

# Aviva UK Policy Statement

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## Health and Safety (July 2021)

Internal Use Only

*UK Health and Safety policy*

*Contact: [HSAFETY@Aviva.com](mailto:HSAFETY@Aviva.com)*

### **Introduction:**

This policy has been created in accordance with the Aviva Group Standard on Health and Safety and is for use in the UK market

The Aviva UK Health and Safety Policy is based upon the principles of OHSAS 18001. This conveys a simple message that organisations need to 'manage' health and safety with the same degree of expertise and to the same standards as other core business activities, to ensure that risks are controlled effectively, and people are not harmed.

Aviva UK Health & Safety encompasses all health and safety matters relating to Aviva UK staff in locations and operations throughout the UK.

### **Policy Statement**

Aviva UK recognises in this Policy its duty both to comply with UK Health and Safety legislation and to provide appropriate working conditions for its staff, suppliers and contractors throughout the UK. Aviva UK will also work to ensure that it does not damage the health and safety of anyone else who may be affected by its business activities, including clients, customers, and members of the public.

Aviva UK must achieve high standards of health and safety at work to ensure appropriate compliance. Health and safety at work is of equal importance to profitability and business ethics and is an integral part of our employment standards.  
**Health and safety will be led through line management.**

All employees have both rights and responsibilities under health and safety legislation, and Aviva UK will ensure the provision of training, instruction and supervision so that employees can fulfil their duties and contribute towards a culture which values health and safety as an essential part of good business. Aviva UK will support the aims of this policy through adequate resourcing (time and money), competent professional advice, and commitment from Aviva UK Leaders and Heads of Function.

All employees are encouraged to actively participate in achieving high standards of health and safety and are reminded that they must co-operate with their employers to enable compliance with statutory duties.

Signed:

Nick Amin  
Group Chief Operations and IT Officer  
Aviva plc

## **Policy Organisation**

### **General Responsibilities:**

#### **Aviva UK Leadership Teams<sup>1</sup>**

Aviva Leadership Teams in the UK are ultimately responsible for health, safety and welfare at Aviva UK and they will ensure that health and safety management within Aviva UK is set firmly in the context of corporate governance and corporate social responsibility.

The Aviva UK Leadership Teams have designated Nick Amin as the ALT member with ultimate responsibility for compliance on health and safety within the Company in the UK. Aviva Group CEO remains the Accountable person.

#### Responsibilities:

- 'Collaborate' with Aviva UK ALT members to ensure that health and safety is treated as an executive issue and ensure that they demonstrate active leadership and commitment that will permeate through all levels of the organisation.
- Ensure that equal importance is applied to health and safety as to other business functions.
- Keep health and safety management issues on the executive agenda.
- Ensure that health and safety responsibilities are correctly assigned within the business units.
- Ensure that the Aviva CEO is appropriately informed of any significant health and safety matters.

#### **Health and Safety Steering Group**

The Steering Group is chaired by Neil Grady, UKL CIO Governance & Data Director. Aviva UK leaders will appoint suitable, senior Aviva staff members to carry out the Health and Safety Steering Group's duties.

#### Responsibilities:

- Consider the size and distribution of the undertaking and risks involved and ensure that the persons appointed are given adequate information and resources to enable them to fulfil their role effectively.
- Review health and safety performance on a quarterly basis.
- Review health and safety policy, arrangements and strategies, help decide priorities and set performance standards.
- Determine remedial measures and action to be taken by Aviva.
- Liaise with employee representative bodies.

#### **Aviva Senior Manager H&S**

#### Responsibilities:

- Provide professional advice and guidance to the UK Health and Safety Steering Group on all aspects of health and safety at Aviva.
- Monitor and communicate information on changes in legislation, regulations, codes of practice, newly identified hazards, health and safety products, and new working practices.
- Provide competent and timely advice on the day to day implementation and monitoring of plans by management.
- Call in expertise from outside Aviva UK, where appropriate.

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<sup>1</sup> UK GI SLT, UKL SLT, AI SLT and Functional Leadership Teams from Group Centre and Shared Services  
Health and Safety Policy, Aviva UK Policy Statement

- Liaise with regulatory bodies e.g. Environmental Health Services; Health and Safety Executive; Fire Authorities etc.
- Advise on health and safety aspects of external contracts.
- Facilitate appropriate training to enable staff to work safely with due regard to personal health and welfare.
- Receive relevant communications from management and departments about proposed changes in projects which may affect health and safety and give appropriate advice.
- Member of Aviva UK H&S Steering Group and member of/advisor to the local Health and Safety Committees.

