

Health and Safety Policy

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1. Health and Safety Policy: Statement of Intent

Dextra Group plc (including subsidiaries i.e. Dextra Services Ltd, Dextra Lighting Ltd, Dexeco Ltd, Dexretail Ltd, Dexreco Ltd, Dextra Ltd, LEDextra Ltd, Dexrail Ltd and LEDex Ltd) are a significant force in the UK Lighting Industry. We are involved in design, manufacture, stockholding and distribution of high quality energy efficient LED light fittings and luminaires. We also process end of life products under WEEE Regulations. Dextra Group plc recognise the impact that its business activities and products may

have on the environment, its employees, its customers and the public.

Dextra Group have created Integrated Management System (IMS) in accordance with the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 and SSIP which encompasses all functions within the organisation affecting quality, environment, health and safety.

Scope of certification:

Design, manufacture, stockholding, distribution and waste management of electrical light fittings and luminaires.

The Group are committed to:

- continual improvement of Integrated Management System;
- complying with all relevant and applicable statutory and regulatory requirements;
- providing safe and health working conditions;
- endeavouring to meet its legal duty to ensure the prevention of injury and ill health to employees, customers and the public;
- regular review of risk assessments, procedures and safe systems of work to eliminate hazards and reduce risks;
- setting objectives;
- maintaining a continuing process of improvement and performance, in respect of Health and Safety, through the consultation, participation, commitment and support of all its employees;

This policy is communicated to all Dextra Group employees and suppliers who will be expected to co-operate and help in the implementation of its requirements, whilst ensuring that their own work is carried out without risk to themselves, others or the environment.

2. Scope

This policy will cover all aspects relating to the following areas:

- minimisation of risks arising from articles, substances, processes and work activities.
- maintenance of a good working environment.
- development of audible management systems.
- development of safe systems of work.
- implementation of Health and Safety emergency contingency plans where required.
- protection of employee health.

3. ORGANISATION AND RESPONSIBILITIES

This list defines the organisation of health and safety within the business and who has individual responsibility for the areas which are addressed.

Organisation and Arrangements

The health and safety policy is brought to employees attention.

Risk assessment programs will be carried out. All reasonably practical measures to minimise risk will be taken.

Safe systems of work will be put in place as necessary.

Instruction, information and training are provided

List of persons responsible

Group Chairman, Chief Operating Officer, H&S Manager

H&S Manager, Departmental Managers

H&S Manager, Departmental Managers

Departmental Managers

as necessary to employees.

Competent persons will be appointed and trained as necessary. Competent outside assistance will be obtained where necessary.

Safety committees are regularly held.

Accidents are reported and investigated.

Safety inspections and audits are carried out.

Contractors on the site are competent and are adequately controlled.

Measures are in place to safeguard visitors.

Statutory records are maintained.

Maintenance records are maintained.

Certificate of employers liability is displayed.

Prescribed notices and signs are displayed.

Adequate arrangements are in place for provision of First Aid Equipment, facilities and trained personnel.

Workplace (Health, Safety and Welfare)

Driveways, car parks and entrances are safe.

Floors, passageways and stairways are:

- {a} clean
- {b} in good repair
- {c} unobstructed

Control is exercised on the access to and the carrying out work at heights.

Any necessary access to and from the roof is controlled.

Adequate levels of lighting are maintained.

There are adequate levels of ventilation and temperature.

Toilets, cloakrooms and washroom facilities are adequate and are maintained in a sanitary condition.

Adequate space at the work place with safe access and egress is maintained.

Suitable seating is provided where necessary.

Work Equipment

Work equipment will be purchased and will be suitable for the purpose of which it is to be used.

Safety requirements will be an integral part of purchasing procedures.

Group Chairman, Chief Operating Officer

Group Chairman, Chief Operating Officer,
H&S Manager

H&S Manager

H&S Manager

Departmental Managers, H&S Manager

Directors, Departmental Managers, H&S
Manager

H&S Manager

Departmental Managers

Chief Operating Officer, Managing
Director –
Dextra Services Ltd

H&S Manager

H&S Manager

List of persons responsible

H&S Manager, Departmental Managers

H&S Manager, Departmental Managers

H&S Manager

H&S Manager

H&S Manager

H&S Manager

H&S Manager

H&S Manager

Departmental Managers

Departmental Managers

List of persons responsible

Directors, Departmental Managers, H&S
Manager

Departmental Managers, H&S Manager

Arrangements are made for adequate maintenance.

Equipment shall be properly guarded and fitted with the necessary safety and isolation systems.

