

PISANI

Health and Safety Statement Pisani PLC

We recognise that health and safety matters are an essential element of overall business objectives and fully support the principles contained within UK health and safety legislation.

We are committed to identifying, and so far as is reasonably practicable, eliminating or reducing risks to our employees and any others who may be affected by our undertakings or as a result thereof.

Responsibility for implementing this policy is devolved throughout the management structure. In particular, the Directors of Pisani are committed to providing the necessary financial resources and ensuring the competence of all employees through staff selection, and the provision of information, instruction, training and supervision.

The Directors of Pisani will ensure all managers are aware of, and accept responsibility for people and areas under their control and will integrate health and safety into everyday management activities.

The Directors of Pisani shall also ensure that all employees are aware of their responsibilities, and that they are accountable for their own health and safety and that of others who may be affected by their acts or omissions.

Pisani will maintain effective systems of communication and consultation. Any necessary information will be brought to the attention of employees and others working on our premises. Feedback on the effectiveness of health and safety measures will be encouraged.

To help ensure the highest standards of health and safety the Directors of Pisani will monitor performance by implementing a bi-annual evaluation of health and safety systems at each location.

This statement and the organisation and arrangements currently in place, will be reviewed annually by the Directors of Pisani PLC.

Costas Sakellarios
Managing Director
Pisani PLC

Date: 08 September 2008

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PISANI PLC

Health and Safety Organisation and Responsibilities

Introduction

Management of health and safety is integrated into the company's existing management structure. Staff at all levels have responsibility for health and safety commensurate with the level and scope of their general responsibility.

The Managing Director

The Managing Director is ultimately responsible for the health and safety of the company's employees whilst at work, along with visitors, contractors and others who may visit the company or be affected by their acts or omissions of the company workforce. To fulfil these responsibilities he will in particular:

- a) Ensure that a statement of intent outlining the company's policy on health and safety at work is signed, dated and displayed on the health and safety notice boards.
- b) Ensure that there is an up-to-date policy maintained and a copy available for all employees.
- c) Be aware of the overall responsibilities and liabilities imposed upon himself, the company and its employees by health and safety legislation.
- d) Ensure sufficient resources are available to achieve health and safety objectives.
- e) Delegate his authority as stated to facilitate successful implementation and review of policy at all levels.
- f) Appoint one or more Directors to be responsible for health and safety matters.
- g) Assume chairmanship of the health and safety steering committee.
- h) Set a good personal example and encourage safe and healthy working practices.

UK Directors

The UK Directors are the nominated Board Directors with responsibility for health and safety matters within Pisani PLC.

The Directors, as directed by the Managing Director, have overall responsibility for the health and safety of employees whilst at work, along with visitors, contractors and members of the public who may be affected by our employee's acts or omissions. To fulfil these responsibilities they will in particular:

- a) Ensure standards and procedures are in place.
- b) Be alert to duties imposed on them, the company and their employees by health and safety legislation.
- c) Ensure effective fire, bomb and other emergency procedures are in place.
- d) Ensure that board decisions reflect their health and safety intentions as articulated in the policy statement, responsibilities and arrangement sections.
- e) Ensure board agenda includes health and safety matters and alert its members to any significant health and safety risk management issues.

- f) Identify the requirement and ensure sufficient funds are made available for the provision of training for the senior managers of Pisani in both the Health and Safety and “day to day” aspects of their responsibilities.
- g) Interface with the board by ensuring that suitable and sufficient health and safety risk management systems are in place and that their performance is monitored and reported upon.
- h) Assume membership of the health and safety steering committee.
- i) Set a good personal example and encourage safe working practices.

Senior Managers

The Senior Managers are responsible for the safety of staff under their control, in particular they will:

- a) Be alert to the duties imposed on them, the company and their employees by health and safety legislation.
- b) Ensure Managers attend meetings to receive health and safety information.
- c) Ensure that any problems brought to light from audit or risk assessment will be rectified without delay.
- d) Identify the requirement and ensure sufficient funds are made available for the provision of training for the Managers of Pisani in their charge, in both the Health and Safety and “day to day” aspects of their responsibilities.
- e) Develop health and safety knowledge to enable them to discharge their duties effectively.
- f) Ensure that Managers are given necessary support with regards to health and safety.
- g) Conduct regular management reviews to identify and implement measures for continuous improvement.

