

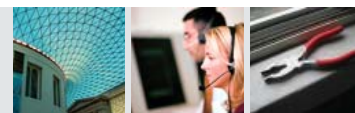


Health and Safety Policy

Construction and Maintenance

Nationwide Facilities provide total solutions in Construction, Refurbishment and Facilities Maintenance.





Health and Safety Policy

1. COMPANY POLICY

1.1 *Company Health and Safety Policy*

The Directors of Nationwide Facilities Ltd attach great importance to Health & Safety at work of all employees and visitors to the Company. Our policy is to undertake such consultation with our employees and other concerned parties so as to ensure that we continue to provide and maintain safe and healthy working conditions, equipment and systems of work and to provide such information, training and supervision as necessary for this purpose. We also accept our responsibility for the health and safety of other Company personnel who may be affected by our activities at their sites. The allocation of duties for safety matters and the particular arrangements which we will make to implement the Policy are set out in this policy document.

It is the duty of all employees, sub-contractors and visitors to conform to this Policy and the associated safety codes and regulations applicable to the Company's activities. Exception will only be made in cases of site working, where as the Customer has in force a policy which reflects a particular importance to the operations of the particular site. In such instance the Customers policy will be both recognised and will supersede the policy document.

Management at all levels who authorise work to be carried out will ensure that adequate health and safety facilities are available. All personnel with specific responsibilities for health and welfare must also ensure that they are adequately delegated in their absence. Whilst legal requirements must be complied with all times, safety can best be promoted by continual vigilance and constant re-appraisal of working methods by all personnel.

In acknowledging that the Company management is responsible as far as is reasonably practical for all aspects of Health, Safety and Welfare, they cannot exercise this responsibility without the active co-operation of all employees. The promotion of Health, Safety and Welfare at Work is to be regarded as a mutual objective for all employees at all levels.

On behalf of Nationwide Facilities Limited:.....Director

1.2 *Organisation Responsibility*

1.2.1 The Directors of Nationwide Facilities Ltd are responsible for;

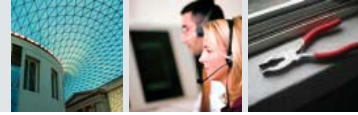
The establishing of policy matters relating to Health and Safety issues. Consulting with either elected representatives or directly with employees, matters relating to workplace health and safety and ensuring that this Health and Safety Policy is effectively implemented throughout the Company.

1.2.2 The Company Health and Safety Representative has been appointed as with responsibility for: Promoting the understanding and assisting in the implementation of the Company's Health and Safety Policy Responding to individual and group health and safety concerns, assisting in the identification, co-ordination and implementation of Health and Safety Training. Maintain contact with external advisors and legislative bodies and as a member of the Health and Safety Committee to take part in its deliberations and operations.

Assisting in the education of employees in operating safe working practices, raising awareness of the need for a high profile health and safety policy and procedures as a member of the Health and Safety Committee to take part in deliberations and operations.

1.3 *Monitoring of the Health and Safety Policy*

Monitoring the effectiveness of the Health and Safety Policy is essential to maintaining a safe and healthy working environment and particular attention will be paid to;



- The accident and ill health record of the Company.
- Compliance with legal requirements and Codes of Practice relating to Health, Safety and Hygiene.
- The extent to which the Company specifies and achieves, within a given time scale, certain longer term objectives.

Making equipment and appliance safety inspections.

2. EMPLOYER DUTIES

2.1 *Duties and Responsibilities as an Employer*

The Act and in particular the Management of Health and Safety at Work Regulations 1992 places upon employers certain obligations by law, which are principally to provide;

- Healthy and safe working environment and amenities.
- Provision and maintenance of safety machinery and equipment.
- Detailed written assessment of risks to employees and other persons.
- Adequate instruction and training for staff.
- Adequate managing and supervision by competent personnel at all times.
- Means of Consulting and informing employees on health and safety matters.

2.2 *Management Directive - Continued*

The Directors of Nationwide Facilities Ltd recognise the requirements of the Health and Safety at Work etc. Act 1974 being the principal act and intend that its policies shall reflect a high level of care for employee health and safety.

A directive is given to management at all levels that at no time should they knowingly make a decision or give an instruction, if it can possibly be avoided which would endanger the health or safety of an employee or any other person who could be affected.

Where any element of risk is recognised and voluntarily accepted by an employee, management are required to ensure that all precautions are taken to reduce such risks to a minimum.

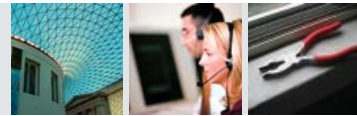
2.3 *Consultation*

In accordance with the Health and Safety (Consultation with Employees) Regulation 1996 and as part of our procedural arrangement to consult and inform employees on health and safety matters. Health and safety meetings are held to discuss the formulation of health, safety and welfare arrangements and to propose ways of reviewing and improving existing practices as and when deemed necessary, details of the outcomes of such meetings will be circulated throughout the Company.

