

Health, safety and environment policy

Document control							
Valid from	Valid to	Version	Status	Author	Owner	Approval	Description of Change
Dec 2016	Dec 2019	4	Final	Group HS&E Manager	Group Customer Experience Director	Exec Team Dec 2016	Revised group policy reflecting changes to the requirements of ISO 14001 2015, changes to the Board of Directors and the 2016-2019 Corporate Plan
April 2019	April 2022	5	Final	Group HS&E Manager	Group Finance and Resources Director	Co-Executive Meeting	Paragraph incorporating link to core values, changes in terminology, update link to Greenscape organisation chart, change of owner. Organisation chart re-direction. Inclusion of Agile Working under Lone Working SOI
March 2020	April 2023	6	Final	Group HS&E Manager	Group Finance and Resources Director	Co-Executive Meeting	Reversion back to Team Members, inclusion of health and wellbeing and updating corporate plan section Update to Level 1-4 documentation Cessation of Board Champion. Inclusion of Board's collective responsibility to HS&E
Scope:			This policy applies to all Team Members, workers and external Team				

	Members and takes effect from the date as listed above
Other relevant documents:	The Group HS&E Management System, Detailed Topic Specific Statements of Intent, Procedures

Definitions

The following terms used in this policy are defined as follows:

Group Directors	An Executive Director appointed by the Group
Group	the group of companies comprising: Futures Housing Group Ltd (FHG) Futures Homescape Ltd (FHL) Futures Homeway Ltd (FWH) Five Doorways Homes Ltd (FDH) Futures Greenscape Ltd (FGL) Limehouse and any other subsidiary companies from time to time
Team Member	A person employed by any of the Group companies under a contract of employment, including a Group Director
Worker	A person not directly employed by any of the Group companies but under contract for services or as an agency worker working in our properties and working locations.

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1. Introduction

This document describes the management arrangements and responsibilities to deliver the commitments on Health, Safety and the Environment (HS&E), which are set out in the Group's HS&E Policy Statement endorsed by the Group Chief Executive.

HS&E is a line management responsibility and it is essential that the contents of this publication are understood and followed by Executive and Board Directors, Managers, Team Leaders and Supervisors. All Team Members of the Group must be made aware of and discharge their individual responsibilities.

This document includes reference to topic specific Statements of Intent describing the Group's arrangements for carrying out the policy. Procedures and Guidance Notes are contained within the Group Health, Safety and Environment Management System.

Compliance with the Group Health, Safety & Environmental Policy is mandatory and subject to periodic audit and review.

Copies of this document can be made available to relevant authorities, customers, suppliers, contractors and external partners as a means of demonstrating our commitment to HS&E and ability to manage these risks effectively.

HS&E management embraces everything the Group commits to do to improve performance in Health, Safety and the Environment for the benefit of Team Members, external partners (contractors), customers, suppliers, volunteers, visitors and the wider community.

2. HS&E Policy Statement

The Group will make proper provision and provide the necessary resources for the health, safety and welfare of Team Members, customers, visitors, volunteers, external partners (contractors) and members of the public who may be affected by our undertaking.

The Group will care for the environment through a commitment to good environmental practices. Continual improvement will be achieved by using the Group HS&E Management Systems to enhance Environmental and Health and Safety performance. As a minimum, the group will fulfil all applicable legal requirements, industry standards and other relevant obligations.

Taking into account the needs of its customers and society at large, the Group will aim to eliminate or reduce to a level as low as reasonably practicable, the health, safety and environmental impacts of its activities; protect the environment and prevent pollution by utilising a structured risk management approach and the implementation of:

- sustainable procurement practices;
- targeted carbon emission reductions; and
- a reduction of waste to landfill.

The Board and Group Directors are responsible for enacting this policy and giving HS&E equal priority with all other business issues. Implementation will be through line management who will involve Team Members in the achievement of the Group's HS&E objectives. They will be advised by competent occupational health, safety and environmental professionals.

It is recognised that workplace injuries, ill health and environmental incidents may result from failings in management control and are not necessarily the fault of an individual team member. All Team Members, however, are expected to accept their responsibility to work safely, adhering to safety controls and work procedures, using safety equipment provided, be proactive in identifying and reporting unsafe acts and conditions and generally to contribute to the maintenance of safe and healthy conditions. They also have a duty to be environmentally responsible.

