



**MUIR GROUP HEALTH, SAFETY AND WELLBEING  
POLICY AND ARRANGEMENTS**

**Policy No:** P1  
**Version:** 2  
**Reviewed:** Feb 26

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### 1. Health and Safety Policy Statement

#### 1.1 Legal duties and overall commitment

Muir Group will comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant regulations and approved codes of practice.

We are committed to protecting the health, safety and wellbeing of our employees and of everyone who may be affected by our activities. This applies to all parts of the Group and to all locations where work is carried out on our behalf.

#### 1.2 Vision and culture

Our vision is that health, safety and wellbeing are shared values across the Group. Everyone is expected to work safely, to care for colleagues and others, and to look after their own physical and mental wellbeing as well as the environments in which we operate.

We promote an inclusive culture based on respect and open reporting. People are encouraged to raise concerns, report near misses and hazards early, recognise good practice and suggest improvements.

We reinforce positive behaviours through regular two-way conversations, coaching and recognition. Targeted briefings and communications are used to promote the behavioural standards we expect in all parts of the Group.

We support open reporting and a learning mindset. Near misses and hazards are used to learn and improve, not to apportion blame. The Muir Group Zero Tolerance Policy defines clear boundaries for unacceptable behaviour while still supporting an open reporting culture where issues can be raised without fear of unfair treatment.

#### 1.3 Scope of the policy

This policy applies to:

- All companies and business units within Muir Group
- All employees, directors and workers
- All contractors, agency staff, consultants and subcontractors
- All visitors and other people who may be affected by our work

It covers all work activities, including office-based work, construction and project sites, maintenance activities, warehousing, driving for work and work carried out at client or third-party premises.

#### 1.4 Resources and support

The Board will ensure that sufficient resources are made available to implement this policy. This includes competent health and safety advice, suitable equipment and workplaces, appropriate training and supervision, and effective management systems.

We will maintain Group level standards and procedures, which set out what we expect across the organisation and how local arrangements are to be implemented and monitored.

#### 1.5 Review, signature and communication

This policy statement is approved and signed by the most senior Director in the Group. It will be reviewed at least annually and sooner if there are significant changes to legislation, guidance, organisational structure or the nature of our activities.

The policy will be communicated to all employees and made available to contractors and others working on our behalf. Local managers are responsible for making sure their teams understand how the policy applies to their work.



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## 2. Organisation and responsibilities

### 2.1 Board of Directors

The Board sets the overall direction for health, safety and wellbeing in the Group and is ultimately accountable for the effectiveness of this policy. The Board will:

- Approve the Group Health, Safety and Wellbeing Policy and key supporting policies
- Ensure health, safety and wellbeing are considered in business planning and major decisions
- Receive and review information on performance, audits and serious incidents
- Support the provision of adequate resources to manage health, safety and wellbeing

### 2.2 Group Managing Director or Chief Executive

The Managing Director of each division of the Group or Chief Executive has overall responsibility for the implementation of this policy. They will:

- Ensure that clear organisational arrangements are in place to deliver this policy
- Allocate responsibilities and authority for health, safety and wellbeing at all levels
- Promote visible leadership on health, safety and wellbeing across the Group

### 2.3 Group Directors and Senior Leaders

Group Directors and Senior Leaders are responsible for health, safety and wellbeing within their areas of control. They will:

- Integrate health, safety and wellbeing into business planning and performance discussions
- Ensure that managers have the competence, time and support to meet their duties
- Monitor implementation of Group standards and address any significant gaps

### 2.4 QSHE and Wellbeing Function

The QSHE Manager and the QSHE Department will provide competent advice and coordination across the Group. They will:

- Develop, maintain and communicate Group health, safety, environmental and wellbeing standards and procedures
- Provide advice, training and support to managers and employees on health, safety and wellbeing matters
- Promote positive behaviours through two-way conversations, coaching and recognition and support managers in building inclusive and respectful teams
- Support the development of a culture based on inclusion, respect and open reporting where near misses and hazards are used for learning
- Undertake inspections, audits and reviews and report on performance and trends including behavioural indicators and wellbeing themes
- Support incident investigation and the sharing of lessons learned across the Group
- Work with HR and other functions to promote occupational health, mental health support and wider wellbeing initiatives

### 2.5 Contract Managers and Heads of Department

Managers and Heads of Department, whether in offices, operational sites, depots or projects are responsible for day-to-day implementation of this policy in their areas. They will:



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- Ensure that suitable risk assessments and safe systems of work are in place and followed
- Provide appropriate supervision, information, instruction and training
- Check that contractors and suppliers are competent and meet Group standards
- Monitor working practices and rectify unsafe conditions or behaviors
- Drive compliance and act with integrity

### 2.6 Project, Site and Operational Management

On construction and project sites, in depots, workshops and other operational locations, the nominated Project Manager or equivalent Responsible Manager will:

- Coordinate all work activities under their control in line with this policy and Group standards
- Review and accept RAMS and other key documents before work starts
- Ensure that only authorised and competent people are allowed to work in or visit operational areas
- Provide relevant inductions, briefings and coordination meetings
- Operate any local permit to work or approval systems required for higher risk activities

### 2.7 Supervisors and Team Leaders

Supervisors and Team Leaders are front line leaders. They translate plans and procedures into safe work at task level. They will:

- Plan and brief work so that hazards and controls are clearly understood
- Check that workers are competent and correctly equipped for the tasks they carry out
- Monitor working conditions and intervene where unsafe acts or conditions are observed
- Encourage reporting of near misses and concerns and support follow up actions

### 2.8 Employees

Every employee has a personal responsibility for their own health, safety and wellbeing and for the safety of others who may be affected by what they do or fail to do. Employees must:

- Take reasonable care of themselves and others
- Follow the information, instruction and training provided
- Use equipment, systems and PPE correctly
- Report accidents, near misses, unsafe conditions and concerns promptly
- Take part in consultation, training and health surveillance where required

### 2.9 Contractors, agency staff, consultants and visitors

Contractors, agency staff and consultants working for the Group must:

- Comply with relevant legislation and with Group policies and local rules
- Demonstrate competence for the work they carry out
- Cooperate with our management arrangements, inductions and supervision

Visitors must follow local instructions, signage and any safety guidance given to them.



