

Health and Safety Policy

Health and Safety Policy

Policy Statement

Bowmer + Kirkland is a family owned business and promotes family values. We wish to maintain workplaces where everyone is valued, all views are listened to and a safe and healthy working environment is the norm and not the exception by taking a sensible, positive approach to health + safety.

We endeavour to help everyone in our business to work safely, prevent unsafe or poor work practices and deliver a successful project. Our clients are at the heart of everything we do and their total satisfaction is our goal.

We are committed to creating a future free of incidents, injuries and ill health as a result of our activities and we take pride in everyone returning home safely every day; no one is asked or expected to work unsafely and no one should ever knowingly walk past an unsafe act or condition on site.

We seek to comply with legislation as a minimum standard and it is the Group's belief that accidents and occupational ill health can be prevented by adherence to our policies and procedures. Good practice is accepted as core value throughout the business. Engaging with and training our workforce are integral to maintaining a strong, positive safety culture.

We target matters of concern measuring our success against specific objectives. All efforts will be made and sufficient resources will be made available to provide and maintain, as far as

reasonably practicable, a safe and healthy environment at every location under the Group's control.

Documented arrangements are maintained in our Health + Safety Management System based upon OHSAS 18001:2007 and the Company's operational procedures. Compliance and continual improvement are achieved by effective implementation of this Policy and monitoring and audit to evaluate performance and progress. The Group Health + Safety Policy is reviewed on an annual basis and monitoring the implementation of this Policy is supported by the Group Director of Health + Safety and his Team.

We embrace the principles of leadership, responsibility and accountability. All the Group Companies' Directors acknowledge their responsibility for successful implementation of the Health + Safety Policy and for promoting the continual improvement of Health + Safety within the Company.

The Group expects and requires all levels of Management and Supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible.

All workers including our employees and subcontractors are expected to comply with legal, moral and company safety requirements. Good safety behaviour is admired, respected and recognised across the organisation.

Proper management of Health + Safety

Health and Safety Policy (cont)

