Health, Safety & Work Safe Policy

1. Introduction

1.1 This policy applies to Briggs & Forrester (UK) Limited on its own behalf and on the behalf of all its subsidiary companies within the Briggs & Forrester Group Ltd ('the Group'): Briggs & Forrester Engineering Services Ltd, Briggs & Forrester Living Ltd, Briggs & Forrester Special Projects Ltd and Briggs & Forrester (Holdings) Ltd.

1.2 The Group specialises in the design, installation, project management, testing and commissioning of building engineering services.

1.3 The Group operates UK wide on varying sizes of projects including public and private sectors, schools, hospitals, government agencies, local authorities, industrial, commercial, and residential properties.

1.4 This policy has been implemented to ensure all employees are aware of the Group's health and safety policy and procedures. This includes the provision of all workers with the opportunity to stop working should they consider the working environment or working practices unsafe.

2. Commitments

2.1 The Group recognises:

- Its responsibilities under the Health and Safety at Work Act 1974 and all other relevant legislation with regards to:
  - Its employees and others who may be affected by its acts or omissions.
  - Its duty to ensure the health, safety, and welfare of its employees; and the equal importance of mental and physical health and wellbeing and potential impact work can have on both.

2.2 The Group is fully committed to:

- Ensuring the health, safety, welfare and wellbeing of its employees and others working for and on its behalf.
- Giving all workers the opportunity to stop working, should they consider the working environment or working practices unsafe.
- The consultation and participation of workers and, where they exist, their representatives.
- Fulfilling its legal requirements.
- The prevention of injury and ill health.
- Continually improving both the OH&S management system and OH&S within the business.

2.3 The Group's overall objective is to achieve, as far as reasonably possible, a safe workplace for all its employees and those affected by its activities, as well as promoting a positive health and safety culture that heightens hazard awareness & control, creates a better understanding of effective processes, and encourages safe behaviour by staff at all levels.

2.4 OH&S objectives and targets are established and set at relevant functions and levels, and are continually monitored and reported on, reviewed, and evaluated during Management Review Meetings. Objectives & targets are made visible to all staff through the Group SharePoint.

3. Plans to achieve commitments

3.1 To ensure the achievement of the above commitments:

- The Group has an established OH&S Management System, incorporated into business processes that complies with BS EN ISO 45001:2023. The scope and boundaries of which are defined in the Group IMS Manual, also referenced within Safety Procedures (SPs) and other Safety Documents accessible within via the Group SharePoint library.
- The Group Board appoint Managing Directors (with overall responsibility of the respective companies) and Group Regional Health & Safety Managers (responsible for establishing the OH&S Management System and reporting on OH&S performance).
- The Group Regional H&S Managers report directly to the Director with responsibility for the HSE Dept. and liaise with all Managing Directors accordingly.
- The Group Board and Senior Management will ensure that suitable and sufficient resources are available to ensure this policy can be implemented.
- Managing Directors communicate with the Group Regional H&S Managers in the event of any difficulty arising in the implementation of this policy or OH&S Management System.
- Project Management Teams will ensure that those working under their control are made aware of this policy.
- The Group's HSE Team assists and advise on relevant statutory requirements, safety matters, and regularly visit sites and workplaces to ensure compliance.
- All employees and subcontractors working for and on behalf of the Group will cooperate with the implementation and operation of the Group's policies, OH&S Management System and ensure that their own work, so far as is reasonably practicable, is carried out without risk to health, safety or welfare of themselves or others.
- Health & Safety responsibilities will be clearly defined, assigned, and accepted at all levels.
- The Group provides such information, training, supervision, plant and equipment and other resources as necessary to identify, eliminate or control hazards and risks in the workplace. Provision of adequate training is given to those who supervise or manage the use of equipment, including the methods which may be adopted when using the work equipment and any risks of use and precautions to be taken.

4. Refusal to work (work safe) procedures

4.1 If an employee (individual) believes a task or condition may endanger themselves or others, work should cease and those involved should immediately report to the Briggs & Forrester Site Manager/Supervisor in charge of the site (or the respective Line Manager).

4.2 The Site Manager/Supervisor (or other) reviews the situation and considers the safety impact on the individual and others. Wherever possible, immediate, appropriate action must be taken to resolve the situation.

4.3 As a result of the review, the system of work is confirmed as safe or amended accordingly. If the individual is satisfied with this outcome, they resume work.

4.4 If the individual remains dissatisfied, the Site Manager/Supervisor (or other) contacts the designated Briggs & Forrester Project Manager (or Line Manager hierarchy), providing all relevant details and background to the situation.

4.5 If the situation cannot be resolved, a benchmark review is undertaken by the Project Manager (or other) against all legislation, Group policies and procedures, and in line with industry best practice to determine the safety impact of the task or condition.

4.6 If the benchmark review fails to produce a satisfactory outcome, the disputed system of work ceases and B&F's Group HSE Department are informed as soon as practically possible.

4.7 The relevant Health & Safety representative liaises with internal representatives and the Principal Contractor (where applicable) to consider the disputed working arrangements, make any necessary changes, and advise the Project Manager (or other) accordingly.

4.8 Any changes to working arrangements are documented and implemented by the Project Manager (or other). This may include amendments to work instructions, processes, risk assessments and COSHH assessments, additional training, or further briefings, as appropriate.

4.9 Full details of the agreed outcome are forwarded to the complainant and the Principal Contractor (where applicable), and suitable records maintained and retained.

4.10 If the complainant is still dissatisfied with the system of work, the Group obtains an independent review from a mutually agreed external source and undertakes to follow the independent reviewer's advice.

4.11 Should the independent reviewer uphold the Briggs & Forrester safe system of work and the complainant still refuses to work: Briggs & Forrester Group Ltd implements the Group's disciplinary procedures.

5. Communication of this policy

5.1 A full copy of this policy is accessible to all interested parties via the Group website and Group SharePoint library.

5.2 Sufficient communication of this policy to all employees is achieved through the relevant means of communication.

5.3 All new direct employees are required to read and understand the requirements of this policy, who are notified of this requirement through their applicable Company Induction process.

5.4 Copies of the Group's OH&S Management System documents are freely accessible internally and available externally upon request.

5.5 Toolbox Talks are carried out on sites, covering a variety of health and safety topics.

6. Review and updating of this policy

6.1 This policy is reviewed and updated annually and amended as necessary to reflect any changes to the Group, its management systems, or relevant legislation.

6.2 The Group's Senior Management Team continually monitor this policy's procedures to ensure compliance and continual improvement. All reports, reviews and results of monitoring processes will be recorded, and records retained.

Paul Burton
Group Chairman and Chief Executive