

**Report on Health & Safety
for Workspace Group PLC**

13 December 2018



WORKSPACE®

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1. Draft Health & safety Policy Statement
2. Summary of Personal Injury Claims

1. Introduction

This report has been produced to identify and explain the key Health & Safety matters and occurrences affecting Workspace during the period December 2017 to November 2018

It has been published to precede the annual Health & Safety at Work meeting, so that any areas of concern or queries can be raised, addressed and information prepared in time for the meeting.

2. Management of Health & safety

To ensure compliance with the Management of Health & Safety at Work Regulations 1999, Workspace bases its policies and procedures on the advice contained in the Health & Safety Executive guidance document, HSG65 (Managing for Safety and Health).

HSG65 compliance is measured by external audit which takes place every 3 years in the form of an independent gap analysis. The most recent audit took place in July 2016 and the next one is planned for July 2019.

In addition to the legal requirements to manage Health & Safety, there are also moral and economic factors to be considered, such as owing a duty of reasonable care to employees and visitors to our premises, and the costs of injuries and ill health in the form of compensation claims and temporary labour costs. Workspace continues to set high standards of management of its premises and work processes in order to provide a safe environment for its customers, employees and visitors.

To enable our management systems to work effectively, it is necessary to delegate responsibility within the organisation. Overall accountability lies with the Board, with the Chief Executive Officer as the responsible director, and the Head of Health & Safety (Bob Perry) as the nominated competent person, in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999. Bob Perry reports to the Head of Support Services for daily duties, but has a direct line of communication to the Chief Executive on all matters relating to Health & Safety if required. Further delegation of responsibilities is detailed in the Health and Safety Policy Statement.

3. Health & Safety Policy

The annual review of the Health & Safety Policy has been completed, and a draft copy is attached to this report. It will be discussed at the Annual Health & Safety Meeting, and distributed throughout Workspace once signed by the Chief Executive. It will also be distributed to all sites and remain available on the Company Hub in PDF format.

4. Health & Safety Training

Workspace has a duty to ensure that its employees are competent and confident to carry out their duties in a safe and professional manner. We also need to lead by example and set high standards for our customers to follow, particularly where health and safety is concerned. Specific health & safety training activities completed during the last 12 months include:

- 49 Centre staff completed Fire Warden training at Griffin Fire's training facility during November 2018.
- 64 Centre staff attended a UKAS accredited Asbestos awareness course delivered by an external service provider during October and November 2018.
- 10 staff members attended and passed the IOSH accredited Health and Safety at Work training for Centre and Facilities Managers in January 2018.
- Health & Safety Induction training was delivered by Bob Perry throughout the year to new starter Facilities Managers, Centre Managers, Assistant Centre Managers, Site Supervisors and Caretakers.
- Monthly tool box talks take place between FM's and Caretakers. These are recorded on E-Logbooks once completed.
- Bob Perry chaired bi-monthly Health & Safety meetings throughout the year with the Facilities Managers and other invited staff to discuss general matters, and communicate specific changes to legislation, and their effects on Workspace policies and procedures. This is also a forum to answer questions on and allocate subject matter for tool box talks for Caretakers.

It is planned to carry out the following Health & Safety training during the next 12 months:

- Centre and FM Staff will attend a Workspace specific training package with Griffin Fire in Autumn 2019. This will include essential fire compliance duties, emergency firefighting with fire extinguishers and basic fault finding on fire alarm panels/systems.
- The IOSH Health and Safety at Work training for Centre and Facilities Managers (new starters) is provisionally scheduled for Autumn 2018
- Updates will be delivered during bi-monthly Health & Safety meetings with Facilities Managers.
- Monthly tool box talks will be scheduled between FM's and Caretakers, and recorded on E-Logbooks once completed.
- Bob Perry will continue to deliver H&S induction and update training throughout the year.

5. Personal Injury Claims

Any incident with the potential for a personal injury claim is initially investigated by the responsible person on site, and then passed to Bob Perry for assessment and follow up action. In all cases, incidents that have potential to develop into a personal injury claim are notified to our insurers via our Brokers, Willis. Each notification is logged, allocated a reference number and may remain on file with a financial reserve for up to 3 years when the time limit for a claim submission expires.

A total of 9 personal injury claims remain open on the date of this report. An extract from the latest loss adjusters update outlining the current status of these incidents is attached to this report.

