

Health & Safety Policy

It is the policy of Morris & Spottiswood to ensure that all our work locations are safe and free from anything that may cause adverse effects to health, whether on site, in the office or travelling on behalf of the business. This responsibility is extended to all contractors, suppliers and the general public who may come into contact with our work activities. The Company will devote the necessary resources and support to ensure that this happens.

Morris & Spottiswood is committed to providing a safe and healthy working environment for all its people. We believe that a successful business is, by definition, a safe business. **'Valuing Life'** is the cornerstone of all our activities and a key consideration through the planning stages to completion and the future use of every project or work activity we carry out.

Morris & Spottiswood undertakes to ensure that it:

- Provides a place of work that is safe for all of its people, together with contractors, suppliers and members of the general public that may be affected by its activities.
- Manages projects in such a manner that identifies the risks inherent in the work undertaken and sets out clear procedures for the safe management of the project.
- Assesses risks in accordance with current statutes and codes of practice and ensures that all necessary steps are taken to minimise or eliminate identified risks.
- Consults with its people to ascertain what measures should be taken to increase awareness of health & safety and ensures that all required measures are taken to make this policy effective.
- Facilitates a **'Valuing Life'** culture in which safety is recognised as a key element of the business, being crucial to the overall success of the Company.
- Monitors the performance of activities against the safety policy statement.
- Makes regular reviews (as a minimum annually) of this safety policy and instigates improvement, as necessary.
- Provides appropriate training for all its people.
- Provides the necessary resource to manage health, safety and welfare effectively.
- Complies fully with and interprets the law as the minimum acceptable standard for safety within the Company.

Shaping Accident Free Environments (SAFE) will be achieved via the collective efforts of everyone. Making our working and home lives safer is our number one priority.

Handwritten signature of George Morris in black ink.

George Morris
Chairman

Handwritten signature of Jon Dunwell in black ink.

Jon Dunwell
CEO

January 2019

Responsibilities & Arrangements

The following pages detail the responsibilities and arrangements that the company has in place to ensure the safety of all its people, and those affected by our activities. However, the first responsibility lies with each and every individual and can be summarised as follows:

All Employees:

- Must co-operate on all matters to do with health & safety
- Must work in a safe manner and adhere to all relevant rules, regulations and guidelines
- Must not work if under the influence of drugs or alcohol
- Must wear specified protective clothing / equipment when instructed
- Must only use plant, equipment or machinery that they are trained and qualified to use
- Must follow the controls identified by risk assessment before commencing any activity
- Must report faults in equipment, plant or machinery immediately
- Must take care of themselves and those around them
- Must challenge any behaviour that puts people at risk

This policy will include:

- The continual improvement to safety, health and welfare and Morris & Spottiswood's commitment to sustain the general policy statement.
- Roles and responsibilities of all employees, including those in director and senior management positions.
- The company organisational arrangements in place to achieve our health and safety policy objectives.

The policy will be applicable to all of Morris & Spottiswood operational activities, which consist of fit out works, refurbishment and new build works, mechanical and electrical works together with 24hr reactive and planned maintenance services.

Organisation & Responsibility

Every employee has a responsibility and legal duty to ensure complete compliance with the general statement of this policy.

Specific duties have been placed on certain employees, such as:

Chairman / CEO

Will make certain that the health and safety policy is updated, reviewed and developed, ensuring safety teams are established and have adequate representation from all areas of Morris & Spottiswood, whilst providing appropriate information, supervision, training and instruction in order to meet the reviewed outcomes of the health and safety policy.

Trading & Operational Board of Directors

Are responsible for ensuring that health & safety remains a top priority of the business and that full compliance with this policy and stated objectives of the company is achieved.

Health & Safety Teams

It is the responsibility of each Divisional to create a health & safety team to provide advice, guidance, support and assistance appropriate to the requirements of their Division to enable compliance with this policy. It is the intention that these teams will ensure that a unified approach to health & safety is implemented throughout Morris & Spottiswood.

- Prepare, initiate and monitor all health & safety issues that may affect the compliance of the policy.
- Ensure all employees are fully briefed and all relevant documentation is made available with regard to any changes after being approved by the Board.
- Set agenda for safety team meeting with regard to accident statistics, legislation, safety standards and attitudes in the work place, including behavioural safety and compliance with Morris & Spottiswood safety procedures.
- Encourage positive as well as critical feedback to ensure all information is cascaded through all divisions of Morris & Spottiswood.
- Meet on a regular basis to continually improve all activities within the organisation and provide full information of all accidents incidents and near misses.
- Liaise with the Human Resources department to assist with the management of safety training within Morris & Spottiswood.
- Co-ordinate, monitor, review and report on compliance with statutory requirements, health & safety policy and the application of the safety management system relating to overall business performance
- Report to the Board on all matters relating to safety, health and welfare as they affect Morris & Spottiswood operations.
- Provide a safety information centre, and associated safety advice when so requested.
- Investigate and report upon all major injuries, 7-day absences (due to an accident), accidents involving members of the public significant near misses and dangerous occurrences.

