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## **Health and Safety Policy Statement**

Henry Boot PLC is committed to achieving excellence in safety, health and welfare management and recognises the key role this excellence plays in the successful and cost effective management of the business. It is the policy to maintain a healthy and safe working environment for all our employees and any persons who may be affected by our assets and undertakings.

The principles of safety management throughout the Group of Companies are based upon the identification of the inherent risks associated with our activities and the application of sensible and practical control measures that eliminate or reduce risk to an acceptable level.

To achieve the objectives of this policy Henry Boot Plc requires it and its subsidiary companies to:

- Implement and maintain management systems that ensure the effective planning, organisation, control, monitoring and review of health and safety measures.
- Assess and manage the risks to the health and safety of our people and any others that may be affected by our undertakings.
- Promote best working practices and standards of behaviour which minimise the risk of injury and occupational ill health.
- Set performance targets to achieve continuous improvement above and beyond statutory requirements relating to health and safety.
- Identify individual responsibilities.
- Provide the necessary resources to effectively manage health and safety.
- Identify training needs and provide health and safety training to industry and nationally recognised standards.

In order to assist the achievement of these objectives all employees are required to be aware and fulfil their responsibilities in maintaining a healthy and safe working environment.

Group Health and Safety Department will independently monitor compliance with this policy and audit activities against the documented procedures.

The Group HSE Manager will continuously review the Policy and update it accordingly to reflect best practice, changes in legislation and new knowledge, such that it remains at its most effective.



Tim Roberts  
**Chief Executive Officer**

6<sup>th</sup> January 2020

## **2.0 Overall Responsibilities**

### **2.1 Tim Roberts, CEO, Henry Boot PLC**

Ultimate responsibility for health, safety and welfare within the Group rests with Tim Roberts-CEO. He will ensure that each subsidiary company has effective systems for health, safety and welfare within their organisations.

To achieve this, he will:

- Delegate such duty and authority to an appointed Health and Safety responsible Director of each subsidiary company, as is necessary to fulfil their duties. Each subsidiary company Health and Safety Director will be appointed in writing by the CEO.
- Ensure that adequate advice and guidance is available on matters relating to health, safety and welfare.
- Ensure proper budgetary allocations are made.
- Set such objectives as are necessary to achieve the policy objectives and standards.
- Ensure independent audits/inspections/surveys/samples of activities are undertaken by the business.
- Hold regular meetings with the Group Health & Safety, Environmental Manager to enable direct HSE performance reporting.

### **2.2 Subsidiary Company Health & Safety Director and Appointed Directors**

The Health and Safety Director of each subsidiary Company is responsible for the safe performance of that company's health, safety and welfare activities. In particular he/she will:

- Define and institute systems of management, which identify individual's responsibilities with regard to their performance under this policy.
- Ensure that Health and Safety leadership is displayed conspicuously and is the forefront of business lead, domestically and externally, making it a top priority/agenda item
- Ensure that proper budgetary allocations are made for Health and Safety.
- Ensure that systems are instituted, which identify the training needs of individuals and the company, in conjunction with the Group training function.
- Set clear objectives to their staff concerning the requirements of this policy.
- Devise systems of Health and Safety management, systems, planning and control, to ensure HB Plc policy objectives are met.
- Monitor performance of their undertakings and consult with employees on matters relating to Health and Safety, to better improve on processes and performance.

### **2.3 Financial Directors**

- Will be familiar with the broad requirements of Health, Safety & Environmental (HSE) legislation and know the requirements of the Group Health and Safety Policy
- Will provide adequate resources and funds for implementing the Group Health and Safety Policy in all permanent workplaces/Projects/Premises, with emphasis being given to HSE training

- Will actively work towards the achievement of the business objectives, including the HSE objectives and targets, specific to each subsidiary
- Will ensure that all staff under their control receive adequate and appropriate training in HSE matters
- Will promote interest in, and enthusiasm for HSE matters throughout the business
- Will lead by example and comply with the requirements of the Group HSE Policy requirements

