

Health and safety policy: review record, introduction, policy statement

Applicable to:

All persons within the Henry Boot group

Produced by:

Group Safety Manager

Effective from:

March 2024

To be reviewed by:

March 2025

Staff responsible for revision:

Group Safety Manager

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1. Review record 2024

No.	Title	Change Y/N	Detail of Change	Date of review
Section 1	Group Policy Statement	Y	Minor updates to the document to reflect current business arrangements	Jan 2024
Section 4 A	Personal Protective Equipment	Y	Updated policy in line with the requirements of the amendment to the regulations 'The Personal Protective Equipment at Work (Amendment) Regulations 2022' to include limb workers.	March 2024
Section 4 A	Personal Protective Equipment	Y	Removed 5-point PPE statement.	March 2024
Section 4 A	Personal Protective Equipment	Y	Removed EU directive from ear protection	March 2024
Section 4 A	Personal Protective Equipment	Y	Changed EN371 to ISO 20471 for classification of hi-visibility clothing	March 2024
Section 4 A	Personal Protective Equipment	Y	Updated the 'Personal Protective Equipment Guidance Chart'	March 2024
Section 14A	Fire	Y	Included an FRA checklist for low-risk office locations.	March 2024
Section 14A	Fire	Y	Removed FRA suggested format and directed to CITB FRA Template.	March 2024
All	All	Y	There have been minor changes throughout all documents, including grammar and document layouts. None of these changes have changed any policy requirements and do not need to be communicated to the business.	March 2024

2. Introduction

This document is set out in the recommended format as required by and defined in Section 2.3 of the Health and Safety at Work etc Act 1974. There are three distinct sections of this policy document:

- A policy statement and management/staff responsibilities
- Organisation
- Arrangements for implementing the policy

The principles and practices described in the policy arrangements are deemed sufficient to allow Henry Boot and its subsidiary companies to perform their activities in an environment where the risks to health and safety are controlled within acceptable company and legal parameters. Because of the nature, complexity and variations in the activities undertaken, it is not practicable to provide within this document prescriptive arrangements to address all likely activities. Any employee who, after reading the policy, may be unsure how to implement any work procedure should seek guidance from Group HSE Department before commencing work. The Policy expects that each subsidiary business has a management system specific to their business and it is reviewed in line with the group health and safety policy.

The Policy and its arrangements have been written as a direct result of the United Kingdom Legal framework governing people's Health and Safety whilst at work. Below is a list of Law that is considered in developing this policy. The list is not exhaustive, and there are legal considerations that are not detailed below. In the writing of this Policy other quasi legal information is used to ensure best industry knowledge and learning's and understanding in the pursuit safeguarding people.

Primary and secondary legislation referred to in this document (not an exhaustive list)

Health and Safety at Work Act 1974
Work at Height Regulations 2005
Control of Major Accident Hazards Regulations 2015
Dangerous Substances and Explosive Atmospheres Regulations 2002
The Radiation (Emergency Preparedness and Public Information) Regulations 2001
Health and Safety (First Aid) Regulations 2013
Management of Health and Safety at Work Regulations 2005 Construction (Design and Management) Regulations 2015
Managing Health and Safety in Construction (ACoP) HSE L144 Health and Safety (Consultation with Employees) Regulations 1996
Safety Representatives and Safety Committees Regulations 1977 (Amended 1996)
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998 Manual Handling Operations Regulations 1992 (Miscellaneous Amendments 2002)
Control of Substances Hazardous to Health Regulations 2002 Personal Protective Equipment Regulations 1992
Ionising Radiations Regulations 1999
Confined Space Regulations 1999
Occupiers Liability Act 1957 & 1984
Control of Lead Regulations 1998

Control of Asbestos Regulations 2012
Personal Protective Equipment Regulations 2012
HS (G) 65 Successful Health and Safety Management
HS (G) 245 Investigating Accidents and Incidents
The Building Safety Act 2022

3. Policy statement

Henry Boot is committed to achieving excellence in safety, health and welfare management and recognises the key role that excellence plays in the successful and effective management of the business. It is our 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 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, and establish reporting monitoring, including review of Health and Safety, Welfare performance.
- Assess and manage the health and safety risks 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 and competency 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.

Henry Boot health and safety department will independently monitor compliance with this policy and sample/audit activities against the documented Health and Safety procedures.

The group HS&E department 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

(02.01.2024)

Overall responsibilities

3.2. Tim Roberts, CEO, Henry Boot

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 HS&E performance reporting.

3.3. Subsidiary managing directors and appointed directors

The Managing Directors 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/processes of management, which identify individual's responsibilities regarding 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, to ensure it remains consistent with their business needs.
- 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 or exceeded.
- Monitor performance of their undertakings and consult with employees on matters relating to Health and Safety, to better improve on processes and performance.
- Ensure systems are in place to ensure the required competency level(s) for the appointment of External Service Providers.

3.4. Financial directors

- Will be familiar with the broad requirements of Health, Safety & Environmental (HS&E) 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.

3.5. Group health, safety and environmental department

This post provides the principal independent advisory, guidance and policy function on all matters relating to Health, Safety and Environmental. The group Health, safety and environmental dept 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, in addition to subsidiaries own policies and management systems.
- 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 to ensure policy requirements are met or exceeded, and to review performance against each operating subsidiary management systems/processes, in addition to legal requirements.
- Provision of advice/guidance and information as required by subsidiary company management.
- Proper investigation of all major accidents, significant near miss is undertaken.
- The need for Health and 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 to all subsidiary Managing Director/Directors.
- Provide reports to subsidiary Boards of Directors as agreed.

3.6. 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 policy which affect them or the activities in which they are engaged
- Will ensure that the group Health and Safety 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/people team 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 each business stream.
- Will approve the appointments of competent Client's Representatives, Designers, PD's, Employment Lawyers, contractors 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, in addition to each specific business stream management system/processes.

3.7. 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 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.

3.8. Group safety organisation structure

For health, safety and welfare policies:

