



**HALDANE
GROUP**

Health & Safety Policy and Arrangements



HALDANE FISHER

HEALTH & SAFETY

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HALDANE FISHER

HEALTH & SAFETY

FOREWORD

It is the policy of Haldane Group to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety. The company will also ensure that compliance with Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations (NI) 2000, the Health and Safety Work Order (NI) 1978 and associated legislation is achieved, so far as is reasonably practicable.

We believe that health and safety is an important part of management control. We expect Management and employees to carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health and that health and safety requirements are embodied in legislation.

In order to fully comply with current Health and Safety legislation, it is the policy of Haldane Fisher to:

- provide and maintain a safe working environment with safe access and egress
- provide and maintain safe plant and safe systems of work
- ensure appropriate information, instruction, training and supervision is provided as necessary to all staff and employees
- ensure the safe use, handling, storage and transport of hazardous articles and substances
- carry out risk assessments for all activities that may pose a risk to the health, safety or welfare of persons at work or anyone else who may be affected by the company's activities

The director responsible for the co-ordination of Health and Safety issues is Mr. G Cranney but all guidelines are for all Management and Employees and are set out in the Policy with details of their relevant duties. All employees are expected to co-operate with Management in ensuring that high standards of health and safety be achieved and are reminded of their own legal responsibilities and duties. These include:

- taking reasonable care of their own safety, the safety of other staff, employees and visitors
- adhering to the safety rules and requirements
- reporting any dangerous incident/accident which can or will cause a personal injury or property damage
- not interfering or misusing anything provided for Health and Safety

Contractors are reminded of their responsibility under current legislation to have a Health and Safety Policy and to ensure that all their employees have been made aware of it and to have received adequate training for their work. In addition, all contractors must comply with any directions given to them by Haldane Fisher regarding Health and Safety issues.

Finally, this Policy, together with the organisational arrangements and responsibilities for implementation will be kept available for staff and employees' information and reviewed on a regular basis, as appropriate, by G Cranney and H.S Committee.

Signed 

Date 23/6/25

Charles Burns, CEO

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Health and Safety Policy

Organisation

Managing Director

The Managing Director is responsible for:

1. Overall responsibility and implementation of all aspects of health and safety for the company.
2. Providing a personal example and ensuring that both financial and physical resource are made available for all the implementation of the health and safety policy and procedures.
3. Ensuring good and safe working practices are conducted.
4. Ensuring that he is kept informed of any incidents that involve any employee or any other person who has been affected by company activities.
5. Ensuring the company complies with all current statutory legislation that affects health and safety at work.
6. To ensure that the company has a written Health and Safety Policy which is reviewed on a regular basis in light of significant changes in practice or procedures.
7. He will seek specialist advice and/or assistance on health and safety where deemed necessary.
8. The appointment of a member of the board to chair the company health and safety committee.
9. Agree the annual safety objectives and health and safety plan.

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Health & Safety Policy

Organisation

Health & Safety Advisor

1. Shall implement and maintain the Company Health & Safety Policy and procedures.
2. Shall advise the Managing Director and company management in all aspects of Health & Safety, especially of any change in legislation that may affect the company's operations. Implement recommendations and amend the Company Health & Safety policy as necessary.
3. Shall liaise with relevant statutory and advisory health & safety organisations on all aspects of Health & Safety
4. Shall assist with training of all members of staff in all aspect of Health & Safety, including Induction training and toolbox talks when necessary.
5. Shall maintain the company accident book and near miss reports, investigate and report to the Managing Director and Operations Manager all health & safety incidents. He/she shall provide end of year statistics to the board and the health & safety committee with recommendations, which will be included in the annual safety plan.
6. Ensure that health & safety requirements are communicated to all levels of staff as necessary.
7. Shall carry out health & safety audits and inspections of all sites and premises where company employees are employed. He/she shall provide written reports outlining findings and recommendations.
8. Shall carry out health & safety inspections on Company issued Personal Protection Equipment as required.
9. Shall maintain health surveillance records as necessary.
10. Shall supervise/conduct risk assessments especially COSHH, manual handling and any specialist risk assessments required.
11. Produce supporting documentation for tender applications. Advise in the production of Safety Method Statements (SMS) for works/operations carried out by company representatives.
12. Shall work with all levels of management to provide and maintain safe systems of work for all operations carried out throughout the company.
13. He/she shall seek specialist advise when required.