Machinery will carry warning information where necessary.

Noise control and hearing protection will be maintained.

Personal Protective Equipment

A purchasing and defect reporting procedure will be maintained.

Maintenance and replacement will be carried out.

Information, instruction and training will be given to users.

Control of Substances Hazardous to Health

A purchasing procedure will be maintained.

An inventory of substances on site will be kept

Hazard data sheets will be obtained for all substances.

Through risk assessment, controls will be put in place for safe handling, storage and disposal of chemical substances.

Monitoring and/or health surveillance will be carried out if appropriate.

Fire and Major Emergency

The Fire Risk Assessment will be completed, maintained and updated when changes occur on the company site. This will be kept in the H&S Department.

Fire evacuation and emergency contingency plans are in place. Fire drills will be regularly carried out.

Designated fire escape routes will be kept free from obstruction.

The fire alarm system is regularly maintained, inspected, tested and a log maintained.

Fire fighting equipment is adequate and is maintained.

Fire prevention and reporting procedures exist.

Appropriate fire safety and emergency exit route signs are in place.

Electrical Installations and Equipment

Qualified and competent persons will be selected for the maintenance, repair and inspection of all equipment.

Safety inspections and tests be carried out on static installations and equipment.

Safety inspections and tests will be carried out on all portable electrical appliances.

Departmental Managers

Departmental Managers

Departmental Managers

H&S Manager/ Departmental Managers

List of persons responsible

H&S Manager, Departmental Managers

Departmental Manager

Departmental Manager

List of persons responsible

H&S Manager, Purchasing Department, Departmental Managers

H&S Manager

H&S Manager, Purchasing Department, Departmental Managers

H&S Manager

H&S Manager

List of persons responsible

H&S Manager

H&S Manager

Departmental Managers, H&S Department

H&S Manager

H&S Manager

H&S Manager

H&S Manager

List of persons responsible

Maintenance Manager, Departmental Managers and H&S Manager

H&S Manager

H&S Manager

Group Director/ IT Manager for IT

4. Management systems

4.1 Maintenance of Health and Safety Policy

The policy will be reviewed annually unless significant changes in legislation require an immediate update. The Chief Operating Officer aided by the H&S Manager will carry out the review process. Members of staff will be encouraged to participate by providing constructive suggestions for improvements.

4.2 Training and appointment of competent persons

The Group Chairman and Chief Operating Officer will ensure that every member of staff is provided with adequate health and safety training:

- on being recruited into the Business. Induction Training is designed to introduce new staff to the company, its policies and Health & Safety rules.
- on being exposed to new or increased risk because of their being transferred or given a change of responsibilities within the Business.
- on the introduction of new work equipment or a change of work equipment already in use
- on the introduction of new technology
- on the introduction of a new system of work or a change to an already existing system of work.

The training referred to above shall be repeated periodically where appropriate, be adapted to take account of any new or changed risks to the health and safety of the employees concerned taking place during working hours.

It is the responsibility of the Departmental Managers to identify the requirements of an employee for training and to ensure that these requirements are satisfied.

A member of staff who feels insufficiently trained for a task which they are, or have been requested to undertake, should request their Departmental Manager to provide further task training.

The assistance of competent external specialists will be obtained where necessary.

4.3 Risk Assessments

As required by the Management of Health & Safety at Work Regulations, suitable and sufficient risk assessments are carried out by the Health & Safety Department. All Risk Assessments are regularly updated by the Health & Safety Department.

If requested by a customer, a Method Statement and Risk Assessment are submitted in advance.

4.4 Manual Handling

As per requirements of Manual Handling Regulations, where reasonably practicable, manual handling operations will be avoided. If these operations cannot be avoided, a suitable and sufficient risk assessment will be carried out by the Health & Safety Department and, where necessary, employees will be provided with mechanical aids to reduce the risk of injury. Manual Handling Risk Assessments are regularly updated by the Health & Safety Department.

All employees will receive Manual Handling Training.

4.5 Safe systems of work

The Departmental Managers with the aid of the H&S Manager have the responsibility to ensure that the necessary system will be put in place if through risk assessment, or by other means it has been determined that a written system of work is required to safely perform a task. Through a process of analysis, planning, training and designing out hazards, a safe system of work will be produced.

A copy of written safe systems of work will be held in the H&S Department. H&S Department shall be informed of any changes to SSOW.

4.6 Accident investigation and reporting

It is the responsibility of the H&S Department to investigate accidents, injuries, dangerous occurrences and near misses.

