



**Persimmon**

Health, Safety  
& Environment  
Department

# Health, Safety & Environment Policy



# Health, Safety & Environment Policy



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of Intent



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**NOTE:** This is a fully interactive document. Click on the relevant section above to navigate. Clicking on the Persimmon logo (top right on all subsequent pages) will bring you back to this menu. The forward arrow (bottom right) moves to the next page. The back arrow (bottom left) moves to the previous page. The four key sections of this document can also be directly accessed by clicking on the section title across the bottom of each subsequent page.



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# General Statement of Intent

The Persimmon Group Board of Directors recognise and accept their responsibilities, both legal and moral, to ensure, so far as is reasonable and practicable, accidents and ill health are prevented and risks to employees, contractors, visitors and others arising from all Persimmon Group activities are suitably and sufficiently controlled. The Board also recognises the Group's business activities have an impact on the environment and that they have a responsibility to consider and minimise these impacts where possible.

Adequate resources are made available to ensure suitable and sufficient provision is made for health, safety and protection of the environment at all workplaces under its control. Health, safety and protection of the environment is a foremost consideration in the planning of all Group activities.

Suitable and sufficient information, instruction, training, equipment and supervision is provided to enable employees and contractors to perform their duties safely and responsibly. The Group understands the hazards and subsequent risks associated with their activities and working environment, ensuring that adequate control measures are in place to reduce the level of risk and appropriate action taken in the event of emergency or imminent danger.

The Group aims to continually improve performance in health, safety and environmental matters through effective planning, monitoring, auditing and review of its health, safety and environmental management systems.

Effective procedures for consultation and communication between our Executives, Group Health, Safety & Environment Department, Regional Management, Employees and Contractors on matters relating to health, safety, welfare and the environment have been established, implemented and are maintained.

**Dean Finch - Chief Executive Officer**

**Refer to:**  
**Health and Safety [Policy Statement](#)**  
**Environmental [Policy Statement](#)**



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# Organisation & Responsibilities

Overall accountability for health, safety and protection of the environment rests with the Persimmon Group Board of Directors who delegate responsibility to the Chief Executive Officer (CEO).

**The Persimmon Group is the parent company for all operations that are undertaken by Persimmon Homes Limited, Charles Church Developments Limited, Westbury Limited and Space4 Limited.**

At Regional and Group Business level the respective UK Managing Directors, Regional Chairs, Operating Business Managing Directors/ Directors in Charge/ Heads of Department and Group Directors are responsible for ensuring compliance. The Group Health, Safety & Environment (HS&E) Department undertakes regular auditing of all Group business activities and provides suitable and sufficient advice and training to ensure compliance with this policy. In addition, all persons employed or working at a Persimmon Group workplace have degrees of responsibility for health, safety and environmental matters, which is communicated to them via their individual roles and responsibilities. All levels of management must set a good personal example for HS&E compliance at all times.



