

WORKSPACE GROUP PLC - HEALTH & SAFETY POLICY

1. Introduction

This is the general Health and Safety Policy of Workspace Group PLC (Workspace).

Workspace is committed to provide and maintain safe and healthy working conditions, equipment and system of works for all our employees and to provide such information, training, instruction and supervision as is required for this to be achieved.

The purpose of this policy is to enable Workspace to deliver its obligations under Health and Safety legislation, to reduce accidents and to control health and safety risks to employees and others who may be affected by our activities.

Workspace actively promotes safe working practices amongst its employees enabling them to develop an understanding of their own duties in relation to health and safety in the workplace.

The policy is arranged in three parts:

1. General Statement of Health and Safety
2. Organisational Structure for Responsibilities for the Management of Health and Safety
3. Arrangements for implementation of Health & Safety

This policy is supported by detailed policies, procedures and guidelines which have been identified as necessary to protect the safety and health of employees and others given the nature of the Workspace undertaking.

2. General statement of Health & Safety Policy

Workspace Group PLC recognises the sound moral, legal and financial reasons for ensuring the health and safety of our employees, customers, and visitors to our premises and that of any others who may be affected by our activities.

We will fully comply with our statutory obligations and will strive to be the benchmark of health and safety across our business sector. This policy underpins our commitment to the prevention of injuries, ill health and death, and the continuous improvement in health and safety performance across our portfolio.

To support this, we will:

- Integrate health & safety management into the business decision making, the development and delivery of our services, and our purchasing and supplier management processes.
- Engage with employees, contractors, suppliers and customers for a mutual understanding of requirements.
- Identify and assess hazards and risks and allocate appropriate resources to implement effective control measures.
- Provide appropriate training, supervision and information for our managers, employees, customers and contractors.
- Communicate our policy and arrangements for health & safety to all employees and make it available to other interested parties such as contractors and visitors.
- Maintain our plant and equipment and implement safe systems of work
- Set, monitor and manage our health & safety performance against clearly defined goals.
- Provide clear and regular communication associated with our health & safety performance.

All Employees are reminded of their duties under the Health & Safety at Work Act 1974 which is to:

- Ensure that all reasonable care is taken with regard to the health & safety of themselves and others.
- Make themselves aware of and co-operate with the implementation of our policy, processes and procedures.
- Take all reasonable and proper steps to ensure a safe working environment.

The provision of appropriate training and information supported by monitoring, reporting and identification of improvement actions, are the building blocks of this policy, and it will be reviewed for continuing suitability at least annually.

Signed:



Date:

16/2/21

Printed Name:

GRAHAM CLEMETT

3. Purpose and scope

This document has been produced to demonstrate Workspace's commitment to a safe and healthy working environment, to outline how health & safety compliance will be incorporated into its daily activities and to define roles and responsibilities for employees at all levels within the organisation.

This policy will be communicated to all employees and will be available for viewing on all Workspace premises. It will also be made available to customers, contractors, visitors other interested parties.

4. Legislation

The principal legislation governing this procedure is contained in, but not limited to:

- The Health & Safety at Work, etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- The Corporate Manslaughter and Corporate Homicide Act 2007
- The Construction (Design and Management) Regulations 2015

5. Definitions

For the purposes of this policy the following definitions apply:

Reasonably practicable means there is a balance between the cost of protective measures and the benefits derived. Where the cost is deemed not to be excessive in relation to the benefits the measure shall be considered reasonably practicable to implement.

Hazard means anything which has the potential to cause harm.

Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard

t

6. Responsibilities

6.1 **The Board of Directors** are responsible for leadership, and overseeing health and safety duties and benefits are communicated throughout the organisation.

6.2 **Chief Executive Officer (CEO) – Graham Clemett** has overall responsibility for health and Safety in Workspace Group PLC, and for keeping the Board of Directors adequately informed on health and safety matters.

6.3 **Executive Committee** is collectively responsible for providing health and safety leadership and that decisions made are consistent with the Policy Statement.

6.4 **Head of Health and Safety – Adrian Kennedy-Jones** has been appointed by the CEO to keep the Management Team informed of, and alert to, relevant health & safety risk management issues. In accordance with his job description, Head of Health and Safety must give his full support to the policy and put systems in place to achieve its implementation. Head of Health and Safety will monitor the overall success of the policy and update the contents where appropriate.

6.5 **Asset Managers/Portfolio Managers/Heads of Department** are responsible for the health and safety aspects of all sites or activities under their control. In accordance with their job description, they must undertake the effective management of health and safety risks, including those associated with contractors.

6.6 **Centre and Facilities Managers** are responsible for the health and safety aspects of all sites or activities under their control. In accordance with their job description, they must undertake the effective management of health and safety risks, including those associated with contractors.