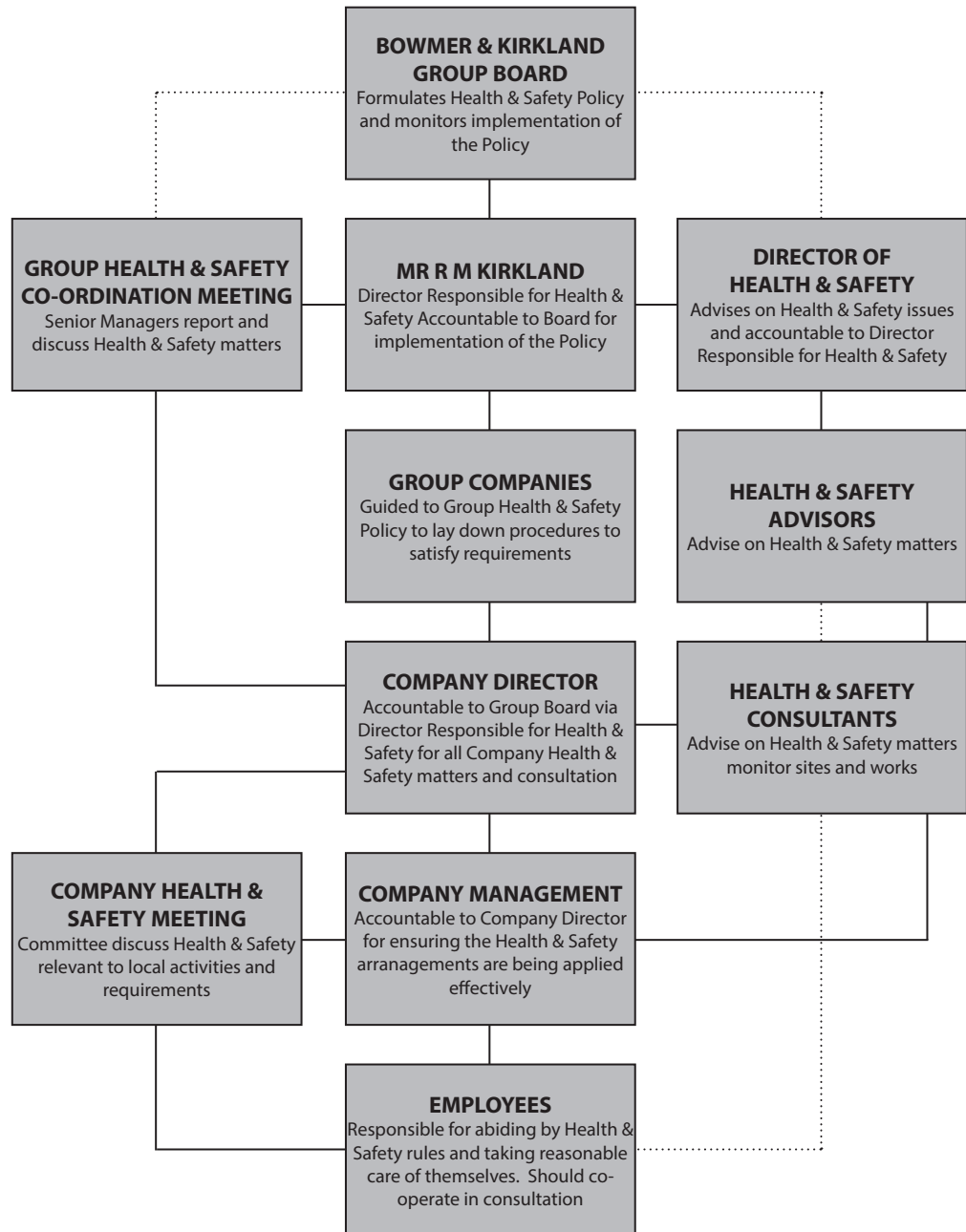
is critical in the future development of the Company and in safeguarding its reputation. Attitude and behaviour, not just statistics, are a measure of success. Our business welcomes those who support our values and vision and are willing to work with us – without compromise on safety.

Signed:

A handwritten signature in black ink, appearing to read 'J N Kirkland', written over a faint, light-colored signature line.

J N Kirkland - Chairman
Date December 2017

Health and Safety Policy (cont)



Health and Safety Policy (cont)

Organisation

Health + Safety is a key core value for all within Bowmer + Kirkland Group.

1.0 The Group Board shall:

- Have collective overall responsibility for Health + Safety and Wellbeing matters;
- Ensure they receive adequate training to maintain their knowledge and understanding of current Health + Safety duties;
- Identify and understand the significant risks created by the Group's changing and expanding activities in so far as these might adversely affect the safety and health of our workforce and others;
- Support and assist the Group Management by providing strategic direction for the effective management of Health + Safety responsibilities and review and endorse Group Health + Safety strategies;
- Ensure the development of Health + Safety documentation based upon Risk Assessment that meets legal requirements and industry best practice, and is in accordance with Group Health + Safety Policy and its associated arrangements;
- Take the lead in ensuring the effective communication of Health + Safety duties and the benefits of good performance in this regard across the Group;
- Ensure that suitable resources and strategic direction are available to discharge the Group's Health + Safety

responsibilities;

- Set Group objectives and review performance against them;
- Appoint a Director from among their number at Bowmer + Kirkland Group Board and within each Region and Operating Company who shall be the focus for reporting to the relevant board on Health + Safety matters to include incident data and preventive information;
- Ensure arrangements are in place to assess and monitor the performance of the Group's suppliers and subcontractors;
- Review the overall performance and effectiveness of the Group's Health + Safety Management System, and ensure arrangements are made for any significant weaknesses to be addressed;
- Ensure staff and their representatives are involved and consulted on relevant Health + Safety matters and ensure that their views are considered;
- Review and amend this policy as appropriate.

