UK SHARED BUSINESS SERVICES LTD **SBS AC 047-19**
AUDIT COMMITTEE MEETING

Agenda Item: 10
Risk Register Ref: N/A

HEALTH AND SAFETY ANNUAL REPORT 2019

PURPOSE

The purpose of this report is to provide the Committee with an annual overview of Health and Safety arrangements within the Company.

ACTION

The Committee is asked to:

- **Note the contents of the report**

CONTEXT

UK SBS Health and Safety

The Company regards compliance with health and safety legislation as the minimum acceptable standard. The Company accepts its responsibilities for the health and safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities.

The Company health and safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

Responsibilities

The Company's Board has ultimate responsibility for health and safety within the Company and ensures that effective health and safety policies and practices are an integral part of the Company's culture, values and performance standards. The Board formally approves the Company's Health and Safety Policy.

The Company's Audit Committee provides assurance to the Board on the effectiveness of the Company's health and safety controls, systems and procedures.

Report Authors/Job Title: [redacted] Company Secretary [redacted] Corporate Change & H&S Manager)
Date: June 2019

The Chief Executive Officer (CEO) is the primary lead for health and safety within the Company. It is for the CEO to ensure that arrangements to fulfil his responsibility for health and safety are established, operated effectively, monitored and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health and Safety Policy.

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UK SBS health and safety policies. The Company Secretary reports to the CEO and through the UK SBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding health and safety.

All employees have a duty to take reasonable care of their own health and safety and for the health and safety of others who may be affected by their work activities. Employees are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to health and safety.

REPORT

1. Accidents, Incidents and Near Misses

During the period 1st April 2018 – 31st March 2019 there were 9 accidents, 0 incidents and 0 near misses reported across all sites. There were 3 Non-work-related illnesses reported. A summary is provided at Appendix 1**.**

There were no RIDDOR incidents at Swindon, Newport or Billingham.

2. Mandatory Fire Training

All employees were required to undertake annual mandatory on-line fire training. Approximately 98% of employees have completed the training and further reminders have been issued.

3. Fire Safety and First Aid

JBOS produce relevant fire safety and first aid policies and procedures for PH. UK SBS employees are included on the list of trained employees, with Fire Marshals and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord - also including regular practice evacuations. There are currently: -

First Aiders -11 in Swindon, 3 in Newport and 3 in Billingham.
Fire Wardens – 9 in Swindon, 3 in Newport and 4 in Billingham.

4. Health & Safety Assessments

JBOS produce and manage an inspection register listing all areas for inspection across the PH campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.
Workstation Digital Screen Assessments continue to be completed in a timely manner, ensuring compliance with regulations. All UK SBS sites now use an on–line assessment. This is on a request basis via line managers.38 DSE external DSE workstation assessments were carried out across Swindon and Newport and 3 internal DSE workstation assessments were carried out in Billingham.

Report Authors/Job Title: [redacted] (Company Secretary) [redacted] (Corporate Change & H&S Manager)
Date: June 2019

5. Health & Safety Training

Specialist training was provided for those individuals responsible for Health & Safety: -

Mental Health First Aid Training

[redacted]

DSE Workstation Assessor course

[redacted]

Health and Safety training is included in Site and Corporate Inductions.

Mental Health Lite Training sessions were delivered across all 3 sites with approximately 80 individuals attending. Further sessions are planned in 2019/2020.

6. Health & Safety Policy

The current UK SBS Health and Safety Policy was updated and published in September 2018 and is subject to an annual review. Polaris House (JBOS) health and safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UK SBS intranet. Specific guidance is issued on the UK SBS intranet for Newport and Billingham employees.

The following Guidance documents have been produced to read in conjunction with the Policy: -

Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE), Accident Reporting

NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board	Company Secretary	For September Board
Continue relationship with JBOS and PH Health and Safety Committee	Health & Safety Lead	Ongoing
Mental Health First Aider 2-day training for 12 individuals	Health & Safety Lead	31 July 19
Introduce Health & Safety eLearning module into LEAD (Leadership Exploration and Development) Programme	Health & Safety Lead	1 Oct 19
Arrange additional Mental Health Lite training sessions	Health & Safety Lead	1 Oct 19
Work with JBOS to review Agile Working (replacement for current online DSE assessments)	Company Secretary	1 Oct 19
Work with JBOS to introduce new online Accident Reporting tool	Health & Safety Lead	1 Oct 19

APPENDICES

1: Accident Incidents & Near Misses April 2018 to March 2019

Report Authors/Job Title: [redacted] (Company Secretary) [redacted] (Corporate Change & H&S Manager)
Date: June 2019

