

colart

Health & Safety
Policy

TABLE OF CONTENTS

INTRODUCTION 3

POLICY 3

HEALTH AND SAFETY POLICY STATEMENT 4

ENVIRONMENTAL POLICY STATEMENT 5

HEALTH AND SAFETY ROLES & RESPONSIBILITIES 6

HEALTH AND SAFETY TRAINING 9

SAFETY INFORMATION AND COMMUNICATION 10

SAFETY PERFORMANCE 10

SAFETY RECORDS 10

Introduction

Health and Safety is an integral part of Colart International Holdings Limited (Colart hereafter) management strategy.

This document provides details on its arrangements, as required by the Health and Safety at Work Act 1974 and its subsequent regulations for our London premises. It should be read in conjunction with any site-specific rules or supplementary documents. It is applicable to all employees of Colart, permanent or temporary, including its contractors and consultants at our London Office.

Policy

Colart are committed to the Health, Safety and Welfare of all who are involved in or affected by its activities.

The company considers the Health and Safety of its employees to be a management function equal to that of any other, it recognises that successful Health and Safety performance equals successful company performance.

From a legal perspective, the Company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Company will strive to go beyond the requirements of legislation.

Health and safety matters will remain the responsibility of the Chief Executive Officer, who will appoint appropriately competent persons to manage the required arrangements for London Hub based operations.

A positive health and safety environment will be achieved through co-operative efforts at all levels within the business.

Health and Safety Policy Statement

The Company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company and therefore we are totally committed to ensuring their health, safety and welfare at all times.

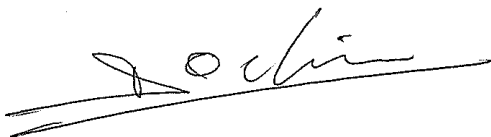
From an economic point of view, the Company believes that prevention is not only better, but cheaper, than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the Company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Company will strive to go beyond the requirements of legislation.

The Company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy at regular intervals



Dennis van Schie
CEO

August 2022

A copy of this policy statement will be displayed at our London site alongside the Health and Safety Executives' Health & Safety Law poster.

Environmental policy statement

Colart International Holdings Ltd (Colart) fully accepts the need to protect the environment for the benefit of society and will make environmental considerations an integral part of its business activities.

Colart is committed to keeping its impact on the environment to as low a level as reasonably practicable in parallel with meeting our customer needs at affordable costs.

Colart recognises that good environmental management is achieved through knowledgeable and appropriately trained staff anticipating and eliminating potential environmental problems through good work planning and practice.

Colart will as far as is reasonably practicable, consistent with meeting our business needs:

- Set and review realistic targets to ensure that we are continually improving our environmental performance;
- Undertake our activities consistent with good environmental practice so as to prevent pollution;
- Maintain compliance with the relevant applicable environmental legislation
- Communicate and consult with staff on environmental matters;
- Ensure that staff recognise that consideration of the environment is integral to its work activities and that each staff member has a personal responsibility to maintain high standards of environmental care;
- Carry out environmental impact assessments of work activities at the planning stage with the aim of keeping resource consumption, waste and pollution to a minimum;
- Manage its equipment and stock with environmental considerations in mind; and
- Seek to ensure that its suppliers, contractors, business partners and customers take their environmental responsibilities seriously;

As Chief Executive of Colart, it is my responsibility to ensure that the above commitments are fulfilled through the co-operation of everyone in Colart.



Dennis van Schie
CEO

August 2022

Health and Safety Roles & Responsibilities

Health and Safety Regulations exist to lay down minimum workplace standards. Colart aims to exceed these wherever possible.

This policy and its contents have been designed to ensure that employees, at all levels, are aware of their roles and responsibilities with regards to Health and Safety Management.