Managers

In addition to the responsibilities and duties of all employees set out below, Managers are responsible for the health and safety of staff under their control. In particular they will ensure:

- a) People are made aware of the duties imposed on themselves and the company by health and safety legislation.
- b) Sufficient financial and physical resources are allocated.
- c) Suitable and sufficient risk assessments are carried out, and reviewed as necessary, to cover all employees, activities and premises under their control and the significant findings are communicated to relevant employees.
- d) Read and understand the company’s health and safety policy and bring it to the attention of all staff under their control.
- e) Identify the requirement and ensure sufficient time and resources are made available for the provision of training for the Employees of Pisani in their charge, in both the Health and Safety and “day to day” aspects of their responsibilities.
- f) Reasonable progress is made in implementing any measures required to comply with this policy or identified by risk assessment.
- g) Report any incidents to the Health and Safety Manager which do not comply with the procedures in place.
- h) Incidents that occur in their area are investigated, recorded and reported in a timely manner.

- i) Employees receive adequate supervision, instruction, information, and supervision training to enable them to work safely and without harm to their health.
- j) Regular inspections are carried out to ensure that health and safety hazards are spotted and reduced or eliminated as soon as possible.
- k) Work equipment and the work environment are suitable for the tasks undertaken, the needs of the individual and are adequately maintained.
- l) Contractors are selected and engaged in line with the Pisani PLC Contractors procedure, and they carry out their work, as far as is reasonably practicable, in a safe and healthy manner.
- m) Contribute to the development and maintenance of health and safety arrangements, rules and emergency procedures.
- n) The Health and Safety Manager is kept apprised of the progress made and the problems encountered and any other relevant health and safety matters.
- o) An interest in and enthusiasm for health and safety matters is promoted and a good personal example is set.
- p) Ensure adequate health and safety content within induction and other ongoing training programmes and promote employee focused health and wellbeing.
- q) Maintain and retain suitable and sufficient health and safety records in accordance with company guidance and legal requirements.
- r) Monitor safe practices and procedures.
- s) Chair/attend health and safety committee meetings and training sessions as necessary.
- t) Carry out or assist with Risk Assessments, accident investigations, the needs of local enforcement officers and internal health and safety compliance visits.

Health and Safety Manager

The company has appointed a Health and Safety Manager to help it comply with legal duties and responsibilities. This appointment does not absolve the company, its Managers, or supervisors, of their legal responsibilities for health and safety protection. The Health and Safety Manager's responsibilities include, but not limited to:

- a) Develop sufficient knowledge of the relevant health and safety legislation and training to enable them to discharge their duty as Health and Safety Officer.
- b) Liaise with advisory and enforcement authorities, where appropriate.
- c) Chair Health and Safety meetings and circulate minutes as appropriate.
- d) Inform the Directors and Senior Managers of relevant health and safety legislation, new and existing, where appropriate.
- e) Provide advice and safety information throughout the company to enable all levels within the organisation to discharge their responsibilities.
- f) Advise the company on health and safety training needs. Monitor this so as to ensure that the required quantity, contents and quality are being delivered.
- g) Provide fair and impartial advice and support to all employees on relevant concerns about health, welfare and safety matters.
- h) Keep abreast of developments in health and safety legislation and practises as relevant to the company, and advise the company's management on how to meet their health and safety responsibilities.

All Employees

All employees have a legal responsibility to ensure they work in a safe and healthful manner, do not put others at risk, and co-operate with the company on health and safety matters. In particular employees should:

- a) Know, understand and comply with any legal requirements, company policies and guidance relevant to their work activity.
- b) Know and comply with the company procedure and instructions as regards the action to be taken in the event of serious and imminent danger.
- c) Bring to the attention of their Manager any hazard they are unable to resolve themselves, and any shortcomings they have identified as regards health and safety arrangements.
- d) Use any "system of work" identified as necessary for the work activity to be carried out in a safe and healthful manner.
- e) Use all health and safety equipment, especially personal protective equipment, provided by Pisani PLC in accordance with the training and the instructions they receive.
- f) Not bring into the workplace any article or substance that may present or constitute a hazard without the prior approval of their Manager;
- g) Report all accidents resulting in personal injury, property damage and near misses, to their Manager and/or the Health and Safety Officer as soon as is reasonably possible.
- h) Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety.
- i) Carry out their work in such a way so as not to put the health and safety of any others at risk
- j) Inform a Director or Manager of any medication that you are taking or treatment following an accident or illness, which may affect your ability to work.
- k) suggest ways in which working practices can be made safer