Appendix 1
Accidents, Incidents, Near Misses – April 2018 to March 2019

Date	Accident/ Incident/Near Miss	Classification of Accident/Incident	Gender	Employment Status	Reportable	Location	Comments	Days Taken Off	Further Action
09/04/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Billingham	Wrist pain when picking up a heavy tray of filing	0	No
20/07/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Billingham	Tripped over bottom desk drawer – carpet burn to right elbow	0	No
07/08/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Swindon PH – Block 2 First Floor	Door opened onto individual causing bruising to head	0	No
07/08/2018	Accident	Burns/scalds	Female	Employee	No	Swindon PH, Kitchen Area Block 2 First Floor	Dropped cup with hot water and scalded hand	0	No
05/09/2018	Accident	Slips, trips or falls on same level	Female	Office Cleaner	No	Billingham	Tripped over hoover and injured knee	0	No
10/09/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Swindon PH Walking to office from car park	Tripped on curb – left arm sprained – attended A&E	0	No – incident happened off-site
11/10/2018	Non-work-related illness	Illness	Female	Employee	No	Off site	Back Pain – Advised to seek medical advice – Slipped disc operated on 12 October	198	No – non-work-related illness
10/09/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Swindon PH Walking into office	Tripped over own feet – grazed knee	0	No
12/10/2018	Accident	Slips, trips or falls on same level	Female	Employee	No	Swindon PH – Block 2 First Floor	Hot tea spilt over hand going through door	0	No
21/11/2018	Non-work-related illness	Illness	Female	Employee	No	Swindon PH – Block 2 First Floor	Dizzy spell – attended A&E	13	No – non-work-related illness
14/12/2018	Accident	Slips, trips or falls on same level	Male	Employee	No	Swindon PH Using scooter to office from car park	Scooter went down a gap – stumbled and fell – hurt both hands and right index finger	0	No
28/01/2019	Non-work-related illness	Illness	Female	Employee	No	Swindon PH – Block 2 Ground Floor	Dizzy spell – attended A&E -	3	No – non-work-related illness

Report Authors/Job Title: [redacted] (Company Secretary) [redacted] (Corporate Change & H&S Manager)
Date: June 2019

SBS AC 044-20

UK SHARED BUSINESS SERVICES LTD
AUDIT COMMITTEE MEETING
8 JULY 2020

Agenda Item: 9
Risk Register Ref: N/A

HEALTH AND SAFETY ANNUAL REPORT 2020

PURPOSE

The purpose of this report is to provide the Committee with an annual overview of Health and Safety arrangements within the Company.

ACTION

The Committee is asked to note the contents of the report.

CONTEXT

UK SBS Health and Safety

The Company regards compliance with health and safety legislation as the minimum acceptable standard. The Company accepts its responsibilities for the health and safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities.

The health and safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

Responsibilities

The Board has ultimate responsibility for health and safety within the Company and ensures that effective health and safety policies and practices are an integral part of the Company's culture, values and performance standards. The Board formally approves the Health and Safety Policy.

The Audit Committee provides assurance to the Board on the effectiveness of the Company's health and safety controls, systems and procedures.

The Chief Executive Officer (CEO) is the primary lead for health and safety within the Company. It is for the CEO to ensure that arrangements to fulfil his responsibility for health and safety are established, operated effectively, monitored and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health and Safety Policy.

Report Authors/Job Title: [redacted] (Company Secretary)
Date: June 2020

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UK SBS health and safety policies. The Company Secretary reports to the CEO and through the UK SBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding health and safety.

All employees, contractors and visitors have a duty to take reasonable care of their own health and safety and for the health and safety of others who may be affected by their work activities. All are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to health and safety.

REPORT

Accidents, Incidents and Near Misses

During the period 1st April 2019 – 31st March 2020 there were six accidents, 0 incidents and 0 near misses reported across all sites. There were five non-work-related illnesses reported. A summary is provided at Appendix 1**.**

There were no RIDDOR incidents at Swindon, Newport or Billingham.

The Newport office reported two major on site incidents during 2019/20. Following a gas leak on 24th December, employees were asked to leave the premises and the building remained closed until 30th December. Critical services were run from Swindon on 27th December in the interim. In early February 2020, there was a Welsh Water leak in the surrounding area to the IPO office, resulting in an office evacuation part way through the day and then limited staff (critical) numbers for a further two days until the leak was fixed.

Mandatory Fire Training

All employees were required to undertake annual mandatory on-line fire training. Approximately 73% of employees have completed the training to date. This is lower than expected, however the training was still 'live' at the time the COVID-19 lockdown commenced. There will be a renewed focus on fire safety training as and when employees start returning to the office.

Fire Safety and First Aid

The Joint Building Offices Services (JBOS) produce relevant fire safety and first aid policies and procedures for Polaris House, Swindon. UK SBS employees are included on the list of trained employees, with Fire Wardens and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord and include regular practice evacuations. There are currently:

First Aiders - 11 in Swindon, 4 in Newport and 6 in Billingham.
Fire Wardens – 10 in Swindon, 3 in Newport and 5 in Billingham.

Health & Safety Assessments

JBOS produce and manage an inspection register listing all areas for inspection across the Polaris House campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.

Workstation Digital Screen Assessments continue to be completed in a timely manner, ensuring compliance with regulations. All UK SBS sites now use an on–line assessment. This is on a request basis via line managers. 73 internal DSE workstation assessments and ten external assessments were carried out across all three sites during 2019-20.

From late March 2020, as a result of the COVID-19 pandemic, all UK SBS employees moved to a working from home arrangement. Employees were encouraged to complete the online office based DSE assessment to ensure their home set up was safe and comfortable to enable effective working. In June 2020, a new DSE training module specific to home working was released and made available to all UK SBS employees, identifying and addressing concerns more aligned to home working.

A small number of employees across all three sites have been trained to provide initial advice and help colleagues if they need to set their screen and/or chair correctly. During COVID-19, these assessments have been taking place remotely. If the needs of the user are more complex or require a full DSE assessment, then an external assessor is used for a more in-depth review.

Employees who have completed the DSE Workstation Assessor course:

Location	Name
Swindon	[redacted]
Swindon	
Swindon	
Swindon	
Swindon	
Swindon	
Swindon	
Newport	
Billingham	

Health and Safety training is included in Site and Corporate Inductions.

