



Health, Safety and Wellbeing Policy /

Policy Scope: This policy sets out how Novus Property Solutions manages health and safety within our organisation. The policy outlines our commitment and responsibility to our employees.

Our commitment to ensuring the health, safety and wellbeing of all our employees and anyone affected by our activities is our highest priority and a specific cornerstone of our values for responsible business. We will develop strategies and management processes that will promote a culture whereby all employees, including subcontractors and all stakeholders, are empowered to contribute to our achievement of this commitment.

Responsibilities

The Directors / Senior Leadership Team of the Company accept their role, collectively and individually, in providing Health and Safety leadership to ensure their decisions reflect the Company Health, Safety and Wellbeing Policy and to engage the active participation of workers in improving 'Health, Safety and Wellbeing'.

It is the Company's policy to take all reasonable measures, in fulfilment of its moral, legal and economic responsibilities to ensure the safety, health and welfare of its employees and those persons directly or indirectly involved with Company business in the prevention of ill health or injury.

The Company will provide the necessary resources to manage and continuously improve the health, safety and well being of all parties effectively.

The Company will set key objective and targets which will form part of the strategy for the business. The objectives and targets will be monitored through the Senior Leadership Team meeting and the Health and Safety Committee.

All risks will be assessed in accordance with current statutes and codes of practice to ensure that all necessary steps are taken to minimise or eliminate identified risks.

Projects will be managed in such a manner that identifies the risk inherent in the work undertaken and sets out clear procedures for the safe management of the project including supervision.

The Company will ensure that our arrangements are monitored through inspections and audits to ensure that they meet our moral and legal obligations and provide opportunities for continuous improvement.

The Company will engage and consult with our employees to ensure that everyone is involved in our health and safety arrangements.

All employees will be provided with the relevant information, instruction and training in order to complete their roles and responsibilities.

Every individual is required, by law, to take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The same responsibilities and duties apply to all of our self-employed operatives and contractors working on behalf of Novus.

The Novus Way of Working and Novus Values in which safety is recognised as a key element by 'being responsible – protecting the health, safety and wellbeing of everyone' we come into contact with will be embedded throughout the health, safety and wellbeing management arrangements.



Review and Endorsement

This policy will be reviewed regularly and the Director responsible for Health and Safety will ensure it is updated as required.

The Company Health and Safety Policy as set out in this document and accompanying procedures is endorsed by the Senior Leadership Team, Board of Directors and the CEO, who is ultimately responsible for its implementation.

This policy does not give contractual rights to individual colleagues.

Authorised by

Chief Executive
Director Responsible for Safety

Document History

| Version | Issue Date | Review Date | Author | Comments |
|---------|------------|-------------|----------------|---|
| 1 | 2013 | 2014 | Edward Hawksey | Amendment to Communication and Consultation |
| 2 | 2014 | 2015 | Edward Hawksey | Amendment to Duties |
| 3 | 2015 | 2016 | Edward Hawksey | Amendment to reflect CDM Regulations 2015 |
| 4 | 2016 | 2017 | Edward Hawksey | Amendment to Company Secretary duties |
| 5 | 2017 | 2018 | Edward Hawksey | Amendment to H&S Qualifications |
| 6 | 2017 | 2018 | Edward Hawksey | Amendment to Company organisation |
| 7 | 2018 | 2019 | Edward Hawksey | Amendment to include Principal Designer role |
| 8 | 19/7/2019 | 19/7/2020 | Edward Hawksey | Amendment to include wellbeing |
| 9 | 22/11/19 | 22/11/20 | Edward Hawksey | This policy does not give contractual rights to individual colleagues added |