

PricewaterhouseCoopers LLP
UK Firm's Health & Safety Policy

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Statement of Intent

This document supersedes the previous version dated November 2005.

PricewaterhouseCoopers LLP seeks excellence in every aspect of its business and is committed to ensuring the firm complies with its legal duty under the Health & Safety at Work Act 1974, to ensure the health & safety of its partners and employees, visitors to our places of business and others directly affected by relevant activities under the firm's control.

It is PricewaterhouseCoopers policy to ensure, so far as is reasonably practicable;

- A safe place of work, access and egress.
- Safe maintenance and operation of plant, equipment and systems of work.
- Provision of adequate welfare facilities.
- Adequate training, information and instruction for employees.
- Consultation with partners and staff on health & safety matters.
- Partner and staff cooperation in matters of health & safety.
- Identification of hazards and assessment, reduction and control of risk.
- Investigation of all accidents at work and cases of work related ill health and the implementation of appropriate remedial action with the aim of preventing reoccurrence.
- Use, where required, of competent contractors.

PricewaterhouseCoopers LLP will, in accordance with Regulation 7 of the Management of Health & Safety Regulations 1999, employ a competent person to advise on matters of health & safety.

This Health & Safety Policy will be accessible to all partners and staff via the PwC internal Portal. Reference is made to the Health & Safety Policy in the Employment Manual. The Policy is available to other interested parties on request.

In accordance with health & safety legislation, this policy will be reviewed on a regular basis.

Overall responsibility for the management of the policy lies with the Head of Infrastructure & Procurement in his capacity of Health & Safety Partner.

The day-to-day implementation of the Health & Safety Policy is the responsibility of the HS&E Team, and local Facilities Management Teams

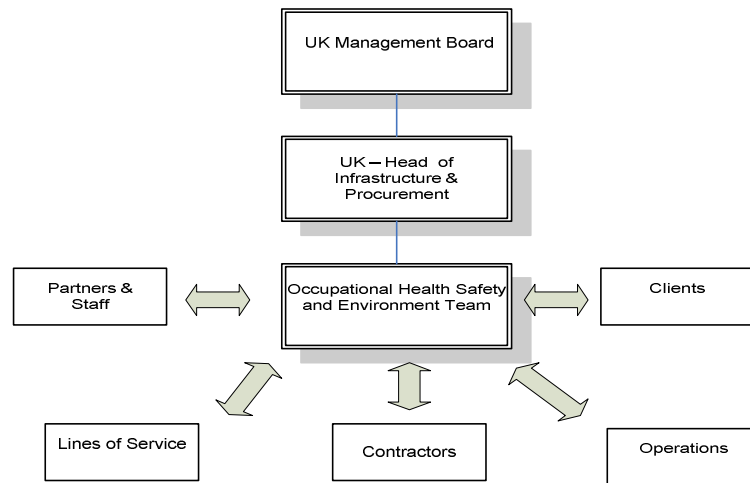
All partners and staff have a responsibility under The Health & Safety at Work Act 1974 for their own health & safety and that of their colleagues while at work.

This Statement represents our general commitment to provide a safe working environment and informs our specific policies and practices for health and safety. This statement and details of our working arrangements and responsibilities are accessible to all our employees via the internal PwC Portal and to other interested parties via our website (www.pwc.com/uk) and on request. Reference to this Health and Safety Policy is included in our Employment Manual.

Roger Reeves

Head of Infrastructure & Procurement and Partner-in-charge of Health & Safety, January 2008

Organisational responsibilities



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Responsibilities of the UK Management Board

All members of the UK Management Board have a responsibility to ensure the firm's compliance with relevant health & safety legislation.

Responsibilities UK Head of Infrastructure and Procurement (Partner responsible for Health & Safety)

The Health & Safety Partner, the Head of Infrastructure & Procurement, is responsible for the implementation of a comprehensive health & safety system.

Duties of PwC's Occupational Health, Safety & Environment Team (HS&E)

The HS&E Team is responsible for ensuring that PwC's activities, in relation to its business, is compliant with Health & Safety legislation, guidance, and best practice.