14. He/she shall audit the company policy on a regular basis to ensure that it remains appropriate.
He/she will issue amendments as necessary and ensure that all personnel are made aware of such changes.
15. He/she will act as the standing member for health & safety committee.

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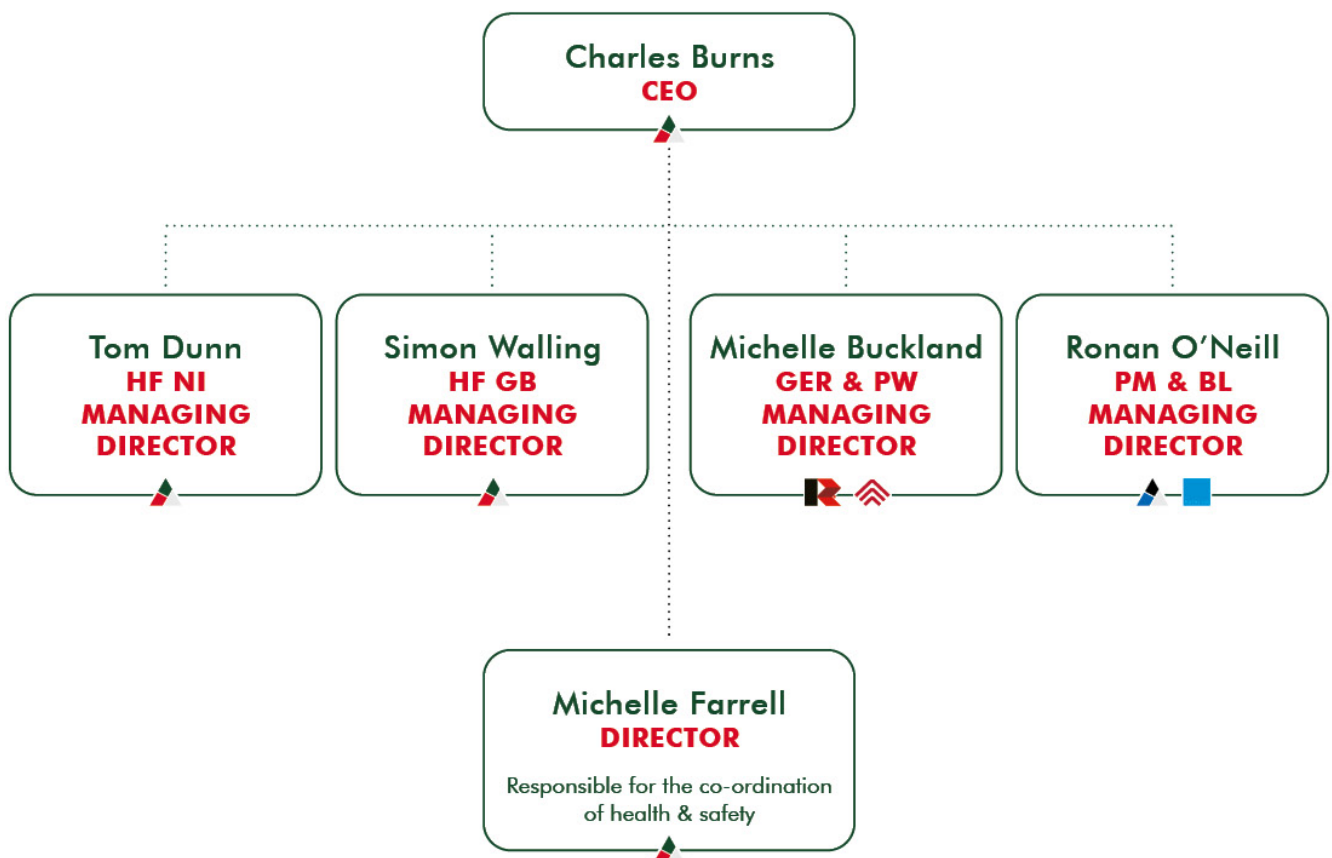




