

Health and Safety Policy

Bigfoot Logistics takes its obligations and responsibilities in respect of Health and Safety very seriously and is committed to complying with all applicable Health and Safety Legislation. This statement is issued in pursuance of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Bigfoot Logistics aim to provide a safe working environment and safe systems of work whilst operating transport vehicles to ensure the health, safety and welfare at work of all its employees, customers, contractors, sub-contractors and general public whether on Bigfoot premises or carrying out the company business elsewhere.

We believe accidents and incidents are preventable and expect all Bigfoot employees, customers, contractors and sub-contractors on Bigfoot premises or operating transport vehicles on behalf of Bigfoot to adhere to this Health and Safety policy and safe systems of work.

Adherence to this policy will assist Bigfoot Logistics to achieve its aims to:

- Prevent workplace incidents and injuries;
- Continually improve our health and safety performance;
- Foster a culture in which all employees, customers, contractors and sub-contractors share this commitment to health and safety.

Bigfoot Logistics is particularly mindful of the nature of the operations in which it engages and recognises the requirement to manage Occupational Road Risk and Work-related activity risks in relation to employees operating transport vehicles. The organisation and implementation of safety procedures are accorded an appropriately high level of priority.

Bigfoot Logistics will:

- Ensure that the objectives of the Health and Safety Policy are fully understood and observed by all employees;
- Ensure that the Health and Safety Policy and the associated procedures and processes are always enforced in the workplace;
- Continually monitor the effectiveness of the Health and Safety Policy and the associated procedures and processes and ensure that any necessary changes and improvements are made and maintained in line with health and safety development;
- Ensure that adequate communication channels are maintained so that information concerning Health and Safety matters which may affect any or all employees is communicated to them and any matter concerning Health and Safety brought up by any employee is directed to the management so that any necessary action can be taken;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation on all safety matters, in the identification of hazards which may exist and in the reporting of any conditions which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of vehicles and trailers, equipment and systems of work that are safe. Written records are to be updated and maintained.
- Monitor compliance of the Working Time Directive, EU and UK drivers' hours rules by running reports through Tachomaster to reduce driver fatigue and therefore accidents and incidents. Infringements will then be addressed with the driver and retraining completed.

- Ensure the operations manager plans deliveries, routes, driver duties in accordance with the Working Time directive and is mindful of driver fatigue.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health. Health and Safety guidance is given to all new employees upon Induction and regular updates are given to existing employees;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from Bigfoot Logistics activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Bigfoot Logistics arising out of or in connection with Bigfoot Logistics activities;
- Provide information to other employers of any risks to which those employer's workers on Bigfoot Logistics premises may be exposed.
- Conduct full and thorough investigations of all accidents and near misses and recording the details as necessary to determine the causes and any remedial actions and reporting and recording such findings;
- Monitor any work-related ill-health or sickness to investigate and act on any findings to prevent any recurrences and to ensure continued compliance with the Health and Safety Policy, procedures and processes;
- Maintain a safe working environment from the risk of fire by complying with the relevant statutory Fire Safety regulations.

Line Managers/Supervisors

All line managers/supervisors are accountable to the Managing Director for the implementation and enhancement of the policy. They are responsible for ensuring that all employees working under their direction are competent and have been properly instructed in their duties. Re-training needs should be identified and addressed.

Company employees, Customers, Contractors and sub-contractors must:

- Adhere to the prescribed safe system of working;
- Report any faults or defects in vehicles, machinery or equipment immediately to the duty Supervisor;
- Report any safety concerns immediately to Bigfoot management;
- Adhere to the following:
 - All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed;
 - Only personnel who are trained and authorised to use equipment and machinery and have the appropriate class on their license to drive vehicles may do so provided that it is used in safe and proper working conditions, and that all guarding and other precautions are operating;
 - All vehicles, equipment, work areas, and staff facilities should be maintained in a clean and tidy condition;
 - All vehicles, machinery, and materials must be left in a safe condition or off when unattended or when work ceases;
 - Repairs and adjustments to vehicles, equipment or machinery may only be carried out by those who are authorised to do so;
 - Any dangerous or injurious incident or near miss must be reported at the earliest opportunity to the Bigfoot Health, Safety and Compliance Officer Jody Beresford and appropriate details recorded in the Accident book;

- Misuse or interference with any item provided in the interests of safe and healthy working conditions will be treated as serious misconduct;
- While working away from their base office, employees must comply with all local safety policies, procedures, rules or precautions.