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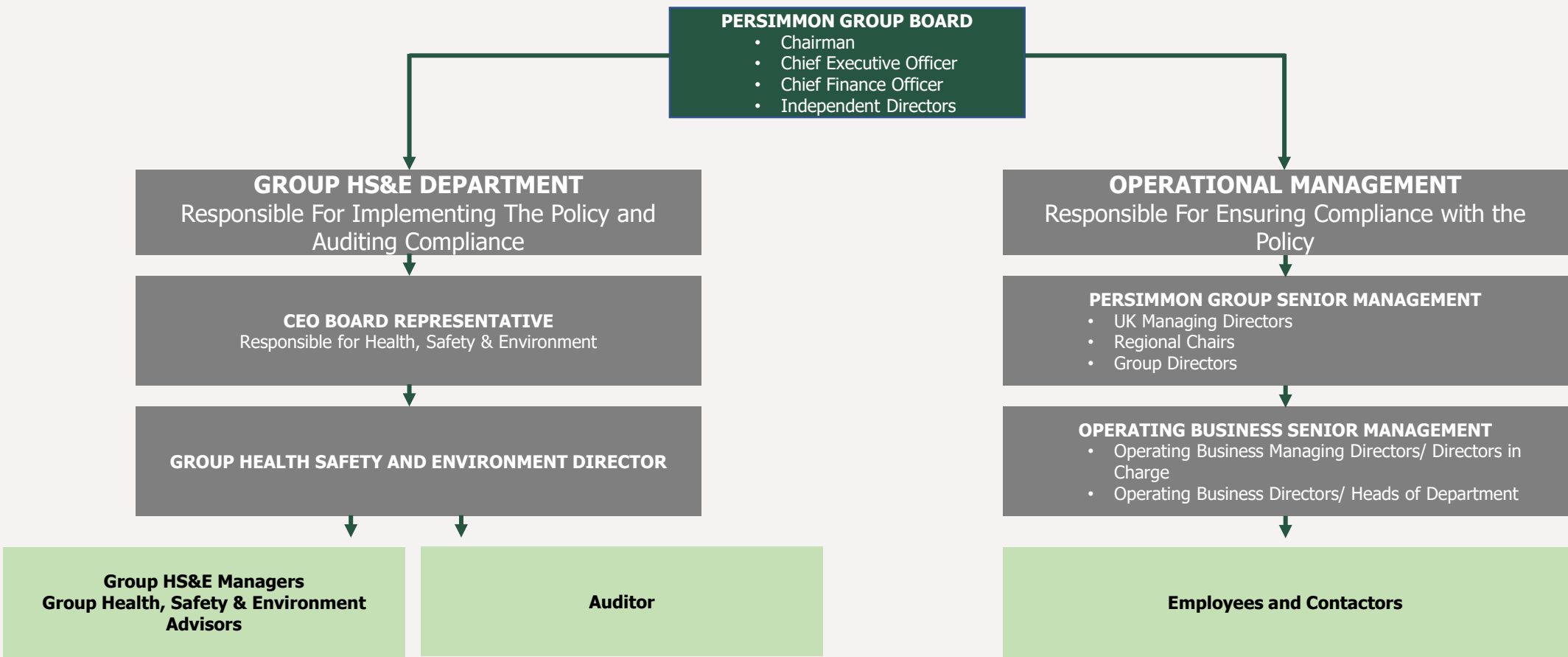
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# Organisation & Responsibilities



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# Persimmon Group Board of Directors

The Persimmon Group board comprises of the Chairman, Chief Executive Officer, Group Finance Director and Independent Directors. The Board meets regularly and is responsible for and oversees the general control and management of all Persimmon Group activities. Members of the board are appointed on the basis that they have the skills, experience and independence required to serve the needs of all the businesses operated by the Group. Board members will challenge and scrutinise in relation to governance and operations of the Group.

## The Persimmon Group Board will:

- Set the ethos, vision and strategic direction of the Group.
- Ensure adequate resources are available for the effective implementation of this policy.

## The CEO will:

- Ensure funds, facilities and resources made available are suitably directed so that the objectives of this policy are delivered.
- Implement the Board's decisions on health, safety and environmental matters.
- Ensure appropriate arrangements are in place for effective planning, organisation, control, monitoring and review of health, safety and environmental measures.
- Provide updates on health, safety and environmental performance to the Board.
- Ensure the Group has access to competent advisors on health, safety and environmental matters.
- Ensure compliance with relevant health, safety and environmental protection legislation.
- Ensure adequate resources is available to the business to enable compliance with relevant health, safety and environmental protection legislation.



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# Group HS&E Department

## The CEO appointed board representative for HS&E will:

- Initiate, oversee and ensure implementation of this policy.
- Set health, safety and environmental protection standards and performance monitoring through audits.
- Periodically review the health, safety and environmental management systems of the Group.
- Ensure the Department has access to competent advisors on health, safety and environmental matters.
- Ensure the business has access to sufficient advice and training to enable compliance with this policy.

## Group HS&E Managers and HS&E Advisors will:

- Ensure that regular audits are carried out within their area of responsibility to monitor compliance with this policy and take appropriate action to rectify any non-compliance.
- Investigate relevant incidents (including accidents, illness, dangerous occurrences and near misses).
- Provide advice and undertake training on health, safety and environmental matters.
- Ensure all incidents and other updates on health, safety and environmental performance are reported to the Group HS&E Director and Regional Management.

## The Group HS&E Director will

- Initiate, oversee and ensure implementation of this policy.
- Ensure health, safety and environmental protection standards and performance monitoring through audits.
- Periodically review the health, safety and environmental management systems of the Group.
- Ensure the Department has sufficient advisors on health, safety and environmental matters.
- Ensure HS&E Managers/ Advisors are trained and competent to carry out their roles and responsibilities.
- Ensure the business has access to sufficient advice and training to enable compliance with this policy.
- Ensure all relevant incidents (including accidents, illness, dangerous occurrences and near misses) are appropriately investigated and reported to the relevant authorities as required by the Reporting of Diseases, Dangerous Occurrences and Injury Regulations (RIDDOR).
- Ensure all incidents and other updates on health, safety and environmental performance are reported to the CEO, CEO appointed representative and Regional Management.



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# Operational Management

## UK Managing Directors

### Regional Chairs

### Group Directors

#### will:

- Initiate, oversee and ensure implementation of this policy within their Region/ Division.
- Ensure funds, facilities and resources made available are suitably directed so that the objectives of this policy are delivered at operational level.
- Ensure appropriate arrangements are in place for effective planning, organisation, control, monitoring and review of all health, safety and environmental matters.
- Support health, safety and environmental protection standards and performance monitoring through audits.
- Take appropriate action where notified of non- compliance with this policy.
- Ensure all employees and contractors are trained and competent to carry out their roles and responsibilities.
- Ensure compliance with relevant health, safety and environmental protection legislation.

## Managing Directors/ Directors in Charge/ Heads of Department will:

- Initiate, oversee and ensure implementation of this policy within their Business.
- Ensure funds, facilities and resources made available are suitably directed so that the objectives of this policy are delivered at operational level.
- Ensure appropriate arrangements are in place for effective planning, organisation, control, monitoring and review of all health, safety and environmental matters.
- Support health, safety and environmental protection standards and performance monitoring audits.
- Take appropriate action where notified of non- compliance with this policy.
- Ensure all employees and contractors are trained and competent to carry out their roles and responsibilities.
- Ensure compliance with relevant health, safety and environmental protection legislation.
- Undertake the duties allocated to them by the Directors and Heads of Department Responsibility Chart.

## Employees and contractors are personally responsible for:

- Taking care of their own health and safety and that of others who may be affected by their work activities.
- Familiarising themselves with this policy.
- Following their individual roles and responsibilities.
- Following all communicated health, safety and environmental procedures and safe systems of work (including appropriate Risk Assessments and Method Statements).
- Reporting all incidents (including accidents, illness, dangerous occurrences and near misses) that they are involved with, taking part in investigations as required and suggesting improvements to prevent recurrence.
- Attending training.
- Notifying management of any defects in the health, safety and environmental management systems.
- Wearing person protective equipment as provided and as required.



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# General Arrangements

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- Asbestos
- Communication, Consultation and Co-operation on HS&E matters
- Control of Contractors and Sub Contractors
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Drugs and Alcohol
- Display Screen Equipment (DSE)
- Electrical Safety
- Emergency Procedures
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# Accident & Near Miss Reporting, Investigation & Notification

All injury accidents to employees, contractors, clients or visitors, however minor, are reported and recorded, which is stored in compliance with the Data Protection Act.

Employees are encouraged to report near misses.

All accidents and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence.

Work related accidents that result in death, a specified injury or absence from work for seven or more days or any instance of a specified work-related illness or dangerous occurrence are reported to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Accident/Incident data is analysed, statistics are compiled, and reports provided to the Group Board of Directors.



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## Advisory Services

Certain personnel, outside consultants and other agencies provide an advisory service to the Group and may be called upon to assist and advise on matters appertaining and relative to their specific areas of expertise and competency.