Mental Health First Aid

A Mental Health First Aid awareness and training campaign was rolled out in 2019, with all senior leaders completing the half day awareness course. A number of employees then went on to complete the full Mental Health First Aider courses:

Location	Name	Location	Name
Swindon	[redacted]	Newport	[redacted]
Swindon		Newport	
Swindon		Billingham	
Swindon		Billingham	
Swindon		Billingham	
Swindon			
Swindon			
Swindon			

A Mental Health First Aiders network has now been established internally and meets on a regular basis, working in parallel with the wider Diversity and Inclusion Forum.

Health & Safety Policy

The current UK SBS Health and Safety Policy was updated and published in September 2019 and is subject to an annual review. Polaris House (JBOS) health and safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UK SBS intranet. Specific guidance is issued on the UK SBS intranet for Newport and Billingham employees.

The following Guidance documents have been produced to be read in conjunction with the Policy: Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE), Accident Reporting

NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board	Company Secretary	For September Board
Continue relationship with JBOS and Polaris House Health and Safety Committee	Health & Safety Lead	Ongoing
Introduce Health & Safety eLearning module into LEAD (Leadership Exploration and Development) Programme	Health & Safety Lead	Ongoing
Work with JBOS to review Agile Working (replacement for current online DSE assessments)	Company Secretary	Ongoing
Appoint the new Health and Safety Lead and provide training as appropriate	Company Secretary	Ongoing

APPENDICES

1: Accident Incidents & Near Misses April 2019 to March 2020.

Report Authors/Job Title: [redacted] (Company Secretary)
Date: June 2020

Appendix 1
Accidents, Incidents, Near Misses – April 2019 to March 2020

Date	Accident/ Incident/Near Miss	Classification of Accident/Incident	Gender	Employment Status	Reportable	Location	Comments	Days Taken Off	Further Action
30/05/2019	Accident	Burns/scalds	Female	Employee	No	Billingham	Steam scald due to ineffective oven gloves	0	Gloves replaced and signage renewed
24/09/2019	Non-work - related illness	Blisters	Male	Employee	No	Swindon - offsite	Sport related injury	0	No - non-work-related illness
03/10/2019	Accident	Burns/scalds	Female	Employee	No	Swindon	Hot water bottle leaked through a small hole and scalded elbow	0	No
03/10/2019	Accident	Insect bite	Male	Apprentice	No	Swindon walking towards PH office	Stung by an insect on outside of the thumb	0	No - non-work-related illness
09/10/2019	Non-work – related illness	Illness	Female	Employee	No	Swindon	Employee felt faint and then fainted. Known health issue	0	No - non-work-related illness
28/10/2019	Accident	Moving object	Female	Employee	No	Swindon	Employee hit on the eyebrow by automatic disabled door opening after pressing button	0	No
05/11/2019	Non-work – related illness	Illness	Male	Employee	No	Swindon	Employee found collapsed on floor. Paramedics attended and taken to A&E	Ongoing	No
08/11/2019	Accident	Slips, trips or falls on same level	Female	Employee	No	Swindon	Slipped and fell walking through PH reception barriers	0	No
05/02/2020	Non-work – related illness	Illness	Female	Employee	No	Swindon	Dizzy spell, low blood pressure	0	No
13/02/2020	Accident	Burns	Female	Employee	No	Swindon	Hot drink spilt on left forearm causing minor blistering	0	No
10/03/2020	Non-work-related illness	Cuts	Male	Employee	No	Swindon	Bottom lip minor bleeding. No obvious cause. Declined further treatment and 111 call	0	No – non-work-related illness

Report Authors/Job Title: [redacted] (Company Secretary)
Date: June 2020

SBS AC 043-21

UK SHARED BUSINESS SERVICES LTD
AUDIT COMMITTEE
22 July 2021

Agenda Item: 10
Risk Register Ref: N/A

HEALTH & SAFETY ANNUAL REPORT 2020 / 2021 (the Annual Report)

CONTEXT: The Annual Report provides the Committee with an overview of the Company's Health & Safety arrangements for the period 1 April 2020 to 31 March 2021. Compliance with Health & Safety legislation is regarded as the minimum acceptable standard. The Company accepts its responsibilities for the Health & Safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities. The Audit Committee provides assurance to the Board on the effectiveness of the Company's Health & Safety controls, systems, and procedures.

ACTION: The Committee is asked to **NOTE** the Annual Report and advise the UK SBS Board meeting due to be held on 30 September 2021 that the Company's Health & Safety controls, systems, and procedures are effective.

1. UK SBS Health & Safety Responsibilities

The Board has ultimate responsibility for Health & Safety within the Company and ensures that effective Health & Safety policies and practices are an integral part of the Company's culture, values, and performance standards. The Board formally approves the UK SBS Health & Safety Policy.

The Chief Executive Officer (CEO) is the primary lead for Health & Safety and ensures arrangements are established, operated effectively, monitored, and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health & Safety Policy.

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UK SBS Health & Safety policies. The Company Secretary reports to the CEO and the UK SBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding Health & Safety.

The Health & Safety Lead is responsible for delivering the Health & Safety policy and supporting processes, monitoring the effectiveness of and ensuring adequate reporting and investigations (including improvements on lessons learned and regularly reviewing accident records to ascertain the nature of the incidents occurring in the workplace), ensuring that Fire and Desk Screen Equipment training is undertaken where appropriate and working with the Billingham Operations Manager and Newport Principal Business Support Manager to support health and safety matters at their sites.

Corporate HR is responsible for assisting, supporting, and training Mental Health First Aiders, as well as supporting with occupational health and / or the purchase of equipment.

