



**Ubico Limited**  
**Formal Decision Report**  
**Board of Directors - 27 April 2021**  
**Corporate Health & Safety Policy**

<b>Confidentiality</b>	<p><b>Is the subject of this paper confidential and if yes what are the reasons for the confidentiality?</b></p> <p>No</p>
<b>Executive summary</b>	<p>A written Corporate Health &amp; Safety Policy is a legal requirement and the policy is reviewed annually by the Board. No material changes were necessary to the 2021 policy.</p>
<b>Recommendations</b>	<p><b>I recommend that Board:</b></p> <ol style="list-style-type: none"> <li>1. Approve the Corporate Health &amp; Safety Policy.</li> </ol>

<b>Links to key risks:</b>	<p>Supports mitigation of risk HSR001: If we fail to follow good health and safety practice then we will risk injury to our staff, and intervention from the HSE or other agencies due to a major incident, that will risk the operational service</p>
<b>Link to Business Plan Objective(s)</b>	<p>Supports effective management of the company which underpins delivery against the company's business plan as a whole.</p>

<b>Details of known implications (e.g. H&amp;S, HR, Finance, Legal, Environmental)</b>	
<b>HR implications</b>	<p>The policy details the H&amp;S roles and responsibilities of contractors and all employees within the company. It is therefore key that line managers ensure that the document is briefed to contractors prior to them commencing work on site. Line managers must ensure that all employees, up to and including the Board, have sight of the policy and understand the role that they play in ensuring that all aspects of health and safety are adhered to. Where access to the intranet is not possible copies of the document <b>must be</b> printed and placed in the rest areas at each site.</p> <p><b>Contact officer:</b> <a href="mailto:julie.mccarthy@publicagroup.uk">julie.mccarthy@publicagroup.uk</a></p>

**H&S implications**

As set out within this report and appendices.

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## **1. Background**

- 1.1. The Corporate Health and Safety Policy was last approved by the Board in April 2020. The policy is a legal requirement under the Management of Health and Safety at Work Regulations 1999 where a company employs more than five people. The content of the policy has been reviewed by the Operations Director and Managing Director and the policy itself is the result of consultation and engagement with the Trade Unions.
- 1.2. There have been no changes in legislation that require any material changes in the policy, therefore, the principles and content remain unchanged, with only minor amendments made since 2020 for example to reflect new job titles.

## **2. Reasons for recommendation**

- 2.1. The Corporate Health and Safety Policy should be reviewed on a regular basis to take into account any changes in the organisation and to ensure that the management system is working effectively. This updated version is part of that review and will ensure that Ubico maintains its legal compliance.

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<b>Appendices</b>	Appendix 1 – Ubico HS Policy Statement 2021