



HEALTH AND SAFETY POLICY

Policy aims:

Q3 Facilities Holdings Limited (Q3) (including all subsidiary companies such as Q3 Services Group Limited, Q3 Security Limited, Q3 Grounds Services Limited, Newton's Group Limited) are committed to providing a workplace where our people and our stakeholders are free from harm and their well-being protected. We are committed to provide solutions to our risks in a positive way thereby making lives better, safer and healthier for people.

In addition to meeting the requirements of all applicable legislation we will continuously improve the way we operate in line with emerging technology and knowledge in the way that Health and Safety risks are managed.

We will provide and implement industry leading standards across our contracts that protect the environment in which we operate, our employees, our customers and their clients.

Engagement:

The continuing development of a positive culture depends on the involvement of all our employees and stakeholders. Therefore, engagement with our people, our clients and contractors will be an integral part of how we do business, whereby we openly communicate with our people and allow them to raise any concerns and then address these.

Our culture is one where Zero injuries and harm is the norm and we are committed to ensuring this is reflected on all our contracts

The board of directors will be informed of all health and safety issues and we will ensure suitable procedures and processes are in place to effectively manage these. Additionally, the management board will review our performance in the same way as other business activity and openly share this information.

Responsibilities:

The organisation will enforce that all managers, employees, contractors and relevant third parties take health, safety and well-being seriously. They are to lead by positive example, and it is their responsibility to ensure our people are trained to work safely and support the aims of this policy by being engaged and motivated to work safely and not create unnecessary risks for others or the environment. We require all incidents to be reported in a timely manner that allows us to search out learning lessons and improve our management of health and Safety risks.

This policy will be reviewed annually, and any changes will be communicated to our people.

Health and safety management throughout our group is the responsibility of all us, our employees, our contractors and suppliers and we will work together to support our aim of developing an open and transparent culture where safe and healthy working is part of everything we do.

A handwritten signature in black ink that reads 'Stuart Bellew'.

Stuart Bellew
Chief Operating Officer
Date: 1st September 2023
Review date: 31st March 2024



Roles and Responsibilities for Health and Safety

High standards of health and safety management and performance can only be achieved by good management and positive leadership. This section of the policy sets out who is responsible for the specific actions to manage health and safety.

Chief Operating Officer

The Director with responsibility for health and safety is Stuart Bellew. He will establish a safety management system that includes policies and procedures for the management of health and safety throughout Q3 Group.

To meet these responsibilities, he is to be assisted a senior management team and additional health and safety support is provided by internal QHSE Manager.

Senior Managers will ensure that;

Adequate resources are provided for the management of health and safety across the areas and contracts they are responsible for.

Health and safety is adequately assessed, controlled and monitored

Engage with employees on all matters concerning health and safety, providing information, instruction and training and seeking their input into developing practical solutions and processes to improve the overall management of health and safety and their wellbeing.

Our staff will be trained to understand and instil good health and safety standards for their actions and that of others.

Ensure the reporting of Incidents and investigations.

Carry out safety tours on their contracts and Include health and safety performance at contract / management review meetings.

Employees are to:

Follow the company safety arrangements and procedures along with any client or site-specific requirements.

Notify their manager of any health and safety concerns and of any health & safety training needs.

Use all work equipment and personal protective equipment properly and in accordance Legislation, Manufactures guidance notes and best practice information.

Report any accidents, incidents, near misses (including Environmental) by the quickest means to their line manager.

Support the company in improving safety systems and performance by being actively involved in health and safety matters.

Inform their line manager of any physical or mental condition that affects their ability to work safely.



Arrangements for carrying out the General Health & Safety Policy

This section of the policy details how Q3 will manage health and safety.

Behaviour and Culture

The organisation will in an integrated way with our employees, clients, other contractors so that improvement in health and safety is a collaborative effort. The senior management team will demonstrate leadership and ownership in health and safety management and practice. They will undertake site safety tours that identify, assess and manage all health and safety issues. The organisation empowers our teams to stop work in any situation that could affect their health and safety of themselves or others if they have immediate serious health and safety concerns and then discuss these with their manager.

Hazard identification, Risk Assessment and Management

Q3 will review all our work activities to identify any risk and implement controls to eliminate or reduce risks to a tolerable level. We will require all contractors and suppliers working on our behalf to identify health and safety risks along with control measures.

Health and Safety Training & Competence

All our people and contractors will have the competence to carry out their work in a safe and effective manner. Our employee will be trained to work safely. This will include the health and safety issues that affect them and the safe working practices that should be followed. We will ensure those contractors and suppliers that operate on our behalf are also appropriately trained and hold any required certifications.

Engagement on Health and Safety

Q3 will communicate, consult and engage with our employee, our clients, suppliers and contractors on all relevant health and safety matters. We will engage with our employees in promoting our culture and developing improvements in the way we manage health and safety. We will engage and communicate in an open and transparent way.

Workplaces and Welfare

Senior managers will arrange for all workplaces used by the company to be assess for potential hazards and risks. They will work with the clients to provide suitable welfare facilities for all its employees. These will include toilets and access to drinking water and facilities to eat.

Monitoring and Measuring our performance

The organisation will actively and openly, review and report on our health and safety performance against our objectives and targets. Improvement plans will be deployed to support he delivery of these objectives and targets.

Hazardous Substances

The organisation will work with our suppliers and look to use substances that are not classified as hazardous under the COSHH Regulations. All substances will be subject to a COSHH assessments along with suitable and sufficient training and the required controls will form part of the safe working practices. Where health surveillance is required expert occupational health advice this will be sought from an external company.



Personal Protective Equipment (PPE)

The organisation will ensure that identified Personal Protective Equipment is worn correctly and monitored at all times during the tasks. Q3 will provide Personal Protective Equipment as identified in the risk assessment along with training in its safe use and storage. Our employees must wear this equipment and should store it safely when not in use. Employees must report and concerns with this as soon as possible including damage or loss.

Work Equipment

Site managers and supervisors will ensure that all work equipment is fit for purpose, correctly maintained, used and stored as not to give rise to any health and safety issues or concerns.

First Aid

First Aid provision will be available on each contract unless it has been agreed with the client that our employees can use their facilities. Senior Managers will ensure our employees know who the nominated persons will be responsible for first aid treatment are.

Fire Prevention

Senior managers will work with our clients to ensure a fire risk assessment has been carried out on the work area. The requirements of this will be communicated to our employees along with details of the fire alarms, evacuation procedures, testing and practice drills. Muster points will be clearly identified. Fire safety equipment will be regularly checked and maintained.

Accidents, Incidents and near miss reporting

All staff will report any accidents, incidents, near misses, damage of any kind and work-related illnesses by the quickest and safest means. Where the injury is in scope of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it will be reported to the HSE by the on-line reporting system by the QHSE manager.

Emergency situations-Health and Safety Concerns

In the case of serious and imminent danger employees are to stop work and notify their Line Manager and where applicable the client. All our employees are empowered to stop work immediately if they have any health and safety concerns.

Sub-contractors and Suppliers

An assessment on all Subcontractors and suppliers will be made before commencing any work for. This will be to ensure they support our health and safety aims and they manage the health, safety and well-being of their employees and clients effectively.

Review

Q3 will regularly review the contents of this document to identify any changes that may be needed to it and these will be communicated to all its stakeholders.

A handwritten signature in black ink that reads 'Stuart Bellew'.

Stuart Bellew
Chief Operating Officer
1st April 2024