To ensure compliance with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, reference should be made to HSE Guide to the regulations **L73 ISBN 978 0 7176 6459 7** which contains detailed procedures to be followed.

To comply with the legal requirements of all accidents resulting in injury, any such accidents must be recorded in the accident book.

Accidents shall be processed as per Reporting & Recording of Accidents & Incidents Flow Diagram.

4.7 Safety Inspections

It is the responsibility of the Group Chairman and Chief Operating Officer to ensure a safe place of work.

The H&S Department will formally inspect all areas of the site on a monthly basis, to ensure there are no obvious hazards. Any concerns arising from the inspection will be reported to the Departmental Managers in writing or verbally. Once the Departmental Manager has the issue resolved, H&S Department should be advised. This can be done in writing or verbally. Any verbal confirmation will be verified during the next inspection of the area.

4.8 Selection and control of contractors

This is controlled by Procedure for Control of Contractors (See Control of Contractors Flow Diagram).

4.9 Safeguarding visitors

All reasonable measures must be taken to ensure the safety and welfare of visitors on the premises. It is the responsibility of the Safety Manager to ensure systems are in place to achieve this.

Incoming visitors will report to reception in Unit 17 or Unit 18 to sign-in. They must wear a visitor badge at all times. Visitors will be met and will be accompanied at all times whilst on the site.

Before the start of meetings/conferences, health and safety arrangements, environmental and quality issues will be brought to visitors' attentions.

Visitors will be supervised in the event of an emergency evacuation.

4.10 Statutory inspections and records

It is the responsibility of the H&S Manager to ensure that all necessary inspections are carried out and that records are kept in an appropriate form.

The records will be kept in the H&S Department.

When guidance is required to determine if a new or existing record needs to be maintained, reference will be made to the Act or Regulation covering the subject of the record.

4.11 Prescribed notices and safety signs

The H&S Department will ensure that correct notices and signs are purchased, clearly displayed and maintained in good condition. Reference to the relevant Acts and Regulations will indicate the requirements.

It must be ensured that any notice that is displayed is presented in the correct format, colour and size in accordance with The Safety Signs and Signals Regulations.

4.12 First Aid arrangements

It is the responsibility of the H&S Department to ensure that adequate first aid equipment and provisions are available and correctly located for easy access. H&S Department will ensure sufficient numbers of employees receive training in first aid at a level which is appropriate. A list of all company First Aiders shall be displayed on notice boards in all areas.

4.13 Safety committees and staff consultation

The frequency of Health and Safety meetings shall be set by the agreement of the committee, but should not exceed a period greater than 3 months.

The proposed date of a forthcoming meeting shall be included in the minutes of the previous meeting.

It is the responsibility of the H&S Manager to ensure that meetings are held at the agreed times. The views of staff on matters relating to health and safety will be sought and their views will be considered in the making of decisions.

4.14 Noise Assessment and control

The risk of hearing damage is dependent on the sound level and duration of exposure. The Control of Noise at Work Regulations require that exposure to noise shall be reduced as far as is reasonably practicable. It is the policy of Dextra Group Plc to meet this requirement wherever reasonably practicable by means other than the provision of personal hearing protection.

Where it is suspected that the noise may exceed 80db(A) (a level at which conversation is difficult) outside assistance will be sought from competent persons to carry out noise assessment.

Biannual noise assessments are carried out by a third party in accordance with existing statutory requirements. Annual reviews are carried out by Health & Safety Department.

4.15 Delegation of safety related management functions

A major aim of the senior management is to raise employee awareness and participation in all health and safety issues, to this end various safety related functions have been delegated to supervisory and other members of staff.

5 Workplace (Health, Safety and Welfare)

5.1 Display Screens

As required by Health & Safety Display Screen Equipment Regulations 1992, Health & Safety Department will carry out a Display Screen Risk Assessment for any staff working with display screen equipment and regarded as a DVU user. This Risk Assessment will be regularly updated.

5.2 Maintenance and cleanliness of premises

The Group Chairman and Chief Operating Officer has an overall responsibility for workplace safety and welfare.

Inspections will be made of the premises by the H&S Department to ensure all legal requirements are complied with.

Contracts will be placed with reputable and competent companies to ensure that planned maintenance and upkeep of the premises is regularly carried out.

Routine cleaning will be carried out under the direction of the H&S Manager.

Contracts will be placed with suitable qualified companies for the maintenance of the hot and cold water systems.

If appropriate the assessment and treatment of water systems to minimise risks to health will be undertaken.

5.3 Ventilation, temperature and lighting

Inspections will be made of the premises by the H&S Department to ensure all legal requirements are complied with.