All employees, contractors and visitors have a duty to take reasonable care of their own Health & Safety and for the Health & Safety of others who may be affected by their work activities. All are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to Health & Safety.

2. Health & Safety Policy

The current UK SBS Health & Safety Policy was updated and published in September 2020 and is subject to an annual review. Polaris House (JBOS) Health & Safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UK SBS intranet. Specific guidance is issued on the UK SBS intranet for Newport and Billingham employees.

The Health & Safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment, and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

The following guidance documents are to be read in conjunction with the Policy: Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE) and Accident Reporting. During lockdown, there was continued focus on reviewing the most relevant guidance documents: DSE and Accident Reporting, which were also considered by the UK SBS Operations Committee.

3. COVID-19 Impacts

During the period, most UK SBS employees were working at home on a temporary basis. The Newport office was closed to all but occasional visits to ensure the operation of the building. While the Billingham office remained open throughout, no employees were on site on a routine basis. Polaris House remained open for essential ISS/IT related work only.

Since Step 2 of the Government roadmap in April 2021, all three buildings have re-opened for those who feel they have a need to work from the office to do so, and, since Step 3 in May, meeting rooms have been re-opened. Risk assessments at all three sites have been carried out and published on the intranet, along with supporting guidance to ensure a safe return to the office. Numerous safety measures are in place, including social distancing, socially distanced desk arrangements, signage, additional hand sanitiser units, processes should an employee start to show symptoms and increased cleaning routines, supported by an assigned senior responsible person on site each day to provide the duty of care to employees.

An unannounced COVID-19 spot check of UK SBS offices within Polaris House was conducted by the Health and Safety Executive in April 2021 with no issues or recommendations identified.

In addition, well-being (both physically and mentally) has been a consistent feature of our Covid related Corporate HR and Communications messages.

[redacted] Health & Safety Lead
12 July 2021 v2.0

4. Accidents, Incidents and Near Misses

During the period 1st April 2019 – 31st March 2020 there were 0 accidents, 0 incidents and 0 near misses reported across all sites.

There were no RIDDOR incidents at Swindon or Newport. There was a diagnosis of carpal tunnel syndrome reported by a Billingham employee. This is a reportable disease as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. On investigation, the injury was not work related. All necessary actions were carried out, a review of the Accident Reporting Guidance and a review of the intranet webpage on reporting of Billingham and Newport accidents or injuries was also undertaken.

5. Mandatory Fire Training

As at 31 March 2020, 71% of employees completed the 2020 Fire Training. Any individuals returning to work from site either during lockdown (ISS colleagues), or since the re-opening of office space for those who need to return or for attending meetings have been asked to complete the 2020 training before being allowed back on site. This is in addition to the building 'Re-occupancy' training. 2021 Fire training, together with additional further information to cover wider health and safety issues under hybrid working, will be rolled out as and when employees start returning to the office in larger numbers.

6. Fire Safety and First Aid

The Joint Building Offices Services (JBOS) produce relevant fire safety and first aid policies and procedures for Polaris House, Swindon. UK SBS employees are included on the list of trained employees, with Fire Wardens and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord and include regular practice evacuations. There are currently qualified and appointed:

First Aiders - 9 in Swindon, 3 in Newport and 5 in Billingham.
Fire Wardens – 8 in Swindon, 3 in Newport and 3 in Billingham.

7. Health & Safety Assessments

JBOS produce and manage an inspection register listing all areas for inspection across the Polaris House campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.

From late March 2020, due to the COVID-19 pandemic, all UK SBS employees moved to a working from home arrangement. Employees were encouraged to complete the online office based DSE assessment to ensure their home set up was safe and comfortable to enable effective working. In June 2020, a new DSE training module specific to home working was released and made available to all UK SBS employees, identifying, and addressing concerns more aligned to home working. In February 2021, a revised DSE training module was launched providing an employee the ability to choose and assess the environment that they most frequently work in, whether it is in the home, office, on the move or a combination of settings. DSE training is undertaken when a new user joins UK SBS, a new workstation is set up, a change is made to an existing workstation or the way it is used, or users complain of pain or discomfort. The course has been added to the 'New employee familiarisation plan' to ensure it is completed by all new employees and contractors. Arrangements have been made to ensure new starters from all sites have access to the training.

A small number of employees across all three sites have been trained to provide initial advice and help colleagues if they need to set their screen and/or chair correctly. During COVID-19, these assessments have been taking place remotely via Zoom or Teams. If the needs of the user are more complex or require a full DSE assessment, then an external assessor is used for a more in-depth review. 36 internal DSE workstation assessments and 24 external assessments were carried out across all three sites during the period.

In February 2021, five employees completed a DSE Workstation Assessor course. As at 1 July 2021, there were 4 Swindon; two Newport; and two Billingham trained DSE assessors.

Health & Safety training is included in Site and Corporate Inductions.

8. Mental Health First Aid

A Mental Health First Aiders (MHFA) network has been established internally and meets on a regular basis, working in parallel with the wider Diversity and Inclusion Forum. The MHFA have worked on promoting the importance of mental health, recognising the signs of some conditions and how to support and/or signpost to relevant help. Employees also have access to help through our full Employee Assistance Programme. As at 8 June 2021, UK SBS had 14 qualified Mental Health First Aiders:

MHFA – 9 in Swindon, 2 in Newport and 3 in Billingham.

9. NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board	Company Secretary	For September Board
Continue relationship with JBOS and Polaris House Health & Safety Committee in Swindon and the IPO in Newport	Health & Safety Lead	Ongoing
Update and launch the new fire training to include wider working from home health and safety matters	Health & Safety Lead	To be released when more employees are returning to work from the office

[redacted], Health & Safety Lead
12 July 2021 v2.0

OFFICIAL- SENSITIVE

SBS AC 036-22

UK SHARED BUSINESS SERVICES LTD
AUDIT COMMITTEE
20 July 2022

Agenda Item: 9
Risk Register Ref: N/A

HEALTH & SAFETY ANNUAL REPORT 2021 / 2022 (the Annual Report)

CONTEXT

The Annual Report provides the Committee with an overview of the Company's Health & Safety arrangements for the period 1 April 2021 to 31 March 2022. Compliance with Health & Safety legislation is regarded as the minimum acceptable standard. The Company accepts its responsibilities for the Health & Safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities. The Audit Committee provides assurance to the Board on the effectiveness of the Company's Health & Safety controls, systems, and procedures.

ACTION

The Committee is asked to **NOTE** the Annual Report and advise the UK SBS Board meeting due to be held on 29 September 2022 that the Company's Health & Safety controls, systems, and procedures are effective.

REPORT

UK SBS Health & Safety Responsibilities

The Board has ultimate responsibility for Health & Safety within the Company and ensures that effective Health & Safety policies and practices are an integral part of the Company's culture, values, and performance standards. The Board formally approves the UK SBS Health & Safety Policy.

The Chief Executive Officer (CEO) is the primary lead for Health & Safety and ensures arrangements are established, operated effectively, monitored, and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health & Safety Policy.

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UK SBS Health & Safety policies. The Company Secretary reports to the CEO and the UK SBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding Health & Safety.

The Health & Safety Lead is responsible for delivering the Health & Safety policy and supporting processes, monitoring the effectiveness of and ensuring adequate reporting and investigations (including improvements on lessons learned and regularly reviewing accident records to ascertain the nature of the incidents occurring in the workplace), ensuring that Fire, Manual Handling and Desk Screen Equipment training is undertaken where appropriate and working with the Billingham Site Lead and Newport Site Lead to support health and safety matters at their sites.

The People Team is responsible for assisting, supporting, and training Mental Health First Aiders, as well as supporting with occupational health and / or the purchase of equipment.

All employees, contractors and visitors have a duty to take reasonable care of their own Health & Safety and for the Health & Safety of others who may be affected by their work activities. All are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to Health & Safety.

Health & Safety Policy
The current UK SBS Health & Safety Policy was updated and published in September 2021 and is subject to an annual review. Polaris House (Joint Building Offices Services (JBOS)) Health & Safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UK SBS intranet. Specific guidance is issued on the UK SBS intranet for Newport and Billingham employees.

The Health & Safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment, and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

The following guidance documents are to be read in conjunction with the Policy: Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE) and Accident Reporting.

COVID-19 Impacts
During the period, most UK SBS employees continued to work at home on a temporary basis. See detail below for each site:

Polaris House, Swindon
Following Step 2 of the 2021 Government roadmap out of lockdown in April 2021, all three buildings re-opened to enable those who expressed a wellbeing or business need to work from the office to do so, and, since Step 3 in May 2021, meeting rooms also re-opened. Risk assessments at all three sites were carried out and published on the intranet, along with supporting guidance to ensure a safe return to the office. Numerous safety measures were put in place, including social distancing, socially distanced desk arrangements, signage, additional hand sanitiser units, processes should an employee start to show symptoms and increased cleaning routines, supported by an assigned senior responsible person on site each day to provide the duty of care to employees. An unannounced COVID-19 spot check of UK SBS offices within Polaris House was conducted by the Health and Safety Executive in April 2021 with no issues or recommendations identified.

On 1 October 2021, due to the lifting of COVID-19 restrictions, including the one-way system, Swindon based colleagues were required to pass the 2021 Fire training only if accessing the site for work or a meeting and it was no longer necessary to complete Re-occupancy training. Polaris House employees sat in their zoned areas and desk numbers were no longer recorded. From mid-December 2021 to mid-January 2022, those who could work from home in England and Wales were asked to do so in response to the OMICRON variant. In March 2022, crosses were removed from the Swindon site desks. Moving to the next phase of UK SBS Hybrid Working arrangement on 25 April 2022 a senior responsible person on site each day ceased.

Concept House, Newport
Covid restrictions at Concept House remained in place for 2021/22. UK SBS staff were required to book to site for the purpose of Welsh Government track and trace. Additional measures, such as social distancing, also remained until January 2022. The wearing of masks whilst moving around the building remained mandatory until March 2022. The Welsh Government guidance was to work from home wherever possible. From March 2022, with social distancing measures removed, we also remove the need for additional pre-entry training. There was still a requirement to book onto site, which remained in place until mid-June 2022.

Queensway House, Billingham
On 1 October 2021, due to the lifting of COVID-19 restrictions, Billingham based colleagues were required to pass the 2021 Fire training and complete the Re-occupancy training if accessing the site for work or a meeting. Team members continued to socially distance and sit only at the desks clearly marked with a green tick. In March 2022 all social distancing measures were removed and team members no longer needed to complete any pre-entry training. A senior responsible person was on site each day and a record of attendance completed. Well-being (both physically and mentally) continued to be a consistent feature of our Covid related People Team and Communications messages.

Accidents, Incidents and Near Misses
During the period, there were 0 accidents, 0 incidents and 0 near misses reported across all sites. There were no Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 incidents at Billingham, Newport, or Swindon.

