



Health and Safety Policy

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1.0 Scope and Exclusions

This policy applies to all gbpartnerships group (gbp group) colleagues whether they are based in a dedicated office or other location.

2.0 Policy Statement

Section 2 (3) of the Health and Safety at Work Act 1974 requires employers to prepare, and when appropriate, to revise a written statement of general policy regarding Health and Safety of their colleagues; the organisation and arrangements for carrying out the policy and to bring it to the notice of all colleagues.

This document is the Health, Safety, and Welfare policy statement for gbp group. It is the responsibility of management to bring this policy to the attention of colleagues, contractors and visitors on matters related to Health and Safety.

2.1 Statement of Intent

- I. gbp group is committed to providing a safe and healthy working environment and to ensure that colleagues, visitors, and contractors are not placed at risk by our activities.
- II. The Executive Board recognise the responsibility to provide positive Health and Safety leadership and view the Health, Safety and Welfare of its colleagues as a prime responsibility through the company. The Executive Board are committed to achieving the highest possible level of Health and Safety.
- III. Our overall objective is for the prevention of risk to those whom we have a duty of care, of physical harm or work-related ill health. To achieve this, we aim to:
 - a) Comply fully with all legal and best practice requirements.
 - b) Have a commitment to the participation and consultation of colleagues.
 - c) Ensure that Health and Safety is an integral part of our business plan.
 - d) Provide appropriate resources to ensure the development and maintenance of an effective Health and Safety management system.
 - e) Continuously and systematically identify the hazards and assess the risks associated with our activities and take appropriate action to manage these risks.
 - f) Provide competent advice on occupational ill health and safety issues to colleagues, visitors, and contractors.
 - g) Commit to conform to the requirements of the current issue of ISO 45001.
- IV. We look to all our managers to work with colleagues in developing and fostering a positive Health and Safety culture, and to each individual colleague to be actively committed to their own and others safety and wellbeing.
- V. gbp group seeks the co-operation of our business partners, sponsors and contractors in achieving our Health and Safety standards and objectives



Elaine Siew
Chief Executive Officer

3.0 Roles and Responsibilities

3.1 Organisation of Health and Safety

Responsibility for Health and Safety exists throughout the organisation from the Chief Executive Officer to each individual colleague. gbp group recognises that if the organisation is to be safe everyone must be concerned with safety and must be held accountable for achieving their specific responsibilities. The following organisational responsibilities have been assigned.

3.1.1 Executive Board

Executive Board members are responsible for the Health and Safety leadership of the organisation.

3.1.2 The Chief Executive Officer

The Chief Executive Officer has overall responsibility for the Health and Safety management of all those that work for gbp group and those who may be affected by our work activities. The Chief Executive Officer is responsible for reporting to the Executive Board on the organisation's performance and compliance with statutory requirements and policy.

They are accountable for ensuring that required standards are met and maintained and are responsible for ensuring that work under their control is conducted in a safe manner without risks to health.

In addition to their individual responsibilities, they must as a minimum:

- Implement all relevant Health and Safety policies, procedures and best practices that apply to their area of work.
- Provide leadership and direction to assure Health and Safety and welfare of all colleagues and other persons affected by gbp group's activities.
- Clearly assign safety responsibilities, and make sure that everyone is fully aware of their responsibilities.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the gbp group procedure.
- Ensure an active participation of head office colleagues in Health and Safety activities.
- Ensure all their colleagues are competent and can carry out their assigned duties in a safe and effective manner.
- Ensuring the organisation has access to competent Health and Safety advice.
- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure that all their managers are alert to the workload of their colleagues, with the objective of ensuring that the occupational health of individuals is considered.

3.1.3 Group Services and Quality Director

The role of the Group Services and Quality Director is to oversee the Quality Team and review and approve work that the team produce. In terms of ISO45001, the Group Services & Quality Director will oversee the company's adherence and compliance with Health and Safety standards. The Group Services and Quality Director will also represent the Chief Executive

Officer in Quality meetings and on the Executive Boards.

- Resolution of Health and Safety System Discrepancies.
- Final approval of the Quality Assurance System with The Chief Executive Officer.
- Final approval of Documentation & Change Control (Health and safety System Documents).
- Review of company policies with Quality Manager.
- Escalation and communication to the Chief Executive Officer and Executive team.