### **Directors, Heads Of, Managers and Team Leaders**

#### Responsibilities:

- Provide adequate resources, including staff, time and finance, to ensure that health and safety is managed effectively.
- Provide clear direction and take full responsibility for ensuring that all factors are considered which could lead to ill health, injury or loss.
- Ensure that all relevant performance standards contained in the Health and Safety Policy are fulfilled ~ especially risk assessments and the implementation of control measures.
- Ensure that when business decisions are being made, health, safety and welfare considerations are always included as an integral part of planning and implementation.
- Identify training needs to enable staff to work safely. Ensure this is provided, understood and practiced by staff.
- Review health and safety performance regularly and give feedback to their staff.
- Ensure that health and safety is included on the agenda for all team meetings.
- Ensure that all hazards, 'near misses' and accidents are reported and where applicable investigated in accordance with the appropriate procedure.
- Provide the ALT with feedback on health and safety performance.
- Maintain as appropriate easily retrievable records of all health and safety matters for inspection by Auditors, Employee Representatives (union and non-union) or the Company's Health and Safety Steering Committee.
- Complete a health and safety induction checklist with all new members of staff within one week of commencement of employment.

### **Location Managers/Site Leads**

#### Responsibilities:

- Ensure that appropriate health and safety training has been completed by all fire marshals and first aiders.
- Establish and chair a local Health and Safety committee. Delegate individual tasks to committee members. Ensure appropriate minutes are taken.
- Coordinate health and safety activities with all occupants of the building.
- Ensure Site Logbooks are kept up to date and are available for information purposes and audit procedures.
- Coordinate the emergency evacuation of their location during any security or other incident.

## **All Employees**

### Responsibilities:

- Employees at all levels are expected to have due regard for the health and safety of themselves and others.
- Work in accordance with the Company's Health and Safety Policy and procedures.
- Report all accidents, defective equipment, dangerous situations, significant hazards, 'near misses' to their team leader or manager and log on Reportline.
- Undergo any necessary training requested.
- Co-operate in meeting all statutory and Company requirements.
- Never interfere with or misuse anything provided by the company in the interests of health & safety.
- Make full use of protective clothing or equipment provided by the Company (if applicable).
- Refer all other health and safety concerns to their team leader, manager, or employee representative.

*Non-compliance with the Company's Health and Safety Policy may result in disciplinary action.*

## **Communication of Health and Safety information**

- The Senior H&S Manager in conjunction with the Aviva UK Health and Safety Steering Group will ensure that employees receive all necessary information on health, safety and welfare to provide a safe workplace, safe systems of work and safe people at work.
- This general Policy Statement will be posted on all Company notice boards and Aviva World.
- General safety information, e.g. safe working practices will be shown in the health and safety section on Aviva World.
- Minutes of all local Health and Safety Committees meetings will be displayed on building notice boards or by other suitable methods (as will the names of committee members)
- All staff are required to complete the Essential Learning computer-based training package on an annual basis, which includes an overview of health and safety policy and supporting procedures.

## **Consultation with employee representatives**

The Company will comply with the Health and Safety (Consultation with Employees) Regulations 1996 and Aviva UK will consult with representatives on such areas as:

- Introduction of any new health and safety measures in the workplace.
- Arrangements for appointing the competent persons who advise the Company and who administer evacuation procedures.
- Health and safety information the Company gives to its employees.
- Introduction of new technologies and methods of work, and the subsequent effects on the health and safety of employees.
- Organisation of any health and safety training, which the Company is required by law to provide.

## **Development, ratification and implementation of the Aviva UK Health and Safety Policy**

Development - The Health and Safety Policy will be developed by the Senior Health and Safety Manager in conjunction with the Aviva UK Health and Safety Steering Group.

Ratification - the Aviva UK Executive will approve and sign off the Health and Safety Policy. Details will be published on the Company`s intranet site.

Implementation - once the Health and Safety Policy has been ratified, Leaders will be responsible for ensuring the day to day implementation of the policy arrangements, within their area of control.

Auditing health and safety performance - Regular audits will be undertaken by the Health and Safety Team. The results of these audits, together with the appropriate recommendations, will be presented to the Aviva UK Steering Group.

### Change History

Version	Date	Status	Remarks
1.0	July 2019	Final	Change of H&S ALT lead to Kevin Moss Change of Steering Group Chaired to Fiona Beale
1.1	July 2020	Final	No Change
1.2	July 2021	Final	Change of H&S ALT lead to Nick Amin Change of Steering Group Chair to Neil Grady