

# Health and Safety Policy

12 March 2020

---

1	Part 1: Management Control and Scope	2
2	Part 2: Group OH&S Policy Statement	4
3	Part 3: Group Health and Safety	6
4	Part 4: Structure, Governance, Responsibilities and Consultation / Communication	9
5	Part 5: Arrangements	10
6	Appendices	11



## 1 Management Control and Scope

To ensure compliance with all legal and other requirements, (including the Health and Safety at Work etc. Act 1974, our Health and Safety Statement of Intent, policy notes and our organisational responsibilities and arrangements) Land Securities' health and safety documentation will be reviewed periodically as appropriate. Additional supporting policies and procedures are readily available to all employees and can be found within the Company's Knowledge Library.

The Chief Financial Officer (CFO) is nominated as the Board Director responsible for health and safety. Together with the Group Head of Health and Safety, the CFO will review this policy and associated safety management systems and make arrangements for amendments as necessary.

### Policy Review Status

	Date of review	Brief description of changes	Reviewers	Issue date
01	15th March 2012	Full policy review due to changes in business functions and restructure	Clive Johnson	2nd April 2012
02	28th March 2013	Full policy review, included Health & Safety Objectives, also minor changes to the fire policy and organisational structure	Clive Johnson	2nd April 2013
03	24th March 2014	Full policy review, including new signatory of policy, health and safety training, fire policy and organisational structure	Clive Johnson	14th April 2014
04	20th March 2015	Full policy review, including signatory of policy, CDM 2015 up- date and organizational structure	Clive Johnson	1st April 2015
05	25th March 2016	Full policy review, including signatory of policy, new security and lead policy, managing agents and title changes	Clive Johnson	1st April 2016
06	6th April 2017	Full policy review due to changes in business functions and restructure	Clive Johnson	2nd April 2017
07	23rd March 2018	Full policy review, including signatory of policy, brand change and introduction of links to external documents	Clive Johnson	9th April 2018



08	19th March 2019	Full policy review, introduction of information to fulfil requirements of BS ISO 45001	Clive Johnson	19th March 2019
09	11 <sup>th</sup> March 2020	Policy review following changes in management structure and introduction of information to fulfil requirements of BS ISO 45001	Alex Hodson	11 <sup>th</sup> March 2020



## Scope

The scope of this policy covers all Occupational Health and Safety (OH&S) management arrangements for Land Securities Group PLC (the “Company”). This policy provides a framework, which defines how the Company will manage Occupational Health & Safety throughout its operations. These operations include the management of all our properties throughout the UK including sales and acquisitions, development of new and existing properties, and the day-to-day operation of building environments by our staff. Also included are joint venture properties where we are responsible for their asset management and all offices occupied by Landsec itself.

This policy provides the foundation for the implementation of ISO 45001 (Occupational Health and Safety Management System). This policy will be made readily available to any interested party.

The Group Health and Safety team will establish, document, implement, maintain and continually improve an Occupational Health and Safety management system. This will enable the Company to develop and independently verify or certificate its Occupational Health and Safety Management System against this standard.

## 2 Group OH&S Policy Statement

At Landsec, we believe that the successful management of health and safety is critical to our employees, contractors, service partners, occupiers and visitors to our properties. It’s also one of the ways we create a better working environment and is essential to our continued success and growth.

### **We are committed to:**

- the prevention of work-related injuries and ill-health
- the provision of safe and healthy places of work
- the provision of safe systems of work
- Safe plant, equipment and machinery
- Identifying significant hazards, and managing their associated risks
- continual improvement of our OH&S management system and to become an example of best practice in the practical application of health and safety management

### **To achieve this we will:**

- Provide a framework for setting the occupational health and safety (OH&S) objectives
- consult with and encourage participation from our employees, their representatives, contractors and service partners
- only assign employees and contractors to do work that they are competent to do
- appoint
- competent health and safety assistance



- provide quality information and the appropriate training and instruction relevant to specific job roles
- encourage good communication and co-operation
- regularly review our health and safety performance

To demonstrate this, the Board is committed to providing adequate resources to:

- enable this policy to be implemented, developed, monitored and reviewed
- fulfil our legal requirements and other requirements
- set occupational health and safety objectives

We will endeavour to enhance our employee's wellbeing and take steps to prevent work having a negative impact on their physical and mental health. We will achieve this by providing appropriate occupational health and wellbeing services.

All employees should acknowledge their own individual duties and responsibilities to take reasonable care to prevent injuries to themselves, fellow employees and members of the public.

We are committed to ensuring that health and safety is integral to the way we do business. We all have a part to play in the promotion of a positive health and safety culture.

---

**Martin Greenslade**

Chief Financial Officer On behalf of Landsec

**01 April 2020**



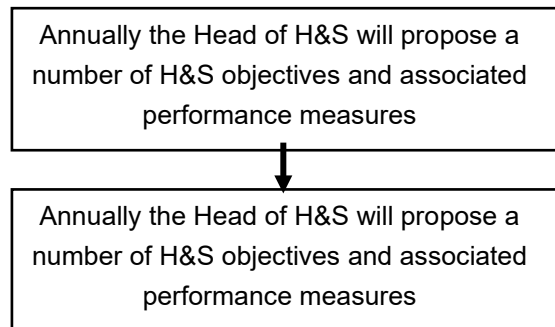
## Other related policies

The following policies have been developed and form part of this policy document. They can be found below

1. Landsec Group Asbestos Policy
2. Landsec Group Fire Safety Policy
3. Landsec Group Health and Wellbeing Statement of Intent




## 3 Group Health and Safety

### 3.1 Framework for setting H&S objectives



### 3.2 H&S Objectives and KRIs

The H&S objectives and KRI's for the business are set out below:

Our three guiding principles	Our commitments (objectives)	How we monitor if we're on track (KRIs)
 <p><b>1. Places</b> Ensure all Landsec assets provide a safe, secure and healthy experience.</p>	<p><b>1. Physical Security</b> – ensure all Landsec properties are secure places to live, work, shop and relax.</p>	<ul style="list-style-type: none"> <li>• Security Services threat level</li> <li>• Building Response Levels</li> <li>• Target attractiveness scores</li> <li>• Crime trends</li> <li>• Security Provider performance</li> </ul>
 <p><b>2. People</b> Ensure colleagues are supported, guided and trained in order to empower them to be risk aware, not risk averse.</p>	<p><b>2. Health and Safety</b> – align our health and safety priorities with key risk indicators which could adversely affect our delivery of healthy and safe places to live, work, shop and relax.</p> <p><b>1. HSS Training</b> – Landsec colleagues to receive suitable and sufficient safety and security training in order to engender positive attitudes and an effective and sustainable health, safety and security culture.</p>	<ul style="list-style-type: none"> <li>• Fire Safety – ensure a consistent and robust approach to fire safety management across Landsec portfolio, predicated on risk profile of asset type (residential, retail, office, non-managed etc)</li> <li>• Events – Ensure all Landsec events are planned and executed to ensure a safe, happy and secure experience without incident.</li> <li>• Quality of product</li> <li>• Clearly communicated requirements</li> <li>• Delivery targets</li> </ul>
 <p><b>3. Development</b> All projects delivered on time and on budget without adverse cost to the safety or health of our customers* who build our assets and occupy our assets.</p>	<p><b>1. Embrace innovative construction methods</b> in order to realise the full potential of health, safety and security benefits in terms of both key design principles and on-site construction risks.</p> <p><b>2. Work with design teams</b> to ensure developments <b>maximise desired operational outcomes</b> for key HSS deliverables.</p> <p><b>3. Collaborate with external and internal stakeholders</b> on ensuring our developments align with, and where possible, exceed CDM requirements.</p>	<ul style="list-style-type: none"> <li>• Office 1.0 - Ave workers &lt; Landsec <b>avg</b> for past 10 years.</li> <li>• Innovative solutions to common building operational hazards.</li> <li>• BIM level 3 utilised for full life cycle of asset.</li> <li>• Lead Designer to take on Principal Designer role as a key tender deliverable; ensure key interventions within procurement path</li> </ul>

### 3.3 Risk assessment and control

Click [here](#) to go to the Risk Assessment Procedure and templates.



#### 3.4 Commitment to continual improvement

The Chief Financial Officer has ultimate accountability for Health & Safety and is committed to ensuring health and safety standards are maintained and continually improved. This is achieved by the setting and implementing of stretching annual health and safety objectives. The achievement of these objectives is monitored via KPIs, using a mix of leading and lagging indicators. We will also look to continuously improve our Health and Safety performance, practices and culture using lessons learned from our own incidents and others in the property management and development sectors.

#### 3.5 Commitment to appropriate resources

The Board will ensure through the Chief Financial Officer, as Board Director for Health and Safety, that sufficient and appropriate resources for the delivery of health and safety are in place within the Company.

#### 3.6 Training

We are committed to providing all necessary information and the appropriate training and instruction relevant to specific job roles. Click here for our [Training Policy](#).

#### 3.7 Monitoring and Auditing

Landsec have established, implemented and maintain a process for monitoring, measurement, analysis and performance evaluation. Click [here for details of our monitoring and auditing procedure](#).