2.4 *Training*

Nationwide Facilities Limited will review relevant and on-going training needs for all employees and provide facilities for training employees in safety matters as required.

Individual members of the management team are also additionally responsible for the day-to-day instruction of employees on any job involving an element of risk and ensuring that all employees are conversant with relevant operational instructions for their work undertakings.



3. EMPLOYEE DUTIES

3.1 *Duties and Responsibilities of Employees*

The Health and Safety at Work etc Act 1974, places upon all employees alike, a duty to take certain actions to promote health and safety in various respects.

Whilst the company is committed to pursuing such policies in the interest of employees and other concerned parties, all employees need to clearly understand the legal responsibilities imposed on them by the Act in respect of actions they may take in the course of their job.

3.2 *Collaboration*

Only by complete co-operation and consultation amongst employees and between employees and management within the Company and on our Customers site's, can full benefit be obtained on health and safety matters.

3.2 *Collaboration - Continued*

Section 7 of the Act states:

"It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work"

and

"as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him as far as is necessary to enable that duty or requirement to be performed or complied with"

This section therefore, legally requires each employee to take care of their own safety and that of other persons.

Whilst safety regulations must be followed, each person is responsible for ensuring that their actions cannot endanger other persons (whether they are working in the same area, merely passing by, or occupiers of nearby property etc.).

Safety requires thought by everybody – if in doubt ask what to do, seek advice from the person in charge

Section 8 of the Act states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions"

This means for example, that it is illegal to remove or modify safety guards on machines, except for maintenance purposes under closely controlled conditions) to deface or remove any notices concerned with safety or health, or to remove any warning or safety barrier placed at a hazard point.

All employees have a duty to safeguard themselves and other employees by reporting without delay to either Company and/or Customer Management any defects in plant, dangers from processes or substances or other circumstances which may be detrimental to health and safety.

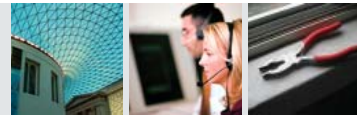
The Health and Safety at Work etc. Act 1974 refers to all employers and all employees in all working environments.

4. ADAPTION OF OTHER REGULATIONS

4.1 *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*

In accordance with the Control of Substances Hazardous to Health Regulations, suitable written

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assessments of potential health risks created by work involving substances hazardous to health shall be made and the exposure of the company's employees to such substances controlled or prevented.

Procedures for the safe storage and handling of flammable or dangerous substances shall be specified and detailed instructions issued for specific substances or processes.

It is the responsibility of all employees handling any substances to ensure that the correct methods and procedures are followed in respect to transport, storage, use and re-labelling as appropriate.

Vessels containing flammable or otherwise harmful substances must not be placed in positions where accidental spillage or breakage would cause danger to persons or leakage into drains or other waterways. Instructions for the storage and use of any substance which is in any way toxic, caustic or otherwise potentially harmful, shall include warnings to persons of such dangers and safety documentation must give clear advice on antidotes, treatment and any other special details as appropriate.

4.2 *The Personal Protective Equipment Regulations 1992*

In accordance with both Company and Customer requirements whilst on site and the Personal Protective Equipment Regulations, appropriate safety equipment and clothing, is to be issued by employees where both legally required and in accordance with the nature of the work being undertaken.

Employees are compulsory obliged to use such safety equipment and wear such clothing etc. Failure to do so will lead to disciplinary action being taken, that may result in the termination of employment with Nationwide Facilities Limited.

4.3 *The Noise at Work Regulation 1989*

The Noise at Work Regulations are designed to protect people at work from the risk of hearing damage. Should it become necessary adequate noise assessments will be carried out by the company to reduce the risk of damage to the lowest level which is reasonably practical.

4.4 *The Electricity at Work Regulations 1989*

In accordance with the Electricity at work Regulations the Company has a duty to ensure that all electrical systems and equipment are designed maintained and operated so far as reasonably practical to prevent risk of injury.

In order to ensure such, regular testing of electrical systems and equipment will be made by a competent person and records of such tests will be maintained. The regulations place a corresponding duty on all employees while at work to co-operate with the Company as far as is necessary to enable this duty to be complied with.

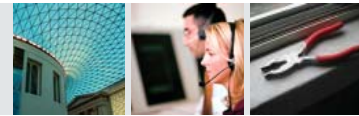
4.5 *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1895*

All accidents will be recorded within the accident book which is located at the first aid point.