Plant & Equipment Operators

- a) Know, understand and comply with any legal requirements, company policies and guidance relevant to their work activity.
- b) Know and comply with the company procedure and instructions as regards the action to be taken in the event of serious and imminent danger.
- c) Bring to the attention of their Manager any hazard they are unable to resolve themselves, and any shortcomings they have identified as regards health and safety arrangements.
- d) to inspect any plant/equipment you intend to operate prior to its use, report any defects/damage to a Director or Manager
- e) to use the equipment/machinery only for the purposes for which it was designed
- f) Use any "system of work" identified as necessary for the work activity to be carried out in a safe and healthful manner.
- g) Use all health and safety equipment, especially personal protective equipment, provided by Pisani PLC in accordance with the training and the instructions they receive.
- h) Not bring into the workplace any article or substance that may present or constitute a hazard without the prior approval of their Manager;

- i) Report all accidents resulting in personal injury, property damage and near misses, to their Manager and/or the Health and Safety Manager as soon as is reasonably possible.
- j) Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety.
- k) Carry out their work in such a way so as not to put the health and safety of any others at risk
- l) suggest ways in which working practices can be made safer

Sub Contractors

Sub-contractors, when employed by the company, are required to comply with requirements of all relevant health and safety legislation and in particular;

- a) Know, understand and comply with any legal requirements, company policies and guidance relevant to their work activity.
- b) Know and comply with the company procedure and instructions as regards the action to be taken in the event of serious and imminent danger.
- c) take reasonable care for the health and safety of themselves and other persons including the public who may be affected by their work
- d) use safe systems and methods of work provide suitable personal protective equipment when and where necessary
- e) report accidents and dangerous occurrences promptly in line with statutory requirements
- f) Bring to the attention of, their Manager or any Pisani Manager, any hazard they are unable to resolve themselves, and any shortcomings they have identified as regards health and safety arrangements.
- g) to inspect any plant/equipment you intend to operate prior to its use, report any defects/damage to a Director or Manager
- h) to use the equipment/machinery only for the purposes for which it was designed
- i) Use any "system of work" identified as necessary for the work activity to be carried out in a safe and healthful manner.
- j) provide suitable personal protective equipment when and where necessary
- k) Not bring into the workplace any article or substance that may present or constitute a hazard without the prior approval of a Pisani Manager;
- l) Report all accidents resulting in personal injury, property damage and near misses, to a Pisani Manager and/or the Health and Safety Manager as soon as is reasonably possible.
- m) Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety.
- n) Carry out their work in such a way so as not to put the health and safety of the users of the company equipment at risk

It is Company policy that sub-contractors used by Pisani provide information on safe systems of work including method statements and risk assessments for potentially hazardous working activities that may be carried out at any of our premises or on behalf of Pisani. Sub-contractor organisations with five or more employees will be required to provide information as requested in line with this health and safety policy

and our standards. Sub-contractors with less than five employees will be issued with a copy of our safety, health and environmental policy and are required to confirm that they will adhere to its terms at all times whilst carrying out work on behalf of the Company

Agency Workers

Agency workers used by Pisani PLC will, as regards health and safety, generally be considered as employees. The responsibilities and duties of all employees set out above will apply to them.

Fire Marshals

The principle duties of the Fire Marshals are to:

- a) Be aware of the location of fire escape routes, fire exits, fire call points, fire fighting equipment and fire/bomb procedures including assembly points.
- b) Be aware of the condition of fire escape routes and report any problems immediately to the Health and Safety Officer.
- c) In the event of an emergency Ensure the floor or area they are responsible for is clear of employees.
- d) Without risk to personal safety, lead any attempt to extinguish a fire with the appliances provided.
- e) Assist employees and visitors in evacuating safely, paying particular attention to employees with impaired movement or vision and expectant mothers.
- f) Attend regular fire training as arranged by the Health and Safety Officer.
- g) Attend other health and safety meetings as required.
- h) Ensure work areas are maintained and passageways and fire exits are kept clear.
- i) Know the procedure for bomb and fire evacuation and the identity of the Fire Marshals.

Health and Safety Steering Committee

The Managing Director will chair the Health and Safety Steering Committee, comprising of the Board of Directors, Senior Management and the Health and Safety Manager. It will work in close liaison with and act as a forum for the development of best practice on health and safety issues.