The HS&E Team is responsible for the implementation of procedures to ensure:

- A safe place of work, access and egress.
- Safe maintenance and operation of plant, equipment and systems of work.
- Provision of adequate welfare facilities.
- Adequate training, information and instruction for partners and staff.
- Partner and staff cooperation in matters of health & safety.
- Consultation with partners and staff on health & safety matters.
- Risk assessments are carried out in accordance with the Management of Health & Safety Regulations 1999.
- To carry out health & safety audits, inspections and investigations in conjunction with I&P Facilities Management Team members and to collate accident/incident/near misses statistics to fulfil reporting requirements under RIDDOR.
- To ensure procedures are in place to liaise with contractors in matters of health & safety in relation to the work they are to carry out on behalf of the firm.
- To keep under review the Health & Safety Policy and procedures.
- Advise partners and staff on health & safety matters.
- To co-operate with clients of the firm in relation to the provision of health & safety information.

- To report health & safety performance to the UK Head of Infrastructure & Procurement and UK Management Board.
- To liaise with local authorities on health & safety matters.

Duties of Facilities Management Teams

Facilities Management Teams have a duty to assist in the implementation of PwC's Health & Safety Policy at a local office level.

These responsibilities include:

- Keeping under review first aid requirements for each office and to recruit, appropriately train and communicate the names and contact details to all partners and staff.
- Keeping under review fire warden requirements for each office and to recruit, train and communicate the names and contact details to all partners and staff.
- Ensuring statutory notices, including Health & Safety Law posters, fire notices and emergency procedures are up to date and clearly visible.
- Ensuring the weekly testing of the fire alarm bell and planned evacuation drills are completed.
- Maintaining records of fire drills, inspections, incidents and other matters relating to Fire Safety in the Fire Log Book.
- Ensuring that all partners and staff are fully aware of the emergency fire evacuation procedures in the areas in which they work and that they know what actions to take in the event of discovering a fire.
- Ensuring all partners and staff receive any relevant health & safety training required.
- Ensuring that accidents/incidents and near misses are recorded and investigated.
- Ensuring all statutory testing and inspections are current for their office.
- Ensuring good housekeeping throughout their local offices.
- Ensuring arrangements are made where necessary for the safe use, storage, transfer and disposal of hazardous materials and waste.
- Liaising with the HS&E Team on safety audits, risk assessments and other inspections, ensuring that remedial action arising from the inspections is taken and that adequate records are kept.
- Ensuring when contractors are on site they have been briefed on PwC health & safety requirements.
- Co-operating with the HS&E Team on any other health & safety related issues.

Responsibilities of Line of Service Customer Representatives

Line of Service Customer Representatives are appointed to represent the staff in each office and in particular to:

- Familiarise themselves with PwC's Health & Safety Policy.
- Report any hazards identified through PwC's reporting channels.
- Disseminate health & safety information on behalf of the HS&E Team to all partners and staff within their line of service.
- Attend Customer Rep meetings where health & safety issues/matters are discussed and addressed.

Duties of all Partners and Staff

All partners and staff have a responsibility to ensure the policy is implemented and carried out effectively within their area of responsibility. Success in maintaining high health & safety standards depends on continued support and co-operation from all partners and staff.

Partners and staff can contribute to maintaining and improving PwC's health & safety standards by:

- Ensuring potential hazards are reported and taking appropriate measures to protect others from the identified hazard.
- Understanding and observing safe working procedures and practices implemented by PwC.
- Ensuring the equipment that is used is in good condition and is used only for the purpose it is intended.
- Participating in health & safety training and retraining programmes.

All partners and staff have a duty of care to visitors they invite onto PwC premises.

Arrangements

1. A safe place of work, access and egress

- Access and Egress

All entrances, exits and walkways are regularly checked by fire wardens, security, Welcome staff and Facilities Management Team members to ensure they are kept clear of any obstructions. The firm employs third party contractors to ensure all areas are kept clean and in good repair.