## Asbestos

It is acknowledged that exposure to asbestos fibres can lead to asbestos-related diseases such as cancers of the chest and lungs. This risk is controlled by ensuring that all relevant workplaces are assessed for asbestos via an asbestos survey and where appropriate only licenced contractors used to handle and dispose of asbestos containing materials.

## Communication, Consultation and Co-operation on HS&E matters

Procedures for effective consultation with employees by managers and directors, co-operation with management by employees and communication of HS&E matters have been developed, implemented and are maintained.



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## Control of Contractors and Sub-Contractors

The Group recognises its legal responsibility towards all persons present at its workplaces including contractors/ subcontractors undertaking work. Contractors/ subcontractors are expected to ensure that no unnecessary risk is introduced through their work activities. We have a robust contractor vetting procedure, to ensure that the contractor is competent to undertake the works and has appropriate health, safety and environmental systems and documentation in place before any works instruction is given. There is also on-going monitoring of contractors performance.



## Control of Substances Hazardous to Health (COSHH)

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Manufacturers' hazard data sheets are held for all proprietary brands which may be hazardous to health. Formal risk assessments are undertaken and suitable controls implemented in accordance with the hierarchy of control. The use of proprietary products is always in accordance with manufacturers'/suppliers' instructions.



## Driving at work

Work related road safety has been identified as a potential risk to employees. The Group has a Group Car Policy which tells employees that vehicles driven during the course of their work activities must be driven and used in a diligent, careful and considerate manner, in accordance with the policy. Any employee who is considered to be acting carelessly or recklessly in their use of the vehicle, including failure to ensure correct and safe maintenance of the vehicle, will be subject to disciplinary action.



## Drugs & Alcohol

All staff are expected to arrive at work fit to carry out their jobs and be able to perform their duties safely without any limitations to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal). Where there is just cause drug and alcohol testing will be carried out. A random drug and alcohol testing programme is also in place for safety critical roles.

Refer to HR's Alcohol & Drugs Policy



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## Display Screen Equipment (DSE)

Display screen equipment and furniture suitable for the work to be undertaken is provided. Each user and their workstation are assessed by a competent assessor where issues have been identified.

The cost of eye tests at the request of the user are met by the Company as are the cost of standard corrective appliances required specifically for DSE use.

## Electrical Safety

All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with. Portable and fixed electrical appliances are visually examined by the operator daily or before use and examined and tested by a competent person at appropriate frequencies.

## Emergency Procedures

Emergency procedures have been devised in the event of an emergency, such as a fire. These procedures detail the action to be taken upon discovery of an emergency and upon hearing the alarm. Emergency evacuation drills are undertaken periodically and records maintained. Fire risk assessments have been undertaken for each workplace occupied by the Group and are periodically reviewed. Maintenance of detection and alarm systems, emergency lighting and fire extinguishing devices is also undertaken.



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## Environmental Management Systems

It is acknowledged that our work activities could impact on the surroundings in which a person, animal or plant lives or operates. The risk to the environment is controlled by an environmental aspect and impact assessment and effective environmental management procedures.

## Equipment

### All equipment provided is:

- Suitable for its purpose.
- Subject to regular maintenance and periodic inspection.
- Used by persons provided with information, instruction and training in its safe use.
- CE marked as applicable.
- Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery. Maintenance of machinery includes the testing of safety critical devices.
- Subject to recorded daily pre-use or start/up checks.
- Provided with warning signs with regards to any hazard which the user may be exposed.
- Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.



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## First Aid

An assessment of first aid requirements has been made and a suitable number of first aiders appointed and trained for each Group workplace. First-aid boxes are provided and maintained with adequate supplies.

## Gas Safety

Installation, maintenance and repair of gas appliances and fittings is undertaken by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained and periodically serviced. Rooms within which gas appliances are installed and used are provided with adequate ventilation. Gas installations are secured to prevent tampering.

## Infection Prevention and Control

The Persimmon Group follows national guidance published by Public Health in response to infection control issues. Staff, contractor and visitors to our workplaces are encouraged to follow good hygiene practice.

## Legionella

Water risk assessments are completed where a risk of legionella is present. These risk assessments are reviewed periodically and following significant change to the water system, or as a result of findings of water samples or temperature checks.