HALDANE GROUP

HEALTH & SAFETY POLICY

ORGANISATION STRUCTURE - DUTIES & RESPONSIBILITIES



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TIMBER & BUILDING SUPPLIES

NORTHERN IRELAND

HEALTH & SAFETY

Charles Burns
CEO

Tom Dunn
MANAGING DIRECTOR

Michelle Farrell
DIRECTOR

Responsible for the co-ordination
of health & safety

David White
OPERATIONS DIRECTOR

BRANCH MANAGERS

S. Campbell
NEWRY

P. McDonnell
BANGOR

D. McKinty
PORTADOWN

R. McNeill
KEY HARDWARE

S. Hood
LARNE

S. White
BALLYMENA

C. Bagnall
LISBURN

D. Brown
LADAS DRIVE

A. Moreland
BALMORAL

J. Haldane
COLERAINE

R. Ferguson
ENNISKILLEN

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PLUMBMASTER & BATHLINE

HEALTH & SAFETY



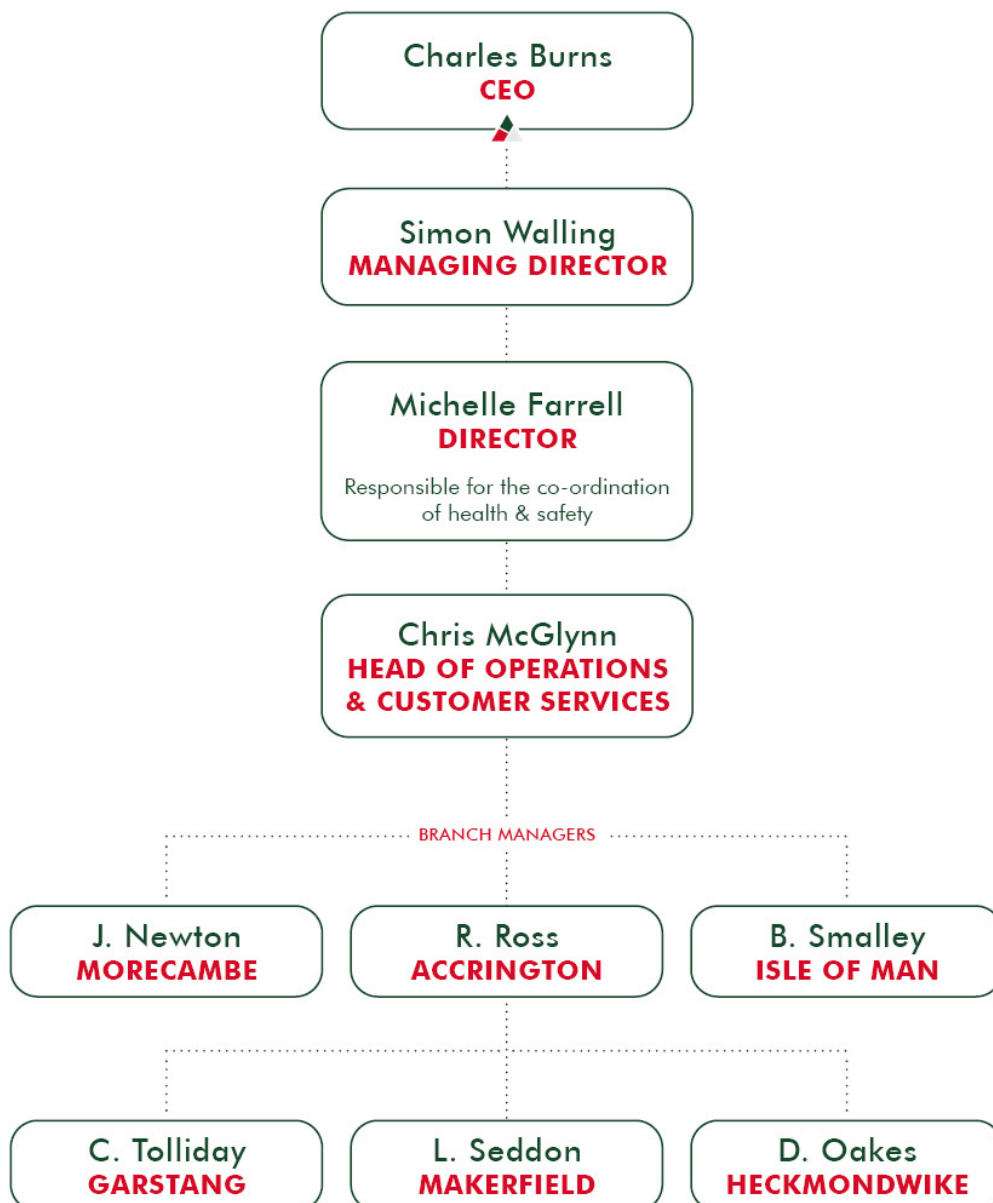


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TIMBER & BUILDING SUPPLIES

GREAT BRITAIN

HEALTH & SAFETY



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GE ROBINSON & PROWOOD

HEALTH & SAFETY



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Health & Safety Policy

Organisation

Company Directors

Their specific responsibilities are to:

1. Ensure that all company employees are conversant with the companies Health & Safety Policy.
2. Ensure that the first aid kits and fire extinguishers are serviceable within their area of responsibility and comply with the company policy and procedures.
3. Arrange for the periodic inspections and testing, in compliance with the current legislation of all plant, vehicles and equipment and ensure that necessary remedial action is taken where necessary.
4. To ensure that risk assessments are carries out when required. They are to seek advice from the Health & Safety Advisors as and when required.
5. To ensure that all operatives are conversant with current Safe Systems of Work and method statements as appropriate.
6. Ensure that they are fully informed of any accident or incident and take the appropriate action, including informing the Health & Safety advisor.
7. To liaise with the company Health and Safety Advisor in all matters relating to Health & Safety.
8. Ensure that sufficient and suitable protective clothing and equipment is provided to all employees.
9. Ensue that employees are fully conversant and aware of their individual responsibilities in relation to health & safety.
10. Ensure that adequate provision is made to ensure the safety of the general public or other people when conducting company activity.
11. Ensure the appropriate level of training, including induction training is provided for all employees before allowing them to start work. All training is to be documented. For induction training the company-induction training forms will be completed to indicate what subjects were covered.
12. They will ensure that the health & safety committee representative is given assistance to carry out their duties and time to attend the company committee meetings.

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Health & Safety Policy

Organisation

Managers:

1. Managers are responsible for ensuring that the safety policy is implemented within their own department/area. They shall ensure that all employees are aware of the policy and its contents.
