

HEALTH & SAFETY POLICY

May 2023

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HEALTH AND SAFETY POLICY STATEMENT.

Care

It is the policy of the Brickability Group Plc* to conduct its activities with due regard for the health, safety and welfare of its employees, contractors, clients, visitors, and members of the public. Brickability Group Plc recognises its obligations in relation to health, safety, and welfare wherever Brickability Group Plc activities are carried out.

We have a system.

The Brickability Group Plc manage its health & safety by following the guidance related to the ISO 45001 standard. The scope of this is through Brickability Group Plc operational activities in accordance with relevant legislation, regulation and other requirements with policies, procedures, and processes in place to support this.

Safety is important and we want to improve our performance.

Brickability Group Plc is committed to continual improvement of the Health & Safety Management System through actively encouraging feedback from all employees, operatives, contractors, and members of the public. Brickability Group Plc is also committed to the prevention of accidents, ill-health, dangerous occurrences, and injury in the workplace to all persons that may be affected by their activities, including, as a minimum, legal compliance of all relevant health & safety legislation. All obligations in relation to health, safety and welfare are taken seriously by Brickability Group Plc this includes assessment of risks to the health, safety, and welfare of everyone directly and indirectly affected by their activities. This is reflected in Brickability Group Plc Health & Safety Policy.

We think before we act.

The purpose of the Policy is to promote a pro-active approach in the prevention of accidents, ill-health, dangerous occurrences, and injury in the workplace. This will be achieved, so far as is reasonably practicable, by the identification of hazards, the elimination of foreseeable risk and the management of residual risk, thus providing safe systems of work and compliance with all relevant Statutory Acts, Regulations and Codes of Practice.

Safety is everyone's responsibility.

The co-operation of those employed by Brickability Group Plc in ensuring the Policy is effective and the responsibility of each individual to take reasonable care for the health and safety of himself/herself and those who may be affected by his/her acts or omissions at work are legal obligations and Brickability Group Plc insists that these obligations are met and any breach of any aspect of this Policy will be regarded as a serious breach of these obligations. Brickability Group Plc recognises that the provision of adequate financial resources, training and supervision is essential to ensure that all employees are properly able to discharge their responsibilities under this Policy. Paul Hamilton is responsible for health, safety and welfare matters on behalf of Brickability Group Plc. He will ensure that the Policy is implemented.

We will consult – We want your views.

Brickability Group Plc will consult with employees or their representatives, where appointed, with respect to health, safety, and welfare in accordance with Statutory Requirements to ensure that all necessary measures are taken to make the Policy effective.



Alan Simpson
Chief Executive Officer

Date of Issue: May 2023

(This Health and Safety Policy Statement made under Section 2(3) of the Health and Safety at Work etc Act 1974 is brought to the notice of all employees of Brickability Group Plc and contractors either by personal issue and/or prominent display at a workplace.

II. INTRODUCTION

This Policy has been drawn up to define the way in which Brickability Group Plc manages its health and safety obligations and to meet the requirements of Section 2(3) of the Act. Section 2 (3) requires an Employer, as defined in the Act, to prepare a statement of General Policy with respect to health and safety at work and the organisation and arrangements set up to carry out that Policy.

This Policy was developed considering the general requirements of the Act which are summarised as follows (note: This is not a legal interpretation of the Act):

The Employer must ensure, so far as is reasonably practicable, the health and safety at work of its employees by providing:

- Safe systems of work
- Safe plant and equipment
- Safe means of handling, transporting and storage of articles and substances
- Adequate training, instruction, information, and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for consultation with employees or their elected representatives, where appointed.

The Employer must also ensure that the way its work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons e.g., employees, other contractors, visitors and public.

If the Employer controls a premise's where other persons are required to work, he must, so far as is reasonably practicable, ensure that the site or premises, or anything on the site or premises, does not present a risk to their health and safety.

Persons, who manufacture, supply, etc. any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use the article or substance etc.

Employees must also look after their own health and safety and ensure that they do not endanger others. They must co-operate with the Employer to give all possible assistance to ensure that Brickability Group Plc. health and safety procedures are always maintained.

No person may recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or a breach of any of the specific regulations for health and safety can result in Prohibition or Improvement Notices being served and/or prosecution of Brickability Group Plc, individual, Supervisors or Operatives, the possibility of unlimited fines and/or up to 2 years' imprisonment on indictment for certain offences.

Employees of Brickability Group Plc may face disciplinary proceedings resulting in dismissal or warning notices being served for any failure to comply with the Act, plus specific Regulations including Management of Health & Safety Regulations 1999, Construction (Design & Management) Regulations

2015; Work at Height Regulations 2005 and with any aspect of Brickability Group Plc health and safety procedures.

