



Addiewell Prison Limited

Statement of Health and Safety Policy Organisation and Arrangements

The Health and Safety at Work etc Act 1974 – Section 2 (3)

The Management of Health and Safety at Work Regulations 1999 – Regulation 5

The Fire Safety (Scotland) Regulations 2006 – Regulation 10

The Construction (Design and Management) Regulations 2015

Overall Statement of Policy

Introduction

Addiewell Prison Limited entered into an Agreement to provide the Scottish Prison Service (i.e. the project public sector client) with operating, maintenance and service facilities in support of HMP Addiewell.

Addiewell Prison Limited has a Board of Directors (the Board), including a Chairman, but there are no employees. The Company is not therefore an employer within the meaning of The Health and Safety at Work etc. Act 1974 and associated Regulations.

As the Company is not an employer, it is also not the statutorily defined Responsible Person within the meaning of The Fire Safety (Scotland) Regulations 2006 in respect of workplaces within the project, which are under the day to day control of other employers.

However, the Company recognises its obligations, under Section 4 of The Health and Safety at Work etc. Act, in relation to matters under its control. The Company also recognises that it has obligations under The Fire Safety (Scotland) Regulations 2006 in relation to fire safety matters arising from the provision and maintenance of premises, related fire safety matters and the maintenance of fire safety systems.

The Company has appointed a number of Partner Organisations with which it has contracts to discharge its obligations and which are responsible for ensuring the delivery of high standards of health and safety management services that the Company requires.

The Partner Organisations involved with the provision of the Works and Services for the Project are as follows:

- Interserve Construction Limited.
- Sodexo Limited (trading as SJS - Sodexo Justice Services), (custodial and facilities management services).
- Sodexo Limited (management services provider).

Overall Statement of Policy

Sodexo Justice Services (SJS) is contracted to operate, maintain and provide the services for HMP Addiewell, with additional sub-contractors provided through SJS.

This document, which outlines the overall arrangements for the management of health and safety (including fire safety) in relation to the work activities and premises under the contractual responsibility of Addiewell Prison Ltd, is in three parts.

Overall Statement of Policy

Part 1 – Policy

Part 1 describes the overall general Policy of Addiewell Prison Limited with respect to health and safety, the date on which the Policy was issued, and the arrangements for its review.

Part 2 – Organisation

Part 2 specifies the particular responsibilities of the Board of Directors, and the SPV General Manager appointed and employed by Sodexo Justice Services. Relevant reporting arrangements are also specified.

Part 3 – Arrangements

Part 3 describes the common health and safety arrangements and standards to which the service provider (Sodexo Justice Services) is required to operate.

Health and Safety Policy

It is the Policy of Addiewell Prison Limited to ensure, in so far as is reasonably practicable, the health and safety of all who may be affected by the services and facilities which the Company is contracted to provide (under the terms of the Project Agreement), including all those visiting or working on the premises.

As the Company is not an employer, it engages competent contractors and service providers to deliver the services, which the Company is contracted to provide, under the terms of the Project Agreement.

It is therefore the Company's policy, not only to select competent contractors and service providers with effective and established health and safety management systems, but to monitor the standards that are maintained and review this at Board level, taking action as necessary.

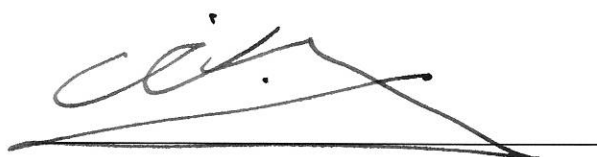
It is also our policy to ensure, to the extent that is it reasonable to do so, and so far as it is within the Company's control, that there is a suitable system of cooperation and coordination between each of the service providers, and between the service providers and the Scottish Prison Service.

We are also committed to providing adequate resources to ensure that this Policy can be implemented effectively.

The health and safety performance of the contracted Service Providers, and the standards being maintained for ensuring the safety of all affected by our activities, as well as the condition of the premises and facilities for which we are responsible, will be reviewed at least once every year by the Board. This will also be reviewed at any other time when there are significant changes in our operations or management.