#### 3.8 Accident and incident management

Landsec have developed a One Best Way guidance document for accident, incident and near miss reporting. This standard identifies the mandatory requirements expected of Landsec employees in relation to the reporting of health, safety and security accidents and incidents. Click [here](#) for more details.

#### 3.9 Emergency preparedness

Plans and procedures for responding to emergency situations are periodically tested and reviewed. Click [here](#) and go to section **8.2 Emergency preparedness and response for more details**.

#### 3.10 Fire risk management

Landsec is committed to providing a safe environment for its employees, contractors, service partners, occupiers, and visitors in line with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (Scotland) Act 2005. Click [here](#) for Landsec Group Fire Policy and click [here](#) to view how Landsec are managing fire safety.



### 3.11 The Construction (Design Management) Regulations 2016

The management of construction and related works within the Company will be discharged through the appropriate business departments, with the support and commitment from the respective Board Directors and Group Health and Safety.

Click [here](#) for more details.

### 3.12 Client duties

The Company accepts that it is accountable for the impact it has on health and safety standards and is fully aware of its duties as a client under CDM. Click [here](#) for more information on client duties.

### 3.13 Tender – provision of health and safety information

The Company will provide adequate health and safety information on the scope of proposed contracts where applicable and allocate sufficient time and resources for the tender process. Click [here](#) for more information.

### 3.14 Contractor Management

The Company aims to provide clear guidelines to contractors to enable adequate planning before contractors are invited to work on Company controlled premises. Click [here](#) and go to section 8.14 Procurement to find out details on contractor management.

### 3.15 Managing agents

Managing Agents that have been contracted to manage property on behalf of Landsec will be responsible for managing health and safety within the common parts of those properties. The exact boundaries of control between Occupiers and the Managing Agent will be clearly defined within the occupiers' leases.

### 3.16 Asbestos management

Landsec operate a robust system with regards to the management of Asbestos, which is co-ordinated by the Landsec Health and Safety Team. Click [here](#) to view Landsec Asbestos Policy and click [here](#) to view Landsec asbestos procedures.

### 3.17 Health and Safety Management System Review

Landsec operates an H&SMS, certified to the international standards ISO:45001. The company carries out annual Management Reviews to ensure that the H&SMS continues to meet the requirements of the standards and delivers improvements in H&S performance. Click [here](#) to go to 9.3 Management Review for more details.