2022 Mandatory Fire Training
As a result of larger number of employees starting to return the office, all contractors and employees were required to pass the 2022 Fire training for all relevant sites, together with completion of training on wider health and safety issues. By 4 April 2022, 75% of employees had passed the 2022 Fire Training. On 9 May 2022 98% of UK SBS staff, allowing for long-term absence and maternity leave, passed the training.

Mandatory Manual Handling Training
As of 31 March 2022, 68% of individuals nominated by the Billingham Site Lead and Newport Site Lead and existing relevant Swindon Line Management nominations for Swindon and Digital & Information completed the Mandatory Manual Handling Training.

Fire Safety and First Aid
JBOS produce relevant fire safety and first aid policies and procedures for Polaris House, Swindon. UK SBS employees are included on the list of trained employees, with Fire Wardens and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord and include regular practice evacuations. On 31 March 2022, there were qualified and appointed:

First Aiders - 6 in Swindon and 5 in Billingham.
Fire Wardens – 8 in Swindon and 4 in Billingham (plus 1 Incident Controller).
Newport site used IPO First Aiders; we also have 1 UK SBS first aider. In the event of a fire incident, the designated responsible person liaised with the IPO Incident Control Officer.

Health & Safety Assessments
JBOS produce and manage an inspection register listing all areas for inspection across the Polaris House campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.

DSE training and assessment continued to form part of the 'Employee familiarisation plan' to ensure it is completed by all new employees and contractors and all new starters from all sites have access to the training. DSE training was undertaken when a new user joins UK SBS, a new workstation was set up, a change was made to an existing workstation or the way it was used, or users complained of pain or discomfort.

A small number of employees across all three sites have been trained to provide initial advice and help colleagues if they need to set their screen and/or chair correctly. During COVID-19, these assessments have been taking place remotely via Zoom. If the needs of the user are more complex or require a full DSE assessment, then an external assessor is used for a more in-depth review. 22 internal DSE workstation assessments and 14 external assessments were carried out across all three sites during the period.

On 31 March 2022, there were 4 Swindon; one Newport; and 2 Billingham trained DSE assessors.

Health & Safety training is included in site and Corporate Inductions.

Mental Health First Aid
The Mental Health First Aiders (MHFA) network and meets on a regular basis, working in parallel with the wider Diversity and Inclusion Forum. The MHFA have worked on promoting the importance of mental health, recognising the signs of some conditions and how to support and/or signpost to relevant help. Employees also have access to help through our full Employee Assistance Programme. On 31 March 2022, UK SBS had 12 qualified Mental Health First Aiders:

MHFA – 9 in Swindon, 2 in Newport and 1 in Billingham.

NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board.	Company Secretary	For September Board
Continue relationship with JBOS and Polaris House, Swindon Health & Safety Committee, and IPO in Newport.	Health & Safety Lead and Newport Site Lead	Ongoing
Review Manual handling and Fire training delivery.	Company Secretary and Health & Safety Lead	November 2022 and December 2022

Report Author/Job Title: [redacted] **Health and Safety Lead**
Date: July 2022

SBS 047-23

UK SHARED BUSINESS SERVICES LTD
AUDIT COMMITTEE
21 September 2023

Agenda Item: 10
Risk Register Ref: N/A

HEALTH & SAFETY ANNUAL REPORT 2022 / 2023 (the Annual Report)

CONTEXT

The Annual Report provides the Committee with an overview of the Company's Health & Safety arrangements for the period 1 April 2022 to 31 March 2023. Compliance with Health & Safety legislation is regarded as the minimum acceptable standard. The Company accepts its responsibilities for the Health & Safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities. The Audit Committee provides assurance to the Board on the effectiveness of the Company's Health & Safety controls, systems, and procedures.

ACTION

The Committee is asked to **NOTE** the Annual Report and advise the UK SBS Board meeting due to be held on 28 September 2023 that the Company's Health & Safety controls, systems, and procedures are effective.

REPORT

UK SBS Health & Safety Responsibilities

The Board has ultimate responsibility for Health & Safety within the Company and ensures that effective Health & Safety policies and practices are an integral part of the Company's culture, values, and performance standards. The Board formally approves the UK SBS Health & Safety Policy.

The Chief Executive Officer (CEO) is the primary lead for Health & Safety and ensures arrangements are established, operated effectively, monitored, and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health & Safety Policy.

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UK SBS Health & Safety policies. The Company Secretary reports to the CEO and the UK SBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding Health & Safety.

The Health & Safety Lead is responsible for delivering the Health & Safety policy and supporting processes, monitoring the effectiveness of and ensuring adequate reporting and investigations (including improvements on lessons learned and regularly reviewing accident records to ascertain the nature of the incidents occurring in the workplace), ensuring that Fire, Manual Handling and Desk Screen Equipment training is undertaken where appropriate and working with the Billingham Site Lead and Newport Site Lead to support health and safety matters at their sites.

Report Author/Job Title: [redacted] **Health and Safety Lead**
Date: August 2023

The People Team is responsible for assisting, supporting, and training Mental Health First Aiders, as well as supporting with occupational health and the purchase of equipment.

All employees, contractors and visitors have a duty to take reasonable care of their own Health & Safety and for the Health & Safety of others who may be affected by their work activities. All are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to Health & Safety.

Health & Safety Policy
The current UK SBS Health & Safety Policy was updated and published in September 2022 and is subject to an annual review. Polaris House (Joint Building Offices Services (JBOS)) Health & Safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UK SBS intranet. Specific guidance is issued on the UK SBS intranet for Newport and Billingham employees.

The Health & Safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment, and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

The following guidance documents are to be read in conjunction with the Policy: Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE) and Accident Reporting.