Note: Reference in this policy to any statute or regulation includes any amendment or modification or re-enactment of any statute or regulation and any general reference to a statute includes any regulations or order made under it.

III. ORGANISATION FOR HEALTH AND SAFETY

Organisation Chart

The organisation chart for health and safety within the Brickability Group Plc is shown on the following pages.

General Organisation

Arrangements for health, safety and welfare will be organised by Brickability Group Plc.

Brickability Group Plc. Chief Operating Officer (COO) has overall responsibility for health and safety.

Brickability Group Plc is responsible for monitoring the Policy and for dealing with related issues.

Constructive suggestions to improve health, safety and welfare within Brickability Group Plc are welcomed from any employee or contractor. Any such suggestion should initially be referred to the Brickability Group Plc COO, who in turn is, responsible for approving revisions to the health and safety procedures.

General Responsibilities

All employees and Contractors are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions at work.

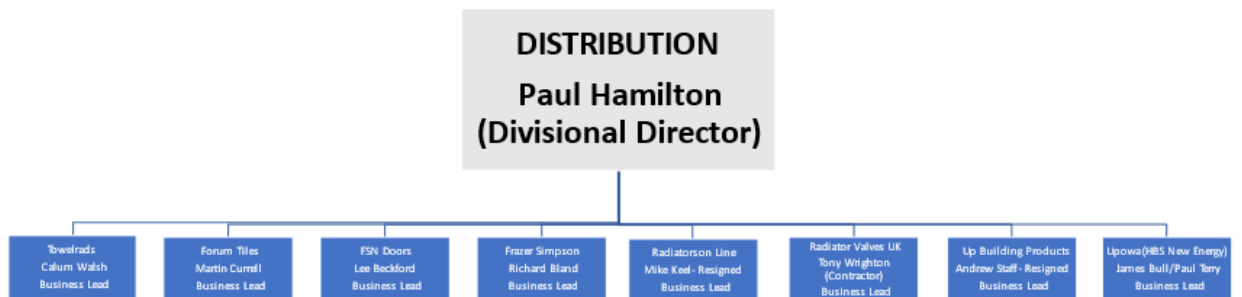
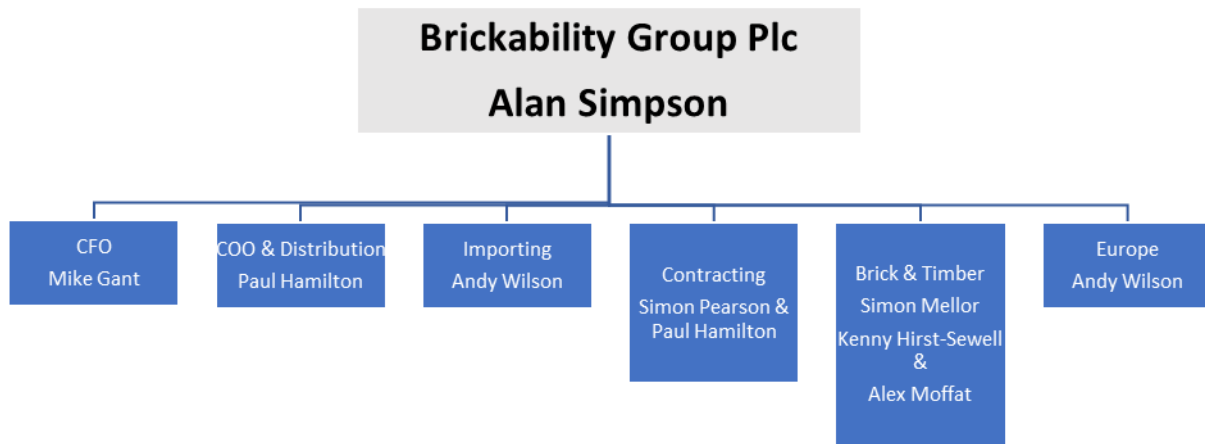
Those who are responsible for supervision are expected to promote and encourage positive leadership and health and safety awareness in all employees and/or subcontractors under their control or influence.

