

Helical plc has a number of health and safety performance reporting requirements.

At Project End

The below listed information is to be provided:-

- Project Name & Phase or Element of Works
- Number of staff trained/inducted*
- % Project Staff & Operatives are CSCS Accredited*
- No. of Lost-time accidents¹*
- No. of RIDDOR² Accidents*
- No. of fatalities
- No. of near misses*
- No. of hours worked*
- Project Accident Frequency Rate*
- Project Accident Incidence Rate*
- Accidents broken down by Trade
- Accidents broken down by Injury Type
- Accidents broken down by Circumstances
- Accidents broken down by Part of Body Injured

*also to be provided on a monthly basis as part of progress reporting

Helical plc Financial Year End

Helical plc's Financial Year runs from 1 April to 31 March.

The above listed data is to be provided to Helical's Corporate H&S Advisors for all projects in the period at March 1st.

For projects that span multiple reporting periods data is to be presented/broken down on a yearly basis.

Helical plc's Corporate H&S Advisors:-

ORSA Projects Limited
8 Shepherd Market
London
W1J 7JY

t: [+44 \(0\) 20 3884 7105](tel:+442038847105)

e: cab@orsa.uk

e: jv@orsa.uk

Health & Safety Executive

Any visits to site or matters involving HSE are to be immediately reported to Helical plc's Corporate H&S Advisors.

RIDDOR / Incident Reporting

Any RIDDOR reportable events or incidents are to be immediately advised to Helical plc's Corporate H&S Advisors.

Any follow up actions will be defined by the nature of the incident.

A more detailed incident reporting procedure is appended.

¹ A lost time injury occurs when an employee is injured while carrying out a work-related task for the employer, and is then unable for perform the regular duties for a complete shift or period of time after the incident. This is not just limited to their one regular shift only, but it can extend up to all the shifts in which the employee is unable to

perform the regular duties. From the time of the initial injury until the time the employee is able to return to

² Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

PURPOSE

This document identifies the mandatory reporting requirements expected of any contractor undertaking notifiable works involving Helical Plc (and subsidiaries, affiliates and associated companies or joint ventures – together the “Company”) in their capacity as Client, Developer and/or Development Manager.

Key objectives are:

- Ensuring accidents and incidents are reported at the earliest opportunity in accordance with the Company’s health and safety policies.
- To ensure there is a full and appropriate investigation of any incidents and to learn from accidents, incidents and significant near misses.
- The maintenance of an optimum health and safety culture across the Company’s construction sites and managed properties.

HELICAL H&S TEAM

The team comprises the development and asset team members responsible for health and safety across the portfolio (reporting to the CEO), together with the Company’s corporate H&S partner, ORSA.

Name	Position	Mobile	Email	Responsible for:
John Inwood	Head of Asset Management	+44 (0) 7889 125102	jin@helical.co.uk	Managed Properties Brettenham House
Elliott Saunders	Senior Development Executive	+44 (0) 7311 256 117	eos@helical.co.uk	10 King William St Southwark OSD
Matt Redgrove	Senior Development Executive	+44 (0) 7788 445814	mr@helical.co.uk	100 New Bridge St Paddington OSD
Christian Bucknall	Chairman – ORSA	+44 (0) 77 6778 7305	cab@orsa.uk	Corporate H&S Partner
James Brannigan	Associate Director - ORSA	+44 (0) 78 7963 0680	jbr@orsa.uk	Corporate H&S Partner

SERIOUS INCIDENT REPORTING

Step 1 – Immediate Notification (1 hour)

Significant Incidents with High Potential (typically listed below) must be reported immediately by phone (within 1 hour of event notification) to the relevant Helical H&S Team member above, who will be responsible for notifying the CEO as required.

Step 2 – Incident Report (same day)

An initial Incident Report is to be provided the same working day containing the following details as a minimum (email with the same heading content is also acceptable).

- Project/Property location
- Date & Time of Accident/Incident
- Details of injured parties/nature of incident
 - Operative/Occupier/Public – details of individuals and their relationship to the project/asset
 - Nature of injury and immediate treatment/first aid administered
 - Confirmation of emergency services involvement/hospital visit required
 - Indication of immediate cause if known
 - Any photos of incident

- Remedy
 - Immediate actions taken to make safe
 - Remedial actions undertaken to prevent reoccurrence
 - Confirmation HSE / EHO have been notified by the Principal Contractor?

Step 3 – Detailed Report & Close Out

A detailed report should be circulated once investigations have concluded, followed by a close out report confirming outcomes.

Definition

Significant Incidents are considered to include the following:

- 1/ Fatality within a Managed Property or on a Helical Construction Site
- 2/ RIDDOR Reportable Over 7 Day absence
- 3/ RIDDOR Reportable Specified Injury (such as a fracture (excluding fingers, thumbs and toes), amputation of body part (including fingers thumbs and toes), permanent loss of sight, serious burns, crushing injuries to torso / vital organs, and other specified injuries)
- 4/ RIDDOR Reportable Specified Disease
- 5/ RIDDOR Reportable Specified Dangerous Occurrence (such as structural collapse/failure of building or scaffolding, electrical fires and explosions, striking overhead power lines, collapse of lifting equipment, failure of pressure vessels, biological agent release)
- 6/ Medical Emergencies where emergency services are called, or someone is taken away in an ambulance.
- 7/ Significant Fire within a managed property or a construction site
- 8/ Significant property damage with high potential of injury or harm (such as glazing, façade, or signage failure).
- 9/ Involvement of Helical team in first aid incidents within a tenant or contractors' demise, or within public demise, such as the emergency use of a Helical first aid kit or defibrillator etc.
- 10/ Formal regulatory visits by Statutory bodies e.g. Health and Safety Executive HSE, Environmental Health Officer EHO etc.
- 11/ Serious security incidents such as engagement with vulnerable persons (incl. suicide attempt/completion), verbal or physical assault, trespassing on site, urban climbing, physical or cyber security breaches or serious threats
- 12/ Other Serious near miss events with high potential for injury or harm, such as a falling object from a property or construction site, ejection of materials beyond the site
- 13/ All accidents / incidents involving members of the public

OTHER INCIDENT REPORTING

Any other H&S matters are to be reported to the Helical H&S Team via the suppliers monthly reporting, records of which will be collated by ORSA for the Company's annual reporting. Any incidents that require further review will be discussed in the relevant monthly project meetings.

Definition

Other matters will include;

- 1/ Minor Injuries (no lost time)
- 2/ Near Miss events (not reportable under RIDDOR and provided they are considered to have a low potential for harm or injury)
- 3/ Lost Time Injuries (1-3 days)
- 4/ Lost Time Injuries (4-7 days)
- 5/ Lift Entrapment
- 6/ Fire Alarm activation (unplanned)
- 7/ Other property damage
- 8/ Minor security incidents

DATA REPORTING

The suppliers monthly reporting will include as a minimum – total hours worked, number of RIDDORs, Lost Time Accidents and Accident Frequency Rates for the same, reported as a total project cumulative and change in the reporting period.

DISCLAIMER

The procedures setout herein are not exhaustive and are not intended to detract from or replace the statutory responsibilities of the duty holders involved. For the avoidance of doubt It is the responsibility of the duty holder to report any incidents to the relevant statutory bodies.