



Health & Safety Standard



castorama



SCREWFIX



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Approved on:	January 2019
Approved by:	Group Executive
Owner:	Angela Robertson, Group Safety Risk & Compliance Officer
Next Update due:	January 2020

1. Standard Name

Health & Safety Standard (“Standard”)

2. Summary and Objectives

We need to ensure that we conduct business in a healthy and safe manner.

Kingfisher is committed to promoting and continually improving our safety culture and performance throughout all operations in accordance with best practice and legislation.

The Group Health & Safety Policy Statement and this Standard set out the key arrangements and processes to minimise the risk of harm and apply to all Kingfisher Colleagues, Third Parties and Sites.

Kingfisher Colleagues and Third Parties are obliged to report any actual accidents, incidents, near miss events or breaches of health and safety regulation, Group Health and Safety Policies or Standards.

Specific objectives of this Standard are:

- a. To ensure a safe place of work is provided where all individuals can perform their work without causing injury to themselves or others, or physical damage to property, equipment or products;
- b. To encourage all employees to actively feedback all safety concerns and suggestions for safety improvements;
- c. To provide clear training, processes and procedures
- d. To ensure provision of access, handling and personal protective equipment
- e. To help promote and develop a culture of openness and accountability to continually improve safety practices.

3. Definitions

"Kingfisher *Colleagues*" means all persons working for a Kingfisher Group Company or its behalf in any capacity, including employees at all levels, directors, officers, employees, contractors, agency workers, seconded workers, volunteers and interns.

"*Third-Party*" means all suppliers, vendors, service providers, intermediaries, agents, business partners, external consultants, charities, advisors or entities contracted or proposed to be contracted or engaged by Kingfisher.

"*Accident*" means injury to someone as a result of the work they are doing. An accident does not include ill health that is not related to their work or where a customer or other visitor is taken ill whilst in a store.

“Incident” means an unintended event which causes damage to a person, property or the environment

“Near miss” means an unplanned event that could have resulted in injury, illness, or damage

4. Ownership and Accountability

The Kingfisher Group Safety Risk & Compliance Officer has overall responsibility for this Standard. However, it is the responsibility of each Kingfisher Colleague to comply with this Standard and ensure that it is applied.

5. Group Minimum Standards

Unless the applicable laws of a jurisdiction in which a Kingfisher Group Company operates impose more stringent requirements (in which case, those more stringent requirements will apply), the following Safety Guidelines should, at all times, be complied with throughout the Kingfisher Group when conducting business, including but not limited to all operations, logistics, sourcing products for resale and products not for resale and engaging in administrative or other employee voluntary activities.

A dispensation may be sought from the Kingfisher Group Safety Risk & Compliance Officer should the Minimum Standards set out herein be considered illegal or otherwise inapplicable in a certain jurisdiction where Kingfisher operates.

6. Procedure

6.1. Introduction

Individuals are under the obligation to comply with all safety information, instruction, training and supervision and raise concerns about any actual or perceived safety issue within Kingfisher. This could include (but is not limited to):

- failure to comply with any safety regulatory obligation;
- any danger to the health and safety of any persons;
- damage to the environment;
- damage or misuse of any equipment provided for safety purposes
- a breach of Group Safety Policies and Guidance; and
- a deliberate concealment of any of the above.

The following Guidelines should be used to ensure compliance with this Kingfisher Safety Standard. Guidelines are listed in 6.3 below and can be found in the Appendices to this Standard.

6.2. Consequences of non-compliance

The most significant consequence of not following the Safety Guidelines is the risk of serious injury to our employees and any visitors to our sites. Processes should be in place to investigate and take appropriate action in the event of serious breaches of any of the Kingfisher Minimum Safety Standards and/or local safety legislation.

In order to promote a safe culture, Guideline information should be shared with all relevant parties.

Guidelines to the Standard will also help to form the basis of Kingfisher store audits and therefore any examples of non-compliance may lead to audit failures.

6.3. Kingfisher Minimum Safety Standards Guidelines

01. Fire
02. Racking & Safe Storage
03. Merchandising
04. Electricity
05. Equipment
06. Property
07. Products
08. People

6.4. Roles and Responsibilities

Officer Directors:

- Adequate oversight of health & safety provision and performance across the Group;
- Challenge business leaders across the Group to continually improve performance;
- Approve resources

Op Co CEO:

- provide sufficient resource for the effective planning, organisation, control, monitoring and review of health, safety and wellbeing preventive and protective measures;
- ensure any written health and safety policy is compliant with the Kingfisher Group Occupational Health & Safety Policy Statement and all safety regulation;
- consult with the Op Co health and safety to keep abreast of safety performance, accidents and near miss events, and plan for future legislative or operational changes which may affect Kingfisher safety performance;
- establish clear communication systems and management structures;
- drive continual accident reduction performance;
- provide leadership for the Health & Safety Committees which must meet at least quarterly unless a higher frequency is required by local legislation

Store Management

- engage employees, contractors and visitors in the promotion and achievement of safe and healthy conditions;
- identify and manage health and safety risks
- keep abreast and act upon all health and safety written, online and verbal advisories;
- promptly report any accident, incident or miss event;
- regularly review safety performance and responsibilities
- comply with regulator requests

All Employees:

- follow all information, instructions and training provided:
- store and use all safety equipment provided appropriately;
- promptly report any safety concern to your supervisor, safety team or you can use Kingfisher's independent Speak Up line.

Kingfisher Group Safety Risk and Compliance Officer:

- provide leadership, advice and support across the Group for all matters relating to health & safety risk and regulatory compliance;
- benchmark Op Co safety and report performance to the Kingfisher Board at a frequency no less than monthly.
- lead, advise and support accident reduction programmes across the Group.

Op Co Health & Safety teams:

- provide competent and timely advice to all employees
- develop and maintain relevant safety training and reporting
- support employee consultation
- comply with regulator requests
- lead significant accident investigations.

○ HR:

- consult with employees about their risks at work and current preventive and protective measures.
- facilitate activity and initiatives aimed at promoting employee health, safety and wellbeing.

○ Contractors and other third parties

- Comply with these Minimum Standards and Guidance and all local safety related regulations.
- Ensure that all risk assessments, method statements and other safety related information is shared with your Kingfisher contact before work commences and meets these minimum standards or local regulations, whichever is the highest.
- Unsupervised employees and any subcontractors must be suitably trained and experienced to work on a Group contract
- Immediately inform your Kingfisher contact of any accident, incident, near miss or safety regulation or environmental breach.

6.5. Communication and Training

Kingfisher Group Safety teams will ensure that Kingfisher Colleagues receive relevant and timely training related to Kingfisher Health and Safety Standard and related Guidelines, so they may conduct their work without harm to themselves, others, property or the environment.

7. Main Points of Contact

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