The Chief Executive Officer (CEO) has ultimate responsibility for health and safety matters within Colart UK; however in the event of a failing, other roles within the company can also be liable to prosecution. It is the company's ethos that safety is everyone's business and Colart expects all employees to assist to the best of their ability to deliver a safe and efficient working environment.

The following roles and responsibilities have been outlined below.

Chief Executive Officer

The CEO will be responsible for:

- Ensuring that adequate funds are made available for equipment, training and adequate welfare facilities.
- Ensuring that the Company Health and Safety Policy, and all statutory provisions are observed, and implemented by its employees.
- Intervening in any situation where it is believed illness, harm or damage to property may occur.
- Stimulating an interest in, and enthusiasm for maintaining safe and healthy working conditions.
- Ensuring that suitable arrangements are in place for the resolution of Non-Conformances.
- Ensuring that risk management is adequate for the company and that appropriate action is taken, because of any findings, to protect the health, safety and welfare of its employees.

UK Manufacturing and Operations Support General Manager

The UK Manufacturing and Operations Support General Manager is responsible for:

- Leading in best practice.
- Stimulating an interest in, and enthusiasm for safe and healthy working conditions.
- Ensuring that there are arrangements for clear instruction, information and training, to ensure employees are competent to do their work
- Evaluating safety performance from accident data and Key Performance Indicators
- Evaluating the findings of significant accident investigations and ensuring that corrective and preventative measures are implemented across the company.
- Ensuring that health and safety concerns are dealt with in an efficient manner and that those discharged with responsibility are supported.

Directors & Management

All directors and managers will be required to:

- Stimulate an interest in and enthusiasm for safe and healthy working conditions.
- Ensuring risk assessments are completed for activities within their area of responsibility.
- Intervening in any situation where it is believed illness, harm or damage to property may occur.
- Ensuring that safety performance is monitored, recorded and reported in line with their Key Performance Indicators.
- Ensure that all working areas are maintained in a tidy condition and that any provisions, such as first aid, fire or welfare facilities are maintained.
- Ensure that they are aware of all emergency procedures, which may affect them or their employees. Ensuring that any training needs are identified, and arrangements made.
- Reporting all accidents and dangerous occurrences immediately, acting to make the situation safe.
- Understand that the wilful disregard of safety responsibilities, or safe working practices, set out by the Company will lead to disciplinary action being taken.

Employees

All employees have the responsibility:

- To actively participate and comply with the safety management system and the requirements set out within it.
- To take reasonable care, of not only themselves but others who may be affected by their acts or omissions within the workplace.
- To use and maintain, as specified, the protective clothing and personal protective equipment (PPE) provided as part of their role.
- To report all accidents, injuries and 'near miss' incidents or any other safety issue promptly.
- To cooperate in the fulfilment of the objectives of the Health and Safety Policy

Health & Safety Steering Committee

The Committee has responsibility for the following:

- To set the governance for Colart as a business which means it is ultimately responsible for setting in place, communicating and enforcing Colart's policies and processes.
- To review Colart's KPIs, providing guidance and direction where needed, and put in place a framework that allows employees to have knowledge and training as necessary to enable them to perform their duties in a safe and hazard-free environment.

- To facilitate implementation of corrective actions that are brought to its attention, sharing best practices globally.
- To drive cultural change and awareness across the end-to-end supply chain about Colart's expectations as a global business and, if necessary, provide additional support and investment where needed to help all parties reach Colart's standards.
- To educate/train people to see and be more aware of potential problems/issues and raise these to the appropriate level, following through to ensure the corrective action is taken.
- To review risk assessments and accidents on a monthly basis and hold accountable the relevant General Manager/Director for his/her respective location.
- The Committee is not to replace the current health and safety structure which is already embedded; it is to complement it; and ultimately the responsibility still remains with the local site management to ensure every employee on site is aware of their own accountability to create and maintain a safe working environment.

Health & Safety Compliance Officers

- Monitoring the implementation of the Health and Safety Policy and Procedures.
- Advising the business of all aspects of Health and Safety Compliance.
- Preparing and maintaining emergency procedures, fire prevention equipment and training
- Creation of audit schedules, actively promoting the completion of health and safety audits and capturing of corrective and preventative actions.
- Carrying out risk assessments.
- Liaising with external bodies as necessary.
- Undertaking or participating in the investigation of accidents and/or dangerous occurrences ensuring that either they, or Senior Management, notify the appropriate reporting bodies (where applicable).
- Ensuring trends are identified and appropriate action is taken as necessary.
- Disseminating information to employees on health and safety matters.

First Aiders

Are expected to:

- Respond to incidents as requested.
- Operate within their competence, knowing how to summon additional help when needed, and ensure the patient is discharged to appropriate professional care where required.
- Report and record incident details and the actions taken by the first aider.
- Check first aid boxes each month, restock as necessary and record on site documentation.

Health and Safety Consultant (H&S Consultant)

The Group's appointed H&S Consultant acts as an advisor and an independent checkpoint for the company's Health & Safety activities and performance. In particular, the H&S Consultant will:

- Give advice to staff and management on safe working procedures and practices as required. This includes advising on compliance with relevant safety law, any changes in legislation and best practice.
- If required, review correspondence relating to perceived unsafe or unhealthy conditions and working practices or other suggestions for improvement and advise on the necessary steps for resolution.
- Review the safety training programme.
- Advise if current safety documentation is up to date and what documentation may be appropriate under current legislation.
- If required review accidents, dangerous incidents, near miss reports and reports of occupational ill health. The H&S Consultant may also help with accident investigations where required.
- Attend site meetings and safety meetings as requested by management.
- Maintain and develop Health and Safety best practice for all consultancy projects undertaken.

Health and Safety Training

Colart recognises the need to consult, inform and train all employees in matters relating to safe working practices. All employees will receive:

- Induction Training:
 - Company Health and Safety Policy and Responsibilities (Overview)
 - Overview of relevant hazards in the workplace
 - Fire Precautions and Emergency Evacuation
 - First Aid Assistance and facilities
 - Procedures for Accident and Incident reporting
 - H&S e-learning training courses
- Task Specific or Competency Specific training:
 - Control of Substances Hazardous to Health (COSHH)
 - Manual handling operations
 - First Aid
 - Fire safety
 - Use of highly flammable substances

- Use of work equipment
- Compiling, monitoring and reviewing of assessments i.e. COSHH, DSE and Risk

To ensure our employees' safety all new plant and equipment is introduced and trained out prior to its use. Site practice only allows those trained and authorised to do so, to use equipment. Employee training records are kept, monitored and refresher training carried out as and when required. Training records can be referred to at any time; these are held by the individual.

Training and Development

Colart will review and identify employee training needs on a regular basis, thus ensuring that all Employees receive suitable training to assist them in undertaking their tasks safely and efficiently.

Health & Safety training is undertaken by all employees via our Safety Media e-learning training programme. This is mandatory.

Training needs will be continually reviewed by management and met by in-house or external providers as appropriate.

Safety Information and Communication

Colart will use a variety of communication methods to disseminate information and notify employees of key changes to the safety management system, which may affect their working. Communication routes used are those such as notice boards, emails, committee meetings and team briefings.

Safety Performance

Safety performance will be monitored by:

- Undertaking regular inspections and recording the results.
- Performing safety audits and reviewing the results.
- Review accident and incident data and the corrective actions taken.
- Ensuring any safety actions are implemented within the set timescales.
- Developing specific H&S KPI's

Safety Records

All documentation relating to health, safety and welfare will be maintained, reviewed and archived accordingly.

This will include:

- Accident records, investigations and RIDDOR reports - 5 years
- Training records including Induction - 20 years

- Risk Assessments including Control of Substances Hazardous to Health - 5 years
- Health Surveillance Results - 40 years
- Safety Inspections and audits – 3 years