Routine maintenance and repairs will be carried out by competent members of staff or by external contractors.

5.4 Traffic routes and pedestrian access routes

Departmental Directors and H&S Department have a responsibility to ensure that vehicle and pedestrian routes are separated as much as possible. If this is not possible, vehicle and pedestrian routes shall be made as safe as possible.

6 Work Equipment Purchasing policy

6.1 Purchasing Policy

The Group Chairman aided by Departmental Managers and Health & Safety Department will ensure that the consideration of health and safety requirements will be a major criteria when purchasing work equipment. Health & Safety Department shall be informed about any new equipment so that necessary risk assessments are carried out.

6.2 Maintenance

Departmental Managers will ensure that equipment will be maintained in an efficient state, in efficient working order and in good repair. If maintenance logs are in use they will be kept up to date. Maintenance will only be carried out by suitably trained and competent persons.

6.3 Machinery Guarding

The Departmental Manager will ensure the following measures:

- The provision of fixed enclosing guards. If this is not practicable then:
- The provision of other guards or other protective devices. If this is not practicable then:
- The provision of jigs, holders, push sticks or similar protection appliances used in connection with the machinery. If this is not practicable then:
- The provision of information, instruction, training and supervision.

6.4 Information and Training on Work Equipment

The Departmental Managers will ensure that:

All persons using work equipment will receive adequate training on relevant Safe Systems of Work, PPE, operation and maintenance of work equipment.

6.5 Machinery & Machinery Handling

All machinery is regularly serviced and maintained as required by the Provision and Use of Work Equipment Regulations (PUWER).

The delivery, moving or removal of heavy plant is undertaken by specialist contractors who are required to submit in advance a Method Statement and Risk Assessment which must be approved by the Health & Safety Department before proceeding with any work. Please refer to Control of Contractors Flow Diagram.

6.6 Ladders

All ladder, stepladder and scaffold platforms shall be inspected **once every 6 months**. This shall be recorded on a Ladder, Stepladder and Tower Scaffold 6-Monthly Inspection Form (HS15). The Health & Safety Department shall maintain the Ladder, Stepladder and Tower Scaffold Register.

7 Personal Protective Equipment

7.1 Purchasing and issuing policy

The Departmental Manager will ensure that:

The Protective Equipment will be purchased following an assessment that it is suitable and appropriate for the risks and conditions in which it will be used. H&S Department should be consulted before any changes to current PPE used.

The use of PPE will be regarded by the business as a last resort. Engineering controls and safe systems of work will be considered first so that risks can be controlled at source.

7.2 Maintenance and replacement of PPE

The Departmental Managers will ensure that PPE will be maintained and replaced or cleaned as appropriate.

7.3 Information, instruction and training on PPE

The Departmental Managers will ensure that adequate information, instruction and training will be provided covering:

- the risks which PPE will avoid or limit.
- the purpose for which and manner in which the PPE is to be used.
- any actions the user should take to ensure that the equipment remains in an efficient state, in efficient working order and in good repair.

PPE must be used as a last resort or if specified by a Risk Assessment.

PPE will be issued at no costs to the employee.

8 Control of Substances Hazardous to Health

8.1 Purchasing, inventory and assessment policy

As part of the ordering process material safety data sheets (MSDS) for any new substances will always be requested & submitted to H&S Department. MSDS should be submitted to H&S Department prior placing an order.

An inventory of all substances present on the premise will be maintained by the H&S Department.

Risk assessments will be carried out on all substances likely to come under The Control of Substances Hazardous to Health Regulations.

The original copy of risk assessment will be held in H&S Department. COSHH Info Data Sheet (Basic information to employees on chemicals, their processes and procedures form) is passed to Departmental Managers so that relevant staff can be trained.

8.2 Handling, use and storage

COSHH risk assessment takes into account safe handling, use and storage of substances. If required, consultations with competent advisors will be arranged.

8.3 Monitoring and health surveillance

If COSHH risk assessment shows that monitoring and health surveillance is required, arrangements will be made for outside advisors or occupational health surveillance.

8.4 Safe disposal

COSHH risk assessment takes into account disposal methods which comply with environmental legislation.

9 Fire and Major Emergency

9.1 Fire Risk Assessment

The Fire Risk Assessment will be completed by the H&S Department.

9.2 Evacuation

This is covered by Fire Safety & Evacuation Instructions.

9.3 Means of Escape

The Directors and Departmental Managers will ensure that all routes are kept free from obstruction.

The H&S Department will ensure that all routes and fire doors are maintained and kept free from obstruction and that routes and fire assembly points are clearly marked.

