



Health, Safety and Environment Policy

Document Control							
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August 2016	March 2019	4	Draft	Group HS&E Manager	Group Strategic Director of Assets		Revised group policy reflecting changes to the requirements of ISO 14001 2015, changes to the Board of Directors and the 2016-2019 Corporate Plan
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Comments:							

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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.

It applies to Futures Housing Group Limited (FHG) and its subsidiaries, Futures Homescape Limited (FHL), Five Doorways Homes Limited (5D), Futures Homeway Ltd (FHW) and Futures Greenscape Limited (FGL) and any other subsidiaries from time to time referred to as 'The Group'.

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/internal partners 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 Manual.

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

Copies of this document can be made available to relevant authorities, customers, suppliers, contractors and partners as a means of demonstrating our commitment to HS&E and ability to manage HS&E 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/internal partners, contractors, tenants, residents, suppliers 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/internal partners, visitors, volunteers, customers, 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,
- a reduction of waste to landfill

The Board and Executive 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/internal partners in the achievement of the Group's HS&E objectives. They will be advised by an adequate number of competent occupational health, safety and environmental professionals.

It is recognised that accidents, 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/internal partners, however, are expected to accept their responsibility to work safely, adhering to safety rules 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.

As identified on the training plan or during line management reviews of Personal Development Plans, the Group will provide appropriate health, safety and environment training to team members/internal partners to enable them to meet the required standards of performance.

Whilst team members/internal partners are each responsible for health, safety and the environment, the Group will do much better when it works as a team. Protecting the environment and promoting the welfare of both team members/internal partners and the community matters to us all.

Signed:



Group Strategic Director of Assets

Date:

25/8/2016

3. Vision & Purpose, Objectives and Values

Details of our Vision & Purpose, Objectives and Values are contained in our Corporate Plan 2016 – 2019 – “Inspiring Futures” which are summarised below.

Our Vision & Purpose

We have a very simple vision/purpose statement:

It is to create “Great Places, Quality Services and Inspiring Futures”.



Our Objectives

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

- Effortless Customer Experience
- Great Places
- Strong Organisation
- Ambitious Future

These are described in further detail in our Corporate Plan 2016/2019. “Inspiring Futures”.

Our HS&E Objectives will relate too 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**aking a positive impression
- **O**perating as one organisation
- **R**eaching our potential
- **E**mbracing innovation

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:

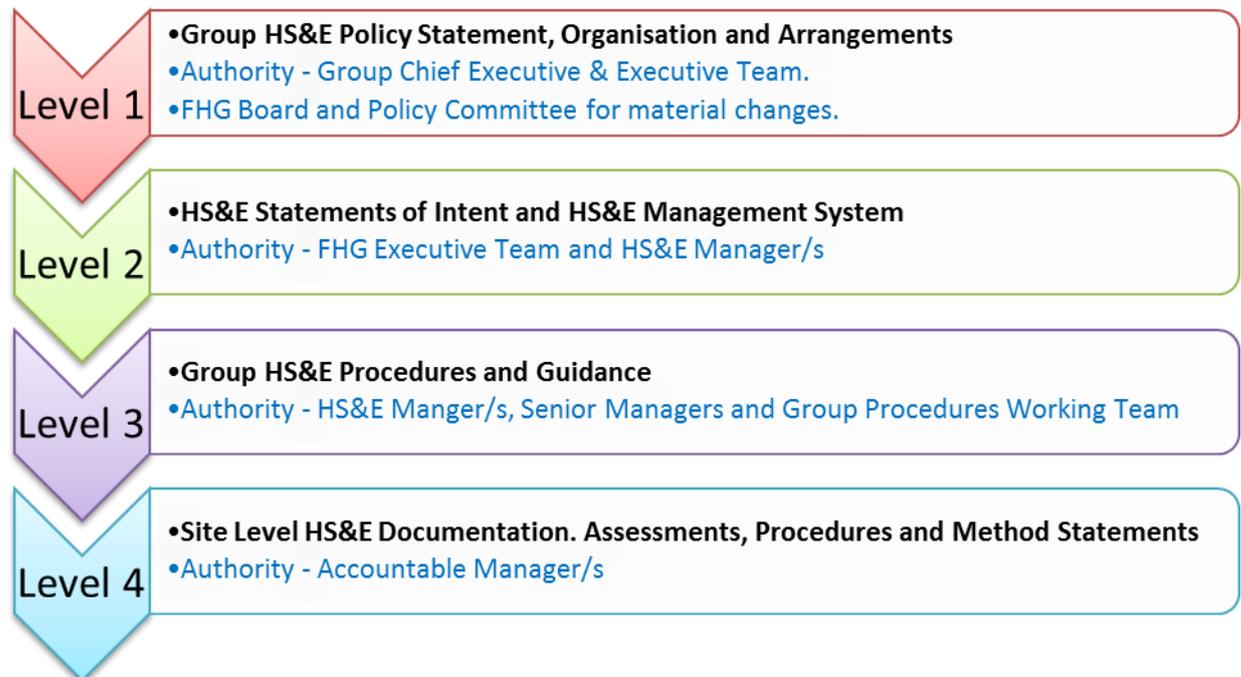


The HS&E Management System Model Summary

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 Strategic Director of Assets and the Board of Directors.

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

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.

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 alert 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.

Board Director Champion

By appointing a Board Director responsible for HS&E the Group will have an individual who can ensure that these health, safety and environment risk management issues are properly addressed, both by the Board and more widely in the organisation.

In those very rare cases where Board Directors elect not to take on the role of HS&E champion the Health & Safety Executive (HSE) would look to the Chief Executive or equivalent to assume the role.

The Chief Executive, other directors, Board Directors and their equivalent should not leave it to the board champion to ensure that health, safety and environment risks are properly managed. The HSE's guidance makes clear that Board Directors are collectively responsible for providing leadership and direction on health, safety and environment. The goal of effective management of occupational health, safety and environment is more likely to be achieved where all Board Directors have a proper understanding of the risks, the systems in place for managing the risks and an appreciation of the causes of any failures.

HS&E advice

The HS&E Managers are 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 Environmental Management System (EMS) and any other related activities.
- ensure that the HS&E management systems provide for effective monitoring and reporting of the organisation's health, safety and environmental performance to top management.
- ensure the EMS conforms to the requirements of ISO 14001 2015 and includes identification of aspects and impacts, checking applicable compliance obligations and facilitate Environmental Management Reviews.

Operational Responsibilities

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

Executive Directors

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

- demonstrate leadership and commitment to HS&E
- understand and implement the Group HS&E Policy, HS&E-MS and related statements of intent/procedures/guidelines and bring them to the attention of all team members/internal partners 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 accidents, near misses, dangerous occurrences, environmental incidents and cases of occupational disease.

- develop and maintain effective emergency plans and procedures
- 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/internal partners, 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
- seek the services of the Group HS&E Managers 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 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/internal partners 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
- apply all relevant HS&E considerations to employees working away from Group premises.

All Team members/internal partners

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 Thehub at the following location:

<http://thehub/Interact/Pages/Section/SubFullOne.aspx?subsection=2965>

Futures Greenscape Ltd organisation chart can be found on the "N" Drive at the following location:

<N:\Health, Safety & Environment\13 Environment\ISO 14001 and ACORN BS8555\ISO 14001 & IEMA Acorn Manual\Organisation Charts>

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
- 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