This includes keeping under review general policy, organisation and arrangements to secure the health and safety of employees and others who may be affected by the company's activities.

In fulfilling these objectives the Health and Safety Steering Committee will seek to:

- a) Advise their respective Manager(s) and Health and Safety Manager on all matters of Health and Safety and make recommendations for such actions as are necessary to meet best practice.
- b) Advise them of legal requirements and responsibilities for health and safety.
- c) Monitor health and safety standards and performance and keep under review the implementation and effectiveness of the company policy.

Safety Committees

Depots will ensure that their safety performance and improvement strategy is reviewed on a monthly basis. Meetings will be chaired by the Health and Safety Officer, and be supported by Managers. Other members of management and employee representatives should attend, and minutes must be posted on boards.

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General Arrangements

Advice and assistance: Jon Holmes
Health & Safety Manager
☎ 01629 821344
📞 07725 372139
Jon.holmes@pisani.co.uk

HSE www.hse.gov.uk

Accident and ill health reporting

All accidents whether resulting in lost time or not, and ill health that may be associated with work, must be recorded and where appropriate, investigated. This requirement extends to non employees such as visitors, contractors, and service engineers etc. who are injured on our premises. Each site will ensure an accident book is kept available on the premises and employees are aware of its location and the need to make an entry for all accidents.

Managers responsible for the reporting of accidents will arrange to

- Maintain accident (and work related ill-health) records and share statistical trends
- Advise the Health and Safety Officer and any other respective Managers of any RIDDOR reportable events.

First Aid

The company is committed to providing sufficient first aid facilities and first aiders based on an assessment of its needs. As a minimum, Managers will ensure compliance with the Health and Safety (First Aid) Regulations.

Fire Precautions

Each depot will maintain an up-to-date assessment of the fire risk associated with the premises in accordance with the Workplaces (Fire Precautions) Regulations. A sufficient number of fire wardens will be appointed and relevant training provided.

Asbestos

Depots will ensure that they have accurate information about any types, quantities and locations of any asbestos materials in the fabric of any of the company's premises and that the associated health risks have been assessed in accordance with the Control of Asbestos at Work Regulations.

Auditing and inspections

Health and safety systems evaluations and workplace inspections will be carried out and reports, evaluation results and action plans provided by the Health and Safety Manager, as required.

Communication and consultation

The Health and Safety Manager will ensure employees are consulted on health and safety matters as required by Health and Safety (Consultation with Employees) Regulations.

Contractors

Each depot will maintain an “approved list” of contractors who meet the required level of competence in health and safety management, publish health and safety guidelines for contractors, and ensure that all contractors’ employees receive appropriate site induction.

Driving and Transport

The company will assess the risk and offer driving awareness training where appropriate to employees required to drive a car on company business. The company will take practicable steps to ensure the safety of all employees, visitors etc from the hazards presented by traffic movements within and around the sites.

Electrical Safety

Depots will implement programmes to ensure regular periodic testing of fixed installations and portable appliances where these are under the company’s control. Work on electrical equipment will be restricted to authorised, competent personnel and safe systems of work will be maintained as per the Electricity at Work Regulations. Employees will be prohibited from using their own electrical equipment on our premises other than under exceptional circumstances and then only with the prior approval of their Manager.

Emergency Planning

All depots will have local emergency plans covering the risks from fire and bomb threat in compliance with the Management of Health and Safety at Work Regulations. These plans will be brought to the attention of relevant employees.

Ergonomics

The risk of musculo-skeletal disorder (MSD) and Hand Arm Vibration Syndrome (HAVS) will be managed through risk assessment and the introduction of effective risk control measures. In particular, depots must have programmes to ensure compliance with the Manual Handling Operations Regulations and Health and Safety (Display Screen Equipment) Regulations.

Hazardous Substances

Depots will have in place arrangements for carrying out assessments of hazardous substances and taking any necessary action required by Control of Substances Hazardous to Health (COSHH) Regulations. Those responsible for employing contractors will ensure they provide assessments for hazardous materials they intend to bring onto our premises.

Highly flammable liquids and flammable gases.

To ensure compliance with the Dangerous Substances and Explosive Atmospheres Regulations, depots will have in place arrangements to store and use flammable materials safely.

Legionnaires' disease

The water services in all of our depots will be operated so as to minimise the risk of outbreak of Legionnaires' disease. In particular, each depot will nominate a responsible manager to ensure that an appropriate risk analysis is performed, records kept and training provided.