- Liaise with the Health & Safety Executive (HSE) and other professional organisations to maintain Morris & Spottiswood's progressive safety policies
- Represent Morris & Spottiswood at any group, committee, interview or meeting designated by the Board. • Maintain an up to date knowledge of all relevant safety legislation.
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- Ensure regular safety visits to work sites are undertaken, with the production of written reports on all matters concerning safety, health and welfare.
- Assist in the production of safety plans, systems of work and method statements required by legislation, clients and Morris & Spottiswood policy.
- Attend meeting with sub-contractors, clients, principal designers etc. when requested.
- Actively promote safety in all activities and set a personal example at all times.
- Co-ordinate the activities of the group health & safety business partners.

HSQE Business Partners

- Provide first point of contact assistance
- Undertake regular site inspections / audits, monitor and record all findings on all safety, health and welfare issues.
- Identify additional training needs via site visits.
- Liaise with the HSE, accident prevention groups, training organisations & statutory authorities.
- Produce written reports on safety performance for divisional board meetings.
- Advise all levels of management on legislation, codes of practice, guidance notes, policy and the safety management system as they apply to operations at the workplace.
- Assist in the Investigation of all major Injuries, 7-day absences (due to an accident), accidents involving members of the public, significant near misses and dangerous occurrences.
- Assist, when required, to produce safety plans, systems of work and method statements required by legislation, by clients and by Morris & Spottiswood's Policy.
- Attend meetings with sub-contractors when so requested.
- Actively promote safety in all activities and set a personal example at all times.
- Maintain an up-to-date knowledge of safety legislation.
- Develop and deliver in-house training modules identified as a result of legislation, risk assessment or information from other sources, in line with the annually produced health & safety training matrix.
- The Senior HSQE Business Partner will co-ordinate the activities of the group health & safety business partners.

Directors / Senior Managers

- Understand and actively promote the objectives of the Morris and Spottiswood health & safety policy and the safety management system to ensure that they are implemented.
- Ensure that adequate supervision is maintained at all places of work.
- Take immediate action where safety, health or welfare standards require.
- Co-operate with, and act on any requirement of the Health & Safety Executive, Client or health & safety business partners.
- Regularly assess training requirements of all those employees under your direct control.
- Liaise with the relevant health & safety business partner on all matters relating to safety, health and welfare of all employees, sub contractors and members of the public.
- Take necessary action where serious or continued disregard for statutory or divisional requirements occur.
- Promote safety on sites and other workplaces and set a personal example at all times.

Contract & Project Managers

- Undertake regular site inspections / audits, monitor and record all findings on all safety, health and welfare issues.
- Familiarise themselves with the requirements of the Morris & Spottiswood health & safety policy and safety management system and ensure its implementation.
- Actively promote safety for all activities under their control and set a personal example at all times
- Take immediate action where safety, health and welfare standards require.
- Take necessary actions where serious or repeated disregard of health & safety requirements is shown.
- Prepare a site-specific health & safety plan for all CDM related contracts and ensure its implementation by regular review of on-site operations.
- Co-operate with, and act upon the requirements of, the HSE, Client or relevant health & safety business partner.
- Maintain an up to date working knowledge of legislation that affects their operations.
- Ensure that the safety management system is implemented on activities under their control.
- Ensure that all sub-contractors are approved as 'competent'.
- Ensure that ALL sub-contractors produce specific safety documentation relating to their sphere of works in line with current legislation

Site Managers, Supervisors, all Trades Foremen, Foremen, & other persons in charge:

- Assist in ensuring that ALL sub-contractors produce specific safety documentation relating to their sphere of works in line with current legislation
- Actively promote safety with direct employees and sub-contractors.
- Set a personal example at all times, particularly in the wearing of protective clothing.
- Take immediate action where safety, health and welfare standards require.
- Ensure work activities do not endanger 3rd parties, including members of the public.
- Manage sub-contractors to ensure their compliance with statutory requirements.
- Where necessary, assist in the production of a site-specific health & safety plan and ensure its implementation.
- Take necessary action where serious or repeated disregard for safety is shown.
- Co-operate with, and act upon, any requirement of the HSE, Client or relevant health & safety business partner.
- Ensure all items of plant that should have test and / or examination certificates are checked for compliance before being put into use.
- Ensure all statutory inspections are undertaken as required and entries made into the appropriate Morris & Spottiswood safety registers.
- Ensure that, where required by risk assessment, suitable and sufficient protective clothing and equipment is available and used.
- Ensure welfare & 1st aid facilities are provided & maintained in a good, clean condition.
- Advise Line Management of all training needs that arise on site.
- Comply with the accident reporting procedure set out in the safety management system.