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### 3. Arrangements for Managing Health and Safety

#### 3.1 Risk assessment and planning

We will identify hazards, assess risks and plan controls for all significant work activities across the Group. Risk assessments and safe systems of work will:

- Be suitable and sufficient and take account of those who may be affected
- Be specific to the task, location and equipment in use
- Be reviewed when there are changes to work, staff, equipment or environment

For projects and operational sites, written RAMS or equivalent documented procedures will normally be required, particularly for higher risk activities.

#### 3.2 Competence, training and supervision

We will ensure that people are competent to carry out the work expected of them. This includes:

- Appropriate qualifications, skills and experience for their role
- Induction and role specific training, refreshed as required
- Additional training for higher risk work such as work at height, lifting operations, operation of plant, electrical work or lone working

Supervision levels will be set to reflect the risks and the experience of the team.

#### 3.3 Communication, cooperation and consultation

We will maintain clear and effective communication on health, safety and wellbeing by:

- Providing information in formats that people can understand
- Using meetings, briefings and notices to share key safety messages
- Consulting with employees and their representatives on matters that affect their health, safety and wellbeing

Where we share premises or sites with other employers, we will cooperate and coordinate arrangements to manage shared risks.

#### 3.4 Health, welfare and wellbeing at site

We will provide and maintain suitable welfare facilities such as toilets, washing facilities, drinking water, rest areas and arrangements for eating meals in line with legal requirements and good practice.

We will consider health and wellbeing as well as safety. This includes:

- Providing health surveillance where required by law or risk assessment
- Access to occupational health support where appropriate
- Promoting mental health awareness and support routes including signposting to internal and external services
- Encouraging managers to hold regular conversations with their teams about workload, stressors and wellbeing

We do not allow anyone to work under the influence of alcohol or drugs. Where relevant, we may use testing as part of our arrangements in line with Group policy.



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### 3.5 PPE and minimum standards

We will provide suitable personal protective equipment where risks cannot be adequately controlled by other means. PPE requirements will be clearly set out for different roles and locations.

Where work involves physical site or operational activities, we will define a basic PPE standard. Additional PPE will be specified where required by risk assessment, client requirements or Group standards.

### 3.6 Monitoring, behaviour and enforcement

We will monitor how well risks are being controlled through inspections, tours, audits and reviews. Managers and supervisors are expected to be visible and to lead by example. We place strong emphasis on behaviour and culture. This includes:

- Reinforcing positive behaviors through regular two-way conversations, coaching and recognition
- Building a culture based on inclusion, respect and open reporting where people feel able to raise near misses and hazards early
- Using near miss and hazard reporting as opportunities for learning and improvement, not blame

We encourage positive challenges and recognition of good practice. Where unsafe behaviours or conditions are identified, appropriate action will be taken. This may range from on-the-spot correction and coaching through to formal warnings, removal from site or disciplinary measures in line with Group policy and the Zero Tolerance Policy which defines clear boundaries for unacceptable behaviour.

### 3.7 Incident, accident and near miss reporting and learning

All accidents, incidents, dangerous occurrences, work related ill health and near misses must be reported promptly through Group procedures.

We will investigate incidents in proportion to their actual and potential severity, identify root causes and implement corrective actions. Lessons learned will be shared across relevant parts of the Group. Any statutory reporting requirements will be met.

### 3.8 Young people and vulnerable workers

We will identify and manage specific risks to young people, new and expectant mothers and other vulnerable workers. Risk assessments will consider inexperience, maturity, health conditions and any language or communication barriers and will specify any additional controls or restrictions needed.

### 3.9 Documentation, records and authorised persons

We will create and keep records that demonstrate effective management of health, safety and wellbeing including risk assessments, training records, inspection findings, maintenance records and incident reports.

Access to operational areas, construction sites, workshops and other higher risk locations will be controlled so that only authorised and competent people are allowed to enter and work there. Security arrangements and visitor controls will be proportionate to the risks present.

### 4.0 Health, Safety, Sickness, and COVID-19 Statement

The organisation is committed to providing and maintaining a safe and healthy working environment for all employees, contractors, and visitors. To support this commitment, the company will take all reasonable steps to prevent the spread of illness including COVID-19 and to manage sickness in the workplace responsibly.



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All employees are expected to report sickness promptly, follow medical advice, and refrain from attending work when unwell or when displaying symptoms of infectious illness. The organisation will ensure appropriate control measures are in place such as hygiene practices, ventilation, cleaning regimes, and any government-recommended COVID-19 precautions to minimise health risks.

The company will support employees through sickness absence procedures, ensure confidentiality of health information, and promote a culture where health, wellbeing, and safe practice are prioritised, at all times.

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