The Group is committed to effective communication and consultation on health, safety and environmental matters with all relevant parties and will report internally on its HS&E performance on a regular basis. Objectives and Targets will be approved and progress towards these objectives and targets will be monitored.

The Group will provide appropriate health, safety and environment training to Team Members to enable them to meet the required standards of performance and to encourage and support their health and wellbeing. Development needs will be identified through the Group's training plan, during Team Member one-to-ones, raised via the quarterly HSE forums and recommended via our Health and Wellbeing Champions.

The Group acknowledges that its core values are key to ensuring it successfully manages its health, safety and environmental risks and responsibilities, through empowering every Team Member to work in a way so as to protect the environment and health, safety and welfare of themselves and those affected by its activities.

Signed:

Date:

Group Director of Finance & Resources

3. Vision & Purpose, Objectives and Values

Details of our Vision & Purpose, Objectives and Values are contained in our Corporate Plan 2020 – 2023 , which are summarised below.

Our Vision & Purpose

We have a simple vision/purpose statement:

It is to "Develop and maintain Great Places, offer Great Services and provide Great Tomorrows".

Our Objectives

To enable us to achieve our vision and purpose the Group has a set of top-level Objectives:

- Growth and Development
- Culture
- Customer Centric
- Sustainability

These are described in further detail in our Corporate Plan 2020/2023.

Our HS&E Objectives will relate to and follow these top-level objectives.

Our Values

Our Values help the Group to make the everyday decisions of how the Group is going to do things. The MORE values help to inform decision-making and guide the Corporate Planning process:

- **M**ake a positive impression
- **O**perate as one
- **R**each our potential
- **E**mbrace improvements

These MORE values will enable us to achieve our HS&E Objectives.

4. The HS&E Management System

The Management System Model

The means to achieve the required HS&E performance is provided by the Group's Health, Safety and Environmental Management System (HS&E-MS) and related Standards and Guidelines. The HS&E-MS brings together the elements of the international environmental management system standard, ISO 14001 and the occupational health and safety management system specification, OHSAS 18001/ ISO 45001.

The Group's HS&E Management System allows a common approach to be adopted. The key elements are outlined below:

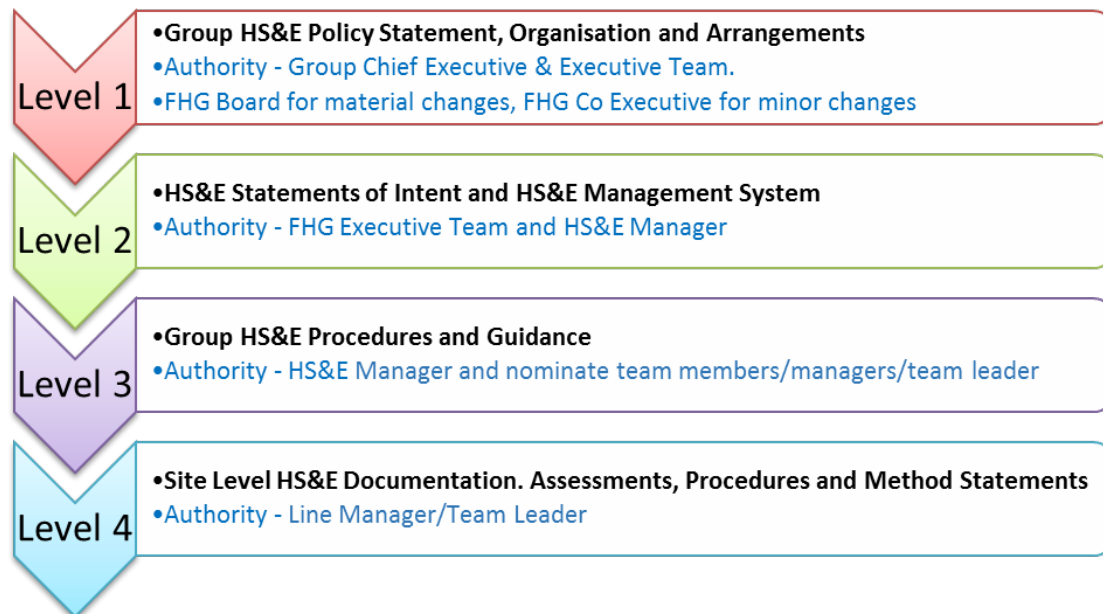


The HS&E Management System Model Summary

HS&E Management System Element	Addressing
Leadership, Commitment & Involvement	Top down leadership and commitment, critical to the success of the system, but with the involvement of everyone. Management create the required culture and are accountable for the effectiveness of the HS&E Management Systems
Policy	Group intentions, aims and beliefs.
Planning	Planning for performance improvement. Developing strategies to meet legal requirements and Company objectives and targets. Risk/Impact Management. Defining standards and procedures.
Implementation and Operation	The organisation of people, resources and systems for sound HS&E performance. The implementation of plans to achieve objectives and targets. The development and maintenance of documented procedures.
Checking and Corrective Action	The monitoring and measurement of performance, including the implementation of the audit programme – taking corrective action as required.
Management Review	The regular review of each element of the HS&E management system by the Management Team/HS&E Forum – making any changes necessary for its continued suitability and effectiveness. Opportunities for improvement should be identified and appropriate action taken.

5. Document Structure

The Group's HS&E Management System supporting documentation is structured as set out below:



The requirements of the policy, statements of intent and group procedures have mandatory status whilst the guidance indicates a preferred course of action. If an alternative course of action is taken it must be demonstrated that it is at least equally as effective.

6. Responsibilities

Group level

Ultimate responsibility for HS&E performance resides with the Group Chief Executive, Group Finance and Resources Director, Group Customer Experience Director and the Board.

Responsibility for Group policy development and assurance is delegated to the HS&E Forums and the HS&E Manager.

Responsibilities of Board Directors

A Board Director's role is to ensure that risk is managed and that there are effective policies and systems in place.

Each board member will collectively carry over-arching responsibility across the group for all HS&E control and assurance.

The main responsibilities of a Board Director in respect of HS&E are:

- To ensure that all Board decisions reflect the company's health, safety and environment intentions, as articulated in the health, safety and environment policy statement.
- To ensure that the Board is kept informed of, and alerted to, relevant health, safety and environment risk management issues.
- To ensure that the health, safety and environment policy statement reflects current Board priorities.
- To ensure that the Board addresses the health, safety and environmental implications of all their decisions.
- To lead by example on managing health, safety and environment and send out clear messages to all stakeholders that the risks to workers' health and safety and the environment are effectively managed.

HS&E Management System

The HS&E Manager is charged with the responsibility for providing and obtaining professional advice in the fields of Occupational Hygiene, Health & Safety and the Environment. The Head of People Services and the People Team are responsible for maintaining professional advisors in the fields of medicine and occupational health.

Collectively the above:

- identify and help to influence external developments;
- develop and facilitate the implementation of HS&E objectives/targets, policies, procedures and guidelines;
- provide selected training and a comprehensive consultancy service to the Group;
- undertake corporate HS&E audits;
- undertake strategic studies and provide specialist services;

- produce internal reports on HS&E;
- be responsible for the implementation of the Health, Safety and Environmental Management System (HSEMS) and any other related activities; and
- ensure that the HSEMS provide for effective monitoring and reporting of the organisation's health, safety and environmental performance to top management.

Operational Responsibilities

HS&E is a line-management responsibility. The specific HS&E responsibilities are described in the following sections.

Group Directors

Group Directors are responsible for the implementation of the Group HS&E Policy and HS&E-Management System (HSEMS). They must:

- Demonstrate leadership and commitment to HS&E.
- Understand and implement the Group HS&E Policy, HSEMS and related statements of intent/procedures/guidelines and bring them to the attention of all Team Members and contractors under their control.
- Have sufficient knowledge of health, safety and environment laws to enable them to discharge their duties.
- Develop and implement the plan to meet the Group/Company and HS&E objectives and targets.
- Ensure systems are in place to report and investigate all workplace injuries, accidents, recurrent or long-term absence due to ill health, near misses/unsafe acts, dangerous occurrences, environmental incidents and cases of occupational disease.
- Develop and maintain effective emergency plans, policies and procedures, including Absence Management policy and procedure for cases of ill health.
- Meet Group/Company HS&E performance reporting requirements.
- Give HS&E matters at least equal weight with other business considerations.
- Take all reasonable steps to provide a healthy and safe working environment, and minimise any environmental impact.
- Provide appropriate resources to meet the required HS&E performance standards.
- Provide a co-ordinator for health, safety and environmental matters in shared workplaces.

- Inform all Team Members, contractors and any other people in the workplace about relevant HS&E matters and provide appropriate training.
- Report to the Chief Executive on a regular basis on the HS&E performance in their area of responsibility.
- Use the services of the Group HS&E Manager as appropriate.