Current Arrangements

- The Company will operate in accordance with the safety management system, which lays down the specific procedures for safe execution of work and the discharge of statutory duties.
- Initiatives, training, internal communication, external communication and employee involvement, authorisation, monitoring and auditing of strategy documents will be at Board level.
- All major work sites are required to produce and implement a site-specific health & safety plan in line with the Safety Management System.
- The Contracts or Projects Manager will produce all safety plans with assistance from the relevant health & safety business partner if required.
- Site safety plans will contain the following information as standard:
 - health & safety principles and objectives,
 - project scope and Information,
 - site organisation and responsibilities,
 - activities with risks to health & safety (risk assessments and required controls),
 - emergency procedures,
 - information and training,
 - welfare arrangements,
 - sub-contractor arrangements,
 - safety documentation and forms,
 - health & safety monitoring
- Smaller contracts or projects where Morris & Spottiswood is not the principal contractor will require the production of a small works health & safety plan or that the procedures contained within the section of the safety management system 'reactive risk assessments' be followed.
- An office safety plan shall be devised and maintained for all fixed office locations. The plan will consist of the assignment of duties; good practice notes based on identified risks and a range of good practice procedures.

Training

- Core health & safety training is stipulated in the Morris & Spottiswood training matrix, which shall be updated on an annual basis.
- Further training requirements will be identified through site visits undertaken by the relevant health & safety business partners and other senior members of staff and will be recorded within the site safety plan.
- Employees will receive training both on and off site as identified in the training plan (matrix) or as requested by site management.
- A full list of health & safety courses available is contained in the training matrix and is available from all health & safety business partners.
- Accurate health, safety and human resource records will be maintained throughout Morris & Spottiswood and is available on request

Sub-Contractors

- Prior to appointment all sub-contractors must be vetted by Morris & Spottiswood to ensure that they are competent (health & safety) to undertake their specific work package. Only sub-contractors who comply with this process will be appointed
- Sub-contractors will attend a pre-start meeting (unless otherwise agreed by the Contracts or Project Manager) to agree to points listed in the site safety plan. Once agreed the minutes will form part of the sub contract conditions.
- All sub-contractors must provide, and work to, a site & task specific safety risk assessment / method statement, which identifies potential hazards and specifies the means to avoid risk.
- All sub-contractors will ensure that their works comply with the Morris & Spottiswood safety management system at all times.

Information Centre

- Safety information is available on request from any health & safety business partner and can be e-mailed, faxed or posted directly to site; information centres are available in all Morris & Spottiswood offices. The Morris & Spottiswood safety management system is available on the company document management system (Union Square) together with access to other relevant health and safety related websites.

Health and Safety Helpline

- Morris and Spottiswood operate a confidential health and safety helpline service which is available to all employees, sub-contractors & anyone who may be affected by the work we do. All Messages are sent immediately to the health and safety business partners and appropriate action taken H&S Helpline Number: **0333 0096241**

Health Surveillance

- The company will ensure that health surveillance of individuals is provided where prescribed by statutory instruments or where the requirement is identified in risk and / or COSHH Assessment.

Noise, Vibration & Hazardous Substances

- The Company will ensure that the risks to health of employees and others arising from exposure to noise, vibration and hazardous substances are assessed in accordance with the requirements of specific legislation.
- Where required, suitable and sufficient control measures shall be implemented to assist in the reduction of exposure to hazardous substances at source. Such control measures will extend to the provision of health surveillance and other measures such as activity rotation.

Provision of First Aid

- The Company will ensure the provision of competent first aid personnel and equipment at all work locations. The level of first aid provision will be proportional to the identified risks at each location and in accordance with HSE guidance.
- The specific arrangements for each location shall be detailed within the relevant safety plan, which is available for perusal by all employees.

Emergency Procedures

- The company will develop procedures to be followed in the event of fire or other foreseeable cases of serious and imminent danger which will be tailored to each environment and will be detailed within the relevant safety plan.

Audits / Safety Reviews

- The Trading Board shall review the safety management system on an annual basis.
- All sites will be subject to periodic audit / inspection in line with the requirements laid down in the safety management system.
- Individual employees and sub-contractor labour may be audited to ensure that they are complying with the requirements of the site-specific safety plan for the project.