The sections below detail the Organisation and responsibilities of the Board of Directors and the SPV General Manager, for implementing the above Policy and gives details of the general health and safety arrangements and standards to which each service provider is required to operate.

Signed:



For the Board of Directors

Date: January 2016

Organisation

The Board of Directors

The Board of Directors has a general responsibility to ensure that suitable consideration of health and safety issues is included in the provision of strategic oversight and direction provided to the Company.

This includes:

- a. reviewing reports from the SPV General Manager and Sodexo Justice Services the directly contracted service provider;
- b. ensuring that any recommendations for action on health and safety made by the General Manager (including suitable and relevant training needs for Directors) are considered and acted upon in an appropriate timescale;
- c. ensuring (through the General Manager) that there is an adequate system of cooperation and coordination of health and safety matters between the Company, its contracted service providers, the Scottish Prison Service and other third party organisations on site in relation to matters within the control of the Company, and that this system is kept under review;
- d. ensuring that there is one nominated service provider who has overall responsibility for the operation of contractor control and permit to work arrangements for contract work on the site;
- e. reviewing an annual report from the General Manager concerning the effectiveness of the health and safety management arrangements of the contracted service providers. This report will specifically include details of the cooperation and coordination arrangements, the maintenance of plant and facilities in a safe condition, the provision of safe systems of work and adequate information, instruction, training and supervision;
- f. ensuring that the Company business plan incorporates adequate allowance for meeting health and safety obligations;
- g. in respect of major investment decisions, such as the construction of new buildings or the

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installation of major new plant, that health and safety standards and loss potential are adequately assessed prior to the investment being made and that adequate financial provision is made to ensure that good standards of health and safety practices are achievable in the design, construction and subsequent occupation of the new assets;

- h. Ensuring (through the SPV General Manager) that there are suitable management arrangements in place for construction, maintenance and lifecycle works, in compliance with CDM 2015. This includes (for all works) the contractor or Principal Contractor preparing adequate Construction Phase Plans, taking reasonable steps to seek assurance of competence and suitability of contractors and designers, and clear identification of the CDM Client(s). It also includes (where conditions are met) notification to HSE, appointment of Principal Designers and Principal Contractors, preparation of Health and Safety Files, and monitoring that Principal Designers and Principal Contractors fulfil their duties;
- i. ensuring that the Board is kept informed of, and alert to, relevant health and safety risk management issues; and appointing one director as a safety director to discharge this responsibility;
- j. Ensuring that the Board, the appointed health and safety Director and the SPV General Manager have access to specialist health and safety advice and support (as necessary to discharge their function), and appointing a competent and qualified health and safety consultancy or adviser to provide this support;
- k. ensuring that the Statement of Health and Safety Policy, Organisation and Arrangements is reviewed at least annually, or when there are significant changes to the activities undertaken, the equity partners involved, or a change of directly contracted service providers;
- l. ensuring that appropriate and adequate insurances are maintained and reviewed annually.

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Health and Safety Director

The role of the Health and Safety Director is to coordinate and facilitate health and safety governance on behalf of the Board. This includes—

- a. Coordinating and facilitating the achievement of the Board's responsibilities listed above;
- b. Ensuring that health and safety governance issues are maintained on the agenda of the Board as required to achieve the Board's responsibilities;
- c. Overseeing and monitoring the achievement of the responsibilities of the SPV General Manager (listed below);
- d. Coordinating periodic Directors' tours of health and safety at the facilities;
- e. Providing a primary point of liaison (when necessary) with the Board, for SJS, the Scottish Prison Service, health and safety advisers and any other body requiring direct liaison with the Board on health and safety matters.

Organisation

The SPV General Manager

The General Manager is employed by Sodexo Justice Services and has overall responsibility, on behalf of the Board, for ensuring the effective implementation of the Company Policy on health and safety.