Managers, Supervisors and Team Leaders

All managers, supervisors and team leaders are responsible for the health and safety of all persons (including volunteers, visitors, customers, members of the public and contractors) within their area of responsibility, and for ensuring that their areas do not cause adverse environmental impacts. They must be aware of the specific legal requirements which apply to their area, and what they must do to meet the relevant requirements. Where applicable to their area they must:

- Implement HS&E plans to achieve the objectives and targets set, and monitor related performance data.
- Undertake regular HS&E risk assessments, aspect/impact assessments and implement appropriate controls/recovery measures in line with Group Statements of Intent, Procedures and Guidelines.
- Provide all necessary training, information, job instructions, warning notices and signs.
- Make available appropriate protective clothing, equipment, devices and aids, which must be properly used and maintained.
- Set a good example to Team Members and contractors when visiting the Group's workplaces, by following Group procedures and wearing appropriate protective clothing and equipment.
- Include HS&E topics in team meeting agendas or "tool box talks".
- Hold joint HS&E consultation with employee representatives and forums.
- Hold relevant records and keep them up to date.
- Keep all equipment safe and where necessary, checked by competent technical specialists.
- Provide all necessary HS&E training and issue any relevant legal and specific hazard information.
- Report and investigate HS&E incidents to determine root causes so as to expedite any corrective action.
- Undertake appropriate health screening and surveillance and make reasonable adjustments where required for ill health and disability.

- Apply all relevant HS&E considerations to employees working away from Group premises.

All Team Members

All persons employed by the Group or its subsidiaries have a duty to themselves, their colleagues, the Group, the community and the environment, to work in a safe and environmentally responsible manner. To that end, all employees must:

- Take action to prevent work related accidents, ill health and environmental incidents (work in a way to ensure the safety of themselves and others).
- Report HS&E near misses, unsafe acts and conditions immediately.
- Suggest areas for improvement to line management.
- Report all HS&E incidents, however minor, to line management.
- Follow the HS&E risk assessments, aspect/impact assessments and procedures relating to their job by using the control measures, protective clothing, equipment and devices when issued.
- Co-operate in screening and health surveillance procedures if required by an occupational health assessment.
- Co-operate with all HS&E instructions and procedures.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety, to the safety of others or the environment.
- Maintain all implements and equipment in good condition and report any defects to line management when they occur.
- Attend as requested any training course designed to further the needs of health and safety.
- Not work whilst under the influence of alcohol, non-prescription drugs, other drugs or substances that may have an adverse effect on safety performance.
- Bring to the attention of line management any change in personal circumstances, which would increase risk.

7. Organisation

The organisation charts for the Group can be found on Sharepoint via the Workplace sub page 'Key Policy Documents'.

8. Arrangements – Statements of Intent

Detailed topic specific statements of intent have been drawn up for the areas listed below. Working procedures and guidance notes are contained in the Group Health Safety and Environment Manual. The contents are not exhaustive and new sections can be added as the manual develops.

The requirements of the statements of intent and group procedures have mandatory status whilst guidance accompanying the standard indicates a preferred course of action. If an alternative course of action is taken it must be demonstrated that it is at least equally as effective.

- 1 Accident and Incident Reporting & Investigation
- 2 Asbestos
- 3 Confined Spaces
- 4 Consultation & Representation
- 5 Construction Design and Management (CDM 2015)
- 6 Contaminated Land
- 7 Control of Substances Hazardous To Health (COSHH)
- 8 Display Screen Equipment
- 9 Events
- 10 Electricity
- 11 Fire
- 12 First Aid
- 13 Gas Safety
- 14 Lone Working (including Agile Working)
- 15 Legionella Control & Water Hygiene
- 16 Lifting Operations and Lifting Equipment
- 17 Manual Handling
- 18 New and Expectant Mothers
- 19 Noise
- 20 Office Safety
- 21 Risk Management
- 22 Safe Use of Lift Trucks and Mobile Work Equipment
- 23 Safe Use of Vehicles at Work
- 24 Selection And Control Of Contractors
- 25 Sharps & Needlestick Injuries
- 26 Vibration
- 27 Violence and Aggression
- 28 Waste
- 29 Winter Services
- 30 Work Equipment
- 31 Working At Height
- 32 Workplace Health, Safety & Welfare
- 33 Young Persons
- 34 Health and Wellbeing at Work