6. RIDDOR Reports

During this reporting period, there have been no incidents deemed notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

7. Fire Safety Management

Monthly meetings are held with our Fire Consultants (Norman Disney Young), and service providers (Griffin Fire). Bob Perry and Head of Facilities Management discuss the current condition and planned preventative maintenance requirements for each fire alarm system across the portfolio.

Fire Risk Assessments are reviewed by Bob Perry and the Senior Facilities Managers to ensure that any recommended controls are reasonably practicable.

Recent significant fire alarm works include:

- Light Box – A major upgrade to the existing system following the addition of an extra storey to the premises.
- Biscuit Factory – New installation (Block 5), and general upgrade works throughout the site
- Fuel Tank – New installation
- Grays Inn Rd – Upgrade works to the existing house system following internal refurbishment and layout changes
- Clerkenwell Workshops – Replacement of the existing in-house panel, and upgrade/replacement of devices
- Goswell Road – Major upgrade works following the lower ground floor refurbishment and layout changes

8. Other Health & Safety Matters

Redevelopment Projects. Re-development and refurbishment projects are ongoing across the portfolio, on both occupied and vacant sites such as Goswell Road, Pall Mall Business Centre and Easton Street. Workspace closely manages the associated risks to the health and safety of Customers and visitors, particularly where building works are being carried out in close proximity to common parts and tenant occupied areas.

Bob Perry will make regular, and unannounced site safety visits with the site FM's carrying out daily workplace checks to maintain the integrity of our common and tenanted areas. We maintain good working relationships with Project Managers, Principal Designers and Contractors, and attend project and site meetings where appropriate.

For the fifth consecutive year, there have been no reported accidents involving contractor's activities and Customers. This safety record is a direct result of lessons learned from previous projects, strict controls being implemented through Workspace management procedures, and thorough daily safety inspections being carried out by our Facilities Managers.

Approved Contractors. The approved contractor and supplier selection process helps us to ensure we have professional and competent persons carrying out works on our premises. All applications for approval are vetted by Bob Perry and then approved by the Contracts Committee to ensure that the applicant has a suitable and sufficient, documented Health & Safety management system in place.

Contractors are provided with and are required to acknowledge receipt of a copy of the Workspace document "Guidance for Contractors", to ensure that they are aware of and abide by the standards of safety and conduct required. This document is subject to annual review by Bob Perry.

Contractor health and safety performance is monitored by site and facilities staff, with any issues or observations reported to Bob Perry for follow up. This process is in accordance with HSE guidance for the successful management of contractors, and enables Workspace to demonstrate that it has verified, and continues to monitor their competence to undertake works on our behalf.

Customer Activities. Bob Perry operates a program of scheduled and ad hoc site visits with the purpose of identifying and monitoring health and safety risks. He will also engage with Customers to ensure that any identified hazards resulting from their activities are either eliminated or suitably and sufficiently controlled. This process is supported by the Centre and Facilities Managers, who will monitor and report back as required.

9. Auditing

Internal.

Health & Safety audits are carried out on all business centres by Bob Perry as part of a 5 year, rolling programme. When combined with the 3 yearly external audits (Gap Analysis'), they enable us to determine if our policy, organisation and systems are actually achieving their objectives. A total of 17 sites have been audited since January 2017. The objective is to complete a minimum 15 audits per calendar year.

The compliance monitoring tool, E-Logbooks is a proven system that enables us to monitor statutory compliance and routine maintenance across the entire Portfolio. It is used by all site staff and allows them to upload documentation such as risk assessments, routine safety checks, and fire alarm test records.

The system is controlled and administered by Head of FM, and Bob Perry has full access to log in via the Internet from any location to enable confirmation of individual site or portfolio status.

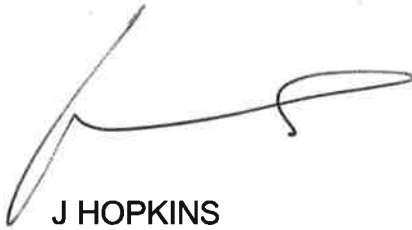
External

An external audit (Gap Analysis) is due to take place in July 2019, and will be carried out by an independent Health & Safety Consultant. Once completed a

report will be presented along with any findings and recommendations. Bob Perry will then prepare an action plan, and this along with the full report will be presented to the board and reviewed at the 2019 Annual Health & Safety Meeting.

A handwritten signature in black ink, appearing to be 'R G Perry', with a large, sweeping flourish at the end.

R G PERRY
Head of Health & Safety

A handwritten signature in black ink, appearing to be 'J Hopkins', with a long, horizontal flourish extending to the right.

J HOPKINS
Chief Executive Officer

