

# GROUP HEALTH AND SAFETY POLICY - 2022-2023.

## STATEMENT OF INTENT

Pinewood Technologies Group PLC recognises its duties under the Health and Safety at Work Act etc. 1974 to do everything that is reasonably practicable to provide a safe working environment to support and protect our Associates, customers, and partners. The Group has devised 3 clear Health and Safety (H&S) Aims:

- 1) Maintain positive physical and mental health for all involved in Pinewood working practices through the delivery of an effective H&S management system.
- 2) Generate a psychologically safe H&S culture that promotes transparency on all H&S matters through all layers of the organisation.
- 3) Operate within statute laws to lower any impact on the environment.

## STAKEHOLDER RESPONSIBILITIES

All layers of the Group hold a level of H&S responsibility critical to the effective delivery of the Groups key aims:

The Pinewood Board and Senior Leadership will endeavour to:

- Ensure the appropriate provision of resource to manage H&S risks within the business.
- Ensure that this policy and individuals' responsibilities for health and safety are understood throughout the organisation.
- Take note and act upon key H&S indicators to lower H&S risk.

The Pinewood Group Health and Safety Team will endeavour to:

- Provide competent H&S support and guidance to the Group.
- Create and maintain a suitable and sufficient H&S management system.
- Monitor and distribute management information on key H&S indicators.

Associates in "onsite" Leadership roles will endeavour to:

- Ensure the Groups H&S management system is implemented effectively within their place of work.
- Support Associates within their Team with any matters relating to H&S including the allowance of time to perform H&S related tasks or to perform daily tasks in a safe manner.
- Promote a positive and pro-active H&S culture within their place of work.

All Associates will endeavour to:

- Act in a manner that lowers H&S risk to both them and others.
- Perform/adhere to the allocated H&S tasks, instruction, information and training.
- Act in a vigilant manner to H&S risks and report any concerns as they arise.

All Health and Safety Coordinators (HSC) will endeavour to:

- Assist in the effective implementation of the Groups H&S management system.
- Effectively engage with both on site Associates and the central Group Health and Safety Team.
- Act as a focal point for H&S enquiries and contractor visits.

## ARRANGEMENTS FOR HEALTH AND SAFETY

To achieve the aims of this policy the Group has a comprehensive H&S management system. At the heart of it sits the electronic platform “My Safe Centa” which assists in the consistent delivery of H&S controls across all Pinewood locations. The system has 5 clearly defined characteristics that contributes to the stated aims in this policy:

- 1) Easily Accessible for the end user.
- 2) Applicable and relevant to the end user.
- 3) Provide effective control measure delivery for the referenced, identified risks.
- 4) Simple to complete but challenging in its content.
- 5) Reportable.

Required controls are identified through a centrally managed risk assessment process. Suitable and sufficient resource is then applied to help ensure safe standards of operation.

The H&S policy is an overarching policy that sits above other key risk policies and strategies implemented within the Groups H&S Management system.

To ensure that this policy and other stated policies are fully implemented the Board has full authority and responsibility for health and safety in the company and have vested responsibility for ensuring the fulfilment of the policy with the chief executive officer. The Board will:

- Regularly review this policy (at least annually or on significant changes in our business) and compliance with the systems and processes that implement and support it.
- Make any changes to policy and such systems and processes known to Associates.
- Maintain procedures for communication and consultation between all Associate levels on matters of health, safety and welfare.

Any questions regarding the Groups Health and Safety Policy or management system can be directed to the Group Health and Safety Team via [human.resources@pinewood.co.uk](mailto:human.resources@pinewood.co.uk).

A handwritten signature in dark ink, consisting of a stylized 'W' followed by a horizontal line and a long, sweeping flourish.

By order of the Board