COVID-19
During the period, UK SBS sites were not required to maintain COVID-19 restrictions or operating procedures. Employees worked on a hybrid basis.

Accidents, Incidents and Near Misses
During the period, there were no accidents, 1 minor non work related musculoskeletal disorder incident (DSE assessed and treated) and no near misses reported across all sites. There were no Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 incidents at Billingham, Newport, or Swindon.

2023 Mandatory Fire Training
By 26 April 2023, 90% of employees had passed the 2023 Fire Training, employees who were on long term absence (e.g., parental leave and career break, etc.) were removed from the overall employee count and not represented in the remaining 10% to complete the training.

Manual Handling Training
Manual Handling Risk Assessment training was undertaken by D&I Asset Management and Infrastructure and Newport Health & Safety with a view to cascading it to colleagues. Billingham were unable to attend and advised to seek training externally. Following consultation with the business, manual handling was not rolled out during the period and training for new joiners, notified to the Health & Safety lead, would be offered online.

Fire Safety and First Aid
JBOS produce relevant fire safety and first aid policies and procedures for Polaris House, Swindon. UK SBS employees are included on the list of trained employees, with Fire Wardens and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for

employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord and include regular practice evacuations. On 31 March 2023, there were qualified and appointed:

First Aiders - 7 in Swindon and 5 in Billingham.
Fire Wardens - 7 in Swindon and 3 in Billingham (plus 2 Incident Controllers).
On 1 September 2023, Newport site used IPO first aiders and, in the event of a fire incident, the responsibility for completion of each corridor's evacuation is undertaken by the first person at the Fire Control Board reporting to the IPO Incident Control Officer the area is clear.

Health & Safety Assessments
JBOS produce and manage an inspection register listing all areas for inspection across the Polaris House campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.

DSE training and assessment continued to form part of the 'Employee familiarisation plan' to ensure it is completed by all new employees and contractors and all starters from all sites have access to the training. Health & Safety training is included in site and Corporate Inductions. DSE training was undertaken whenever a new user joined UK SBS, a new workstation was set up, a change was made to an existing workstation or the way it was used, or users complained of pain or discomfort.

A small number of employees across all three sites have been trained to provide initial advice and help colleagues if they need to set their screen and/or chair correctly. If the needs of the user were more complex or required a full DSE assessment, then an external assessor was used for a more in-depth review.

Trained DSE assessors – on 31 March 2023, there were 4 in Swindon; 1 in Newport; and 2 in Billingham.

Mental Health First Aid
The Mental Health First Aiders (MHFA) network and meets on a regular basis, working in parallel with the wider Diversity and Inclusion Forum. The MHFA have worked on promoting the importance of mental health, recognising the signs of some conditions and how to support and/or signpost to relevant help. Employees also have access to help through our full Employee Assistance Programme. On 25 August 2023, UK SBS had 14 qualified Mental Health First Aiders:

MHFA – 9 in Swindon, 3 in Newport and 2 in Billingham.

NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board.	Company Secretary	For September Board
Continue relationship with JBOS and Polaris House, Swindon Health & Safety Committee; and landlords in Newport and Billingham.	Health & Safety Lead; and Newport and Billingham Site Leads	Ongoing

Report Author/Job Title: [redacted] **Health and Safety Lead**
Date: August 2023

SBS AC 039-24

UK SHARED BUSINESS SERVICES LTD
AUDIT COMMITTEE
18 July 2024

Agenda Item: 9
Risk Register Ref: N/A

HEALTH and SAFETY ANNUAL REPORT 2023 / 2024 (the Annual Report)

CONTEXT

The Annual Report provides the Committee with an overview of the Company's Health and Safety arrangements for the period 1 April 2023 to 31 March 2024. Compliance with Health and Safety legislation is regarded as the minimum acceptable standard. The Company accepts its responsibilities for the Health and Safety of employees, visitors and contractors, and other members of the public who enter its premises or may be affected by its activities. The Audit Committee provides assurance to the Board on the effectiveness of the Company's Health and Safety controls, systems, and procedures.

ACTION

The Committee is asked to **NOTE** the Annual Report and advise the UKSBS Board meeting due to be held on 26 September 2024 that the Company's Health and Safety controls, systems, and procedures are effective.

UKSBS Health and Safety Responsibilities

The Board has ultimate responsibility for Health and Safety within the Company and ensures that effective Health and Safety policies and practices are an integral part of the Company's culture, values, and performance standards. The Board formally approves the UKSBS Health and Safety Policy.

The Chief Executive Officer (CEO) is the primary lead for Health and Safety and ensures arrangements are established, operated effectively, monitored, and improved in the light of experiences and external good practice. The CEO must also ensure the provision of adequate resources to implement the Health and Safety Policy.

The Company Secretary acts on behalf of the CEO in overseeing arrangements for the development and implementation of UKSBS Health and Safety policies. The Company Secretary reports to the CEO and the UKSBS Board on these arrangements, as a means of providing assurance regarding continuing effectiveness. The CEO and Company Secretary are responsible for making executive decisions regarding Health and Safety.

The Health and Safety Lead is responsible for delivering the Health and Safety policy and supporting processes, monitoring the effectiveness of and ensuring adequate reporting and investigations (including improvements on lessons learned and regularly reviewing accident records to ascertain the nature of the incidents occurring in the workplace), ensuring that Fire, Manual Handling and Desk Screen Equipment training is undertaken where appropriate and working with the Billingham Site Lead and Newport Site Lead to support health and safety matters at their sites.