2.0 The Health + Safety Co-ordination Committee shall:

Be Chaired by the Group Director Responsible for Health + Safety and comprises of Companies' Directors / Senior Managers together with the Group Director of Health and Safety. Meet to review and monitor the Group of Companies' Health + Safety performance. Make Health + Safety recommendations to the Company Managing Director and Company Management Board. Promote interest in and enthusiasm for

Health and Safety Policy (cont)

Health + Safety matters throughout the Company.

Receive information from the Company Director Responsible for Health + Safety and respond accordingly.

Co-ordinate and overview company Health + Safety initiatives, and provide feedback through the Company Director Responsible for Health + Safety to the Board upon effectiveness.

3.0 Region and Company Managers shall:

- Comply with at all times, and promote where possible, Group Health + Safety Management Systems and their associated documentation;
- Ensure work-related hazards are identified and suitable and sufficient risk controls are implemented to eliminate or, where that is not possible, reduce those risks;
- Develop, where applicable, specific procedures and safe working practices in line with legislative requirements, Group and Company documentation and local Risk Assessments;
- Ensure that all their staff, contractors/ subcontractors, visitors, etc have access to adequate welfare facilities;
- Ensure that they and all their staff have adequate levels of competence, supervision, instruction and information to complete their work tasks safely, this includes access to Group Health + Safety documentation;
- Ensure that all local Health + Safety systems of work are appropriately maintained;
- Report and investigate Health + Safety

incidents as necessary;

- Report against Key Performance Indicators and Group Health + Safety Procedures by completing the Management Monthly Safety Report;
- Ensure that work locations are regularly inspected and audited and that any failings identified are remedied without delay;
- Be responsible for effective day to day Health + Safety Management at Project / Company site level and delegation, allocation and compliance with duties under the Health + Safety Policy, Management System and Procedures.
- Promote the concept and benefits of health + wellbeing for our workforce.
- Ensure the proper selection and adequate management of suppliers and contractors.
- Ensure compliance with Bowmer + Kirkland Group Tower Crane Procedures.

Health + Safety is considered by Bowmer + Kirkland Group to be an essential measure when determining effective management. It is, therefore, required that all Bowmer + Kirkland Group Directors and Senior Managers actively engage to ensure Health + Safety management, performance and overall culture is a mainstream business deliverable.

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4.0 Project + Site Managers/ Supervisors shall:

- Organise all works to maintain a working environment that is safe and without risk to health in accordance with Bowmer + Kirkland Group Health + Safety Management Systems;
- Ensure that arrangements for controlling Health + Safety risks including Supervision of the workforce are effectively implemented;
- Maintain means of access to and egress from places of work that are safe and without risk to health;
- Ensure, so far as is reasonably practicable, the proper use of welfare facilities;
- Provide comprehensive instruction to all employees and contractors/subcontractors on responsibilities for Health + Safety working methods and ensure that they take all reasonably practicable steps to prevent unsafe conditions or unsafe acts from occurring;
- Provide information to promote healthy and safe working methods and prevent damage to the environment, this includes Group Health + Safety documentation;
- Ensure that employees and contractors/subcontractors are provided with effective consultation;
- Provide reports as requested on the effectiveness of Health + Safety performance to Directors responsible for Health + Safety.

5.0 Employees shall:

- Work with reasonable care towards the Health + Safety of themselves and others and to protect the environment;
- Ensure they understand the instructions provided and work in strict accordance with those instruction and the relevant training they have undergone;
- Co-operate with those allocated with Health + Safety responsibilities;
- Report problems and deficiencies related to Health + Safety.