2. They are to ensure that all employees are fully conversant with the site emergency plan, including fire escapes, procedure for reporting accidents and near miss incidents.
3. They shall continually monitor the workplace to ensure that the safe conditions are maintained at all times.
4. Where risks are identified the manager must ensure that the Health & Safety Advisor is informed so that the situation can be rectified and documented.
5. They are to ensure that any sub-contractor or visitors are made aware of any safety procedures in place.
6. That they inspect company capital equipment held by crews on a regular basis to check that they are serviceable and safe to use. This to include inspection and maintenance records.
7. They shall bring to the attention of senior management any health & safety issues that may require their attention.
8. Ensure that all relevant health & safety information is relayed to personnel under their control.
9. Any manager or supervisor who has a particular responsibility in the duties of health & safety will be given full and complete training to allow them to carry out those duties.
10. They will ensure that all accidents, incidents and near misses are reported to management and assist in the investigation if necessary.
11. They will proactively encourage employees to report any health & safety concerns.
12. Each manager shall be responsible for ensuring that a copy of the policy is displayed in their area of responsibility.

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Health & Safety Policy

Organisation

Company Employees:

1. Employees have a legal responsibility of duty to care to themselves and others as well as assisting the Managing Director in executing his duty in all aspects to health & safety. Company employees shall also:
2. Ensure that they familiarise themselves with the company Health & Safety policy and procedures.
3. Work in accordance with the information and training provided.
4. All employees are strongly encouraged to report any hazardous defects to equipment or dangerous operations being conducted including near miss to a responsible person without delay.
5. They shall take care for the health & safety for themselves and other persons who may be affected by their acts or omissions at work.
6. They are to co-operate with management so that they can carry out the duties imposed upon them.
7. They are not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. For example, machinery guards, safety rails or protective equipment.
8. They are to report to management immediately any incident or accident.
9. They are responsible for the care and maintenance of Personal Protective Equipment (PPE) issued to them. They are to report any defects and/or damage to the PPE immediately and ensure that it is replaced or repaired before carrying on with their work.
10. All employees have a legal duty to themselves, their colleagues and others to act in a reasonable manner and co-operate in all matters to health & safety. Failure to do so may lead to disciplinary action being taken.