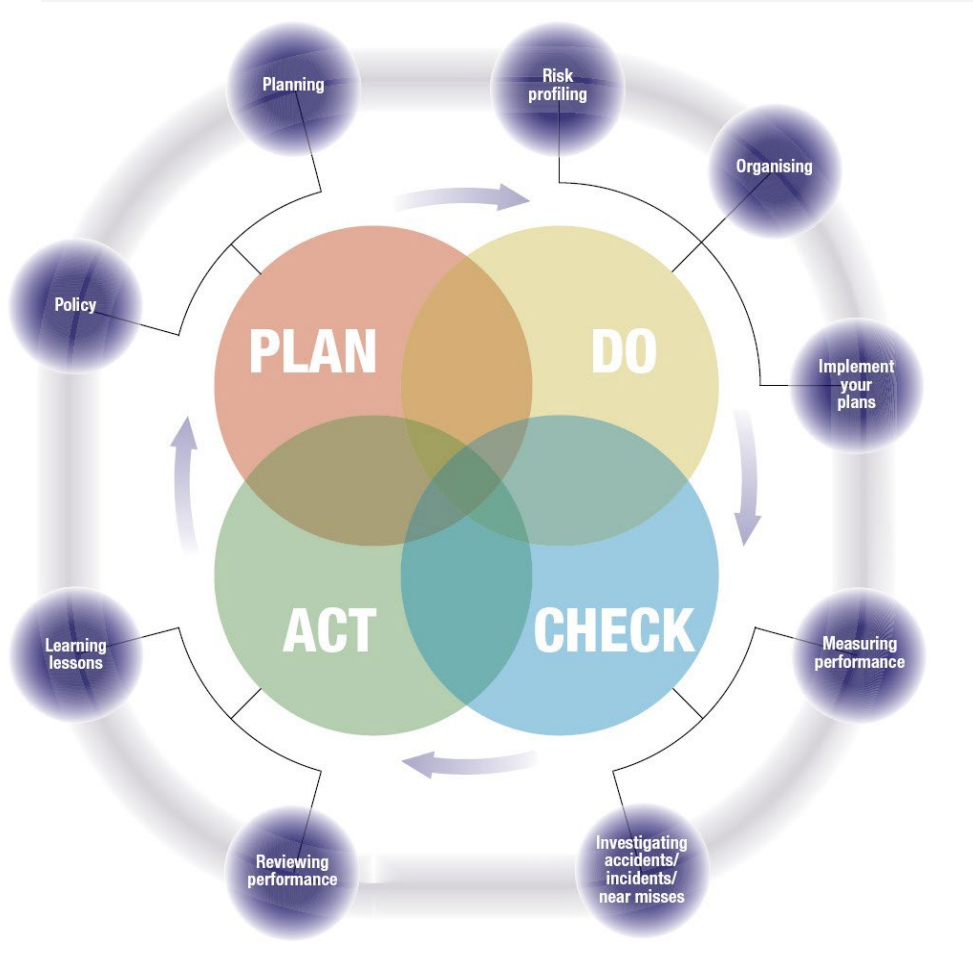
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## Lone Working

Situations of lone working or working alone are avoided. Where avoidance is not possible, procedures are in place to ensure, the health and safety of lone workers, through regular communication with colleagues, supervisors and managers.

## Management system for HS&E

Our HS&E management system is based upon the principles of plan, do, check and act. We have a dedicated Group Health, Safety and Environment (HS&E) Department that sets our HS&E policies and monitors compliance. HS&E encompasses occupational health and safety, building safety and protection of the environment. Regular inspections of our construction sites and other workplaces are carried out by a team of Group HS&E Advisors with an Advisor allocated to each business. This is to ensure risks continue to be adequately controlled, safe systems of work are being followed and the behaviour of employees, visitors and contractors does not represent a threat to their own or others health and safety or the environment. Corrective actions are undertaken as required and records maintained. Systems have been developed for tracking health, safety and environmental protection performance. Audits of our HS&E management systems are undertaken and the findings reviewed alongside performance data with the respective management system reviewed and revised as required.