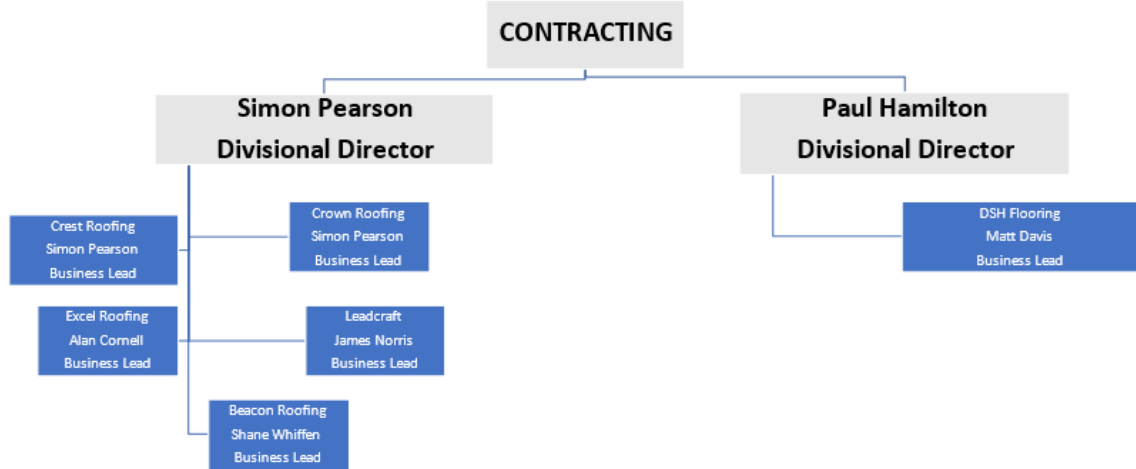
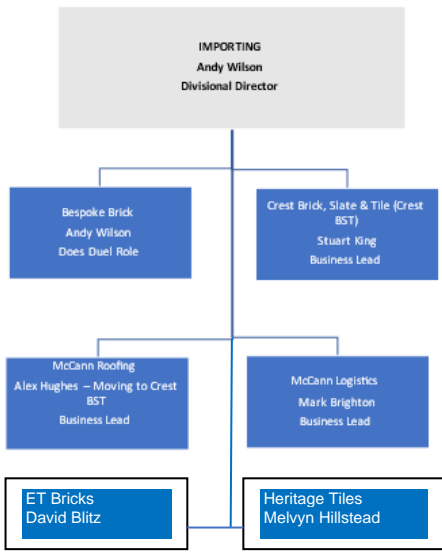
All employees and Contractors should have knowledge of the legislation relevant to their activities. Everybody has a duty to enquire about the existence and application of relevant legislation, best practice, and equipment, where that employee is not satisfied that he/she is aware of the same. Brickability Group Plc. Has access to H&S professionals who can provide detailed knowledge of the current legislation, Brickability Group Plc policy and procedures to meet legislation and are familiar with the changes and new developments and will give guidance and advice to employees on all aspects of health, safety, and welfare.

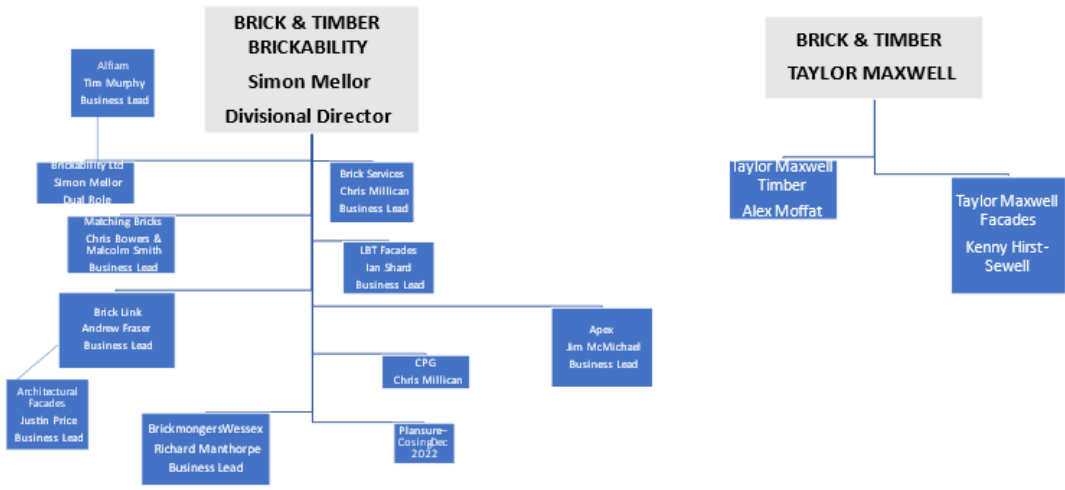
Consultation

Employees will be consulted directly in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever changes in Brickability Group Plc work procedures and arrangements affect the health, safety, and welfare of the employees. This will be achieved through presentations, individual and Brickability Group Plc meetings/ working parties, and memoranda. Information will be given in good time to allow comments and feedback to be considered and any necessary changes made to proposals considering the consultations. There will be direct consultation with directly employed staff and subcontractors at site level where required.

Brickability Group Plc Organogram.







IV. MAIN RESPONSIBILITIES

The following responsibilities are the main duties of management and are in addition to the duties outlined under general responsibilities.

