

# Health and Safety Policy

<b>1.0</b>	<b>SCOPE</b>
	<b>Purpose</b>
1.1	The purpose of this policy is to provide a comprehensive summary of the health and safety responsibilities and arrangements in place across whg. The detailed risk assessments and requirements of various activities are held within separate documents. This policy aims to demonstrate how a just and fair approach to health and safety ensures that all colleagues and other stakeholders with whom whg works, understand roles and responsibilities at all levels across the organisation.
	<b>Legal and regulatory framework</b>
1.2	Written in accordance with Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This Policy is designed to ensure that whg adheres to the legislation and regulations relating to H&S.
<b>2.0</b>	<b>GROUP CHIEF EXECUTIVE'S POLICY STATEMENT</b>
	<p>"Having high standards for health and safety are a key part of the way whg works. whg has a robust approach to management of health and safety with colleagues and managers taking accountability of corporate values and behaviours. All colleagues have a responsibility for their own health and safety and that of others and in contributing to a positive health and safety culture.</p> <p>whg is committed to complying with legal requirements and in ensuring safety. Oversight of health and safety sits with the whg Board but it is also embedded throughout the organisation. This is achieved through individual accountability, line management responsibilities, a dedicated Health and Safety Committee, a suite of linked policies and procedures, and with regular training and advice shared with colleagues alongside dynamic risk management and stringent assessment of controls and mitigations.</p> <p>The identification of hazards, management of risk and the application of safe working practices, ensure that colleagues and customers work and live in a safe environment and is fundamental to the way we work.</p> <p>Competent persons are appointed to be responsible for keeping workplace health, safety and wellbeing arrangements under constant review and to assess any relevant changes in legislation. Health and safety performance is monitored and reported to the Health and Safety Committee, Group Executive and to Board every quarter.</p> <p>whg maintains comprehensive Employer Liability insurance, and the Group Executive assesses periodically the appropriate levels of resource in place to ensure sufficient</p>

	<p>management and control of requirements and that there is continual improvement and development of the health and safety management framework.</p> <p>Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety.</p> <p>These standards will be achieved, so far as is reasonably practicable, by:</p> <ul style="list-style-type: none"> <li>• Demonstrating a visible management commitment to high standards of health and safety performance</li> <li>• Providing and maintaining safe working environments</li> <li>• Providing and maintaining equipment and safe systems of work</li> <li>• Providing information, training and supervision as required to ensure the health and safety of whg colleagues, customers and others</li> <li>• Providing a framework for setting and reviewing occupational health, and safety objectives</li> <li>• Ensuring that colleagues take accountability for their own responsibilities in ensuring safe working environments.”</li> </ul> <p><b>Gary Fulford, Group Chief Executive. March 2024</b></p>
<b>3.0</b>	<b>PERFORMANCE MEASURES</b>
	<b>whg Obligations and Key Requirements</b>
3.1	<p>whg will comply with its duty to ensure, as far as is reasonably practicable, protection of the health, safety and wellbeing at work of colleagues, and others and will:</p> <ul style="list-style-type: none"> <li>• Apply the hierarchy of hazard control as a method of identifying and ranking safeguards to make workplaces safer, without risks to health</li> <li>• Ensure plant, machinery and work equipment is maintained, tested and safe</li> <li>• Insist that safe systems of work are set and always followed</li> <li>• Ensure articles and substances are stored, transported and used safely</li> <li>• Provide colleagues with information, instruction, training and supervision that are relevant to their health, safety and wellbeing</li> <li>• Provide support for colleagues’ overall wellbeing</li> <li>• Make sure that colleagues with disabilities or health conditions are not substantially disadvantaged when doing their jobs</li> <li>• Plan, manage and monitor the activities of contractors under the control of whg.</li> </ul>
3.2	<p>whg will assess risks to health, safety and wellbeing at work and make suitable and sufficient arrangements for implementing, this will include:</p> <ul style="list-style-type: none"> <li>• Having a Board approved Health and Safety Policy and policy statement that is accessible to colleagues and others affected by whg operations</li> <li>• Appointment of competent persons to assist with health and safety responsibilities.</li> <li>• Having a range of appropriate policies, procedures, risk assessments and a digital means for cascading and sharing information</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring whg workplaces satisfy health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities</li> <li>• Ensuring that work equipment is safe and suitable and that it is properly maintained and used as intended</li> <li>• Preventing or adequately controlling exposure to substances that have the potential damage health</li> <li>• Taking precautions against danger from flammable or explosive hazards, electrical equipment, noise or vibration</li> <li>• Avoiding hazardous manual handling operations and, where they cannot be avoided, reducing the risk of injury through appropriate PPE and/or training</li> <li>• Providing health surveillance as appropriate</li> <li>• Providing suitable and sufficient information, instruction, supervision and training</li> <li>• Providing an applicable orientation on policy, procedures and expected standards</li> <li>• Providing any protective clothing or equipment, where risks are not adequately controlled by other means</li> <li>• Ensuring that appropriate safety signs are provided and maintained</li> <li>• Ensuring that contractors are suitably competent and validated against the activities that they are to carry out and they are being adequately controlled</li> <li>• Reporting certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority(s) as required.</li> </ul>
3.3	Health, safety and wellbeing is everyone's responsibility across the whole of whg. In addition, there are further requirements for different groups as detailed below.
3.4	<p><b>whg Colleagues</b></p> <p>All colleagues will:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do</li> <li>• Co-operate with whg on health and safety requirements</li> <li>• Use work items provided by whg correctly and in accordance with training or instructions – this includes equipment, PPE provided for specific job roles and personal safety devices</li> <li>• Never interfere with or misuse anything provided for health, safety and wellbeing purposes</li> <li>• Report at the earliest opportunity all work related accidents, incidents or near misses (an incident that results in no harm or damage which had the potential to) that occur via the SHE colleague portal or mobile app and that their immediate Line Manager is made aware</li> <li>• Support and assist with any investigation into incidents or events related to health and safety issues</li> <li>• Complete all delegated SHE actions within agreed timeframes</li> <li>• Complete any relevant health and safety training courses as required</li> <li>• Be empowered to speak up, challenge and report poor or unsafe practices and behaviour.</li> </ul>

