

Office Health, Safety & Environment Policy



Organisation & Responsibilities



Specific Office Arrangements



Persimmon

Health, Safety & Environment Department



Organisation & Responsibilities

At Regional and Group Business level the respective Regional Chair, Regional Managing Director, Managing Director and Group Director are responsible for ensuring compliance.

The Group Health, Safety & Environment (HS&E) Department sets the policy and undertakes regular auditing of all Group business activities and provides suitable and sufficient 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.

The Managing Director for each office must designate a person who takes responsibility for general office management and day to day compliance with this policy, usually the Managing Directors Personal Assistant.

The Managing Director is also responsible for completing a Directors and Heads of Department Responsibility Chart and to keep this under review.



Specific Office Arrangements

- Accidents
- Cleaning
- Control of Substances Hazardous to Health
- Defibrillator
- Display Screen Equipment
- Doors and Windows
- Drinking Water
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- Fire Safety and Emergency Procedures
- First Aid
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- Health and Wellbeing – Preventing Respiratory Infections
- Lift Examinations
- Maintenance
- Manual Handling
- Meal Breaks
- Office Conditions
- Office Equipment
- Office Risk Assessment
- Room Dimension and Space
- Sanitary Conveniences and Washing Facilities
- Smoking and Vaping
- Training
- Waste Materials



Accidents

All injury accidents to employees, contractors, clients and visitors however minor must be reported to the designated person. Details to be recorded and securely stored in compliance with the Data Protection Act.

Refer to HSMS [Standards](#) Health and Safety Incident Reporting Cleaning

All offices must be kept in a good state of cleanliness through the use of Contract Cleaners where appropriate. Where window cleaning is required this must only be undertaken by a competent contractor after verification of a suitable and sufficient risk assessment and method statement.

Control of Substances Hazardous to Health

All substances hazardous to health must be identified, risk assessed and appropriate control measures put in place to prevent harm to anyone as a result of exposure to the substance. Such substances in offices could include paints and office cleaning products.





Defibrillator

Although not a legal requirement the Persimmon Group has committed to ensure that a working Automated External Defibrillator (AED) is accessible at every Persimmon workplace. Each office must therefore have a working defibrillator.

Refer to HSMS [Standards](#) - Defibrillator

Display Screen Equipment

For office employees who use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, a trained DSE assessor must undertake a workplace assessment. The costs 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.

There is no increased risk from DSE work for those working at home temporarily and in this situation employees will not be asked to carry out home workstation assessments. However, employees are encouraged to discuss their home working arrangements if any part of the arrangements are adversely affecting their health, safety and welfare so that appropriate steps can be taken. Where it is decided that home working arrangements are to be permanent the employee must carry out a full workstation assessment and the employee must be provided with appropriate equipment and advice on control measures.

Refer to HSMS [Standards](#) – Display Screen Equipment



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Doors and Windows

Office doors and windows are of such design and fit that they must not expose employees, contractors, clients and visitors to a risk of injury.

Drinking Water

All offices must have an adequate supply of accessible wholesome drinking water with clean cups or glasses available.

Electricity

All offices must achieve fixed electrical safety compliance with a formal inspection and test carried out every 5 years. Portable appliance testing must also be carried out at 18 month intervals. These tasks must be carried out by competent electricians after verification of a suitable and sufficient risk assessment and method statement. All users of electrical appliances must be encouraged to inspect and report faults. Also to ensure that work areas do not have trailing leads and plug sockets are not overloaded.



Fire Safety & Emergency Procedures

Each office must have an Office Fire Risk Assessment and emergency arrangements in place in the event of a fire.

Refer to HSMS [Standards](#) – Office Fire Safety

Refer to HSMS template risk assessment [GA002](#) – office fire risk assessment

First Aid

Each office must have adequate and appropriate equipment, facilities and personnel to ensure employees, contractors, clients and visitors receive immediate attention if they are injured or taken ill in one of our offices. An assessment of first-aid needs must be carried out for each office, which must be regularly reviewed and updated where necessary.

Floors and Pedestrian Routes

All floors and surfaces must be kept in good condition and free from obstruction which would cause a slip or trip hazard, such as trailing leads and worn carpets/ stair treads. All stairs are fitted with appropriate handrails.

Health and Wellbeing – Preventing Respiratory Infections

Everyone has a duty to prevent the spread of respiratory infections, such as flu or COVID-19.

Refer to HSMS [Standards](#) – Health and Wellbeing – Preventing Respiratory Infections

Lift Examinations

For any offices that have lifts, thorough examinations must be undertaken at six monthly intervals by a competent contractor after verification of a suitable and sufficient risk assessment and method statement. Any defects identified by the thorough examination must then be remedied and the examination reports kept on the premises, available for inspection if required.

Maintenance

All offices must be kept in a good state of repair and general office equipment, such as desks and chairs must be maintained and replaced when required. Equipment specific maintenance regimes must be in place for such equipment that requires it. This includes ventilation equipment, heating systems, dry riser, emergency lighting and fixed equipment used for window cleaning. These maintenance tasks must be carried out by competent contractors after verification of a suitable and sufficient risk assessment and method statement.



Manual Handling

Employees must be provided with the required information, instruction and training to undertake manual handling safely.

Refer to HSMS [Standards](#) – Manual Handling

Meal Breaks

All offices must have arrangements for meal breaks to be taken on suitable surfaces that are clean, this could be at a person's workstation or in a designated break area. Facilities to obtain hot drinks are also provided. Workers who work during hours or at places where hot food cannot be obtained in, or reasonably near, the workplace are provided with the means for heating their own food.

Office Conditions

An assessment of office environmental conditions must be undertaken to ensure adequate ventilation and lighting. Also that a reasonable temperature is maintained, which does not go below the recommended temperature of 16 degrees Celsius.

Office Equipment

All office equipment that has dangerous parts has guarding on such parts, such as photocopiers, shredders and guillotines.

Office Risk Assessment

Each office must have a suitable and sufficient office risk assessment, that is reviewed at least bi-annually. This is usually done by the Office Manager/ MDs PA with the assistance of the local Group HS&E Advisor.

Refer to HSMS template risk assessment [GA001](#) – office risk assessment

Room Dimensions and Space

Room where people work must have sufficient floor area, height and space to allow people to get to and from workstations and to move from within the room, with ease. Each person working in a room must have a minimum of 11 cubic metres of free air space.

Sanitary Conveniences and Washing Facilities

Suitable and sufficient sanitary conveniences and washing facilities must be provided at reasonably accessible places. These must be kept clean with cold and hot/ warm running water, soap and clean towels or other suitable means of cleaning and drying. They must also be well ventilated and lit, with ventilation between the office spaces. The number of facilities provided must be specifically assessed in relation to the number of average people in the workplace to ensure that the facilities meet the requirements of office personnel.



Smoking and Vaping

Smoking and vaping in offices is strictly prohibited, designated smoking areas must be provided outside and away from any office entrances/ exits.

Refer to HSMS [Standards](#) – Smoking and Vaping

Training

All new office staff must have an office health and safety induction, usually carried out by the Office Manager/ MDs PA.

Refer to HSMS [Standards](#) – Training

All office staff have access to office health and safety guidance, via the Office Safety Handbook.

Refer to – [Office Safety Handbook](#)

Waste Material

Suitable and sufficient rubbish bins must be provided in suitable locations throughout offices to ensure all employees, contractors, clients and visitors can safely dispose of their waste. Where recycling or segregated waste bins are provided these must be used as per the instructions of the Office Manager.



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