A Implementation, Provision and Maintenance

1 Brickability Group Plc, Shall:

- a Direct the Health and Safety Policy, receive reports on its effectiveness and implement revisions when necessary.
- b Appoint a champion to be responsible for health and safety.
- c Set the Health & Safety culture.

2 Managers and Heads of shall: Ensure that, Supervisors, Foremen and Nominated Responsible Persons:

- a Carry out regular diligent inspections of the workplace and advise senior management on all aspects of health, safety, and welfare.
- b Ensure that all persons under their control have suitable and sufficient competencies for the work activities they are undertaking.
- c Ensure records of all inspections are completed correctly and submitted to the appropriate individual prior to start of works daily where appropriate.
- d Ensure that all other periodic registers, certificates, and other related statutory documents are properly maintained.
- e Maintain close liaison with the client when required and generate an awareness of safety in the workplace by promoting the safe conduct of work generally.

3 All Employees and Sub-contractors shall:

- a Make themselves familiar with their personal copy of the Policy and associated documentation and comply with its requirements.
- b Follow the training and instructions received while carrying out their duties or when using any work items provided to undertake their work.
- c Take reasonable care for the health, safety and welfare of themselves and others who may be affected by their activities at work.
- d Cooperate with their manager / supervisor or any other person, so far as is necessary, to enable them to comply with any duty or requirement imposed on them by statutory provision.

- e Inform their manager or Supervisor of any work or inadequate precautions that are putting the health and safety of anyone at risk.
- f Report, record and cooperate in the investigation of all accidents or incidents that have led or may have led to injury.
- g Use all tools and equipment provided for their work correctly and use the appropriate protective clothing and safety equipment supplied.
- h Not interfere with or misuse anything provided in the interests of health, safety, and welfare.
- i Refrain from consuming alcohol or non-prescribed drugs to the extent that the health, safety or welfare of the employee or any other person is put at risk.
- j Notify and consult with relevant safety supervisors or managers if taking any form of prescribed drugs or medication to the extent that the health, safety or welfare of the employee or any other person is put at risk.

B Control, Administration and Advice

1 The Director Responsible for Health and Safety

Paul Hamilton is appointed as the person responsible for health and safety matters on behalf of Brickability Group Plc. and will ensure the Health and Safety Policy is implemented effectively.

2 Brickability Group Plc. shall:

- a Keep up to date with changes in Legislation, Approved Codes of Practice, and Industry Guidance.
- b Review the company Health & Safety Management System, including the Policy and associated procedures and arrangements, to ensure such are in line with those legislative changes.
- c Arrange regular training employees on the Company's relevant health and safety key priorities.
- d Monitor the implementation of policy and procedural changes throughout the business.
- e Prepare and circulate information relating to health and safety matters.
- f Generate an awareness of safety within Brickability Group Plc. as an integral part of good management.
- g Conduct training on health and safety, as required and identified.
- h Conduct regular monitoring and inspections of all workplaces.
- i Investigate and prepare a written report following any accident / incident which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the HSE. Carry out investigations into minor injuries and 'near miss' incidents, where deemed beneficial to prevent recurrence. In certain cases, Brickability Group Plc may wish to investigate more serious accidents or incidents for the primary purpose of taking legal advice.

- j Monitor the maintenance of suitable records, and ensure records are appropriately archived.

3 Subcontractors / Contractors shall

- a Employ their own competent Health & Safety adviser to periodically conduct inspections of the workplace and report to Brickability Group Plc any significant findings.

V. SUB/CONTRACTORS ARRANGEMENTS

- Sub / contractors shall be subjected to a selection process to determine that they are competent and resourced, in health and safety matters, to carry out their work prior to being placed on Brickability Group Plc, Contractor's register.
- Sub / contractors will be monitored as to their health and safety performance throughout their period of appointment. Where their performance is deemed unsatisfactory, a warning letter may be issued or termination of employment, depending on the severity.

VI. GENERAL ARRANGEMENTS

1 Introduction

These documents lay down the detailed procedures to be adopted / followed at each respective place of work to ensure, so far as is reasonably practicable, the health, safety and welfare of Brickability Group Plc. employees, clients, consultants, contractors, visitors, and members of the public by providing:

- Safe systems of work
- Safe plant and equipment
- Safe means of handling, transporting etc. articles and substances
- Adequate training, instruction, information, and supervision
- Safe place of work, access, and egress
- Safe and healthy environment
- Adequate welfare facilities

2 Internal Communications

- All management will set a personal example and develop enthusiasm in others to raise the standard of awareness with respect to health during regular visits to all places of work.
- Management/supervisors will be advised in writing of changes in legislation.
- All communications received by Brickability Group Plc. from Enforcing Authorities will be discussed with managers and others (as appropriate) and then circulated to employees and contractors if appropriate.
- Employees will be consulted, informed, instructed and, where necessary, trained, whenever Brickability Group Plc. changes in work procedures and arrangements might affect the health of the employees.

