



ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

This document specifies the responsibilities for HSE at all levels within the Compass Group UK & Ireland.

Chief Executive Officer, Compass Group UK and Ireland

The Chief Executive Officer, Compass Group UK and Ireland is responsible for:

- Ensuring the application of the Health, Safety and Environment Policy and the subsequent monitoring of arrangements for implementation throughout Compass Group UK & Ireland Business Sectors and Support Functions
- Specifying overall HSE objectives
- Ensuring that the necessary resources are available for implementing the HSE Policy and detailed arrangements, together with the subsequent monitoring of performance
- Reviewing the Company HSE Policy as necessary

Purchasing and Supply Chain Director, Compass Group UK and Ireland

The Purchasing and Supply Chain Director, Compass Group UK and Ireland is responsible for:

- Ensuring that adequate arrangements are in place for the selection and appointment of competent contractors who will provide services and equipment to Business Sectors and Support Functions within Compass Group UK and Ireland

The Chief Finance Officer, Compass Group UK and Ireland

The Chief Finance Officer, Compass Group UK and Ireland is responsible for:

- Ensuring that contracts with clients, where possible, state responsibilities for health and safety issues
- Ensuring that adequate legal representation is provided in the event of legal action against the business in respect of health and safety
- Ensuring that where any claims for compensation are received, that these are processed with reference to the Company insurers as appropriate.

The Chief People Officer, Compass Group UK and Ireland

The Chief People Officer, Compass Group UK and Ireland is responsible for:

- Ensuring that the appropriate information, instruction and training programs are available
- Ensuring that the Compass Group UK and Ireland Director of HSE is informed of any employee reorganisation or redesignation of posts and/or responsibilities that could affect the arrangements for health and safety provision within the Company
- Ensuring that adequate arrangements are made for consultation with employees on matters that may affect health and safety
- Liaising with the Director of HSE and ensuring that the Compass Group UK and Ireland Executive Committee is aware of the statistical records of all accidents and HSE incidents.

The Director of HSE

The Director of HSE, Compass Group UK and Ireland is responsible for:

- Continuously updating the Company on legislation development and industry standards where they affect the business
- Regular review of the Company HSE Policy with the Health, Safety and Environmental Committee
- Advising the HR Director and the Health, Safety and Environmental Committee on HSE matters for report to the Compass Group UK and Ireland Executive
- Providing specialist advice to all levels of management on HSE matters
- offering guidance to employees on specific matters relating to HSE
- Developing and reviewing the Company HSE Policy and objectives with the Company Health, Safety and Environmental Committee.
- Communicating health and safety statistics to the UK and Ireland Executive and all Compass Group UK & Ireland Business Sector Managing Directors and Support Functions Department Heads

Compass Group UK and Ireland Health, Safety and Environmental Committee (UK HSEC)

The Compass Group UK and Ireland Health, Safety and Environmental Committee (UK HSEC) is the cross sector steering group responsible for:

- Reviewing HSE policy and procedures, communicating policy to the Compass Group UK & Ireland Business Sectors and Support Functions, monitoring HSE performance and reviewing results
- Recommending changes to HSE policy and procedures, proposing HSE objectives and for reporting HSE performance to the Compass Group UK and Ireland Executive for approval via the Director of HSE.
- Business Sector and Support Function responsibilities

Heads of Support Function Departments

Support Function Heads of Departments are responsible for:

- Ensuring the implementation of HSE procedures including the carrying out of risk assessments where appropriate, in all operating units and offices within their area of responsibility
- Ensuring the monitoring and review of HSE performance in all units/offices for which they have responsibility
- Reviewing HSE statistics supplied by the Director of HSE and acting upon results by implementing strategies to reduce incidents
- Ensuring appropriate cascade of all HSE communications and other health and safety information to Operating or Department Teams as appropriate
- Ensuring that the appropriate information, instruction and training is provided to all employees within their control
- Ensuring HSE is an agenda item at management meetings with reporting of issues as appropriate

People Directors and People Business Partners

The People Directors and People Business Partners are responsible for:

- Undertaking consultation with employees and representatives as appropriate on HSE matters
- Ensuring that the appropriate information, instruction and training is available to all employees
- Ensuring the revision, updating and implementation as appropriate of all training materials in relation to HSE

UK Sales Director and Sector Sales Directors

The Sales Directors for Business Sectors are responsible for:

- Ensuring that in any negotiations for new business opportunities, responsibility for compliance with food safety legislation is clearly defined and understood by all parties concerned
- Ensuring that the contract includes a provision for any remedial works identified in the New Unit Assessment to be completed within agreed timescales.

Sector CEO's, Business Directors, OPLs and OPMs

The Operations Management of Business Sectors and Support Functions are responsible for:

- Ensuring the implementation of health and safety procedures including the carrying out of risk assessments where appropriate, in all operating units and offices within their business
- Ensuring that the incident reporting procedures are implemented in line with Company policy
- Monitoring and reviewing safe systems of work in all units under their control to ensure their safe operation
- Ensuring that a HSE audit programme is implemented, monitored and reviewed
- Ensuring that every unit under their control responds to the health and safety audits and effectively follows up the results
- Ensuring that the appropriate information, instruction and training is provided to all employees within their control, maintaining up to date training records
- Consulting and co-operating with Clients on matters of health and safety to ensure that effective arrangements are implemented and maintained
- Ensuring HSE is a minuted agenda item at Team meetings with reporting of issues as appropriate
- Ensuring that a New Unit Assessment is carried out before, or as soon as is practicable after the opening of a new contract, to establish health and safety standards of premises, plant and equipment. Where unsatisfactory standards are identified, an action plan to achieve the required level of compliance must be agreed with the Client or other responsible person.

Site/Unit Management

Site/Unit Management are responsible for:

- Implementing local health and safety procedures including the carrying out of risk assessments where appropriate
- Completing, implementing, monitoring and reviewing unit risk assessments and implementing safe systems of work in their unit area
- Liaising with any appointed safety representatives from the unit or the client company
- Ensuring all injuries, diseases and dangerous occurrences are correctly reported and investigated with appropriate review of relevant risk assessments
- Recording any potential health and safety risks beyond their control and reporting these to the Line Manager/Client as appropriate
- Ensuring that the appropriate information, instruction, training and supervision is provided to all employees within their control, maintaining up to date training records

Site/Unit Management responsibilities continued:

- Ensuring copies of the Health and Safety Management System, risk assessments and safe systems of work are available at all times
- Supervising all employees under their control
- Consulting with employees and others sharing the same premises
- Consulting with employees on health and safety matters including HSE meeting minutes

All Company Employees

All Company Employees are responsible for:

- Taking reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do
- Co-operating with their employer on matters of health and safety
- Correctly using work items provided by the employer, including personal protective equipment, in accordance with training and instructions
- Not interfering with or misusing anything provided for purposes of health, safety or welfare
- Reporting hazards, accidents, dangerous occurrences and diseases

Responsibilities for co-operation on food safety with Clients and others

Maintenance and provision of premises, plant and equipment

- Business Sector Sales Director, Managing Director or Operations Management shall establish by written agreement with the Client the responsibilities for the provision and maintenance of appropriate premises, plant and work equipment in line with the manufacturer's instructions and legal requirements
- The Client and the Site Manager and/or Operations Management should retain a copy of this arrangement.