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Health & Safety Policy

Arrangements

Access and Egress:

1. The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the work place. Safe access and egress includes movement in and out of the work place and safe access within the workplace.
2. The workplace Health & Safety Welfare Regulations 1993 require the floors, stairs, steps, passages and gangways in the premises to be sound construction and properly maintained. They must be well lit and kept free from obstructions and any substances likely to cause persons to slip.
3. Senior managers through their management team are responsible for implementing the policy, which covers the following:
 - a. Access to and egress from the workplace.
 - b. Routes through work areas.
 - c. Accessibility of storage areas.
 - d. Access to and egress from an individual's workplace.
 - e. Emergency exit routes
 - f. External pathways and roadways around the workplace
 - g. Common parts of the building
4. This will be achieved by consultation with employees to ensure that:
 - a. All pathways are kept clear in inclement weather, eg. Compacted snow and ice shall be cleared.
 - b. Passageways and doorways are free from obstructions such as stacked materials and trailing cables etc.
 - c. Floors shall be in good condition, with damage to steps or staircases repaired.
 - d. Loose boards and frayed carpets shall be repaired to prevent any trip hazards.
 - e. Employees are strongly encouraged to report any situation where safe access or egress is restricted or obstructed so that appropriate action can be taken.
5. Managers shall undertake periodic assessments of pathways, doorways and conditions of flooring to reduce risks of injury by tripping or slipping. He shall inform the person responsible of any findings so that immediate action can be taken.

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Health & Safety Policy

Arrangements

Accident and Near Miss Reporting:

1. This policy outlines the procedures which are to be adopted when an employee, visitor and contractor experiences an accident, near miss or dangerous occurrence on the company's premises during the course of their employment. This will also apply for visitors who are members of the public and therefore not at work.
2. For the purpose of this policy, brief definitions and examples if an accident and a near miss are given below;

Accident:

An unplanned event which causes injury to persons, damage to property or a combination of both.

Near Miss:

An unplanned event which does not cause injury or damage but could do so.

Dangerous Occurrence:

An unplanned event which has the potential to cause serious injury though this happens relatively infrequently.

3. This policy covers the reporting and recording procedures for management and employees. Suitable information and training will be provided to all personnel in regards to reporting and completion on the company accident form.
4. The health & safety advisor/manager will be responsible for recording, co-ordinating and investigating all accidents and near misses.

THE ACCIDENT BOOK

5. The Accident Book is a legal document and is held and maintained by the manager at each branch. All accidents resulting in personal injury must be reported and recorded using the company accident report form.
 - a. Since January 2018, the company has been using a cloud based safety management system (Southalls Safety Cloud). All accidents are now recorded online via this safety cloud.
6. Senior management and the company safety committee are to ascertain the nature of these incidents which have been recorded and identify any potential trends. They shall then review the accident report book / safety cloud

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Health & Safety Policy

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Display Screen Equipment:

1. All reasonable steps will be taken by the company to secure the health & safety of all employees who work with Display Screen Equipment (DSE).
2. The company acknowledges that health & safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risk to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give the information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all employees and management.
3. The company will, in consultation with staff;
 - a. Carry out an assessment of each work station, taking into account, the furniture, the working environment and the worker.
 - b. Take all necessary measures to remedy any risks found as a result of the assessment.
 - c. Take steps to change tasks if necessary, within the working day in order to prevent intensive periods of on screen activity.
 - d. Review software to ensure suitability for the task.
 - e. Arrange for the provision of eye and eyesight tests at regular intervals for employees who are DSE operators.
 - f. Arrange for payment towards cost/supply of any corrective appliances (glasses or contact lenses) where required specifically for working on DSE.
4. Where a problem arises in the use of DSE, the employee shall inform their manager immediately. In the case of adverse health conditions, they should advise their own GP.
5. The company on receipt of the information shall;
 - a. Take all necessary steps to investigate the problem.
 - b. Take corrective measures where appropriate.
 - c. Advise all employees affected of the actions taken.

TRAINING

6. The company will give sufficient information, instruction and training as is necessary to ensure the health & safety of workers who use DSE.