3 Worker Involvement and Consultation

- Brickability Group Plc. sees its employees as its most important asset and has a commitment to involve them in all matters of health and safety. Its aim is also to involve its supply chain and subcontractors at the ground level, to raise their awareness and bringing its policies and standards to their attention, while at the same time listening to their views for the purpose of a team ethic and continual improvement.

4 Training and Competence

- All personnel are to be competent for the tasks they conduct.
- All training provided is to be evaluated by the participant at the end of each course. Feedback is to be passed on the COO of Brickability Group Plc.
- No personnel can work on a Brickability Group Plc. Site unless they can demonstrate competence for the task they conduct. Brickability Group Plc management are responsible for the competence of all who work on their behalf. Supervisors are responsible for the competence of those they put to work, they must ensure that all have the required competency and CSCS or equivalent card for their trade where required.

5 Risk Assessments

- Brickability Group Plc. accepts that some of its operations may, unless properly controlled, create risks to employees, and others, and will take all reasonably practical measures to reduce these risks to an acceptable level.
- Brickability Group Plc. will take all reasonable steps to ensure that risk assessments are carried out. These will detail the range of hazards associated with working operations, including occupational health, human behaviour and capabilities, legal obligations together with any necessary remedial actions clearly identifying a hierarchy of hazard elimination.
- Safe systems of work will be brought to the attention of employees, and others involved, through information, instruction and, where necessary, appropriate training.
- Brickability Group Plc. shall ensure that risk assessments, including contractors are monitored and reviewed at regular intervals and when working practices or equipment changes and unforeseeable incidents occur, to ensure the risk assessment remains effective. The entire workforce is to be consulted in matters of their Health and Safety, including safe systems of work.

6 Welfare Facilities

- Welfare facilities will be provided on all Brickability Group Plc premises.
- Suitable and sufficient welfare facilities shall be established for the number to be employed at the premises.
- Persons responsible for any premises will ensure that all welfare facilities are, used correctly and maintained to a satisfactory standard of cleanliness / hygiene.

7 Working Environment

- Brickability Group Plc will endeavour to provide a satisfactory standard of the following:
 - Natural lighting, with suitable window coverings when required and supplemented by artificial lighting to ensure a satisfactory and consistent quality of lighting.
 - No Smoking policy will be strictly applied to all enclosed working environments.

8 Safe Place of Work

All levels of management are to ensure that the working environment is a safe place of work:

- Adequate arrangements to ensure the places of work are maintained in a clean, orderly, and safe condition.
- A safe means of access to and egress from all places of work will be provided and maintained. Separate pedestrian and vehicle access routes, so far as is reasonably practicable, will be provided and maintained and clearly marked as appropriate.
- Adequate arrangements are to be made at each place of work for the storage and use of flammable, toxic and corrosive substances without risk to health.
- Where considered necessary, Permit to Work procedures will be established and implemented.

9 First Aid and Accident Reporting

In order to ensure compliance with the requirements of the Health and Safety (First Aid) Regulations 1981, which specify the first aid equipment, facilities and personnel required, Brickability Group Plc shall:

- Appoint enough suitable persons trained to 'First Aid at Work' certificate level and, where appropriate, 'Emergency First Aid to Work' certificate level, by an approved organisation for all places of work under the control of Brickability Group Plc.
- Inform all employees, contractors, and visitors of the name of the First Aider(s) and their location(s).
- Inform all employees, contractors, and visitors of the need to report all injury accidents and ensure details are recorded in the Accident Book for that place of work.
- Report notifiable injuries and incidents to the Enforcing Authorities in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Provide suitable and appropriate First Aid Kits at each place of work, under the control of the appointed First Aider, who will ensure an adequate stock of first aid items, are available, in date, kept clean and record details of injury/ treatment in the Accident Book.
- Ensure that where work is carried out in remote areas, at least one member of the work team is trained to 'First Aid at Work' certificate level or Emergency First Aid at Work' certificate level and

provided with a suitable and appropriate First Aid Kit. Other arrangements may include a means of communication, i.e., mobile telephone, and the location of local hospitals and emergency services.

- Provide 'Travelling First Aid Kits' to company vehicle users, if requested and where considered necessary.

10 Lone Working

- Lone workers may be at greater risk; therefore, Brickability Group Plc. understands the duty to assess risks to lone workers and take steps to avoid or control risks where necessary by.
 - involving workers when considering potential risks and measures to control them.
 - taking steps to ensure risks are removed where possible, or putting in place control measures, e.g., carefully selecting work equipment to ensure the worker can perform the required tasks in safety.
 - instruction, training, and supervision.
 - reviewing risk assessments periodically.
 - Or, when there has been a significant change in working practice.