The General Manager also has particular responsibility for ensuring:

- a. In consultation with the Company's retained health and safety consultants or advisers, the preparation and periodic revision of an effective written statement of Health and Safety Policy;
- b. That suitable reports about planned preventative maintenance are provided by SJS (in accordance with the contractual arrangements between the SPV and the custodial and facilities management contractor) documenting effective arrangements for maintaining the plant, equipment, and facilities for which the Company is responsible in a safe and healthy condition, and for the continuing provision of adequate standards of plant and premises maintenance;
- c. monitoring that the cooperation and coordination arrangements between the contracted service providers, the Company, the Scottish Prison Service and other third party organisations are working effectively;
- d. regular reports concerning the health and safety performance of the custodial and facilities management contractor and their sub-contractors are monitored and presented to the Board at least annually;
- e. an annual, formal independent review is conducted of the effectiveness of the Company's arrangements for the management of health and safety and the monitoring of the directly contracted services provider's standards of health and safety performance with particular regard for the obligations the Company has for the provision of safe premises and services;

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- f. the Board of Directors are made aware of any issues or concerns which arise regarding the continuing competence of the service provider to undertake the appointed work in a manner which, so far as is reasonably practicable, is safe and without risks to health and are given relevant advice on the action to be taken; and
- g. specialist competent advice concerning health and safety is obtained where required.

Health and Safety Arrangements and Standards to Which The Contractor and Services Provider Are Required to Operate

It is the policy of the Company that all Contractor and Service Providers are required to have an effective health and safety management system in order to ensure that all relevant obligations of the Company and recognised standards relating to the safety and maintenance of the facilities, and those using or working in them or affected by them, are met. Accordingly, each Contractor and Service Provider is required to have in place, as appropriate to their activities:

1. A statement of overall Health and Safety Policy to be produced and maintained under review.
2. Details of the Organisation and Arrangements (including allocation of management responsibilities) for giving effect to the Policy, which specifically addresses the standards of operation and arrangements for ensuring the health and safety of their own staff and others who could be affected by the effectiveness of the services provided and work undertaken.
3. Arrangements for complying with all relevant statutory obligations relating to health and safety and fire safety, including Approved Codes of Practice and other recognised British or European Standards, and guidance published by UK enforcing authorities.
4. Arrangements for monitoring the standards achieved and taking corrective action when deficiencies are identified.
5. Arrangements for cooperation and coordination between their activities and those of other contractors and service providers and the Scottish Prison Service.
6. Arrangements for the selection, control and management of sub-contractors engaged.
7. Arrangements to fulfil the roles of Principal Contractor and Principal Designer under CDM 2015 (unless other specific appointments are made for a particular project by the CDM client) for all works that may involve another contractor.
8. Obtaining prior written approval from the SPV for any works notifiable under CDM 2015, or involving risks listed in Schedule 3 to CDM 2015.

Health and Safety Arrangements and Standards to Which The Contractor and Services Provider Are Required to Operate

9. In the case of the FM Contractor, arrangements for the provision of regular reports, as required by the SPV General Manager, with adequate details of:
- a. Reportable, recordable and non-recordable accidents, incidents, dangerous occurrences, near misses and complaints;
 - b. Visits by enforcement officers and threatened or actual enforcement action or notices;
 - c. Insurance claims or circumstances that may give rise to such claims;
 - d. False or real fire alarm activations;
 - e. Fire evacuations, fire training and fire drills;
 - f. Numbers of training inputs and inductions of staff, temporary workers or contractors;
 - g. Progress of planned or reactive maintenance;
 - h. Significant management changes;
 - i. Action plans developed in response to incidents, enforcement visits or safety audits;
 - j. Periodic reviews of plant and systems of work, to assess the risk arising from these systems over time;
 - k. The completion of statutory and safety critical maintenance and inspections and relevant remedial action arising therefrom;
 - l. Confirmation that the service provider and each of its sub-contractors have established, and are maintaining, appropriate health, safety management, monitoring and risk assessment systems;
 - m. Responses and follow-ups in relation to any health and safety matters identified by the Company or its advisers.

As part of the independent annual health and safety review, carried out on behalf of the Company, a representative sample of the significant risk areas covered by the policies will be reviewed and reported upon.