- Office Fire Precautions and Emergency Evacuation Procedures

Fire precaution legislation requires workplaces to have an up to date fire risk assessment which highlights all fire related risks and the controls in place. Legislation also requires employers to have in place procedures and other provisions to ensure that there are appropriate means of raising an alarm, evacuating premises and where reasonable fighting fire, should a fire occur in the workplace.

PwC will ensure that each office is equipped with the correct fire detection systems. The services of a specialist contractor are employed to manage the testing and maintenance of all fire detection equipment and in those offices where there is a suppression system and all portable appliances in the office. A competent person, in accordance with manufacturer's instructions, will examine portable fire extinguishers once annually. The services of a specialist contractor are employed on an annual basis to carry out a general inspection to ensure that fire appliances are not obstructed and are readily available for use.

A fire risk assessment will be conducted on all premises on an annual basis in accordance with health & safety legislation by a third party who specialise in fire safety. Responsibilities for any corrective actions will be assigned to relevant staff and the actions monitored by the central HS&E Team. The assessment will take into account the hazards that cause fires, and how to prevent and eliminate those hazards. These include storage of flammable substances, hot works and electricity in the workplace, the storage of combustibles, waste products, catering and cooking facilities and housekeeping. The assessment will also consider vulnerable people such as visually and hearing impaired partners and staff, young persons and those who have difficulty evacuating via the normal route.

Nominated Fire Wardens will be trained to the appropriate building specifications as highlighted in the risk assessment. Their duties are to aid in weekly fire safety checks and practice evacuations, and to take action in the event of an emergency evacuation. The names and locations of the Fire Wardens can be found on all notice boards throughout the buildings.

All emergency exits and escape routes from buildings will be clearly marked and a fire extinguisher located by the emergency exits, to aid the means of escape if necessary.

The appropriate fire warnings and notices will be posted in all offices, clearly visible to all partners and staff. Exits will be adequate, kept clear of obstructions and will be clearly visible and signed. Emergency instructions are clearly marked on the reverse of all visitors security passes.

Weekly fire alarm tests, maintenance of equipment, fire training and fire drills will all be logged. All partners and staff should familiarise themselves with fire evacuation procedures. A fire evacuation drill will be carried out at least once a year under the supervision of a third party

specialist who will provide a full report on the drill with recommendations and proposed time span until next drill. All visitors will be informed of the fire evacuation procedures when on site.

Personal Emergency Evacuation Plans (PEEPS) will be provided for those Partners and Staff who require them and these will be reviewed on a regular basis

PwC enforces a policy of no smoking in all its buildings

- First Aid provision

The firm recognises the need to provide adequate first aid equipment and facilities. In accordance with First Aid at Work regulations, the facilities management team in each building will ensure that there is a sufficient number of fully trained First Aiders available. It is the facilities management team's responsibility to carry out a first aid risk assessment, to establish the office first aid requirements and the appropriate number of volunteers recruited. The central HS&E Team will review these risk assessments as part of the building risk assessment programme.

The names and location of all First Aiders will be posted on all notice boards. PwC will provide First Aiders with appropriate equipment that has been risk assessed to meet the needs of the risk factors present. Replacement first aid equipment will be made available when necessary. First Aiders will report all work related accidents/incidents that they deal with.

There will be a sufficient number of First Aiders trained per office to ensure that there is first aid cover at all times, taking into consideration sickness, absences and annual leave.

First Aiders will only attend First Aid at Work courses approved by the HSE. Each First Aider will be responsible for the maintenance of their first aid equipment.

Co-ordination of the first aid training programme and provision of supplies will be provided by the HS&E Team.

2. Safe maintenance and operation of plant, equipment and systems of work

The firm will ensure that all equipment provided is suitable for its task and has been manufactured to the appropriate British standards. In order to reduce the risk of any injury occurring from the use of work equipment, arrangements will be made to ensure that all office equipment, including furniture that is provided, meets all statutory requirements. Assessments will be included at the procurement stage. Where necessary, the firm will ensure that the equipment has any mandatory safety features, to minimise the risk of injury. It will also ensure that in the selection of office equipment and other work equipment, various factors such as noise, heat and fume emission, and suitability for its environment are considered.