6.7 **Employees (including Contracted Staff)** every employee is responsible for ensuring their own health and safety, for complying with the requirements of the Health and Safety Policy, and for ensuring that their acts or omissions do not affect the health and safety of others. Employees must report accidents, near misses, or unsafe conditions and comply with the requirements of all relevant method statements and risk assessments

7. Consultation and communication with employees

Workspace recognises that employee involvement in health & safety in the workplace is an integral part of ensuring that high standards are reached and maintained. The company is also committed to complying with the requirements of The Safety Representative's and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996.

The arrangements for employee consultation and communication are:

- 6 monthly policy and review meeting between the Executive Directors, other key personnel and Head of Health & Safety.
- Regular informal updates between CEO and Head of Health & Safety.
- Monthly Meetings with Head of People.
- Bi-Monthly Meetings with the Facilities Management Team.
- Monthly reporting by Head of Health & Safety to the Executive and Management Boards.

- Meeting of Managers and Heads of Departments with their respective work teams.
- Unofficial site and business centre visits and formal Health and Safety audits.
- SharePoint.

8. Health & Safety training

Health and safety training will be incorporated in annual training programs as well as induction training. Health and safety training needs will therefore be identified through risk assessment and performance reviews, and be planned for in the same manner as other training. The following areas of health and safety training will be given priority:

- Manager's Training – to equip them with an understanding of their duties under Health and Safety law and their responsibilities under this policy.
- Health and Safety Roles – specific training will be provided for all those identified as having specific health and safety responsibilities to enable them to discharge their functions.
- Employee and Induction Training – to acquaint them with an understanding of their duties under health and safety law and their responsibilities under this policy.

Training will be conducted at the expense of the organisation and wherever possible will be carried out during normal working hours.

9. Health and safety arrangements

9.1 Reporting health and safety hazards

It is the responsibility of every employee to report anything that may represent a hazard as soon as it is practicable to do so.

9.2 Risk assessment

Workspace will make certain that all areas of its undertaking are subjected to a suitable and sufficient risk assessment to identify potential hazards and to introduce control measures to eliminate or reduce harm.

9.3 Workplace

Workspace will make sure that all areas of its undertaking are subjected to a suitable and sufficient risk assessment to determine the maintenance, cleaning and housekeeping programmes required to assist in providing safe and efficient working environments at its head office and remote sites.

Our employees at each site are responsible for ensuring that they comply with a suitable maintenance, cleaning and housekeeping regime in line with the standards of general workplace operation defined in the Workplace (Health, Safety and Welfare) Regulations 1992.

9.4 First Aid

Workspace will make provisions for first aid in accordance with the Health and Safety (First Aid) Regulations 1981. Workspace will carry out necessary risk assessment of work activities and that the relevant requirements are made for providing first aid and health screening.

Workspace has First Aid kits kept at head office and on each manned site.

Appointed First Aiders in our Head Office are:

- Lisa Coward
- Sabina Bathurst
- Adrian Kennedy-Jones
- Adam Austin

9.5 Accident and incident reporting

Workspace will as far as is reasonably practicable, to make sure that no-one be subjected to any preventable injury on its premises. All accidents, incidents or "near misses" with the potential for injury (whether that injury actually occurred or not) are to be reported to Head of Health and Safety without delay. Further investigations will take place where appropriate. Head of Health and Safety will be responsible for reporting accidents where required to do so under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Workspace will notify immediately by phone the RIDDOR incident report centre if:

- Anyone dies or is seriously injured in an accident
- A dangerous occurrence has taken place

A report will also be made either by telephone or online within 15 days if:

- Anybody is off work for more than 7 days as a result of an accident at work

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Cases of diseases will be reported to our Local Authority Environmental Health Department as soon as a doctor notifies Workspace that an employee suffers from a reportable work-related disease.

Form 2508 will be used for reporting accidents and dangerous occurrences.

Form 2508A will be used for reporting cases of disease.

9.6 Fire and emergency arrangements

Workspace has established a fire safety programme with the objective of guarding against the outbreak of fire, and, so far as is reasonably practicable, the safety of persons on the premises in the event of the outbreak of fire or other emergencies.

The fire safety programme at our head office and other sites will include the following actions:

- Workspace will carry out a fire risk assessment supported by the fire strategy documentation, where available. The fire risk assessment will be regularly reviewed and action taken to address significant findings where reasonably practicable.
- Where fire strategy documentation is not available, and where it is reasonably practicable, Workspace will commission its Fire Consultants to conduct a retrospective survey and produce a suitable and sufficient fire strategy document
- Workspace will establish a fire emergency plan for each of its properties
- Workspace will provide appropriate information instruction and training for all employees and those affected by its activities.

