HS&E Policy Statement

Applies to	All employees, workers, apprentices, contractors, interns, volunteers and job applicants
Policy owner	Managing Director
Version	2.0
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Next review	20/07/2027

Introduction

This policy details arrangements for the management of Health, Safety and Environmental risks across Anstey Horne. Anstey Horne operations cover a range of services for clients, centering on fire protection, air conditioning, ventilation, heating, plumbing and solar panels. During their role, the Anstey Horne team will carry out their work using predominantly in-house resource, but also makes use of sub-contracted staff. Anstey Horne will take all reasonable steps to ensure that its activities do not place the health and safety of its employees, subcontractors or any third parties at risk. Furthermore, Anstey Horne will take all reasonable steps to ensure that its activities do not cause harm to the environment and meet all the applying regulations. Anstey Horne acknowledges its obligations in all cases, including residual liability where sub-contractors or third parties are employed and will use due diligence to ensure that they adhere to our standards.

This policy document is intended to detail where accountability and ownership lie in the management of Health, Safety and Environmental risks across Anstey Horne. It is also intended to explain the organisation of resources to meet health, safety and environmental management responsibilities and also the arrangements in place to implement the policy. This policy is to be viewed as a key pillar of the Anstey Horne corporate strategy.

Commitment

As the senior executive responsible for Health, Safety and Environmental management, I affirm that it is our policy to ensure the health, safety and welfare of all our employees while at work; in addition we accept that we have a duty of care to employees of our sub-contractors, as well as to our clients' staff and to any other persons who may be affected by our work activities such as members of the public. It is also our policy to fully comply with all applicable legal requirements and with all other requirements from relevant accreditation bodies, which relate to our Health, Safety and Environmental risks. Furthermore, we undertake to influence, as far as reasonably practicable, the legal compliance of our clients with respect to Health, Safety and Environmental regulations. Our employees, sub-contractors and consultants are to use the utmost care to achieve compliance.

I require every member of the Anstey Horne team to share my commitment by:

- Health and Safety should never be compromised for other objectives.
- Raising Health, Safety and Environmental quality standards.
- Reducing workplace risks.
- Reducing the carbon footprint of our activities.
- Preventing pollution.
- Increasing the sustainability of our operations.
- Following a process of continual improvement in managing the Health, Safety and Environmental risks of our business.

Health, Safety and Environmental risk management is to be viewed as an integral function of our business risk management activities and will be resourced adequately. An integrated Risk Management System (covering Health, Safety and Environmental risks) will be established to meet our needs, and all staff, whether Anstey Horne employees, or sub-contractors must co-operate fully in raising standards through continual improvement of risk management performance.

Health, Safety and Environmental Strategy/Key Risk Management Objectives

Our **Health, Safety and Environmental Strategy** is to manage the Health and Safety risks and Environmental impacts inherent in our business and, through a process of continual improvement, raise our standard of performance.

Our **Key Risk Management Objectives** are:

- To ensure compliance with applicable legal requirements and all other requirements from relevant accreditation bodies.
- To manage the Health, Safety and Environmental aspects of our activities, setting targets as appropriate.
- To regularly review Anstey Horne' s Health, Safety and Environmental performance and monitor progress towards our objectives.
- To maintain an effective Health, Safety and Environmental management system, maintain safe and healthy working conditions, maintain safe plant and equipment, work to safe methods and procedures and ensure the provision of safe materials.
- To reduce energy consumption; to reduce the amount of waste at source and increase the percentage recycled; to conserve water supplies.
- To develop the Health, Safety and Environmental skills base in order to achieve a culture of continual improvement.
- To procure goods and services from suppliers and sub-contractors who share our vision of responsibility and sustainability.
- To influence our clients in the adoption of safer, healthier and more sustainable approaches to their business.