Safety Officer

The Company has appointed a Health and Safety Officer with responsibility for safety to ensure that the Company is always aware of and fully complies with its obligations under Health and Safety legislation.

All accidents and near misses irrespective of triviality must be reported by Company employees to the Safety Officer who will ensure that all incidents are fully investigated, and any necessary preventative measures are introduced.

The Safety Officer will carry out risk assessments, for example in respect of any pregnant, injured or sick employees, and make recommendations to the appropriate Manager regarding any adjustments that are required.

Policy Reviews

Bigfoot Logistics regularly reviews its working practices and general working environment. This policy and the procedures for its implementation are reviewed annually by the Health, Safety and Compliance Officer. A report regarding the review and any amendment proposals will be submitted to the Managing Director.

First Aid

All accidents must be recorded in the Company accident book. Details of which members of staff have training in First Aid can be found on the Company notice boards. If any employee or member of the public on the Company's premises becomes ill and requires medical attention, arrangements will be made to call a doctor or emergency services or take the employee/member of the public to Accident and Emergency at the nearest hospital.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on the Bigfoot Logistics premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Bigfoot Logistics in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group and any directions for the use of such must be followed precisely.

Management of Occupational Road Risk Policy (MORR)

Bigfoot Logistics is committed to achieving continual improvement in standards of health and safety at work and seeks to reduce the risks to its drivers whilst they are driving to and from their place of work and during the course of their work.

Bigfoot Logistics is also committed to reducing the number of road accidents and incidents which occur as a

consequence of its undertakings.

To achieve this aim, Bigfoot Logistics will help to improve road safety by:

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- Promoting awareness of Occupational Road Risk throughout the company and its Supply Chain;
- Proactively managing Road Risk;
- Assessing vehicle suppliers, including reviews of their maintenance capability and performance;
- Assessing drivers' fitness by conducting driver medical assessments;
- Undertaking driver assessment and familiarisation relative to type of vehicle;
- Promoting measures to combat fatigue through journey planning, overnight stays, car-sharing, alternative modes of transport and alternative methods of interaction e.g. remote debriefs;
- Ensuring compliance with requirements of daily and weekly defect reporting procedures for commercial vehicles;
- Investigating road traffic accidents in accordance with escalation processes;
- Undertaking driver Risk Assessments and implementing a programme of risk reduction based on the results, following road traffic incidences or breaches of legislation;
- Briefing drivers on policy and manuals for drivers during their induction;
- Reviewing environmental impact during the implementation of this policy;
- Regularly monitoring and reviewing the MORR policies and procedures;
- Providing adequate resources to deliver the above.

The Managing Directors/ Managers shall:

Be responsible for review of their business operating requirements against this policy and its implementation within their area of responsibility.

Managers shall be responsible for ensuring that the company MORR policy is adhered to within their area of responsibility.

Employees will:

- Comply with all MORR policies and procedures
- Report concerns and incidents
- Cooperate with monitoring
- Attend and complete appropriate training and assessments as required

Occupational Road Risk shall be assessed, monitored and reviewed using the following methods:

- Driving Licence checks relative to penalty points and Tachograph card readings (a 3 month download reviewed upon joining the company) completed prior to joining the company;
- All drivers will be given a Drivers Induction upon joining the company; this includes a driving assessment;

- All drivers will complete an Occupational Road Risk assessment upon joining the company which will be repeated at 3-year intervals and upon change of circumstance;
- Results of Risk Assessments will be collated and categorised by risk level with priority training being given to those facing the highest risks;
- Bigfoot will record mileages, incidents, traffic violations, penalties, infringements and associated costs and review training and operational needs accordingly;
- Bigfoot Logistics require HGV drivers to have regular eyesight tests in line with DVLA requirements;
- Bigfoot Logistics have set clear policies on the use of alcohol and other substances.
- Bigfoot Logistics will provide training relative to the risks faced by its drivers;
- Bigfoot Logistics will communicate changes to Occupational Road Risk to all employees.

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