9.4 Alarm System

The fire alarm system will be maintained and tested by a third party.

Sounding of the system will take place at weekly intervals, this will be carried out and recorded by the H&S Department.

9.5 Fire Fighting Equipment

The H&S Department will ensure that fire fighting equipment will be sited, maintained and regularly inspected in accordance with the fire certificate and statutory requirements.

9.6 Prevention, Fire Drills and Reporting

All staff will be informed about the fire safety policy, their duties, fire drills, fire assembly points, fire evacuation procedure and Emergency 999 procedure during induction training.

Fire Risk Assessment is carried out and reviewed on regular basis by the H&S Department.

Fire drills are held, as required by law, at least once per annum. A roll call is made and a record is kept.

H&S Department ensures that all Fire Marshals and Role Call Wardens are trained and aware of their duties.

Directors and Departmental Managers ensure that their staff are aware of their Fire Safety Duties and Emergency Procedures.

9.7 Signs and Information

The H&S Department will ensure that the necessary information and signs are posted. A list of all company Fire Marshals shall be displayed on notice boards in all areas.

10 Electrical Installations and Equipment

10.1 Restrictions on employees in carrying out maintenance, repair and inspection

operations.

Health, Safety and Facilities Manager and Departmental Managers will ensure that only those members of staff who have necessary knowledge or experience will be allowed to carry out maintenance and repair of electrical installations and equipment. If any maintenance, repairs and inspections of equipment are subcontracted, please refer to Control of Contractors Flow Diagram.

10.2 Electrical Contractors

Health, Safety and Facilities Manager and Departmental Managers will ensure that only authorised contractors are allowed to carry out maintenance and repair of electrical installations and equipment. Necessary documentation will be obtained and retained in the Health & Safety Department. Please refer to Control of Contractors Flow Diagram.

11 Statutory inspections and records.

The H&S Departmental and Maintenance Department will ensure that the following inspections are carried out in accordance with the statutory requirements:

- Local exhaust ventilation equipment (LEV)
- Pressure systems (Air Compressors and Compressed Air Receiver Tanks)
- Lifting Equipment
- Power Presses
- Portable Appliances
- Air conditioning systems
- Gas Heating
- Gas boiler and system inspection
- Fixed Electrical Wiring

12 Drugs and Alcohol

The company is committed in fulfilling its duties under the Health and Safety at Work Act 1974, and therefore does not permit its employees to bring any drugs and/or alcohol onto company premises for the purpose of use or consumption during normal working hours, including rest breaks. The company recognises that there may be circumstances when an employee has a drug and/or alcohol related problem that requires specialist advice, and any such matter will be dealt with in the appropriate manner and the strictest of confidence. Please refer to the **Alcohol and Drugs Policy**.

13 Stress

The company is committed to protecting the health, safety and welfare of its employees and recognises the importance of identifying and reducing workplace stressors. The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. The company will ensure that adequate resources are provided, in consultation with the Human Resources Department, for all Departmental Managers and Supervisory Staff in managing workplace stress.

The company policy is to manage stress at work by working towards the Good Working Practice Code issued by the Health and Safety Executive. This includes the key areas –

- Ensuring staff are able to cope with the demands of their job,
- Control of input by staff over their work practices,
- The provision of management support and information,
- Ensuring good interpersonal relationships between staff
- Adequately involving and informing staff of proposed changes

14 Work Related Road Risk

The company has a responsibility to ensure that persons who drive in connection with the business maintain a high standard of driving, and by doing so reduce the risk of death or serious injury to

themselves and other road users. The company recognises the risks involved with regard to the use of vehicles on the roads and has put in place the appropriate measures to manage these risks.

The company is committed in ensuring compliance with all existing procedures, systems of work and statutory requirements. This is maintained through:

1. The regular inspection, maintenance and servicing of all company vehicles in accordance with the manufacturer's recommendations.
2. The appointment of competent personnel by means of a clearly defined selection process.
3. The provision of information, instruction and training in accordance with any changes to existing procedures, systems of work and/or statutory requirements and the introduction of new legislation.
4. The evaluation of risk by means of a programme of continual assessment.
5. The implementation of best practice in relation to work planning and route scheduling.
6. The introduction of new technology including safety systems/devices (e.g. hands-free mobile phone kits) and the introduction of new fleet.

Delegation of Safety Related Management Functions

Primary responsibilities for health and safety within the business

Group Chairman

COO

Health & Safety Manager

Directors

Departmental Managers

Members of staff with delegated safety duties