Organisation and Key Responsibilities

As Chief Executive of Anstey Horne, I am ultimately responsible for all Health, Safety and Environmental management matters within the organisation. The Board has appointed a QHSE Manager as the Board's representative with specific responsibility for health, safety and environmental management at a strategic level. Health, Safety and Environmental responsibilities and authority are delegated to the Managing Director of each Business Unit, including the subsidiaries and work streams under their control. A Health, Safety and Environmental Committee will be established across the organisation to monitor the implementation of this policy and its integration.

The Board has appointed a Health, Safety and Environmental specialist to advise on the content, execution and review of this policy. This role is titled Anstey Horne' s QHSE Manager and is also responsible for: monitoring the integration of Anstey Horne ' s policies; developing the overall Risk Management System; monitoring Health, Safety and Environmental performance; maintaining the system for Health, Safety and Environmental assessment; developing the training strategy; audit of the Risk Management System and review to confirm its appropriateness to the Business.

Day to day responsibilities for Health, Safety and Environmental management rest with each employee, sub-contractor, or any other representative of Anstey Horne. These responsibilities follow the line management structure. I hold each manager responsible for the Health, Safety and Environmental management arrangements within their Business Units. Each manager is to ensure that local policy and procedure is congruent with the requirements of this policy document and our Risk Management System. Implementation and monitoring of the practical application of Health, Safety and Environmental management practices and procedures is a fundamental responsibility of each manager. Our duty of care requires managers, supervisors, employees, and sub-contractors to take ownership of potential risks and implement appropriate remedial action. Specific risk management responsibilities across Anstey Horne are summarised below (greater detail is provided in Part Two):

Position		Responsibilities
Chief Executive	-	Ultimate responsibility for Health, Safety and Environmental management arrangements.
Director - QHSE Compliance	-	The Board's representative responsible for Health, Safety and Environmental matters. To implement the Risk Management System, to support Business Units in their arrangements, to advise the Main Board on legislative changes. Chair the Health, Safety and Environmental Committee.
Managing Director	-	Responsible for the implementation of Anstey Horne Policy across the Business Unit under their control. Responsible for monitoring health, safety and environmental performance across their operations and for reporting results against agreed KPIs. Ensure that all subgroups within their Business Units are represented on the Anstey Horne Health, Safety and Environmental Committee.
Line Directors and Supervisors	-	Responsible for the health, safety, and welfare of the staff/contractors under their control, as well as for preventing pollution and environmental harm.
Health, Safety and Environmental Committee	-	Development of management strategy, key objectives and KPIs. Review and preparation of policy and operational procedures.
Employees	-	To risk assess activities, develop safe systems and work in accordance with them. To communicate issues of concern with regard to Health, Safety and Environment. To co-operate fully with client's risk management arrangements and site-specific requirements.
Sub-contractors	-	To risk assess activities, develop safe systems and work in accordance with them. To communicate issues of concern with regard to health, safety and environment. To co-operate fully with both Anstey Horne and its client's risk management arrangements and site-specific requirements.

A table detailing full health, safety and environmental accountabilities and responsibilities is in section two.

Practical Arrangements

To implement this policy a number of practical arrangements are to be made within the Risk Management System. These arrangements will contain the necessary guidance, templates, and forms to enable managers at all levels to meet their responsibilities. These arrangements relate to (amongst others):

- Identification of health and safety hazards and assessment of risks.
- Identification of environmental aspects and quantification of environmental impacts.
- Health, Safety and Environmental management procedures.
- Training.
- Communication of Health, Safety and Environmental information.
- Health, Safety and Environmental performance reporting.
- Emergency management arrangements and contingency planning.
- Accident/incident reporting and investigation.
- Maintenance of plant, equipment and building fabric.
- Legislation, regulations and guidance applicable to Anstey Horne.
- Management of contractors.
- Procurement of goods and services.

All managers, staff and sub-contractors are expected to understand and apply these arrangements to the activities which are under their control, or over which they may exert influence.

Policy Reviews

This Policy will be revised at least annually, or as required in the light of structural or organisational changes and developments.