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Health & Safety Policy

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First Aid in the Workplace:

1. The company is committed to providing a sufficient number of first aid personnel to deal with accidents and injuries occurring at work. To this end, the company will ensure that elected company personnel attend training on first aid to HSE standards.
2. Should employees have concerns about the provision of first aid within the organisation, they should inform their safety representative so that it can be investigating and rectified if necessary.

FIRST AID PERSONNEL

3. First aiders are qualified personnel who have received training and passed examination in accordance with Health & Safety Executive requirements. First aid personnel will be provided with re-training at regular intervals to ensure that their skills are maintained.
4. Company first aiders are to inform the health & safety advisor when they need re-certification before their run out date.
5. Notices will be displayed in all workplaces giving the location of the first aid equipment and the name and location of the first aider.
6. The persons trained in first aid are as listed at health & safety assistance in this policy.

FIRST AID BOX

7. There are first aid boxes provided throughout the company, which have adequate supplies for the nature of the hazards involved. The boxes will contain the minimum supplies, which are required under current laws. No creams, lotions or drugs will be stored in the first aid box.
8. The first aid box will be regularly checked and restocked when necessary by company first.

ACCIDENT REPORTING

9. All accidents and near misses are to be reported to the company health & safety advisor by the quickest means possible using the appropriate forms.

ACCIDENT BOOK

10. The company accident book is held by the company health and safety advisor at head office, he/she will be responsible for the completion and maintenance of the document.

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Health & Safety Policy

Arrangements

Hazardous Substances (COSHH):

1. The company acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. The company undertakes steps to control exposure by engineering means where reasonably practicable.
2. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees.
3. All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.
4. The implementation of this policy requires the total co-operation from all members of staff.
5. The company will, in consultation with the staff implement the following;
 - a. An inventory of all substances hazardous to health kept on site will be maintained with appropriate hazard information.
 - b. Management (or the Health and safety advisor) will carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
 - c. All operations, which involve or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substances is not possible.
 - d. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring. Employees who work in the area will be informed of the purpose and safe operation of the engineering controls.
 - e. PPE will be used only as a last resort or as a backup measure during testing or modification of other controls. The PPE will be carefully assessed and maintained according to manufactures instructions.
 - f. Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every 2 years.
 - g. If an employee requires health surveillance, management will arrange for it to be carried out by qualified professionals. The subsequent records will be retained for a minimum of 40 years.
 - h. All employees will be provided with information and appropriate training on the nature of the hazardous substances with which they will be working with. They will be informed about any monitoring and health surveillance results.
 - i. All changes to control measures and change of PPE will be properly assessed and no new substances will be introduced into the work place prior to assessment.

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Health & Safety Policy

Organisation

Health & Safety Committee:

1. The company fully acknowledges the importance of employee's involvement in health & safety to achieve and improving a safe working environment. This will be achieved by holding committee meetings on a regular basis with the company elected Representatives of Employee Safety.
2. The committee will consist of senior management and elected personnel from each branch.

FUNCTION

3. The aim of the safety committee is to establish and maintain 2-way communication between senior management and the company employees in all matters relating to health & safety and to improve the safety culture throughout the company.
4. To achieve this, senior management through the committee, will relay relevant health & safety information to all employees including any new machinery or procedure being introduced to the company.
5. The committee will bring to the attention of all company personnel hazards identified by risk assessments and how they shall be controlled.
6. Representatives are to bring to the attention of the committee any concerns that have been noted by company personnel within their region.
7. The committee will review, discuss and identify annual targets for health & safety and all members of the committee will be encouraged to assist in meeting the goals.
8. The committee will also review the promotion of health & safety through the company by way of posters, publications, talks and further education.
9. The committee will review the company accident record book and report sheets with the view of identifying if there is a trend and what control measures may be implemented to limit that type of accident recording.

TRAINING

10. The company will ensure that suitable and appropriate training and time is provided to the elected representatives to allow them to execute their duties.