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6.0 Health + Safety Team (including Advisors and Consultants) shall:

- Advise the Group on relevant new legislation, Approved Codes of Practice and similar guidance, and their impact on the organisation and arrangements for Health, Safety and Environmental Management and the individual and collective responsibilities faced by those in the Group;
- Provide Health + Safety Management and technical assistance / support to all Group Management, Projects and Company sites;
- Update the Group on any significant Health + Safety incidents;
- Facilitate, review and monitoring of Health + Safety within the Group and its Companies;
- Complete Health + Safety audits within the Group;
- Co-ordinate the issuing of advice to the Group on urgent Health + Safety issues requiring immediate action;
- Liaise, where required, with the HSE, EA and other external bodies on Health + Safety issues;
- Undertake investigation of accidents and incidents to ensure all learning points are shared across the group;
- Promote continuous improvements and best practice in health, safety and wellbeing.

7.0 Contractors, Suppliers and Partners shall:

- Effectively and efficiently co-operate and communicate with Bowmer + Kirkland Group on all relevant Health + Safety matters.
- Meet the Health + Safety standards required of them in the performance of the work activities undertaken with or on behalf of Bowmer + Kirkland Group.
- Work in a safe manner at all times, not exposing themselves or others to health + safety risk.
- Report any unsafe conditions or acts.

8.0 Safety Representatives (Trade Union and Staff) can exercise their rights to:

- Undertake investigations for reportable incidents.
- Represent the views of the staff to Managers and to the Health + Safety Executive Inspectors.
- Undertake inspections of the workplace.

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Arrangements

1.0 Health + Safety Arrangements

- The key elements of Bowmer + Kirkland Group Health + Safety arrangements are:
- A systematic approach to risk management.
- Appropriate occupational health interventions.
- Provision of information, instruction, supervision and training sufficient to enable staff to carry out their duties safely and effectively.
- Monitoring compliance and regularly review the effectiveness of the arrangements.
- Investigation and review of all Health + Safety incidents.
- Regular auditing.
- Provision of adequate funding, resources and expert advice.

Further information on the arrangements is contained within Bowmer + Kirkland Safety Procedures.

- It is mandatory for all Bowmer + Kirkland Group Regions / Companies, which includes Contractors working on its behalf, to meet the requirements of the Group's Policy, Procedures and Standards.
- Project / Company specific documentation must meet, as a minimum, the requirements set out in Group documentation and take the form of procedures and guidance for managers and staff working for the specific Region / Company.
- Local documentation and procedures should cover safety, health and

environmental matters unique to premises, processes, a building, workplace, site, location, project or task. These include Method Statements, Risk Assessments, Records/Registers, Inductions, Toolbox Talks etc.

2.0 Supporting Documentation

Bowmer + Kirkland Policy Documents:

- Group Health + Safety Policy
- Group Environmental Policy
- Company Quality Policy
- Group Sustainability Policy

Bowmer + Kirkland Safety Procedures (SP) incorporating Group Standards

1. Training and Competence
2. Consultation + Communication
3. Risk Assessment/Method Statements/Permits
4. Construction Design Management
5. Monitoring Audit and Review
6. Accidents and Incidents
7. Fire and Emergency
8. Personal Health + Safety
9. Site Arrangements
10. Environmental Protection
11. Health Risk Management
12. Lifting Equipment and Operations
13. Plant and Equipment
14. Work at Height
15. Specific Risks

Safety Procedure Forms (SPF)

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|---------|----------------------------|
| SPF 100 | Planning Forms / Templates |
| SPF 200 | Project Commencement Forms |

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SPF 300	Daily Forms
SPF 400	Permit to Work / Authority to Proceed Forms
SPF 500	Weekly Forms
SPF 600	Management Report Forms
SPF 700	Incident, Accident and Official Visit Forms
SPF 800	Health + Safety Department Forms

Bowmer + Kirkland Information Documents:

- Safety Pack – issued by Health + Safety Department at Project commencement
- Notice Board information (Intranet)
- Health + Safety Reports / Audits
- Health + Safety Management Briefing
- Safety Bulletins
- Safety Alerts

Bowmer + Kirkland Core Risk Assessments

Bowmer + Kirkland Toolbox Talks

Information Sources:

- Construction Skills Manual – Construction Site Safety (GE 700).
- Health + Safety Department Library
- Cardinal EHS Law Registers
- CIP “Blue Book”