

Health and Safety

Policy Statement

This is the Health and Safety Policy Statement of the DB Group (Holdings) Ltd (the Company) in accordance with section 2 of the Health and Safety at Work Act 1974.

It is the policy of the Company to assure, as far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by the Company's activities.

The Company acknowledges that successful health and safety management requires an effective policy, organisation and senior management commitment.

As a further commitment to health and safety the Company works to the requirements of the ISO 45001 Occupational Health and Safety Management System.

In maintaining that commitment, the Company continually measures, monitors and revises its implementation where necessary. The Company reviews the policy at least on an annual basis to make sure that all content is relevant and within the requirements of health and safety legislation. As part of the business review process and on a weekly and monthly basis, senior management meet to discuss key health and safety topics whilst the Company's Incident Response Team meet regularly to monitor all emergency safety equipment and procedures.

The Company also discusses health and safety as part of its requirements in both ISO 9001 and 14001 management systems.

Senior management implements the Company's health and safety policy and recommends any changes to meet new requirements. The Company recognises that successful health and safety management contributes to successful business performance and allocates adequate finance and resources to meet these needs. Senior management of the Company look upon the promotion of health and safety measures as a shared objective for themselves and employees. It is, therefore, the policy of management to do all that is reasonably practicable to prevent personal harm and damage to property. The Company aims to protect everyone, including visitors, contractors and members of the public that could come into contact with our activities, from any reasonably foreseeable hazards or danger.

The Company implements a Head Office Site Safety Induction for both visitors and contractors to generate awareness of the potential hazards they may encounter whilst on the premises. As a further safety measure the Company maintains a permit to work system for all contractors coming on the premises to carry out works.

All employees have duties under the Health and Safety at Work Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves, and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The Company continuously consults with all employees to establish and consider their viewpoints and recommendations, so these can be discussed at regular intervals. This includes informing employees of, and encouraging participation in, relevant meetings, including formal health and safety meetings. Employees are provided an opportunity to submit their viewpoints for discussion during the meeting.

The Company identifies hazards and risks and determines suitable control measures by carrying out Risk and COSHH Assessments, which are reviewed on an annual basis or more frequently if appropriate. These assessments are carried out by competent and trained members of staff and are compiled and stored when complete.

In the event that an assessment would be beyond our internal capability the Company appoints an external, competent contractor to carry out the assessment and provide a report with recommendations.

All affected employees including senior members of the management team are required to read through the assessments to formally acknowledge their awareness and understanding after each review.

When required, and as detailed in the Risk and COSHH Assessments, the Company supplies personal protective equipment (PPE) to all employees; this is seen as a last resort as the Company looks to follow the commonly used hierarchy of control with regards to hazards in the workplace. They are expected to use this equipment in the designated areas within the premises or when visiting external sites as required.

Where employees visit external premises and sites they establish and are governed by that site's health and safety procedures as a minimum standard. The Company is aware that construction sites are extremely hazardous and therefore has built into its on-site processes the need for all employees to be aware of relevant health and safety information from each site that they visit, and to highlight any concerns to their line manager or project site local management so that an investigation can be carried out.

Where appropriate, areas that require safety equipment are highlighted using approved signage. Prior to issue, the Company provides training on the use of safety equipment. This is carried out by a competent member of staff, by the equipment supplier or by a trained external provider.

As a Company we carry out regular checks on personal protective equipment supplied to staff to make sure this is stored correctly and is in full working order. The Company treats failure to comply with requirements for use of personal protective equipment as a serious matter, as described in the Company employees' handbook.

The Company takes the mental wellbeing of its staff seriously and has a team of trained mental wellbeing first aiders on site to assist where necessary.

The Company subscribes to the Health and Safety Executive (HSE) updates to maintain full awareness of changes or additions to health and safety standards and requirements, so as to assure full compliance with all legislation. Finally, it is the Company's target through set objectives, health and safety meetings and employee participation to show continuous improvements in all areas related to health and safety so as to make the working environment a much safer place to be in.

Further information regarding those with additional areas of accountability and information sources:

Description of Requirement	Responsibility of...
Overall and final responsibility for health and safety and implementation of the Health and Safety Policy at the DB Group (Holdings) Ltd	CEO - Wayne Zakers
The day-to day responsibility for health and safety documentation and health and safety policy statement review/alterations	Operations Manager - Alan Duffy
COSHH & Risk Assessments - latest copies	Operations Manager - Alan Duffy
Permit to Work System - for contractors	Alan Duffy - Operations Manager Technology Operative - Ross Tomlinson
Purchasing of Personal Protective Equipment	Operations Manager - Alan Duffy
Inspection of Personal Protective Equipment within each department	Department Heads & Line Managers
Investigations of Off-Site Incidents, Accidents and Near Misses (with support from Operations Manager)	Relevant Department Heads Darren Nolan - Site Support Team Tony Sheridan - Commercial Team Tony Hooker - MPS Concrete Solutions
Health & Safety Training - for safe use of equipment or specific requirements i.e., manual handling, first aid, toolbox talks etc. (with support from Operations Team)	Department Heads Operations - Alan Duffy, Marketing & Commercial Services - Deirdra Bartholomew, Finance - Martin Coles, Technology - Jane Ghosh, Commercial Teams - Tony Sheridan, MPSCS - Tony Hooker, Site Support - Darren Nolan,
Implementing Emergency Procedures - in the event of fire or other significant incident Possible requirement to implement disaster recovery plan	Incident Response Team Alan Duffy, Maggie Hall, Hayley Pelling Crisis Management Team Wayne Zakers, Martin Coles, Tony Sheridan, Hayley Pelling