11 Protection of the Public

- Arrangements shall be made, so far as is reasonably practicable, in order that members of the public are not exposed to risks to their health and safety from Brickability Group Plc activities.
- Specifically, but not limited to the following, consideration shall be given to providing protective measures, or, where required by statute, protective measures will be provided as follows:
 - Identification of specific hazards so that their risks can be assessed and control measures produced where activities may encroach onto public areas.
 - Special attention shall be given to selected groups and premises that may be affected by Brickability Group Plc. activities such as the disabled, elderly, children, commercial properties, and health care premises.
- Regular monitoring of the protective measures shall be carried out and necessary changes made to ensure the protection of the public remains effective.

12 Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, Brickability Group Plc. shall ensure that where young persons (under the age of 18 years) are employed, they will be protected from risks that exist at the place of work because of their inexperience, immaturity, and lack of awareness.
- Brickability Group Plc shall ensure that a risk assessment is carried out, or an existing risk assessment reviewed, specific to the young person's employment before they commence work. Information shall be provided to the young persons of any risks identified, the necessary precautions to be taken and activities that they are prohibited from performing. Close supervision shall be provided to ensure the young persons' health and safety.

- Brickability Group Plc. shall ensure that in the case of young persons on work experience, under the minimum school leaving age, their parents (or those with parental responsibility) will be informed of the key findings of the risk assessment and the control measures being taken.

13 Unacceptable Behaviour – Zero Tolerance Policy

Brickability Group Plc operates a ‘zero tolerance’ policy in all its work areas.

The purpose of the Policy is to clearly define behaviours, which are unacceptable, the sanctions available to management when faced with such behaviour and the point at which such sanctions will be triggered.

The definitions of unacceptable behaviour are:

- Verbal abuses which prevent others from doing their job or make them feel unsafe.
- Significant threats or risk of serious injury to employees, contractors, or visitors.
- Actual violence towards a member of staff or a visitor.
- Abusing alcohol or drugs on any workplace or in any building where works are to be carried out.
- Serious destruction of Brickability Group Plc. property.
- Putting themselves or others in danger of incident or injury.

All employees should be aware that they do not have to tolerate any form of abusive behaviour from members of the general public.

Sanctions:

- If a member of the staff feels seriously threatened, they should call a colleague or the police.
- The COO of Brickability Group Plc. must ensure that the reporting procedure for staff to report these incidents is in use and reports are acted upon immediately (this may involve consultation with the local police).
- In repeated incidents with the same individuals, staff are allowed to refuse entry to the individual and the police should be notified immediately.

14 Pro-active and Re-active Monitoring in the Workplace

Safe workplaces and the monitoring and inspection thereof are the foundation for a safe working environment. It is the responsibility of all levels of management and operatives, whether main contractor or subcontractor to ensure a safe workplace. This can only be achieved with cooperation and communication.

The following arrangements will be adhered to at all premises:

- Brickability Group Plc will carry out regular inspections of all places of work; give guidance and advice to employees on all aspects of health, safety, and welfare if suitably trained. Otherwise, external professional assistance will be provided.
- Any significant incidents where there are opportunities for improvement or lessons learnt are to be communicated with the workforce.
- Nominated managers or employees shall conduct a suitable inspection of their workplace to ensure fit for purposes. Any additional control measures required are to be communicated to the Group Head of Safety. They must also ensure that the workplace is appropriately maintained and in good order for their team and others.
- All injury accidents, dangerous occurrences and “near miss” incidents are to be reported to Brickability Group Plc Senior Management at the place of work who shall ensure Brickability Group Plc reporting procedures are followed.

VII. ARRANGEMENTS FOR HEALTH

Brickability Group Plc objective is to ensure that any employee or contactors health and wellbeing is not adversely affected by their work activity and ensure all employees are supported to work to their full potential.

1 Respiratory Protective Equipment (RPE)

- Managers of the place of work shall identify the need for and ensure that suitable / appropriate and adequate quantities of RPE of an approved standard are provided for Brickability Group Plc employees and used appropriately.
- Face fit testing will be conducted for all directly employed staff.
- Brickability Group Plc will, where reasonably practicable, ensure that Subcontractors are made aware of the risks associated with respiratory disorder / disease triggers and that their risk assessments / method statements identify those risks and that adequate preventative measures are provided and implemented.