The People Team is responsible for assisting, supporting, and training Mental Health First Aiders, as well as supporting occupational health. The People Team purchased Display Screen Equipment (DSE) recommended equipment between September and 2023 and February 2024.

Report Author/Job Title: [redacted]**, Health and Safety Lead**
Date: June 2024

Since March 2024, the Risk, Information, Security and Compliance team triaged online DSE assessments, arranged external DSE assessments and purchased recommended equipment.

All employees, contractors and visitors have a duty to take reasonable care of their own Health and Safety and for the Health and Safety of others who may be affected by their work activities. All are also required to follow all relevant procedures, codes of practice and guidelines and report to management any matter likely to present a danger to Health and Safety. During the period, employees worked on a hybrid basis.

Health and Safety Policy
The current UKSBS Health and Safety Policy was updated and published in September 2023 and is subject to an annual review. Polaris House (Joint Building Offices Services (JBOS)) Health and Safety policies and arrangements, including inspections, accidents and near-miss reporting are published on the UKSBS intranet. Specific guidance is issued on the UKSBS intranet for Newport and Billingham employees.

The Health and Safety policy sets out how the Company provides and maintains safe and healthy working conditions, equipment, and systems of work for all employees, wherever they undertake their work on behalf of the Company, and how information, training and supervision will be provided.

All employees have a responsibility for helping to ensure that the Company operates in accordance with regulations.

The following guidance documents are to be read in conjunction with the Policy: Driving, Lone Working, Homeworking, Young Persons, Smoking, Display Screen Equipment (DSE) and Accident Reporting.

Accidents, Incidents and Near Misses
During the period, there were no accidents, incidents and near misses reported across Newport and Billingham. For Polaris House:

- During the Polaris House moves in September 2023, a DSE chair was misplaced and a DSE assessment undertaken to replace it.
- Hazardous housekeeping in the Service Desk area was reported and action taken.
- A minor trip while travelling was experienced offsite and no action was required.

There were no Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 incidents at Billingham, Newport, or Swindon.

2024 Mandatory Fire Training
By 3 April 2024, 96% of employees had passed the 2024 Fire Training. Employees who were on long term absence (e.g., parental leave and career break, etc.) were removed from the overall employee count and not represented in the remaining 4% to complete the training.

Manual Handling Training
As a result of significant activity to cleanse data ready for migration to SHARP (Oracle Fusion), a review to audit the definitive list of positions which must undertake role-specific Manual Handling training is now in progress.

Fire Safety and First Aid
JBOS produce relevant fire safety and first aid policies and procedures for Polaris House, Swindon. UKSBS employees are included on the list of trained employees, with Fire Wardens and First Aiders allocated to each floor. The IPO co-ordinate fire safety and first aid for employees located in Newport and regularly undertake practice evacuation. There are designated Fire Wardens and First Aiders in Billingham who co-ordinate with the landlord and include regular practice evacuations. On 31 March 2024, there were qualified and appointed:

First Aiders – 7 (confirmed) in Swindon and 5 in Billingham.
Fire Wardens - 6 in Swindon and 3 in Billingham (plus 2 Incident Controllers).
Newport site use IPO first aiders and, in the event of a fire incident, the responsibility for completion of each corridor's evacuation is undertaken by the first person at the Fire Control Board reporting to the IPO Incident Control Officer the area is clear.

Health and Safety Assessments
JBOS produce and manage an inspection register listing all areas for inspection across the Polaris House campus. The landlords of both Newport and Billingham conduct regular inspections of their sites.

DSE training and assessment continued to form part of the 'Employee familiarisation plan' to ensure it is completed by all new employees and contractors and all starters from all sites have access to the training. Health and Safety training is included in site and Corporate Inductions. DSE training was undertaken whenever a new user joined UKSBS, a new workstation was set up, a change was made to an existing workstation or the way it was used, if a user's circumstances changed for example, pregnancy or users complained of pain or discomfort. For the period, UKSBS accessed the DSE Agile and Manual Handling training and DSE assessment platform using an umbrella UKRI / Ideagen contract. UKSBS transitioned to contracting directly with Ideagen during 2023. The DSE training and DSE assessment system currently in use has been in place since April 2024. Manual Handling and Risk Assessment courses were also purchased.

An external assessor, using an umbrella UKRI contract, undertook DSE assessments either face-to-face or via ZOOM.

Mental Health First Aid
The Mental Health First Aiders (MHFA) network meets on a regular basis. The MHFA have worked on promoting the importance of mental health, recognising the signs of some conditions and how to support and/or signpost to relevant help. Employees also have access to help through our full Employee Assistance Programme. On 11 June 2024, UKSBS had 14 qualified Mental Health First Aiders:

MHFA – 9 in Swindon, 3 in Newport and 2 in Billingham.

NEXT STEPS

ACTION	LEAD	TIMELINE
Annual review of the policy for approval at the Board.	Company Secretary	For September Board
To liaise with GPA regarding Polaris House landlord and tenant responsibilities.	Company Secretary	TBC
Continue relationship with JBOS and Polaris House, Swindon Health and Safety Committee, and landlords in Newport and Billingham.	Health and Safety Lead; and Newport and Billingham Site Leads	Ongoing
Manual Handling training: Compliance audit on positions identified to undertake training.	People Partner	October 2024
Training rolled out to relevant employees.	People Partner	November 2024
DSE Online Training and Assessment Platform Procurement.	Company Secretary, Health and Safety Lead; Commercial Contracts	December 2024

Report Author/Job Title: [redacted]**, Health and Safety Lead**
Date: June 2024