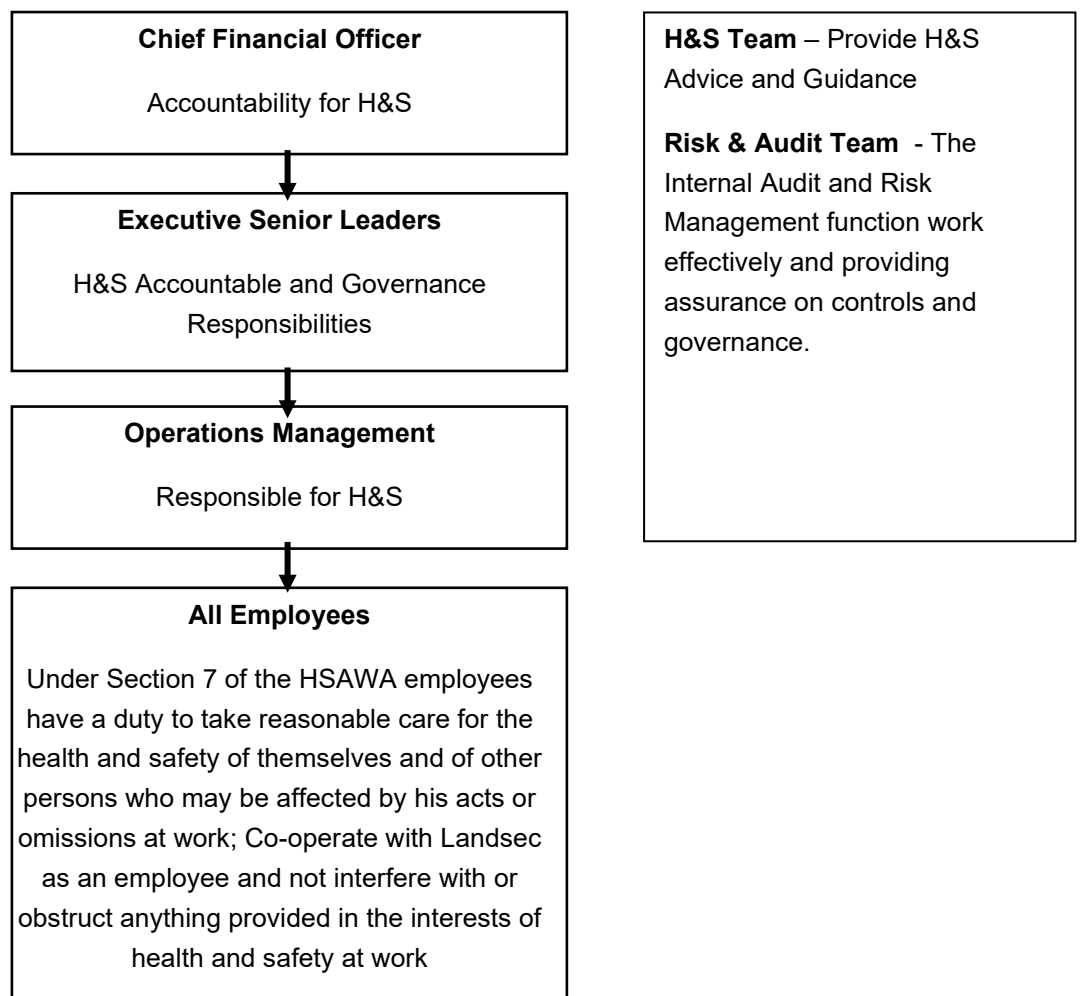


### 3.18 Occupational health and wellbeing

The Company as an Employer of Choice recognises the importance of both the physical and mental health and the wellbeing of its employees. The Company acknowledges that the successful management of its business relies on its ability to recognise, predict and adapt to the changing demands on its people. Click [here](#) to view our occupational health and wellbeing arrangements.

## 4 Structure, Governance, Responsibilities and Consultation / Communication

### 4.1 Organisational Structure





#### 4.2 Governance

In the interest of maintaining a high level of internal control in respect of health and safety management, the Company will ensure that the governance and organisational structure outlined in 4.1 above will be maintained (unless the Board determines otherwise).

#### 4.3 Roles and responsibilities

Both general and specific health, and safety responsibilities and roles are outlined in Appendix 2. Notwithstanding the responsibilities and roles outlined within this policy, the Company may also include specific responsibilities within Job Descriptions and health and safety policies and procedures. Where such additional responsibilities arise, the Company will communicate this to individuals

#### 4.4 Consultation and participation of workers

Click [here](#) and go to section 5.4 for details on Consultation and participation of workers.

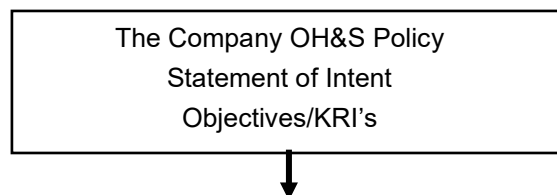
### 5 Arrangements

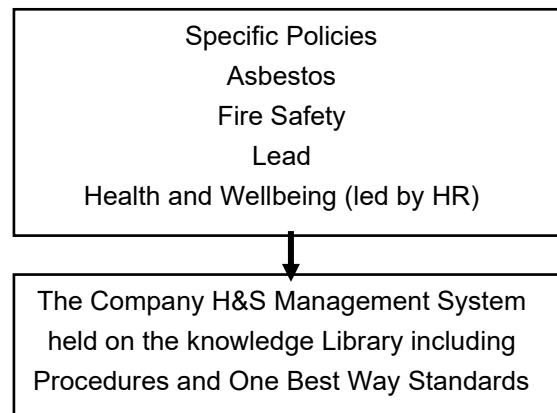
#### 5.1 Knowledge Library

To discharge effectively the statement of intent and the policy notes, the business has developed and implemented procedures and safe systems of work to address the risks associated with their activities and ensure a consistent approach. To that end, comprehensive procedures, guidance notes and forms have been established within the “Knowledge Library” to address the specific business unit requirements. The documents within the “Knowledge Library” are controlled documents.

For further health and safety guidance and non-procedural material the Company’s Health and Safety intranet website hosts all this information. The Health and Safety Team are always available for guidance, assurance and assistance as appropriate.

#### 5.2 Health and safety document structure





These are the Management procedures necessary to achieve the objectives and KRI's set out in the OH&S Policy. Health and Safety procedures will apply across the Group and where appropriate these may be incorporated into other business procedures e.g. Human Resources and Procurement

## 6 Appendices

### **Appendix 1: Health and safety governance**

— [Click here for details of Landsec Health and Safety Governance Structure.](#)

### **Appendix 2: Health and safety roles and responsibilities**

— [Click here for details of Landsec Health and Safety roles and responsibilities](#)