The fire risk assessment will be carried out by our appointed Fire Consultants. It will identify potential fire hazards and the control measures needed including the requirements for fire prevention and protection.

The purpose of the fire strategy document will be to set out the design basis of the premises in respect of fire safety. It will be provided in a standard format as agreed with our Fire Consultants.

The fire emergency plan at each site will follow the standard format as provided on the company Sharepoint portal.

9.7 Personal Protective Equipment

Workspace will provide Personal Protective Equipment for its employees where required and undertake that it is correctly used wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Workspace will also provide adequate training to its employees so that Personal Protective Equipment is:

- Properly assessed before use to suited to the task being undertaken
- Maintained and stored properly
- Provided with instructions on how to use it safely
- Used correctly by employees

9.8 Manual handling

Workspace will carry out risk assessment for manual handling operations and put in place training for its employees.

As an employer Workspace will:

- Avoid the need for hazardous manual handling, so far as is reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable

9.9 Electrical & Equipment Safety

The effects of electric shock can be significant and lead to fatal injuries. The hazards may arise from bad design, construction or installation of electrical equipment, or from inappropriate use or misuse of equipment.

In order to reduce the risk of electric shock, periodic inspection of all electrical equipment, particularly hand-held tools and other portable appliances are to undergo Portable Appliance (PAT) Testing once a year. Fixed wiring installations are to be inspected and reported on by a competent person at least once every 5 years.

Personal electrical equipment is not to be used in the Workplace.

All other plant and equipment provided, for use at work, will be maintained and examined in accordance with manufacturer's recommendations, and the requirements of the relevant legislation.

9.10 Hazardous substances

Generally, across Workspace the use of and exposure to hazardous substances is relatively rare. Additionally, where hazardous substances are in use their hazardous properties are often not significant. However, there may be occasions where high hazard substances are present, particularly if employees become involved with the clearance of customer's raw materials and waste.

If line managers suspect that there may be a potential for contact with hazardous substances, they are to escalate the matter to Head of Health & Safety who will determine if there is a requirement for a COSHH Risk Assessment.

If Site Management are using or holding stocks of routinely available hazardous substances, for example paints, de-scalers and bleaches etc. They are to ensure that they have a record of the type and quantity of substances held, where they are stored and copies of the associated Safety Data sheet (SDS)

9.11 Asbestos Awareness and Management

It is Workspace policy that no employee, contractor or other person will knowingly work with asbestos containing materials (ACMs) on its premises, unless they are professionally competent to do so.

In order to prevent, as far as possible the accidental exposure to asbestos. The building Asbestos register is to be consulted prior to any work commencing, to determine the presence of ACMs. Where work is likely to result in damage to the fabric of any building and fibre release is possible, the work is not to be undertaken unless the asbestos is removed by a competent Asbestos removal specialist.

In all instances, the instructions contained within Workspace Asbestos Management Plan are to be followed. This is available on the company's SharePoint and is available to all staff, all staff involved in construction or maintenance works must have a working knowledge of this document.

9.12 Driving at work

Workspace recognises that when an employee is driving on company business, then the vehicle being driven becomes a place of work.

Workspace will ensure as far as is reasonably practicable that the legal requirements, particularly those regarding fitness and competence to drive are adhered to, and that the driver's license is checked every 6 months. In the case of company supplied vehicles, servicing and inspections are also to be carried out and recorded in accordance with statutory requirements and manufacturers recommendations.

The following aspects of vehicle safety are to be specifically highlighted and understood:

- Handheld mobile phones must not be used while driving.
- Do not drive while tired and allow sufficient time for each journey.
- The loading of vehicles is critical to safety and cars are not designed to carry large amounts of goods. Drivers must be aware of the safe weight limit for their vehicles and make sure they do not overload them.
- The safe condition and driving of vehicles used for company business is the responsibility of the person to whom the vehicle is issued, or receives payment for. It is the responsibility of that person to undertake or arrange the monitoring of the vehicles condition, particularly the lights, brakes, tyres and other safety critical elements. They must make sure that any defects are remedied as a priority.

9.13 New and expectant mothers at work

It may be possible that work undertaken by Workspace employees could be potentially damaging to a pregnant worker or their unborn child. Additionally, there is potential risk to a new child and nursing mother from certain hazards in the workplace. Employees have a responsibility to notify Workspace when they become aware they are pregnant. Human Resources are to notify Head of Health and safety who will carry out a specific risk assessment to evaluate the level of risk to the pregnant employee or nursing mother.

