

GROUP HEALTH, SAFETY AND FIRE THIRD PARTY SUPPLIER POLICY SUMMARY

LLOYDS
BANKING
GROUP



Group Health, Safety and Fire Policy SUMMARY FOR THIRD PARTY SUPPLIERS

RATIONALE

Group Policy Rationale

This Policy has been designed to assist in managing the risk that

- The Business does not fulfil its health, safety and fire, legal and regulatory requirements correctly by identifying, assessing and managing the activities that could harm the business, colleagues, contractors, customers and any others impacted by our business. This could lead to increased financial losses as a result of injury and illness claims as well as regulatory action and fines for the Group and individual colleagues.

In addition, this Policy has been designed to support compliance with the following legislation and / or regulations:

- Health and Safety at Work, etc. , Act 1974 and all subordinate regulations
- The Regulatory Reform (Fire Safety) Order 2005 – England and Wales
- The Fire Scotland Act 2005/Fire Safety (Scotland) Regulations 2006
- The Fire Safety Regulations (Northern Ireland) 2010

Lloyds Banking Group is committed to complying with its legal and regulatory responsibilities in relation to Health, Safety and Fire and has no tolerance for fatal incidents or serious injuries.

Lloyds Banking Group will require some suppliers to achieve an independent external verification of their Health, Safety and Fire arrangements depending on the nature of the activity/ services provided to the Group.

Customer Impact

The Group's vision is to be the best bank for customers. The Health Safety and Fire Policy supports this vision and the aim of providing investors with strong, stable and sustainable returns by:

- Complying with Health, Safety and Fire legislation which places legal duties on all businesses to protect all persons, including customers, from the risk of serious injury.

SCOPE

This third party version of the Policy applies to suppliers where it has been identified that the Group Policy applies to the provision of their goods and or services.

MANDATORY REQUIREMENTS – GENERAL

Suppliers must ensure they:

- Support the development, communication and implementation of effective health, safety and fire controls by providing adequate resources across their business activities.

GROUP HEALTH, SAFETY AND FIRE THIRD PARTY SUPPLIER POLICY SUMMARY

- Identify and mitigate any significant risks arising that could adversely impact the bank and supplier colleagues, customers or the supply chain by undertaking risk assessments of all work activities, items of equipment, processes and environments. Copies may be requested for monitoring and audit purposes.
- Provide on request evidence and information of their arrangements to minimise risk to bank colleagues, customers or the supply chain through maintenance of all places of work, plant and equipment, storage, transportation and systems of work.
- Enable bank and supplier colleagues to take responsibility for themselves and others while carrying out their work by providing them with suitable, sufficient and ongoing instruction, training, information and supervision.
- Actively support and build a culture whereby health, safety and fire considerations are taken into account in all business as usual decisions.
- Consult and communicate on health, safety and fire matters with Bank and supplier colleagues and their appointed representatives.
- All accidents and near misses arising out of the activities associated with the supplied service must be reported to the relevant Supplier Manager including any enforcement authority engagement.

KEY CONTROLS		
Control Title	Control Description	Frequency
Adequate Resource and Structure to manage Health and Safety	In accordance with the Health and Safety Management Regulations 1999	As per the LBG Supplier Assurance Assessment programme.”
Risk assessments undertaken for all activities requiring a formal risk assessment/ Method of Work	Identify and assess any significant risks as required by the Health and Safety Management Regulations 1999	As per the LBG Supplier Assurance Assessment programme.”
Number of fatalities caused by a health and safety breach. Number of enforcement notices issued by HSE/ EHO/ Fire Authorities.	Provide sight of events described.	As they occur
Health and Safety Policy (note – Only required for suppliers with 5 or more employees)	Sight of policy and answers as to whether it includes: Specific/measurable targets and actions Regular training for all employees including induction. External reporting of accidents/incidents Names a senior	As per the LBG Supplier Assurance Assessment programme.”

GROUP HEALTH, SAFETY AND FIRE THIRD PARTY SUPPLIER POLICY SUMMARY

	manager/board member responsible for H&S.	
In-house documented safety management system	Confirmation as to whether one in place and if yes whether available to inspect on demand.	process As per the LBG Supplier Assurance Assessment programme.
For suppliers undertaking construction or property maintenance works, supplier to be registered and approved with SafeContractor .	Confirmation of registration and approval with SafeContractor for the work activities undertaken for LBG.	Evidence annually
For suppliers sub contracting construction related work to others ensure that they have documented policy and procedures for selection, instruction and management of sub contractor activities.	The supplier understands the requirements to perform oversight and assure that the activities undertaken by sub-contractors / network / others on their behalf to deliver its contracted construction, repair and maintenance work to LBG premises and/or LBG customer premises are compliant with any relevant health and applicable safety standards	As per the LBG Supplier Assurance Assessment programme.

MANDATORY REQUIREMENTS – NON-COMPLIANCE

Compliance to this Policy will be validated through the LBG FSQS process. The Supplier Manager will then discuss the non compliance with the Accountable Executive for the relationship and local Risk team to agree way forward.

GLOSSARY OF TERMS

Construction	the carrying out of any building, civil engineering or engineering construction work and includes :- (a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure; (b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or
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GROUP HEALTH, SAFETY AND FIRE THIRD PARTY SUPPLIER POLICY SUMMARY

	<p>preparation of the site or structure for use or occupation at its conclusion;</p> <p>(c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;</p> <p>(d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;</p> <p>(e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,</p>
SafeContractor	SafeContractor is an external Health and Safety audit process linked to the SSIP scheme (Safety Schemes in Procurement).

Version Number	Effective Date
1.0	31 March 2014
2.0	20 August 2015
3.0	28 October 2016
4.0	08 December 2017
4.1	23 January 2018
5.0	15 October 2018
6.0	12 July 2019
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