2 Noise

- Brickability Group Plc will endeavour to ensure that where a potential noise problem has been identified at the place of work; there will be compliance with the requirements of the Control of Noise at Work Regulations 2005.
- Those responsible for the management of places of work must ensure that plant and machinery brought onto sites are in good working order and suitably fitted with noise reduction measures and that the assessed level of noise of the plant / machinery is provided by the supplier / owner and made known to those who may be affected.
- Where it is not practicable to reduce noise to an acceptable level, ‘Protection Zones’ will be established with noise warning notices displayed and employees affected provided with suitable ear protection.

- Those responsible for the management of places of work will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, which are necessary to prevent noise nuisance pollution.

3 Vibration

- Brickability Group Plc. has a committed approach to eliminating / controlling health / injury risks associated with work activities that create vibration, such as hand / arm vibration and whole-body vibration, in accordance with the Control of Vibration at Work Regulations 2005.
- Work activity assessments identifying significant health risks from vibration shall invoke a preventative programme to control the risks of injury and include:
 - Process design/selection/modification.
 - Tool selection and design.
 - Training information for operators, managers, and supervisors.
 - Limitation of duration of exposure.
- A health surveillance programme shall be arranged for any employee identified by the risk assessment process as likely to be exposed to harmful levels of vibration.
- Should Brickability Group Plc purchase or hire any tool or equipment that create harmful levels of vibration, the suppliers will be required to provide answers to questions concerning the levels of vibration under operating conditions.

4 Hazardous Substances and Materials

- Risk assessments will be carried out to identify substances and materials hazardous to health.
- Where hazardous substances and materials are identified and / or used, appropriate assessments will be carried out and adequate precautions taken to ensure the health and safety of personnel affected by their use, handling and / or removal, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004), the Control of Asbestos at Work Regulations 2006 and the Control of Lead at Work Regulations 2002 and all other appropriate Regulations.
- Management will ensure that risk assessments are available at the place of work and that those affected are informed, instructed, and trained, as necessary.
- Subcontractors will submit for approval their assessments for hazardous substances / materials intended for use on Brickability Group Plc' premises or sites.

5 Manual Handling

- Arrangements will be made, so far as is reasonably practicable, to reduce the risk to health as required under the Manual Handling Operations Regulations 1992. Whenever practicable, mechanical means e.g., forklift trucks, cranes, wheelbarrows, sack trolleys etc., will be employed for the handling and moving of heavy loads/materials.

- All items above 20 kgs are to be identified by Brickability Group Plc. The method of moving and installation is to be assessed and details supplied prior to works commencing.
- Where necessary, training in kinetic handling will be arranged.

6 Alcohol and Drug Abuse

- Alcohol or drug abuse by employees and Subcontractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others in the place of work. Therefore, it is the policy of Brickability Group Plc that alcohol / drugs are prohibited in the place of work.
- It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g., heat exhaustion, hypothermia, diabetes, etc. Also, the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered. Therefore, if there is any doubt as to the person's condition or because of their condition, medical advice should be sought immediately.
- Any person known to be, or strongly suspected of being, affected by alcohol or drugs shall be referred to a Brickability Group Plc Senior Manager who will arrange for the person to be removed from the place of work.

7 Smoking

- It is the policy of Brickability Group Plc that all workplaces are smoke free, we understand that our employees have a right to work in a smoke free environment.
- Smoking is prohibited in all Brickability Group Plc places of work. This policy applies to all employees, consultants, contractors, customers, or visitors.
- Personnel working on Construction sites are permitted to smoke in designate smoking areas only.

Personal medical information is confidential to the employee, however, if an employee knows or suspects that they have a health condition which may place them, their colleagues, or any other person at an increased risk of harm at work (including driving any vehicle for work purposes as part of their duties) now or in the future, they must inform management.

8 Mental Health

Brickability Group Plc understands the importance of creating an environment that encourages general awareness and understanding of mental health issues and where practical will provide training with regards recognising, managing, and supporting our employees.

9 Stress

- Brickability Group Plc recognises that physical and behavioural effects can be brought about by stress. It is Brickability Group Plc policy to control harmful and unnecessary levels of stress and to

eliminate, so far as is reasonably practicable, excessive workplace pressure.

- Any person known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager, who will report on and monitor the same in accordance with this Policy and who will take all steps reasonably necessary in relation thereto, including where it is apparent that it is necessary, referring the person to a counsellor.
- Where the physical conditions of the working environment are stressful (for example, where hazards have not been adequately controlled) each employee is responsible to report the same to the appropriate manager.
- Brickability Group Plc recognises the role of training, skills-matching, and communication in obviating problems, which can arise as a result of stress / pressure in the place of work.

