

Health and Safety Policy



Policy Statement and Commitment

Within Grafton Group, our health and safety aim is simple: to send Everyone Safely Home Every Day: colleagues, customers and others who touch our business. This is critical to our continuing success.

For us to achieve this aim it is essential that every person in the company commits to playing an active role in improving our health and safety standards; and to fulfilling their responsibilities as set out below and elsewhere in our documented systems.

So far as is reasonably practicable, Grafton Group plc will minimise risks by providing a safe place to work, safe equipment and safe methods of working. We will also provide the necessary instruction, training, guidance and commitment to ensure that all colleagues are able to play their part and are fully supported in their efforts to make Grafton Group a safe and healthy place to work, shop and do business.

Further advice can be obtained from your own manager or your Health and Safety team.

Signed:

Gavin Slark, Chief Executive, Grafton Group plc

April 2017

Organisational Chart



Key Responsibilities and Accountabilities

Chief Executive and Business CEOs	<ul style="list-style-type: none"> • Demonstrate visible commitment and promote the Policy aim • Ensure adequate resources are available to meet the aim • Monitor company progress towards achieving the aim.
MDs/Ops Directors and Regional Directors/Managers/Heads of	<ul style="list-style-type: none"> • Lead by example, promoting responsible attitudes and behaviour • Ensure risks and concerns are effectively addressed • Monitor business/regional performance and drive further improvement.
Branch/Store Management Teams	<ul style="list-style-type: none"> • Make sure the branch/store is safe for colleagues, customers and others • Make sure our rules and procedures are followed • Encourage safe working and promote safe behaviour.
All Colleagues	<ul style="list-style-type: none"> • Don't walk past a problem: make it safe if you can and report it if you can't • Think safe; act safer: look out for yourself and others • Make the safe way the right way: follow our standards; don't take short cuts.
Group HSE Director plus HSE Teams	<ul style="list-style-type: none"> • Develop policy, strategy and standards • Advise, support and guide operational leaders and teams • Monitor performance and use this to drive further improvement.

Full details of individual accountabilities can be found in the relevant brand Health and Safety Policy and Manual.

Our aim: Everyone Safely Home Every Day

Health and Safety Management Arrangements

1. Hazard Identification and Risk Assessment

Workplace hazards will be identified and suitable and sufficient risk assessments will be conducted covering all significant hazards and operational activities. Assessments will be reviewed periodically or if there are significant changes to work or conditions. The significant findings of risk assessments will be communicated to relevant personnel. Risks to young persons and new or expectant mothers will be assessed and controlled.

2. Safe Systems of Work

Safe Systems of Work will be prepared covering all of our principal activities and risks. These will define the rules and instructions that employees must follow when carrying out their work and will be used as the basis for employee instruction and training.

3. Safe People Development

Coordinated programmes will be implemented to develop and drive safe behaviours in all employee groups. A range of measures will be used to influence behaviour, particularly around items 4-7 below. Positive colleague contributions and safe behaviours will be recognised and reinforced, whilst unacceptable behaviour will be identified and corrected.

4. Information, Instruction and Training

All employees will be provided with relevant and appropriate information, instruction and training sufficient to allow them to fulfil their designated responsibilities and carry out their work effectively and safely. Specialist instruction and training will be provided for particularly hazardous tasks or for use of specialist plant, machinery and equipment.

Managers and supervisors at all levels will be provided with training and coaching in effective safety management and leadership.

5. Colleague Consultation and Involvement

All colleagues will be encouraged to participate actively in improving health and safety standards by following company rules and procedures; reporting hazards and problems; and by helping to identify solutions or risk reduction measures. Colleagues will also be encouraged to participate through input into risk assessments, site and equipment inspections and through relevant safety meetings and discussions.

6. Performance Monitoring and Enforcement

The effectiveness of our systems and procedures will be monitored on an ongoing basis. A range of monitoring methods will be used to provide a clear measure of health and safety performance and to help identify the need for further improvement.

Compliance with safety rules and requirements will be actively monitored and enforced. Normal performance planning and disciplinary procedures will be used to drive improvement and ensure compliance with safety rules and requirements.

7. Communication

Effective, coordinated communications programmes will be used to ensure that key health and safety information and messages are delivered to target audiences in a clear format and timely manner.

8. Documentation and Record Keeping

Health and safety systems and procedures will be documented. Relevant documents will be available to all locations and colleagues.

Standard documents will be controlled by Health and Safety Teams and will be reviewed periodically.

Records will be kept of all risk assessments; employee training; audits and inspections; equipment tests and servicing; workplace monitoring; and health monitoring.