Where partners and staff are required to use any hazardous equipment, the firm will ensure that they are fully trained and competent, before being allowed to operate or maintain such equipment. The firm will ensure that all relevant equipment is accompanied with any statutory test or examination certificates.

Where necessary, local authorities or any other enforcing authority will be informed of any special plant on site.

The firm will only employ/contract a competent person to carry out the maintenance and repair of all work equipment and plant. Maintenance schedules will be maintained and all records will be kept by the contractor and be available for PricewaterhouseCoopers to inspect.

- Plant and Machinery

A third party contractor maintains all plant, machinery and equipment in good repair. Regular planned maintenance is carried out on all equipment, such as lifts, boilers and window cleaning cradles, and records kept centrally which each building facilities management team can access.

- Equipment and tools

All equipment used in the course of maintaining the building, plant and machinery is fully tested prior to use and a visual check made every time it is used. Hand tools and equipment are correctly stored and kept under lock and key.

- Electrical Equipment

All electrical equipment, including computers, printers and fax machines are PAT tested on a regular basis. Results are kept centrally and each piece of equipment tested is tagged on the last date of testing. Laptops and desktop computers are replaced on a regular basis regardless of condition.

The firm will ensure that any electrical equipment that is supplied meets relevant standards. Plant and equipment will be maintained as required following manufacturers recommendation and health & safety legislation.

Electrical supplies will be correctly supplied and maintained by a competent person and all statutory testing undertaken. Additional appliances will be provided to ensure that connections are safe.

- Asbestos

The firm recognises its obligation under the Control of Asbestos at Work Regulations 2002 and, as part of its duty has completed a full assessment of all buildings. A register of any asbestos located is maintained centrally and the firm has taken all precautions to ensure all partners, staff and visitors to any PwC site are not exposed to this substance.

- Provision of a firm's car

The firm provides an optional car-leasing scheme. All cars are delivered in safe working order and are regularly recalled for a full service to be carried out. On delivery, each partner or staff member is given instruction on the cars operation. Guidance is given to all drivers which includes pre travel checks to be carried out prior to travel and a list of daily, weekly, monthly checks the drivers is required to routinely carry out.

All cars arrive with correct documentation and each driver's licence is checked centrally. Any person that is required to use a vehicle on firm's business will be competent and have the necessary licence and experience.

- Driving for firm's business in own car

A random check of licences and insurance will be made on employees using their own car for business.

- Mobile phone use when driving
It is illegal to use a hand-held mobile phone whilst driving. The firm recognises its duty to all partners and staff and discourages the use of mobile phones, even with the assistance of hands free kits whilst driving. Partners and staff are encouraged to use voicemail services to receive messages whilst driving and to retrieve or respond to messages only when the vehicle is parked.
- Office Equipment
The firm will use the relevant legislation as guidance in the selection of all its office equipment, to ensure compliance. The firm will also ensure that all partners and staff have access to the basic workstation requirements.
- Emergency Lighting
All emergency lighting systems where PwC has control, are regularly checked and back-up generators are maintained and checked by a third party contractor.
- Lifting Equipment
The firm will ensure that any equipment, which falls under the Lifting Operations and Lifting Equipment Regulations, will undergo the correct testing, inspection and examination at the required intervals. This equipment includes goods and passenger lifts, lift trolley jacks, pump trucks and cradles. The firm will also ensure that all persons operating the equipment are trained and competent to do so. A third party specialist supplier will be employed to carry out the checks and tests.

All maintenance and test certificates will be maintained centrally and Facilities Management Teams will be able to locate the information via a central database.