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Health & Safety Policy

Arrangements

Induction of Employees:

1. In order to secure the health & safety of all employees, the company will provide health & safety training to new employees, which will be part of the company induction training.
2. The manager responsible for new employees shall liaise with the health and safety advisor/HR Manager who shall arrange induction training. This training should be conducted on the first day of employment. Where this is not possible, induction training will take place before the end of the first week at the latest. The training should not take any more than half a day.
3. The health & safety component of induction will contain the following:
 - a. Company health & safety policy – the contents of the policy statement will be covered in detail, including the responsibilities set out in the policy and will enable the employee to become acquainted with the organisational arrangements.
 - b. Accident reporting procedures/first aid – this will cover the action to take when an accident occurred. The person to be informed and where to go for first aid treatment. This section will also cover the accident investigation report procedure so that the employee will be aware what will happen if an accident occurs.
 - c. Fire procedures and precautions – this section covers action to be taken when the fire alarm sounds and will include:
 - i. The location of the fire exit.
 - ii. The assembly point
 - iii. The responsible person the employee must report to
 - iv. Further instructions on the action to be taken in the event of a fire.

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Health & Safety Policy

Arrangements

Machinery Safety Policy:

1. General Statement

It is our policy to provide a safe working environment for our employees at all times. To help us do this, we have introduced a policy to cover the purchase and safe use of any machinery that will be used on our premises. This will apply to used machinery as well as new.

2. The Legal Position

Our legal duties concerning the provision of machinery are covered by the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**. These regulations require that any equipment which we provide for use at work is as follows;

- ❖ Suitable for its intended use
- ❖ Can be used safely
- ❖ Maintained in a safe condition
- ❖ Inspected as necessary
- ❖ Only used by operators who have received adequate information, instruction and training.
- ❖ Contains safety markings as necessary

Since July 2005, we also need to consider the implications of the **Control of Vibration at Work Regulations 2005** on our activities. This is because we are required to specifically assess the risks of vibration which may arise from the use of particular machinery and electrical hand tools. In order to comply, it is our policy that a risk assessment will be taken in order to reduce it. Where this is not possible, the assessment will record the reasons why.

3. Safe Use of Machinery

Before an item of machinery is introduced for the first time, we will carry out a risk assessment. The purpose of this is to identify whether there are any hazards associated with its use in our workplace. For example, these could involve space constraints or noise levels. If it isn't reasonably practicable to reduce or eliminate these. Then the risk assessment will describe to staff how the hazards will be dealt with, eg. by the use of hearing protection. Any risk assessment findings will be communicated to staff.

4. Employee Training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate machinery. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users which can be updated as necessary.

5. Maintenance

All machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for at least 3 years. A sufficient budget will be made available to insure the safe

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maintenance of any machinery. Should any employee experience a problem between routine maintenance they should inform their line manager immediately.

6. User Responsibilities

These responsibilities on users of work equipment requires employees to take reasonable care for themselves and others who may be affected and to co-operate with the employer. Users must use equipment properly in accordance with instruction and training. They must also inform employers of dangerous situations and shortcomings in protection arrangements.

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Arrangements

Personal Protective Equipment (PPE):

1. The company will provide PPE free of charge, when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health & safety of employees who work with PPE.
2. It is the intention of the company to ensure, through the proper use of equipment, that any risks are reduced to a minimum.
3. Whilst it is generally recognised that the use of PPE can be undertaken without undue risk to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues.
4. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with all employees before implementation.
5. The company will, in consultation with employees and safety committee;
 - a. Carry out assessment of proposed PPE to determine whether it is suitable.
 - b. Take necessary measures to remedy any risks found as a result of the assessment.
 - c. Ensure that where two (or more) items of PPE are used simultaneously, that they are compatible and are effectively used together as they are separate.
 - d. Arrange for adequate accommodation for correct storage of the PPE.
 - e. Implement steps for the maintenance, cleaning and repair of PPE.
 - f. Train staff in the safe use of PPE.
 - g. Replace PPE that has been provided to meet statutory obligation, as necessary and at no extra cost to the employee.
 - h. Reassess as necessary if substances used for work processes change.
 - i. The company shall maintain a PPE register for each employee under their control.
6. Employees are responsible to ensure that they wear the PPE provided when at work, they are also responsible to ensure that they maintain the equipment provided, they are to report to management any defects with PPE immediately. It is the company policy that engineers shall wear boots provided whilst working on behalf of the company, continuous failure to comply may result in disciplinary action.
7. The company will give sufficient information, instruction and training to ensure the health & safety of workers using PPE, which includes temporary staff and persons gaining work experience with the company.