VIII ARRANGEMENTS FOR SAFETY

10 Work at Height

Brickability Group Plc shall ensure that all work at height carried out on its properties will be in accordance with the Work at Height Regulations 2005, following the hierarchy of managing risks when working at height by ensuring that:

- All work at height will be properly planned and organised.
- All work at height will take account of weather conditions.
- All involved in work at height will be trained and competent.
- The place where work at height is done will be safe.
- Equipment for work at height will be suitable and regularly inspected.
- The risks from fragile surfaces will be properly controlled.
- The risks of falling objects will be properly controlled.

All work at height will be assessed as per the Work at Height Procedure and recorded on the Work Height Assessment.

11 Plant, Machinery and Equipment

- It will be the responsibility of those managing places of work to ensure that all plant, machinery, and equipment used on Brickability Group Plc places of work complies with the Provision and Use of Work Equipment Regulations 1998. All lifting operations, lifting equipment and accessories for lifting will be planned and supervised by trained, competent and appointed persons, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. Management of places of work must ensure that plant, machinery, and equipment are used correctly, are safe and without risk to health.
- All plant and machinery will be inspected, serviced, and maintained as necessary. Statutory inspections, where required, must be carried out and recorded in the appropriate registers. Certificates of thorough examination for lifting equipment and accessories for lifting must be available for inspection, before being used, at the place of work. Those conducting the inspection

must have the authority to put faulty equipment out of use until fit for purpose and re-examination.

- All operators will be competent, authorised and possess a valid certificate of training for the equipment being operated. Appointed Persons for lift planning, lift supervisors, banks men, slingers and signallers will be competent and possess a valid certificate of training.
- Further information on the statutory requirements, training standards of operators, Appointed Persons for lift planning, lift supervisors, banks men, slingers and signallers is available from Brickability Group Plc Group Head of Health and Safety.

12 Electricity

- All electrical installations, systems, appliances, power tools etc. shall be safe for use and free from defects in order to comply with the Electricity at Work Regulations 1989. Where possible 110v is the preferred option for electrically operated tools. The use of higher voltages will only be permitted for special tasks subject to written authorisation from Brickability Group Plc. Changes will have to be made to site specific risk assessments and method statements identifying additional controls and additional daily monitoring arrangements in place.
- Certificates of installation and testing will be obtained for all premises relating any new electrical installations. These are to be re-inspected and recorded in line with the current procedures.
- A management system of inspection and testing will be established for Brickability Group Plc sites for all electrical fixed systems and portable tools and equipment. Records of inspection and testing will be maintained at each place of work.
- Residual circuit breakers shall be incorporated in accordance with current standards, where practicable, on all electrical systems.

13 Personal Protective Equipment (PPE)

- Managers of the place of work shall identify the need for and ensure that suitable / appropriate and adequate quantities of PPE of an approved standard are provided for Brickability Group Plc employees and used appropriately.
- Subcontractors will be responsible for the provision of PPE for their employees and themselves.
- All personnel working / visiting Brickability Group Plc areas of work shall wear the appropriate PPE such as, high visibility jackets / waistcoats, safety footwear and any other PPE as directed or required by risk assessment / method statement for the work being undertaken.

14 Fire Prevention and Evacuation Procedures

Where appropriate, Brickability Group Plc shall undertake the duties of the 'Responsible Person' in accordance with the Regulatory Reform (Fire Safety) Order 2005 ('the Order'). To ensure compliance with the requirements of the Order, Responsible Persons will be appointed for all places of work and will carry out the following:

- Procedures are established at each place of work for the regular maintenance / servicing and

testing of fire alarm / detection and emergency lighting systems and firefighting equipment.

- Procedures are produced at each place of work for the action to be taken on discovering a fire; on hearing the fire alarm; the fire escape routes and assembly points.
- Arrangements are made for the provision of information, instruction, and training for all employees on fire prevention, action to be taken in event of fire, fire evacuation drills and types and use of firefighting equipment.
- Arrangements are made for the appointment of sufficient numbers and the training of appointed employees as Fire Marshals to take control in the event of a fire emergency.

15 Emergency Procedures

In addition to the above fire prevention and evacuation procedures, applicable to all places of work, it is the intention of Brickability Group Plc to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, Brickability Group Plc acknowledges that despite these measures it cannot be assumed that other emergency incidents will never occur. Such incidents, in addition to fire, may include bomb threats, explosions, chemical spillage, fuel / oil spillage, serious accidents and external situations etc. that may affect Brickability Group Plc places workplaces.

- Brickability Group Plc will assess and plan for reasonably foreseeable incidents at all places of work. Where a potential emergency incident is identified, procedures will be developed for employees and others to follow.
- Persons will be appointed and trained to implement the procedures and to take control in the event of an emergency.
- All employees and others affected will be informed, instructed and, where necessary, trained in the appropriate emergency procedures.

***Brickability Group Plc includes all affiliates regardless of ownership and status.**