## Manual Handling

Guidance has been provided to employees in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling activity presenting a risk that needs to be controlled.



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## New Employees and Visitors

New employees including trainees, temporary employees, work experience and agency staff are given health and safety induction training by their line manager or supervisor on their first day of work. The training includes first aid arrangements, fire precautions, emergency procedures, employee responsibilities and the significant findings of any risk assessments, which might affect their health and safety. Records of all training provided are maintained. Visitors are either accompanied at all times or allocated to a named employee who is responsible for their safety and wellbeing while they are on a Group workplace.

## New and Expectant Mothers

Work activities of any employee who is a new or expectant mother are reviewed to identify hazards and assess the risks which could affect the new mother (given birth within the previous 12 months or is breastfeeding) pregnant employee and/or their unborn child.

## Noise at Work

Noise at work is considered as part of the Group's regular hazard identification and risk assessment programme. Where necessary an assessment of noise is undertaken and where employees or others are likely to be exposed at or above the upper exposure action values, action to reduce noise exposure with a planned programme of noise control is undertaken and the area designated a mandatory hearing protection zone. Where noise exposures are below the upper exposure action values, action to reduce the risks is taken.



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## Personal Protective Equipment (PPE)

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by Group standards and risk assessments which are reviewed periodically or when circumstances change.

The Group provides a range of PPE for use by employees when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may not fully control the risk. Employees and contractors who are required to use PPE are provided with appropriate information, instruction and training to enable effective use, care and storage of such equipment.

## Record Keeping

Records or copies of records relating to health, safety, fire management, environmental management are retained.

## Risk Assessments

All risks, general and specific are assessed by a competent person, risks reduced to their lowest possible level through introduction of suitable controls, the significant findings communicated to those who might be affected by them and copies of the assessments kept for future reference. All risk assessments are maintained under review.



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## Smoking and Vaping

The Group operates a strict smoke free policy (including e-cigarettes) which applies across all premises owned or under their management or control.

## Stress

Stress is an adverse reaction people have to excessive pressure and is recognised by the Group as a cause of mental and physical ill health. The Group is aware of typical work related stressors and through its management and performance appraisal systems, allocation and supervision of work will take all reasonable and practicable steps to ensure employees do not become ill through excessive pressure of work.

Where work patterns or volumes may give rise to work related stress or an employees raises an issue of stress through work a risk assessment will be undertaken, identifying extra measures that might be necessary to reduce the risk of stress related illness.

Risk assessments will be tailored to individual employees as required and kept under regular review.



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# Training

The Group is committed to ensuring that all employees receive adequate and proper training in issues of health, safety and protection of the environment. A programme of training has been developed to provide all employees with relevant training in general HS&E awareness, fire safety, first aid and work specific HS&E training as required.

Periodic refresher training is provided to all employees through training days and e-learning.

# Welfare

Suitable and sufficient welfare facilities are provided for employees and others for whom the Group have a responsibility.

# Violence or Threatening Situations

As a Group some of our employees may be in contact with contractors, customers and members of the public on a daily basis, either face to face or through telephone communications. Risks are assessed and to assist employees in dealing with violent or threatening behaviour, appropriate instruction and training may be provided.

# Walkways and Stairs

Walkways and stairs are kept in a good state of repair free from storage or obstruction. Suitable and sufficient lighting of walkways and stairs is provided and maintained at all times.

# Waste Arrangements

All waste is appropriately categorised and hazardous waste is segregated for non-hazardous waste to ensure it is stored and disposed of in accordance with current legislation.



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## Working at Height

All reasonable steps are taken by the Group to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to the risk.

Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level.

## Young Persons

From time to time the Group may employ or facilitate work experience for persons who are under the age of eighteen. In these circumstances the Group ensure that such young persons are protected whilst at work from any risks to their health and safety. Particular regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that the young person may not yet fully matured.

The Group ensures that all young persons are supervised by a competent person during the course of their employment or work experience. Furthermore the Group will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment or work experience is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.



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