Legislation Requirements - keeping up to date with changes, via Agora Business Safety Advisors, HSE & Legislation.GOV.uk	Operations Manager - Alan Duffy
Health and Safety at Work Act 1974 Poster - displayed in the workplace for employees to see - DBG poster located in Front Factory & Reception	Operations Manager - Alan Duffy
Maintaining safe and healthy working conditions and reporting on any unsafe conditions immediately	CEO - Wayne Zakers & All Staff
<ul style="list-style-type: none"> First Aid Room - including first aid boxes & accident book - DBG first aid room located next to shower rooms in factory changing rooms. Fire Marshals - responsible for Fire Drills, Roll Call, Evacuation, Radios & Fire Alarm Control Panel 	Members of Incident Response Team who are trained in First Aid and/or Fire Marshalling Alan Duffy

Reviewed August 2023
Next review August 2024

Wayne Zakers
Chief Executive Officer

Health and Safety Management Arrangements

Topic	Arrangement
Risk/COSHH Assessments	Carried out by the Operations Manager (Technology department COSHH assessments maintained by technology staff and approved by Operations Manager) as and when required, prior to installation of any new equipment/substances, new processes or work environment lay out alterations. Department Heads inform the Operations Manager when they are in the process of any of these changes so H&S can be considered at the earliest opportunity. Risk/COSHH Assessments are regularly reviewed to make sure they are all relevant. All employees are required to make themselves aware of the assessments. Air and Noise Assessments are carried out by externally approved suppliers and are completed as and when necessary, assessments are reviewed by the relevant Department head and the Operations Manager.
Health and Safety Information, Instructions and Training	Each Department Head is responsible for ensuring that all employees under their control have received the relevant health and safety information prior to carrying out any tasks. Relevant training is also considered at every stage and where possible this is carried out by a competent member of staff or an external training provider. The Operations Manager provides assistance where possible in the way of H&S toolbox talks and providing clear H&S instructions.
Incident, Accident and Near Miss Reporting +Unsafe Conditions, Acts & Behaviour	The Incident Reporting system is overviewed and monitored by the Operations Manager with each Department Head feeding in any investigation reports raised within their departments each time an incident, accident or near miss occurs. The Senior Management Team (SMT) are notified each time an incident, accident or near miss occurs and the reports generated are regularly discussed in Business Review and Health and Safety Meetings. The Company operates a yellow slip system for the reporting of any H&S unsafe conditions, Acts or Behaviour that are spotted by employees. These are investigated by the Operations Manager and actioned when needed.

Permit to Work (Safe Systems of Work)	<p>Only trained personnel have the authority to raise permit to works for contractors, they are responsible for maintaining and raising permits for contractors coming on to site to carry out maintenance/service or installation works. When high risk activities such as hot works or confined space are involved then the CEO is notified to double check all of the control measures put in place.</p> <p>For complex tasks/equipment at the Company each department has created documented standard operating procedures (SOP's) and Safe Working Practices (SWP) to assist with employee understanding of how the task is carried out correctly. These are used to assist in training new employees.</p>
Welfare and First Aid Provisions	<p>Welfare facilities are regularly cleaned by an external cleaning provider and maintained by competent members of staff. Where required the Company brings in external contractors to repair, renew or install welfare facilities to the benefit of all its employees, visitors and contractors.</p> <p>First aid provisions are monitored by the Company's Incident Response Team (IRT) who regularly check all supplies and purchase the necessary stock to cover.</p> <p>The Company has a defibrillator on the premises (located in the reception area).</p>
Housekeeping & Waste Control	<p>Department Heads are responsible for making sure that housekeeping is regularly carried out within their department to ensure health and safety hazards are not created. The build-up of dust/waste in production areas, waste paper/cardboard in the office and observation of construction site rules regarding housekeeping off site are a few of the areas monitored throughout each department.</p> <p>The Operations Manager carries out departmental H&S tours to check that these areas plus others are being considered (note, off site inspections are carried out by the Site Support Manager as part of an off-site audit). Waste is controlled via externally approved suppliers; this is removed from site on a weekly basis to reduce the risk of fire and unwanted pests resulting in bacterial diseases.</p>
Fire Safety and Prevention	<p>Fire Risk Assessment and servicing of the fire alarm and extinguishers is currently outsourced and provided by an externally approved supplier.</p> <p>Regular inspections of the fire equipment is carried out by the Company's IRT and documented. All departments are</p>

	encouraged to remove any waste before it builds-up and becomes a fire hazard. Electrical equipment is PA tested annually by an approved supplier. IRT members of staff are externally trained in fire marshalling.
Emergency Procedures	The Company as part of its accreditation to ISO 14001 Environmental Management System have in place emergency procedures for different types of incidents. Fire was established as the Company's biggest risk to the environment and health and safety so the Company developed the IRT to assist with this and in other emergency situations. Regular fire drills are carried out and documented and the IRT meet to evaluate their current performance and procedures. The Company operates with a disaster recovery plan which is activated in the event of a severe incident.
Compliance, Audits and Evaluation of Management of Health and Safety	The Company receives regular updates from the HSE online updates, monitors UK.Gov website for any new legislation and is currently signed up to receive a regular newsletter on H&S from an externally approved supplier. The Company uses health and safety committee meetings to evaluate its overall performance with regards to health and safety and looks to set objectives and targets to achieve the best possible outcome. Health and safety forms part of the management systems audits and is also discussed at senior management/shareholder meetings.

Last updated
Next Review
Doc Ref. OHSMS09/02

August 2023
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