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Health & Safety Policy

Arrangements

Reporting Procedure:

1. If an employee is involved or is injured due to an accident at work no matter how minor (either on or off site) they are to inform their manager as soon as possible, or they can inform the health & safety advisor direct.
2. They are to complete the company accident report form within 24 hours of the accident. If they are unable to complete the form personally, they are to seek assistance from a colleague.
3. If the accident has occurred on a client's site, the occupier of their agent must also be informed.
4. On being informed of an accident managers are to inform the company health & safety advisor as soon as possible. If the accident has resulted in serious injuries or death, the health & safety advisor must be informed by the quickest means. Such scenes of incidents must be cordoned off until the proper authorities arrive on site.
5. The manager will ensure that the company accident form is completed (including witness statements) and passed on to the health & safety advisor.
6. The Health & Safety Advisor and HR Manager shall conduct follow up reviews with any employee who has been involved in an accident. These reviews shall be documented and the frequency of reviews will be as follows;
 - a. On immediate return to work
 - b. 4 weeks after returning to work
7. The health & safety advisor shall complete the accident book with the information contained in the report form. They will carry out an investigation and submit recommendations with remedial action if required within 48 hours. Copies will be forwarded to senior management and others throughout the company who may be affected.
8. All company staff is to be actively encouraged to report near misses to management using the company Near Miss Report Form. All reports will be investigated with the appropriate remedial action if necessary.

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Health & Safety Policy

Arrangements

Risk Assessment:

1. The company accepts that some of its operations may, unless properly controlled, create risks to members of staff and others who may be affected by our operations. We will therefore take all reasonable practicable measures to reduce these risks to an acceptable level.
2. The company will take all reasonable steps to ensure that risk assessments are carried out which will detail the hazards associated with working operations together with any necessary control measures required to reduce the risk.
3. Any employee who discovers a hazard during their working operations shall report the hazard to the management so that remedial action is taken.
4. Due to the nature of many of the activities carried out, the company has produced a set of generic risk assessments that are to be adhered to as necessary.
5. The company has produced a set of generic risk assessments that are to be complied with by all company personnel on tasks relating to the assessment. These risk assessments shall be reviewed and amended as necessary on a regular basis.
6. The company's health & safety committee shall discuss and review the risk assessment procedure as necessary or when members of staff raise concerns.

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Health & Safety Policy

Arrangements

Site Vehicles:

Please refer to Safe Systems of Work.

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Health & Safety Policy

Arrangements

Welfare:

1. It is the policy of the company to ensure the health, safety and welfare of all its employees, so far as is reasonably practicable. The company recognises the need to provide a safe working environment and this includes the provision of sufficient washing, sanitary and canteen facilities.
2. Appropriate facilities will be provided throughout the company. Sufficient number of conveniences will be provided for both men and women.
3. Appropriate facilities will be provided for disabled persons when necessary.
4. Arrangements will be made for all welfare facilities to be cleaned and maintained. Employees are to report to management any defects which will be remedied as soon as possible.



HALDANE GROUP

Haldane Shiells Group:

Health and Safety Policy Statement

At The Haldane Group—comprising Haldane Fisher (NI) (including Key Hardware), Haldane Fisher (GB), Haldane Fisher (IOM), and the GE Robinson Group—we are fully committed to fostering and maintaining a safe, healthy, and sustainable environment for all. This includes not only those who work within our business but also our visitors and the communities and environments that surround us.

We regard compliance with all applicable health and safety legislation as a starting point, not a benchmark. Our aim is to exceed these requirements by adopting and embedding the highest standards of safety management, drawing on recognised best practices from across the industry.

We are committed to developing and nurturing a safety-first culture in which every individual—whether employed by us or visiting our premises—feels empowered and responsible for maintaining the wellbeing of those around them. Health and safety is not just a statutory duty; it is a cornerstone of our operational excellence and a critical business priority.

Through proactive leadership, ongoing investment in safety training, robust risk management, and continuous review of our practices, we will strive for continuous improvement in all areas of health and safety performance.

This commitment is championed at the highest level, led by Mr. Gary Cranney, and embedded into the day-to-day activities across all our businesses.

Charles Burns

CEO

A PART OF ▲ HALDANE GROUP

