements will be made for operator certification to provide evidence of competence.

The company will make arrangements for the regular inspection, servicing

and maintenance of all work equipment, plant and transport, and keep adequate records including the use of statutory inspection registers where appropriate.

The company will ensure that all electrical appliances on construction sites and retail branches are:

- Operated at 110 volts (construction only)
- Installed by competent/qualified electricians
- Connected to electrical systems with correct plugs and sockets
- Protected from adverse weather conditions and accidental damage
- Maintained, altered and repaired only by competent/qualified electricians
- Where low voltage equipment cannot be used appropriate precautions, eg. use of earth leakage circuit breakers, must be taken in accordance with the Electricity at Work Regulations 1989.

CITB "CONSTRUCTION SITE SAFETY" package (GE700) together with HSE Guidance Notes/Codes of Practice etc to be used as technical references.

FIRE

The company will provide appropriate fire fighting equipment in all workplaces and make arrangements for it to be checked at regular intervals by a competent person.

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be established by the company at each workplace and effective steps will be taken to ensure that all employees are familiar with the procedures.

Retail staff see Appendix 1 for fire procedures.

CITB Publication "FIRE - LEGISLATION, PREVENTION AND CONTROL" (GE700/17) and HSE Guidance Notes to be used as technical references.

DISPLAY SCREEN EQUIPMENT(VDUs)

The company will provide the necessary equipment and instruct in working procedures for VDUs, and make provision for eye and eyesight tests upon request.

LIFTING AND CARRYING

Staff are required to take extreme care when lifting items to avoid accidents. When lifting from low level, "KNEES BENT , BACK STRAIGHT"

Use mechanical aids where available(e.g. sack truck) or get assistance from another employee.

See Appendix 2 attached for more ways to avoid back problems.

MEDICAL AND WELFARE FACILITIES

The company will ensure that adequate facilities and arrangements are provided in respect of First Aid and Welfare and that these facilities are adequately maintained in a satisfactory condition.

Employees will be informed of the location and arrangements made for First Aid treatment at all workplaces.

The company will nominate sufficient qualified "First Aiders" and "Appointed Persons" as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

Construction only:

Nominated "First Aiders" and "Appointed Persons" will:

- Maintain the contents of the First Aid boxes to the standards recommended in the Approved code of Practice.
- Ensure prescribed notices and statutory guidance for First Aid are displayed.
- Administer, where necessary, basic First Aid treatment and record details of the incident in the company's accident book-(BI 150) and record details of First Aid Treatment given.

RECORDS

The company will maintain at each appropriate workplace registers for keeping statutory records relating to inspections, facilities, premises, personnel etc.

CITB Publication GE 700, Annex C to be used as a technical reference.

EMERGENCY PROCEDURES / DANGER AREAS

The company will:

- Establish and where necessary, give effect to appropriate procedures to be followed in the event of serious and imminent danger occurring in the workplace.
- Nominate a sufficient member of competent persons to implement these procedures in so far as they relate to the evacuation of company premises and workplaces.
- Ensure that none of its employees has access to any danger/restricted area unless the employee concerned has received adequate Health and Safety Instruction.

The company will make arrangements to carry out full and thorough investigations into accidents involving major or serious injuries to persons and major damage to plant or equipment, in order that immediate actions may be taken to avoid a recurrence.

CITB Publication "SAFETY INSPECTIONS, ACCIDENT INVESTIGATION, PROVISION OF SAFETY INFORMATION" (GE 700/4 (1&2), GE 700/25) will be used as a technical reference by the company in relation to accident reporting and investigation.

COMMUNICATION

The company will provide its employees with comprehensive and relevant health and safety information on the following:

- Statement of Company Safety Policy
- Any risks to their health and safety as identified by the company in COSHH and Risk Assessments
- Preventative and protective measure needed to eliminate or control identified hazards and risks
- Company procedures relating to serious and imminent danger and danger areas
- Personnel nominated as being responsible for the Planning, Organisation, Control, Monitoring and Review of Health and Safety within the Company.
-

The CITB Publication: "CONSTRUCTION SITE SAFETY" (GE 700) - will be used by the company as a technical reference in the communication of Health and Safety matters.

The company will provide adequate facilities, time and communication channels for consultation directly with its employees as required by the Health and Safety (Consultation with Employees) Regulations 1996.

SECTION 4

STATEMENT OF SAFETY POLICY

I confirm that I have received a copy of the **Gilmore UK Ltd.**

Statement of Safety Policy in respect of the Health and Safety at Work etc Act 1974 and undertake to read, comply and co-operate with the company to achieve the objectives of the Policy.

Appendix 1

FIRE EQUIPMENT AND ROUTINES

1) FIRE EXTINGUISHERS

- a) 2 gallon water (red cylinder) for use on “solid fires”, i.e. furnishings fabrics, wood paper etc.
- b) CO2 gas extinguishers (black cylinder) for use on fires in the electrical equipment and liquid fires.

2) FIRE PROCEDURES

If you discover a fire, or suspect there is a fire in the building:-

- a) inform everybody on the premises, by the internal phone system, or in person of the fire.
- b) If customers are in danger, your priority is to evacuate them to a place of safety.
- c) Attack the fire, if it safe for you to do so, using the correct fire extinguisher.
- d) Call the fire brigade. A member of staff should meet the brigade on arrival and guide them to the location of the fire.

3) FIRE PREVENTION

- a) You should know the location of the fire extinguishers, and how to use them.
- b) Report any defects that that you consider could become a fire risk.
- c) When you leave work, make it a safe place, i.e. switch off electrical equipment, shut doors etc.