3.5	<p><b>Health and Safety Committee</b></p> <p>The Health and Safety Committee meets quarterly and is the forum for reporting data, issues, sharing learning and best practice. The Committee operates to its own Terms of Reference which are approved by the Group Executive periodically. The Committee has a Board Health and Safety Champion and attendance from a range of colleagues and Trades Union representatives. Three subgroups report into the Committee:</p> <ul style="list-style-type: none"> <li>• Contractor Management</li> <li>• Building Safety</li> <li>• Environment Sustainability and Governance (ESG) Group</li> </ul> <p>The effective means of internal communication on H&amp;S matters is through the Health, Safety and Environment Team and the Health and Safety Committee. All committee members are responsible for cascading and sharing information with colleagues and attending all training as directed.</p> <p>Communication on health, safety and wellbeing is also weaved through the Colleague Voice forum, workplace representatives of the recognised unions, team meetings, emails and whoogle and SHE (where relevant documents are kept).</p>
3.6	<p><b>Directors / Managers / Supervisors / Team Leaders</b></p> <p>Leaders in the organisation are responsible for the implementation of the health and safety policy within their areas of control. They must also ensure that colleagues in their teams are properly trained and receive the support that they need to perform their duties. This is also applicable as and when job roles change.</p> <p>To support a positive approach to health and safety, all leaders will:</p> <ul style="list-style-type: none"> <li>• Take an active and visible role in the management of health and safety in areas under their control</li> <li>• Ensure that risk assessments are assessed and/or completed and reviewed in areas under their control</li> <li>• Ensure that key health and safety messages are communicated to their team(s)</li> <li>• Ensure that colleagues are competent to carry out their roles and provided with suitable health and safety information and equipment</li> <li>• Advise of any financial or resources requirements to meet health, safety and wellbeing needs</li> <li>• Ensure that accidents, incidents (including violence and abuse to colleagues) and near misses are reported and recorded</li> <li>• Exercise just and fair principles when conducting investigations whilst liaising with the Health and Safety Team and others as required</li> <li>• Be responsible for ensuring that risk within their area of responsibility is properly managed, including all activities involving contractors</li> <li>• Be accountable for ensuring that all contractors are competent to carry out the work categories that they are planning to undertake.</li> </ul>

3.7	<p><b>Group Executive Team</b></p> <p>The Group Executive (Chief Executive and Corporate Directors) are responsible for:</p> <ul style="list-style-type: none"> <li>• Taking an active and visible role in the management of health and safety within their own directorates</li> <li>• Ensuring any financial or other resource needs to meet health, safety and wellbeing requirements are considered.</li> <li>• Ensuring that all of their managers are aware of their role and responsibilities in the effective management of health and safety.</li> <li>• Ensure adequate representation at Health and Safety Committee meetings and give due consideration to issues raised at the meeting.</li> <li>• Taking a fair and consistent approach that empowers colleagues to speak up about safety concerns or mistakes, but are also clear about what is acceptable and unacceptable behaviour.</li> </ul>
3.8	<p><b>whg Board</b></p> <p>The Board is ultimately accountable in law to the H&amp;S enforcing authorities and is responsible for:</p> <ul style="list-style-type: none"> <li>• Approving the Health and Safety policy</li> <li>• Ensuring they are informed with regards to understanding their health and safety responsibilities</li> <li>• Seeking regular assurance on health and safety issues, and providing challenge when necessary.</li> </ul>
4.0	<p><b>EQUALITY AND DIVERSITY</b></p>
4.1	<p>All employers are responsible for managing health and safety risks in the workplace and any tasks their employees carry out as part of their jobs, regardless of their abilities or disabilities.</p>
5.0	<p><b>TRAINING AND DISSEMINATION</b></p>
5.1	<p>It is mandatory for colleagues read the policy annually. New starters should receive the policy as part of the induction process. The policy is also communicated to contractors and the supply chain as applicable.</p>
5.2	<p>whg is committed to investing in a programme of ongoing awareness, training and engagement activities to ensure an effective approach to health and safety. Training can be accessed via noodle and includes classroom, e-learning, external and workshop sessions. All training enquiries can be discussed with the Learning and Development team and the Health and Safety team.</p>
6.0	<p><b>MONITOR AND REVIEW</b></p>

6.1	This Policy will be monitored by the Corporate Director of Governance, Compliance and Communications and reviewed annually by the Policy Group and whg Board.
<b>7.0</b>	<b>ASSOCIATED DOCUMENTS, POLICIES AND PROCEDURES</b>
7.1	Documents, policies and procedures associated with this Policy are: <ul style="list-style-type: none"> <li>• All applicable primary and secondary H&amp;S legislation</li> <li>• Policies and procedures relating to specific areas of H&amp;S</li> </ul>

<b>Document author</b>	Health, Safety and Environment Manager
<b>Document owner</b>	Corporate Director of Governance, Compliance and Communications
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<b>Approved by</b>	whg Board
<b>Review Date</b>	September 2025
<b>Corporate Plan aim</b>	Deliver a strong business, fit for today and prepared for tomorrow.
<b>Equality Assessment</b>	Completed 23 February 2024
<b>Key changes made</b>	To reflect organisational responsibilities toward the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.