At Grafton Group, our health and safety vision is simple: to send our colleagues, customers and everyone we work with home safe and well at the end of each day.

For us to achieve this vision it is essential that every colleague commits to playing an active role in improving our health and safety standards; and to fulfilling their responsibilities as set out below and elsewhere in our documented systems.

So far as is reasonably practicable, Grafton Group plc will minimise risks by providing a safe place to work, safe equipment and safe methods of working. We will also provide the necessary instruction, training, guidance and leadership to ensure that all colleagues are able to play their part and are fully supported in their efforts to make Grafton Group a safe and healthy place to work, shop and do business.

Further advice can be obtained from your own manager or your health and safety team.

Signed: Gavin Slark, Chief Executive, Grafton Group plc

April 2018

Organisational Chart

Key Responsibilities and Accountabilities

Chief Executive and Business CEOs
- Demonstrate visible leadership and promote the vision.
- Ensure adequate resources are available to meet the vision.
- Monitor company progress towards achieving the vision.

MDs/Ops Directors and Regional Directors/Managers/Heads of Branch/Store Management Teams
- Lead by example, promoting responsible attitudes and behaviour.
- Ensure risks and concerns are effectively addressed.
- Monitor business/regional performance and lead further improvement.

Branch/Store Management Teams
- Make sure the branch/store is safe for colleagues, customers and others.
- Make sure our rules and procedures are followed.
- Encourage safe working, lead by example and promote safe behaviours.

Group SHEQ Director & operational HSE Teams
- Develop policy, strategy and standards.
- Advise, support and guide operational leaders and teams.
- Monitor performance and challenge leaders to drive further improvement.

All Colleagues
- **Don’t walk past a hazard**: make it safe if you can and report it if you can’t.
- **The safe way is the right way**: follow our standards - don’t take short cuts.
- **Think safe, be safe**: look out for yourself and help others to be safe.

Full details of individual accountabilities can be found in the relevant business Health and Safety Manual.

Our vision: Everyone home safe & well every day
1. Hazard Identification and Risk Assessment
Workplace hazards will be identified and suitable and sufficient risk assessments will be conducted covering all significant hazards and operational activities. Assessments will be reviewed periodically or if there are significant changes to work or conditions. The significant findings of risk assessments will be communicated to relevant personnel. Risks to young persons and new or expectant mothers will be assessed and controlled.

2. Safe Systems of Work
Safe Systems of Work will be prepared covering all of our principal activities and risks. These will define the rules and instructions that employees must follow when carrying out their work and will be used as the basis for employee instruction and training.

3. Safe People Development
Coordinated programmes will be implemented to develop and drive safe behaviours in all employee groups. A range of measures will be used to influence behaviour, particularly around items 4-7 below. Positive colleague contributions and safe behaviours will be recognised and reinforced, whilst unacceptable behaviour will be identified and corrected.

4. Information, Instruction and Training
All employees will be provided with relevant and appropriate information, instruction and training sufficient to allow them to fulfil their designated responsibilities and carry out their work effectively and safely. Specialist instruction and training will be provided for particularly hazardous tasks or for use of specialist plant, machinery and equipment. Managers and supervisors at all levels will be provided with training and coaching in effective safety management and leadership.

5. Colleague Consultation and Involvement
All colleagues will be encouraged to participate actively in improving health and safety standards by following company rules and procedures; reporting hazards and problems; and by helping to identify solutions or risk reduction measures. Colleagues will also be encouraged to participate through input into risk assessments, site and equipment inspections and through relevant safety meetings and discussions.

6. Performance Monitoring and Enforcement
The effectiveness of our systems and procedures will be monitored on an ongoing basis. A range of monitoring methods will be used to provide a clear measure of health and safety performance and to help identify the need for further improvement.

7. Communication
Effective, coordinated communications programmes will be used to ensure that key health and safety information and messages are delivered to target audiences in a clear format and timely manner.

8. Documentation and Record Keeping
Health and safety systems and procedures will be documented. Relevant documents will be available at all locations and colleagues. Standard documents will be controlled by Health and Safety Teams and will be reviewed periodically. Records will be kept of all risk assessments; employee training; audits and inspections; equipment tests and servicing; workplace monitoring; and health monitoring.

9. Customers, Contractors, Visitors and Other Third Parties
Customers, contractors, visitors and other third parties will be protected. Appropriate systems will be used to control the selection and approval of contractors, and to control their activities on our premises or when working on behalf of the Company. Customer and visitor access will be controlled as far as reasonably practicable. Grafton colleagues will monitor the behaviour of contractors, customers and visitors to ensure they comply with instructions and safety requirements.

10. Accidents, Incidents and First Aid
All reported accidents and incidents will be recorded and investigated, with appropriate action being taken to reduce the potential for recurrence of similar incidents. Appropriately trained first aid personnel will be provided at each location along with appropriate first aid facilities. Information on how and where to obtain first aid will be displayed at each location.

Full details of our standards, procedures and rules can be found in each relevant business Health and Safety Manual.

All colleagues must follow instructions and all relevant safe systems of work and report anything they are uncertain of or concerned about.

Note: This Policy will be reviewed at least every 2 years, but in any event will remain current until superseded.

Our vision: Everyone home safe & well every day