9.14 Young persons at work

Due to a lack of experience and occasionally a lack of maturity, young workers below the age of 18 represent an increased risk in the workplace. Therefore, where Workspace employs a young person, we are to carry out a specific risk assessment to address their needs and lack of experience.

Human Resources are to notify Head of Health and Safety whenever a young person is employed, and he is to carry out the risk assessment.

9.15 Inspections

A daily inspection regime covering health and safety matters will be implemented on all sites. This will be supplemented by periodic visits, and sites audits carried out by Head of Health & Safety. The programme will include the following key elements:

- Daily, weekly and monthly checklists completed and signed off by Site Management.
- Spot checks and full site visits carried out by Asset and Portfolio Managers
- Periodic site visits and audits carried out by Head of Health & Safety.
- Admin Staff are to complete daily checks at Head Office.

9.16 Working at Height

It is Workspace policy that no untrained or unauthorised persons are to carry out working at height activities or work with any form of access equipment and or working platform.

Facilities Management Technicians are permitted to work only from step ladders and works must be conducted in accordance with the specific risk assessment that has been completed for them.

Contractor work at height activities must conform to the requirements of the Workspace site risk assessment be controlled by a Permit to Work issued by the Site/Facilities Manager. A suitable and sufficient Risk Assessment and Method Statement must also be provided by the Contractor.

9.17 Confined Spaces

Workspace acknowledges the dangers to life when carrying out activities within confined spaces

Workspace will not permit activities within confined spaces under their control unless a suitable and sufficient risk assessment has been carried out, and the activity is planned, carried out and led by trained and competent persons.

Any planned activities within confined spaces in Workspace controlled areas are to be referred to Head of Health & Safety for prior authorisation.

9.18 Management of Contractors

Workspace will only engage contractors after identifying all aspects of the services required of the contractor and having taken into account any associated risks.

Contractors will be selected by carrying out standard checks to assess their competence to carry out the requisite works.

Workspace will provide suitable and sufficient supply of information, instruction and training to all contractors.

Workspace will undertake regular checks to confirm that contractors adhere to their method statements and risk assessments.

Contractor performance will be reviewed at least annually.

9.19 Construction and Design Management

Workspace recognises that it has a duty under Construction (Design and Management) Regulations 2015, any construction project that may take place on its premises will be suitably managed, to safeguard the health and safety of all who might be affected by that work. In order to achieve this, Workspace will ensure as far as is reasonably practicable:

- All duty holders are appointed as required
- Workspace employees will only undertake roles if they are competent to do so
- Sufficient time and resources are allocated to the project
- Relevant information is prepared and provided to other duty holders
- The Principal Designer and Principal Contractor carry out their duties
- Welfare facilities are provided

9.20 COVID-19

Workspace recognises that it has a duty to safeguard our staff, customers and site visitors from harm, this includes taking reasonable steps to protect them from COVID-19. Workspace has carried out specific risk assessment and implementation of control measures to eliminate or reduce the risk of transmission, in line with Government guidance. All Workspace contractors will be expected to include COVID-19 in their risk assessments and implement appropriate controls.

10. Policy monitoring and review

Workspace will monitor the effectiveness of this policy. Review of the safety performance of Workspace and the functioning of the policy is the responsibility of the CEO.

The CEO, assisted by Head of Health & Safety will review the contents of the policy document annually, or where changes in legislation or company procedures require changes to be made, and identify ways in which company safety performance can be improved.

The CEO and the Head of Health & Safety will establish occupational health and safety objectives in line with, and in support of, Workspace requirements. The objectives are to be measurable, where practicable, timely and such objectives will meet legal compliance and support current best practice. These objectives will be reviewed at

regular and planned intervals and will be communicated in the annual health & safety meeting and subsequent minutes.

AMENDMENT HISTORY

DATE	ISSUE	COMMENTS
Sept 2014	2	Change to reflect revised RIDDOR Regulations
October 2015	3	Addition of para 9.19 to include Construction (Design and Management) Regulations 2015
December 2016	4	Changes to paras 6.3,6.4 and 6.5 (Responsibilities are now cross referenced to job descriptions) Changes to para 4. Consultation and communication with employees Additional nominated First Aiders
December 2017	5	Annual Review
December 2018	6	Changes to Para 9.6 (Requirements for Fire Risk Assessments and Fire Strategies)
October 2019	7	Minor changes, caretaker to FMT, tenant to customer. Change of CEO and HOHS. Removal of noticeboards and addition of SharePoint
July 2020	8	Minor changes plus, changes to 9.6 around review of FRA, additional requirement added for RIDDOR, operational staff requirement to have a working knowledge of asbestos management plan. Removal of Workspace staff taking on role of PD and direction that staff should only take on roles they are competent to do so. Addition of COVID-19 policy
January 2021	9	New first aiders added