The reporting of accidents will be in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

4.6 *Health and Safety (First Aid) Regulations 1981*

Under the Health and Safety (First Aid) Regulations and the Code of Practise, First Aid at Work 1990, the Company will provide suitable first aid staff and maintain first aid facilities to provide treatment for minor work injuries. The location of the first aid services will be clearly sign posted within the Company.



5. GENERAL

5.1 *Safe Working Practices*

In accordance with the Company's different operations, specific information on safety matters will be set down accordingly as relevant. However, many principles of safe working practice are common to any situation and the following rules in particular are to be observed.

- It is the duty of all persons to be conversant with and to observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.
- Fire is a major risk – employees must observe any 'No Smoking' areas and flammable goods warnings. They must also participate in any fire drill that is organised by either Company and/or Customer whilst on their site.

5.2 *Obstructions*

No employee shall leave and products, materials, equipment tools or other items in or on a designated gangway, corridor, staircase or other entrance or exit, where obstructions could occur to the passage of people or vehicles.

Where it is necessary to temporarily extend a cable, hose pipe or other obstruction across working areas, such obstructions must be secured and/or clearly marked with warning barriers, flags or other appropriate devices.

Before any inspection cover is removed, or low level hazard created it must be surrounded by a protective barrier of suitable size, strength and visibility to protect persons from danger.

5.3 *Purchase of Goods and Materials*

In considering the purchase of any goods or materials on behalf of the Company, it shall be the responsibility of the person specifying the goods to ensure as far as is reasonably practicable that they are fit for the purpose required and that the supplier is fully aware of the use to which they will be put.

Where appropriate, full instruction on use, special precautions etc. must be obtained from the suppliers with the goods or materials.

The purchaser of any goods or materials for use by the Company will be aware that suppliers, importers and manufacturers have an obligation to provide the Company with all the information relating to the use of their goods or materials under Section 6 of the Health and Safety at Work etc 1974.

5.4 *Testing of Plant*

The Departmental Controllers, have been delegated with the responsibility for ensuring that all plant and equipment that is subject to inspection regulations is inspected on the basis as specified, be it annual or more frequent and that records of such is subject inspections are satisfactorily maintained.

All such plant and equipment shall not be used after the expire of its current certificate of inspection and shall be immobilised until duly inspected and certified fit for use only by a person with the authority to confirm its fitness for use.

All such plant shall be clearly marked with any maximum safe working loads or pressure limits and with any other relevant information required for safe use.

5.5 *Vehicles*

It is the duty of every employee who may be authorised to drive any vehicle owned or hired by Nationwide Facilities Limited, to ensure that the vehicle is in safe condition before starting any activity and/or journey and to complete any vehicle records that may be required.

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Every driver must be acquainted with such instructions and regulations concerning the safe and correct use of the particular vehicle before starting any activity and/or journey and for insuring that the vehicle is maintained in a safe and road worthy condition. Any major defect or persistent problem must be reported without delay.

Any accidents involving Company owned or hired vehicles of what ever nature or cause must be reported without delay.

5.6 *Fire and Precaution*

It is the responsibility of all employees to take precautions against the accidental risk of fire therefore;

- It is the responsibility of all persons carrying out the induction and the training of new employees to ensure that such persons are fully acquainted with any fire hazards in the work place and fire procedures.

5.7 *Fire Escape Routes*

Each employee must be familiar with layout of the work environment and escape routes from their place of work.

On discovering a fire:

Raise the alarm in accordance with the Company's fire procedures/

6. VISITORS AND SUB-CONTRACTORS

6.1 *Visitors*

Persons other than employees are not permitted on Company premises unless duly authorised. The following general rules must be observed;

- All visitors must be met at reception and only allowed to proceed into buildings etc. when accompanied by a member of staff, visitors must observe safety regulations in force for the area they visit.
- Deliveries – drivers and other persons making deliveries must remain at the goods handling point and not be allowed to wander into buildings unaccompanied.

6.2 *Sub-Contractors*

Where outside companies and/or sub-contractors are required to carry out work on Company premises, it is the responsibility of the relevant member of management to ensure that safe working practises are observed.

Attention must be given to;

- Defining the scope and duration of work to be carried out and the number of the Sub-Contractor's staff involved and the exact nature of the work and any hazardous operations (e.g. open flames) involved.
- The need to remove Company staff or property from working areas during such operations and the need to shut off or protect; electrical, gas services etc.
- Security arrangements if Contractors are not under Company supervision or are working different hours etc.

6.3 *Sub-Contractors Acknowledgement of Health and Safety Policy*

All Sub-Contractors will be provided with a relevant copy of the Company's Health and Safety Policy. (Sub-Contractors) will acknowledge receipt and their understanding of the need to comply with its contents.



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