## 2.4 Group Health, Safety & Environmental Manager

This post provides the principal independent advisory and policy function on all matters relating to health, safety and welfare. The Group Health and Safety Manager will ensure:

- Group Policy and procedures are held under continuous review, and updated to reflect legislative changes and improvements in best practice and Legal framework
- Has autonomy to cease performance of any activity that places people in immediate danger, or has the potential to do so, and to conduct HSE Samples/Surveys/audits/inspections of any undertakings by the Group of Companies, or businesses acting on behalf of HB Plc.
- Facilitate the best use of HSE resources to promote the highest level of HSE performance across all businesses and to enable standards to remain robust within all subsidiary businesses.
- Identify strength and weaknesses and place emphasis on failure to better promote HSE achievements and improvements.
- Regular contact with all business streams via inspections and audits to ensure policy requirements are met or exceeded.
- Provision of advice/guidance and information as required by subsidiary company management.
- Proper investigation of all major accidents is undertaken.
- The need for safety training is fully recognised and that the provision is adequate to meet Group requirements.
- Regular reports on activities are provided to the Parent Company Directors together with any recommendations for change.
- Provide reports to Subsidiary Boards of Directors as agreed.

## 2.5 Senior Managers

- Will ensure that projects under their control set and monitor objectives and targets to meet the Business Objectives that include the current Health, Safety and Environmental (HSE) objectives and targets;
- Will monitor the HSE performance on the **Projects/Property/Plant Depots /Land/Asset Managers/Directors** under their control and take such actions as are necessary to ensure their business remains proactive and remedy any shortcomings.
- Will ensure that staff under their immediate control are familiar with those parts of the Group Health and Safety which affect them or the activities in which they are engaged
- Will ensure that the Group Health and Policy is being implemented on all contracts/workplace activities under their control especially with regards to reporting and recording of all accidents and incidents and the procurement/control of contractors in line with the requirements of this policy.

- Will liaise with Group HSE Dept/Group HR to ensure that staff under their control are adequately trained in HSE matters and in their general employment.
- Will know the broad requirements of HSE legislation and have a working knowledge of the Group Health and Safety Policy and Management systems operated within the each business stream.
- Will approve the appointments of Client's Representatives, Designers, PD's, Employment Lawyers and more general Consultants and other relevant bodies as necessary.
- Will lead by example and comply with the requirements of the Group Health and Safety Policy.

## **2.6 Staff**

- Have a legal duty to co-operate with the company and its clients in all matters relating to safety, health, welfare, the environment and fire prevention.
- Are expected to work safely, tidily and to laid down rules and conditions, and designed safe systems of work.
- Are expected to take a positive attitude towards the awareness of Health & Safety, Environmental matters at all places of work and thus help to improve the company's performance.
- Will familiarise themselves with the Group Health and Safety and Project/Office Management Plan available in their office, or place of work, or in so far as it affects their day to day working activity.
- Will comply with any HSE instructions given to them.
- Will comply with the Statutory Notices that are displayed on the notice boards.
- Will know the correct procedure to act upon in the case of fire or emergency, including the route to take to leave the building.
- Will, if they see an accident, hazard or anything that could be a danger, report it immediately to their line manager or other responsible person.
- Will, if they witness an environmental incident or potential environmental hazard, report it immediately to their supervisor, line manager or other responsible person.
- Will refrain from any behaviour that may cause an accident or injury to themselves or others.
- Will wear the appropriate protective clothing and equipment and be responsible for looking after it.
- Will seek guidance from their line manager or other appropriate person if they are unsure of any matter.
- Will comply with the requirements of the Substance Abuse Policy.
- Must understand that adherence to these responsibilities is a condition of employment.
- In addition, when visiting a Project, Premise, employees will:
  - Report to the site/security office upon entering the workplace.
  - Sign the visitor's book on entry and exit.
  - Familiarise themselves with the Workplace/Project rules and comply with them;
  - Report any unsafe or hazardous situation to Senior Management.
- Not take any risks on the Company's behalf i.e. behave recklessly that has the potential to endanger life, or threaten the business.

### 3.0 Group Safety Organisation Structure

For Health, Safety & Welfare Policies:

