

Health and Safety Policy

Modular500 LTD(M500) (The “Company”):

Health and Safety at Work Etc., Act 1974

Policy Statement

The Objective: To prevent, insofar as is reasonably practicable during the course of the work, duties being undertaken, any accidental occurrence which may directly or indirectly result in:-

- a) Injury to any person
- b) Damage to or loss of any plant, equipment, property, materials or products.
- c) Delays in any processes or processes or operation.
- d) Events which may otherwise be detrimental to efficiency and/or prestige.

Scope: The policy is applicable to all M500 Ltd employees.

The policy will also apply to persons having responsibilities which relate to and necessitate their presence and the execution of their duties within the areas of M500 Ltd works/premises. These persons include the following: - Employees of Sub-contractors, Consulting Practices, The Clients, Visitors, Self Employed persons and 3rd Parties.

Responsibility: The application and promotion of the Policy is the responsibility of the Senior Management of this Company. Whilst duties may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant legal requirements and all Approved Codes of Practice.

Personnel Obligations: All Company employees, regardless of their status, are expected to abide by the principles of this policy as and where applicable. We also expect the co-operation of all those mentioned within the scope section of this policy to work in such a way that accidents to themselves and others will be prevented.

Application: The following principles shall be applied to all operations undertaken by the Company and shall be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the policy objective. To ensure that this policy can be successful, the Company will provide such funding as may be reasonably necessary.

Precautionary Measures: Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated or arising out of the processes, tasks or operations being undertaken. The Company will take into account at the tendering stage, those factors which will eliminate injury, damage and waste.

Planning and Control: All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy.

Health and Welfare: Adequate provision shall be made for the welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

Safety Inspections and Audits: All Company activities and the use of related plant, equipment and materials etc., which affect the safety of that place of work shall be inspected in accordance with legal requirements, reports shall be made and distributed to those concerned as necessary. Safety Inspections shall be carried out by competent personnel.

Arrangements

At Modular 500 there is nothing more important for us than our staff going home to their loved ones in good health at the end of each day, Although every day is different and there is an element of risk associated with the work we do, there are a number of issues central to the way we manage health, safety and welfare that help to eliminate a large element of this risk. For these, we can plan in advance and develop arrangements for the control of the risks that arise. All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

Risk Assessment: We undertake risk assessments of all identified hazards related to work undertaken by our employees. We eliminate these risks wherever possible. Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Display Screen Equipment (DSE): All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Lone Working: We employ people who may, as part of their duties, have to work alone for all or part of the working period. We identify the risks to which these employees are exposed with the aim of eliminating these risks wherever reasonably practicable and reducing lone working activities to a minimum.

Manual Handling: Where possible we have eliminated the need for manual handling, by providing Forklift Trucks and mechanical handling equipment along with the relevant training. Where we have been unable to do this we have provided work related training and instruction in manual handling techniques and have instructed employees not to attempt to lift items beyond their capabilities.

Work at Height: Working at Height is inevitable in our line of work. We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in

working at height. For working at height we have considered the risk to our employees ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

First Aid: We have taken action to provide suitable first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. We have assessed the reasonable level of first aid provision required for our Factory and Site Activities and have made the appropriate arrangements.

Accidents, Accident Reporting and Investigation: Employees are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated.

Training: Employees shall be made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and where necessary shall be suitably trained or instructed to enable them to carry out their tasks in a safe and efficient manner. Training will either be given by trained managers or bespoke training companies employed by the Company all training is logged and our skills Matrix is kept updated. Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate Plant Operators course. Where new machinery/equipment is procured or equipment is hired, the operating procedures will be directly passed on by the manufacturer/supplier/hirer, or by a company employee who has undertaken the instruction course on how to use the machinery/plant properly and safely.

Equipment: We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The employee is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding. Employees have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their supervisor. It is our policy that defective equipment will be withdrawn from use until repaired or replaced. Where we use equipment, such as Forklift Trucks, Air Compressors and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements. All equipment used is logged and copies of inspections and maintenance records are held. Training records are kept. Every Tool or piece of equipment has had a Tool Box Talk created and these regularly presented to the operatives by the Factory Supervisors.

Hazardous Substances and Occupational Health: In the course of our business we may use a number of potentially hazardous substances. We list and assess all the chemicals and substances that we use. Where there is potential risks, we implement suitable control measures and provide clear instruction and information to the employees. All Substances are stored in Lockable COSHH cabinet and its contents are reviewed regularly.

Personal Protective Equipment: Work undertaken by employees and contractors may require the use of personal protective equipment (PPE). Where identified we will provide appropriate PPE, with storage facilities and replacements free of charge. We will instruct and expect our employees and contractors to use any PPE identified as necessary. Employees are responsible for the day to day care

of the PPE issued to them, to report damage and to request replacements. PPE is identified for each activity in COSHH Sheets and Toolbox Talks.

This Policy shall be reviewed by the Company as often as may be necessary.

Safety Organisation Responsibilities and Duties

Chairman: David Wadsworth

Responsible for the overall effectiveness of the Company's Safety, Health and Welfare Policy and for the annual review and amendment of the Policy or, as may be necessary in the light of correct developments. He will ensure that audits are carried out of the Company's safety performance, accident record and of significant events affecting or rising out of the Company's operations. He is also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover.

Ensuring adequate and appropriate funds are made available for safety measures.

Management of Health and Safety at Work Regulations 1999: Responsible for providing adequate provisions within the Company for the assessment of risk, preventative measures, protection, emergency procedures, adequate safety surveillance and provide employees with information and training about the workplace health and safety.

Competency of Personnel: To ensure that Senior Management's competency is adequate for the duties required of them.

Chairman: Matthew Taylor

The Managing Director is responsible for the overall effectiveness of incorporating the Company's Health and Safety Policy within the Company operations and the regular review of the Company's operations to ensure correct, safe development. To co-operate with Safety Officers/Consultants and ensure that any defects or faults brought to their notice are suitably corrected and reported to the Managing Director on a regular basis or as and when necessary.

Company Safety Policy: Responsible for ensuring that the Company's Health and Safety Policy is observed by all the Company Departments, employees, sub-contractors and suppliers under their control and that all requirements necessary for effective compliance are provided for.

Construction (Design & Management) Regulations & Approved Code of Practice:

Consideration will be given to the basic principles of risk avoidance and reduction at all stages of a project, arrangements for co-ordination of health and safety during planning and execution, and improved communications between the various parties involved in a project, including those working on sites.

Managers and Officers compliance: To ensure that competent Manager's are keeping safety information up to date and that appointed. Safety Officers, Fire Wardens, First Aiders etc are carrying out their duties in a proper manner.

Provision and Use of Work Equipment and workplace Health, Safety and Welfare Regulations 1992:

To ensure that competent persons are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials, etc.,

The Safety Representatives and Safety Committees Regulations 1977: To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation.

Safety Induction and Safety Awareness Training: To ensure all employees, self employees and subcontractors receive Safety Induction and Safety Awareness Training before they start work for the company.

Safety Inspections/Audits: Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled and safe manner with due regards for statutory obligations and approved Codes of Practice.

Discipline: Reprimand and discipline any employees and sub-contractors who are careless in regard to their own or others safety.

Employees/Self Employed

Health and Safety at Work Act 1974: It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as it is necessary to enable that duty to be performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

Company Safety Policy: Read and understand the company's Health and Safety Policy and carry out work in accordance with its requirements.

Safety Induction: Ensure that you have received a Safety Induction before you start work for the Company. This should be given by a Manager which will include details of the company's Safety Policy and details regarding the Health and Safety requirements of your job.

Safe Method of Work Statement: Ensure you understand the Safe Method of Work for the tasks you undertake and that you carry out the work in the correct designated area. Whenever you are not sure of particular safety requirements, ask your supervisor for clarification.

Control of Substances Hazardous to Health: Before using substances that could be hazardous to your health ensure you know the requirements of the safety data sheets and COSHH Assessments that should be given to you by your supervisor before you start.

Plant/Equipment and Tools: You should only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operator's instruction and check that they are safe, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in plant/equipment and tools should be reported immediately to your Superior. Do not use defective plant/equipment until it has been put back in a good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, i.e., adequate space and lighting etc.

Reporting Hazards: Report hazards to your Superior immediately and warn other persons that could be at risk.

Injuries: Any injury to yourself must be reported to your Superior immediately.

Personal Protective equipment Regulations 1992: Employees are to wear all appropriate safety clothing/equipment as and when required by law and company rules.

Work in a safe manner at all times: Do not take risks that could endanger yourself or others. Do not play potentially dangerous practical jokes.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the company's premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Since 1st April 2007 it has been illegal to smoke in any public place or place of work.. Anyone found smoking is liable to a fine and/or dismissal. Smoking must only be done in the bespoke smoking area.

Sub-Contractors

General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of the Health and Safety at Work Act 1974 and all other Statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

Carry out a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

Safe Method of Work Statements: Are required to be produced and submitted to Swift Manufacturing Solutions Ltd. management team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.

(C.O.S.H.H.): Provide full (COSHH) Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.

To Appoint a Safety Supervisor: Who will ensure that works are carried out in accordance with the works safety procedures and to observe all the company's, rules and regulations and encourage good safety practice when undertaking their works.

First Aid and Welfare Facilities: The company will provide First Aid and Welfare facilities for those SubContractors working on the factory site. Site sub-contractors are to set up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided.

Working Relationship: To maintain a good, safe working relationship with the company's employees, Clients/Planning Supervisors and fellow Sub-Contractors. To ensure that their actions do not result in hazard conditions for other persons who may be working in the same area.

Co-operation: To co-operate with the company's, Management, Safety Officer and the Client's personnel in the furtherance of their duties. To maintain a good working relationship with safety representatives and safety committees established in accordance with current legislation.

Competency of Personnel: To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.

Site Safety Induction: The company require all employees of Sub-Contractors to receive Safety Induction before they start work.

Discipline: To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (Note: The Company will not hesitate to instruct the removal from the works of offenders).

Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure their employees use both clothing and equipment at all times when required by law or company rules.

Statutory Registers and Forms: To complete all statutory registers and forms..

Reporting Hazards and Accidents: To report all hazards to the company's , Management and to report all accidents encountered by their employees in conjunction with the company's, Management and

in accordance with the requirements of (R.I.D.D.O.R.) Regulations 1995 to the Health and Safety Executive where required.

Safety Officer/Consultant

The company may employ Safety Consultants and Safety Officer to advise Management when requested on matters related to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, suitability of safety equipment and accident reporting procedures.

Safety Inspections: To monitor by inspection of the workplaces, workshops and accommodation, the safety and health performance of employees and report on such inspections to the Senior Management.

Statistical Analysis: To prepare statistical analysis in accident and causation classification with recommendations on preventative measures.

Investigate and Report Accidents: To investigate and report on major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend on legal proceedings which the company or Sub-Contractors may be involved.

Promoting Safety: To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

All persons having responsibilities which relate to and necessitate their presence within the areas of the company's works/premises.

Observing Safety Rules: All persons must observe the Company's safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.

Starting Works on Company Premises: Work on company must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.

Liaise with a Company representative: Liaise with a company representative before starting work on any of the company premises.

Notification of Hazards: Notify the Company of any processes or materials which will be used that may present a hazard to the health and safety of the Company's employees etc.

Safe Means of access: Notify the company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.

Do not interfere or misuse anything provided in the interest of health, safety and welfare.



MODULAR 500

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Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Since 1st April 2007 it has been illegal to in any public place or place of work. Anyone found smoking is liable to a fine and/or dismissal. Smoking must only be done in the bespoke smoking area.