



Human Resources

# Health and Safety Policy

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### Health and Safety Policy

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This policy applies to all employees on Nationwide terms and conditions (including Senior Executive level and above), and Carillion Services Employees. Parts of this policy apply to employees of Nationwide (Isle of Man) Ltd. Contractors and temporary workers must also comply with this policy.

This policy is non-contractual and does not form part of your terms and conditions of employment. Nationwide reserves the rights to amend, modify or withdraw the terms of this policy, subject to consultation with Nationwide Group Staff Union (NGSU).

## 1. What does this policy cover?

Our health and safety policy is designed to keep all of us safe in the workplace. This policy applies to you. I expect everyone in Nationwide to understand it and work with it.

The Board, my ExCo colleagues and I are committed to providing a working environment that fully supports the health and safety of our employees, members and third parties.

You will spend much of your life at work and it can have a big impact on your physical and mental wellbeing. That's why Nationwide, with the help and support of the Nationwide Group Staff Union (NGSU), work to develop and promote effective policies and practices to keep you healthy and safe at work.

This policy sets out the legal requirements and responsibilities we have as a business and your responsibilities as an employee to manage health and safety properly. And as you have a role to play too, please read the policy and check what you need to do.

Reading and understanding what you need to do is key to ensuring we can protect your health and safety. This applies to everyone who works at Nationwide.

This policy will be regularly reviewed to keep it appropriate and current.

Signed by: [signature]

Joe Garner  
Chief Executive Officer, Nationwide

## 2. When does this policy apply?

We want everyone at Nationwide to enjoy a healthy, safe working environment and a good standard of wellbeing overall. You have an active role in managing your own health and safety. This policy applies to you around the clock, right across Nationwide.

In addition to our legal responsibility, it makes good financial sense to have a Health and Safety Policy - investing in health and safety and providing good welfare facilities helps to prevent injuries, accidents and illness. This also helps us reduce any unnecessary losses and liabilities, and keep our

costs down so we can deliver more for our members.

In partnership with NGSU, we have developed and continue to promote safe, healthy ways of working along with doing everything we can to protect our employees, members and partners from harm.

However we recognise accidents, ill health and incidents can occur and it is our responsibility to make sure we have appropriate management controls in place to investigate.

### 2.1 What are your responsibilities and Nationwide's?

In law, we all have a responsibility to do everything we can to stay safe in the workplace and to ask for help whenever we need it.

If you manage a team, you'll need to meet certain extra responsibilities. You'll need to:

- identify, assess and control any health and safety risks
- take all reasonable steps to keep you, your team members, our customers and contractors safe
- make sure everyone completes their Health and Safety e-learning module every year, along with their risk assessments.

To help you, we'll regularly get in touch and ask about health and safety. You'll also have the chance to raise any issues with our Health and Safety Team and local NGSU representative. Spotting and managing any risks in the workplace are the key things to focus on.

### 2.2 What are the health and safety management arrangements?

We will:

- make sure there is a planned approach to health and safety management by having the appropriate policies, procedures and governance structures in place to meet legislative and best practice requirements
- maintain a suitable organisational structure for planning, implementing, monitoring and reviewing health and safety activities
- consult with the NGSU to make and maintain effective arrangements for health and safety
- provide such resources, financial and otherwise, necessary to meet our responsibilities

- make sure you receive appropriate training, information and guidance appropriate for your role and responsibilities.

It is recognised that working for a financial service provider may expose you to a number of risks. Specific policies and procedures will be put in place to manage these risks, for example:

- stress management
- security
- display screen equipment
- road safety.

We will continue to ensure Health and Safety remains a key risk indicator and that our Health and Safety Committee will regularly review performance.

### 3. General information and guidance

Accountability for health and safety ultimately rests with our Chief Executive Officer. This is managed through the Finance & Efficiency Community, supported by the Chief Safety Officer, Property Services, Employee Relations, Group Security and the NGSU.

If you would like to know more about our health and safety policies, including how we've organised the management of health and safety across Nationwide and the details of everyone's responsibilities, you'll find the following on our intranet:

- Health and Safety Responsibilities

- Health and Safety Structure
- Health and Safety Committees Terms of Reference

You'll also find detailed information and guidance on many different health and safety issues on the following intranet sites:

- Health and Safety
- Workplace Adjustments (formerly known as Bodycare)
- Property Services
- EmployeeCare
- Occupational Health Service
- Ask HR
- Performance Management
- Overtime, Flexible Working and Working Hours

If you have any questions about health and safety, please ask your line manager. Following this, if you have specific questions, please email the Health and Safety Team on [nationwide.healthandsafety@vsg.co.uk](mailto:nationwide.healthandsafety@vsg.co.uk)

Our health and safety policy is designed to keep us all safe in the workplace.

By working together and staying safe, we can make sure our working environment is an enjoyable and rewarding place to be.

# Document control

## CHANGES SINCE LAST VERSION

This policy has been updated to confirm that it applies to Carillion Services Employees.

## Version history

<b>Version</b>	<b>Date</b>
13.0	25 May 2018
12.0	16 January 2018
11.0	06 July 2017
10.0	05 April 2016
9.0	30 September 2015
8.0	2 September 2014
7.0	28 February 2014
6.0	7 August 2013
5.0	1 January 2013
4.0	1 September 2012
3.0	27 July 2012
2.0	5 July 2012
1.0	19 March 2012

## Superseded documents

None

## Issue control

**Owner:** Chief Safety Officer  
**Approver:** Chief Executive Officer