Machinery safety

To ensure the provision of adequate safeguards for machinery, plant and equipment, depots will have in place arrangements to comply with the requirements of the Provision and Use of Work Equipment Regulations and ensure all machinery is CE marked as appropriate.

All depots will also implement appropriate start of shift safety inspections to ensure that the safeguards provided remain fit for purpose.

Noise

All depots will carry out noise surveys, and if appropriate take reasonably practicable measures to reduce noise levels to an acceptable level and implement appropriate hearing protection programmes where required, in accordance with the requirements of the Noise at Work Regulations.

Work at Height

The Company will ensure that no person under their control engages in any activity, including organisation, planning and supervision in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is supervised by a competent person. All work at height will be avoided where reasonably practicable. Any necessary work at height will be done using appropriate equipment and in accordance with the requirements of the Work at Height Regulations.

Occupational health services

Depots will make suitable arrangements to receive occupational health services appropriate to their needs. In particular, depots will carefully consider the need for pre-employment medical questionnaires and health surveillance (e.g. lung function and audiometric testing) as and where required.

Permits to work

For the high risk activities of entry into confined spaces, hot work and maintenance requiring plant isolation, depots will operate formal permit-to-work arrangements as part of the risk control. Any work requiring entry into a confined space will be assessed in accordance with the Confined Spaces Regulations.

Risk assessment

All depots will have risk assessment programmes based on identification of hazards; assessment of risks and existing control measures and action plans where the risk is not adequately controlled. Suitable records will be maintained as required by the Management of Health and Safety at Work Regulations.

In particular, risk assessments will address health and safety issues specifically related to the employment of expectant mothers, young people and disabled people.

Smoking

A no-smoking policy will be implemented at all depots and enforced by all levels of management.

Statutory inspections of machinery and equipment

All depots will have in place arrangements to ensure that statutory inspections of cranes, lifting equipment, pressure systems, local exhaust ventilation equipment etc. are carried out and records kept up-to-date as required by the Provision and Use of Work Equipment and Lifting Operations and Lifting Equipment Regulations.

Stress

Recognising the issues surrounding stress for both work related and personal circumstances, the Board of Directors should implement arrangements to manage stress and thereby provide a healthy workplace.

The arrangements will include such practical measures as: regular appraisals; management training; awareness programmes and positive health promotions.

Training

In order to discharge its duty under the Health and Safety at Work Act, the company will provide all employees with training to ensure their health and safety, so far as is reasonably practicable. In particular, all depots will provide health and safety induction training; management training on risk assessment and accident investigation; driver awareness training; and special skills based training for fork-lift truck drivers and employees who operate cranes.

Visitors

Host employees are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks. If children are allowed onto our premises, particular care and control must be taken to assess and ensure their safety.

Welfare

All employees of Pisani PLC will be provided with adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations. Depots will put in place arrangements to ensure that all welfare facilities are kept clean and properly maintained.

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General Safety Rules (Do's and Don'ts)

Do

- Use guards, safety equipment and personal protective equipment provided.
- Report loss of or damage to guards, safety equipment and personal protective equipment so that the defect can be remedied.
- Observe the instructions on the warning notices displayed around the premises.
- Have minor cuts attended to by a first aider.
- Report accidents, breakdowns, defects and 'near misses' to your supervisor
- Switch off machines when not in use
- Switch off and unplug portable equipment and flexible cables when not in use.
- Keep to gangways and paths.
- Stop and isolate machines (both electrically and where appropriate pneumatically/hydraulically) before undertaking setting adjustment and maintenance.
- Wash your hands before and after going to the toilet if you work with chemicals, oils, oily components etc.
- Ensure that Managers are notified about visitors and that visitors are provided with protective equipment where appropriate.
- Keep areas around machines, gangways, steps and stairs, etc, clear and unobstructed.
- Familiarise yourself with the positions of the Fire Exits and Fire Extinguishers.
- Keep Fire Exits clear.

Do Not

- Wear loose clothing and/or jewellery when operating machines.
- Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.
- Take short cuts and chances.
- Run in the work place.
- Skylark.

- Wear unsuitable footwear such as trainers and open-toed sandals.
- Clutter up gangways, paths or stairs.
- Misuse equipment or use makeshift equipment.
- Overload lifting appliances, fork trucks, pallet trucks.
- Smoke in the prohibited places.