9. Customers, Contractors, Visitors and Other Third Parties

Customers, contractors, visitors and other third parties will be protected.

Appropriate systems will be used to control the selection and approval of contractors, and to control their activities on our premises or when working on behalf of the Company.

Customer and visitor access will be controlled as far as reasonably practicable. Grafton colleagues will monitor the behaviour of contractors, customers and visitors to ensure they comply with instructions and safety requirements.

10. Accidents, Incidents and First Aid

All reported accidents and incidents will be recorded and investigated, with appropriate action being taken to reduce the potential for recurrence of similar incidents.

Appropriately trained first aid personnel will be provided at each location along with appropriate first aid facilities.

Information on how and where to obtain first aid will be displayed at each location.

Full details of the standards, procedures and rules relating to each of these issues can be found in the relevant brand Health and Safety Manual.

Managers must ensure that relevant systems and procedures are fully and effectively implemented.

All colleagues must comply with relevant safe systems of work and other safety rules and requirements.

11. Fire

The risks from fire will be assessed at every location. Appropriate fire prevention and fire protection measures will be implemented to reduce and control fire risks. Fire protection equipment will be inspected and serviced at appropriate intervals. Appropriate emergency procedures will be identified for each location and communicated to all employees. Emergency procedures will be practised periodically.

12. Manual Handling Activities

Manual handling activities will be assessed and risks will be controlled. Wherever reasonably practicable, handling activities that present significant risk of injury will be avoided and mechanical handling aids will be provided and used.

All employees who carry out manual handling activities will be provided with appropriate training.

13. Plant, Machinery, Tools and Equipment

All plant, machinery, tools and equipment will be serviced, inspected and tested as appropriate and will be maintained in a safe condition at all times. Specific items of equipment will undergo thorough examination in accordance with relevant legislation.

All employees required to operate plant and machinery will be provided with appropriate instruction and training. Untrained or unauthorised persons (including non-employees) will not be permitted to operate such plant and machinery.

14. Vehicles and Occupational Road Risk (ORR)

Risks associated with driving on company business will be assessed and controlled.

Company vehicles will be inspected and serviced periodically and will be maintained in a safe, roadworthy condition at all times. Privately-owned vehicles will not be used for business purposes without authorisation.

Drivers will be provided with information, instruction and training appropriate to the vehicle(s) they are required to drive.

Standards for safe driving will be defined and enforced.

15. Electricity

Electrical systems and equipment will be inspected and tested periodically and will be maintained in a safe condition at all times.

Only competent persons will be allowed to carry out work on electrical systems and equipment.

16. Hire Plant and Equipment

All hire plant and equipment will be inspected and/or tested to ensure it is safe prior to being hired. Appropriate safety information will be given to each customer. Test equipment will be calibrated periodically.

17. Work at Height

All work at height activities will be assessed and risks controlled. Mezzanine levels will be fitted with appropriate toe boards, guard rails, and pallet access gates. Ladders will not be used except where it is not practicable to avoid their use.

18. Hazardous Substances

Risks associated with the storage and use of hazardous substances will be assessed and controlled.

All hazardous substances will be safely stored and clearly labelled.

Material safety data sheets will be made available to locations where hazardous substances are used or stored and will be provided to customers on request.

19. Asbestos

The presence of asbestos containing materials (ACMs) will be identified and a register of their presence will be held centrally and at each location. Appropriate management plans will be developed and implemented for each location where ACMs have been identified. Grafton colleagues and contractors will be made aware of the location of any ACMs and the action they must take to avoid exposure.

20. Dust, Fumes and Noise

Dusty or noisy environments will be identified and control measures will be put in place to reduce exposure to health hazards. Assessments of exposure will be conducted as required. Where reasonably practicable, noise levels will be reduced and exposure to noise will be controlled. Local exhaust ventilation (LEV) systems will be fitted where necessary and will be maintained and serviced. Where necessary, appropriate PPE will be provided and its use will be enforced. Medical health surveillance will be provided to colleague identified as being at particular risk from dust, fumes or noise.

21. Personal Protective Equipment (PPE)

Appropriate PPE will be issued and used in all circumstances where risks cannot be adequately controlled through other means.

Where risk assessments and company policy have identified the need for PPE its use will be monitored and enforced.

22. Display Screen Equipment (DSE)

Users of display screen equipment will be identified and DSE assessments will be completed for each user and workstation. Action will be taken to control and reduce any identified risks.

Identified users of DSE will have access to company eye care schemes and provisions.

Note: The commitments made here are subject to the caveat that all action to control risks will be taken to the extent that is "reasonably practicable". This Policy will be reviewed at least every 2 years, but remains current until superseded.