3.1.4 GDPR & Quality Manager

The GDPR & Quality Manager has responsibility for Internal Auditing and management of the Quality Team. They work with the Health and Safety Coordinator/Group Services Administrator ensuring that required standards are met and maintained and are responsible for ensuring that work under their control is conducted in a safe manner without risks to health. Their responsibilities are as below:

- Provide leadership and direction to assure the Health and Safety and welfare of all colleagues and other persons affected by gbp group's activities.
- Implement all relevant Health and Safety policies, procedures and best practices that apply to their area of work.
- Clearly assign safety responsibilities, and make sure that everyone is fully aware of their responsibilities.
- Provide reports to the Chief Executive Officer and Group Services and Quality Director.
- Ensure that contractors are competent and able to carry out contracted duties in a safe and effective manner.
- Perform annual Internal ISO45001 Audit, correcting any non- conformances.
- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the gbp group procedure.
- Provide advice, and guidance to ensure compliance with legal and gbp group requirements in line with their skills and competence, bringing in subject matter experts where required.

3.1.5 The Health and Safety Co-Ordinator (Group Services Administrator)

The Health and Safety Co-Ordinator takes a hands-on approach to implementing a consistent adherence to the standards, applications and values of health and safety regulations internally at gbp group.

The responsibilities of the H&S Co-Ordinator are as follows:

- Ensure that local emergency arrangements are maintained in compliance with legislation.
- Ensure regular review of Health and Safety performance resulting from the activities under their control, through participating in regular planned inspections.
- Ensure that accident/incident investigation activities are in line with the requirements in the gbp group procedure.

- Ensure necessary checks regarding health and safety standards in the office. This is done through the monthly office Health & Safety walk around and associated report, provided to the GDPR & Quality Manager.
- Regular liaison with Fire Wardens and First Aiders, including maintenance of records and advising on expiring certifications.
- Ensure long term safety and welfare for all colleagues.
- Ensure maintenance of a safe working environment.
- Promotion of the importance of health and safety through presentations, posters, and constructed fliers.
- Work with the GDPR & Quality Manager to run the quarterly Health & Safety forum.

3.1.6 All Managers

All line managers are responsible for:

- Assessing risks associated with any work activities and ensuring that persons at risk are kept informed of the hazards involved in their activities and any control measures to mitigate any risks are implemented in line with gbp group procedures.
- Ensuring that any person providing a service to gbp group is competent and able to undertake their duty in a safe and effective manner.
- Ensuring adequate information, training, instruction, and supervision is given to colleagues and others engaged on any activities under their control.
 - Consideration should be given to any existing risk assessments, e.g. the workplace: new colleagues; colleagues that work alone; colleagues working flexible hours; people with a disability; new or expectant mothers; and race, gender or sexual orientation where these may be risk factors.
- Identifying and recommending any improvements required to the gbp group safety management system.
- Ensuring that all accidents/incidents are reported, investigated and appropriate follow-up actions identified and implemented.
- Deciding risk priorities and allocating resources effectively.
- Ensuring that any breach of Health and Safety is dealt with in line with gbp group disciplinary procedures.
- Consulting with elected Health and Safety representatives.

3.1.7 Individual Responsibilities

All colleagues have responsibilities under this policy. They shall take reasonable care of their own health and safety and that of others and cooperate with the employer to enable them to carry out their statutory duties.

3.1.8 Chief Executive Officer

The Chief Executive Officer will ensure that gbp group has access to competent Health and Safety resources.

3.1.9 The External Health and Safety Advisor

The Health and Safety advisor is responsible for:

- Providing professional and competent Health and Safety advice and guidance across gbp group regarding Health and Safety strategy, policy, and compliance.
- Providing advice on relevant legislation and associated guidance
- Developing appropriate and agreed policy and procedures that will apply across gbp group.
- Developing effective systems for monitoring and review.

4.0 Application of Policy

4.1 Health and Safety Objectives

- All gbp colleagues will undertake a minimum of 2 Health and Safety related training sessions every year.
- The company will aim to have a target of 0 accidents reported monthly. A positive hazard awareness and reporting environment will be encouraged.
- There will be at least 2 all-staff communications every month. Health and Safety, mental health and overall wellbeing advice and awareness will be included. The channel used will be Sharepoint. The weekly communications issued by the Group Services team will alert colleagues to these messages.
- The company will ensure any incidents that do occur that subsequently have action to be taken will be:
 1. Raised within 24 hours
 2. A responsible person to deal with it will be assigned within 48 hours
 3. Actions will be closed out within 30 days

4.2 Consultation & Partnership

The H & S Coordinator and GDPR & Quality manager will consult with colleagues. across the group to hear any H & S concerns.

The following arrangements will assist managers and colleagues, providing the necessary tools, advice, and guidance to ensure compliance with legal and gbp group requirements.

4.3 gbp group’s Health and Safety Arrangements

gbp group aims to implement Health and Safety in a systematic approach into the organisation through:

- Ensuring that Health and Safety is considered in all the gbp group activities.
- Ensuring the competency of colleagues, correct methods of working, correct equipment and working environment.
- Checking performance and ensuring continual improvement in Health and Safety.

gbp group’s Health and Safety systematic approach for reporting and management can be seen in the diagram below:



5.0 Documentation Control

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