- Noise at Work
Any equipment that emits excessive noise levels, defined in statutory guidelines, will be segregated from normal work areas; in addition, the appropriate signage and warning notices will be posted in the area. Noise assessments will be made in accordance with Noise at Work Regulations and all appropriate measures to reduce the noise levels will be taken, if necessary. Partners and staff required to work in these areas will be issued with the correct personal protective equipment, instruction and training.
- Systems of work
Any work to be carried out that is hazardous should be conducted under a permit to work that is centrally logged. Contractors carrying out hazardous work are requested to submit a risk assessment and safe method of working on activities to be carried out. Where possible, such activities will be carried out outside normal working hours. If the work has to be carried out during normal working hours, measures will be taken to ensure the safety of all partners, staff and visitors and that they are segregated from the works area. The contractor should make all records available to the central HS&E Team on request and should ensure the Facilities Management Teams are consulted on all works.

All contractors coming on site are issued with the firm's Health & Safety Policy and a copy of the "Safety Health and Environmental Information for Contractors" document.

3. Provision of adequate welfare facilities

- Washroom facilities

The firm provides adequate washroom facilities for both sexes, and employs a third party contractor to ensure all washrooms are kept clean and maintained in good repair.

- Expectant and new mothers

The firm recognises its duties to new and expectant mothers, defined as a pregnant partner or staff member, a partner or staff member who is breastfeeding or who has given birth within the last six months.

The firm will carry out a general risk assessment for those partners and staff who formally notify the firm (through the Employee Service Centre) of their pregnancy. The assessment, which will be carried out by the HS&E Team, and is intended to identify any risks associated with carrying out their work whilst pregnant and to make recommendations.

Guidance notes will be issued to the partner or staff member to advise on best practice whilst working.

Each office has a quiet room where expectant and new mothers can sit and rest if required. The local building facilities management team can advise partners and staff members of the room's location.

- Young Persons

The firm will ensure that any young persons, defined as a person under the age of 18 employed permanently or for the purpose of temporary work experience, have had the proper training and information before starting work. A general assessment will be conducted before the young person comes on site. The results of the assessment will be issued to the school/college if necessary and in cases where the person is under the minimum school leaving age (MSLA) a letter accompanying the findings of the risk assessment will be sent to the parents/guardian. The firm will ensure that whilst on site the individual has received the correct training in the use of work equipment and has sufficient supervision.

In preparing the risk assessments, the firm will consider the immaturity and inexperience of the young person and the consequential lack of awareness of risks. The assessments will also look at the extent of exposure to any chemicals etc. they may be exposed to, the nature and layout of the work area and the types of equipment, methods of use and work activities to be undertaken. Any young person will not be expected to:

- Work beyond their physical or psychological capabilities.
- Work involving harmful exposure to radiation.
- Undertake work that involves risks to health because of excess noise vibration or extreme heat or cold.
- Work with harmful exposure to any agents, which can chronically affect their health.

- Catering and Vending

All catering and vending areas are maintained and cleaned by third party contractors. An independent third party contractor tests all water systems on a regular basis and results are kept centrally on a database accessible to all Facilities Management Teams.

- Smoking

PwC offices have a complete no smoking policy. Smoking will not be permitted in any part of our buildings which is either enclosed or partially enclosed. This includes the immediate vicinity (within 5 metres) of public entrances to any PwC buildings.

- No smoking policy in cars

The Health Act 2006 bans smoking in cars (whether they are privately owned, leased or company cars) where the primary use of the car is for business purposes or where the car is used by more than one employee.

Therefore, if a car is used primarily for business journeys, then the car must be No Smoking and display the appropriate No Smoking warning notice. If this applies to a car that is leased through the firm, the partner or staff member is required to advise the PwC Helpdesk at Masterlease on 0870 732 4333 who will supply the necessary warning notice.

4. Training, information and instruction for partners and staff

The firm acknowledges the importance of, and its responsibility for training, and is committed to ensuring that all staff receive adequate and relevant training in health & safety and safe systems of work issues.

The firm will provide training for all partners and staff to ensure their safety and well being. Health & safety training has a wide variety of training implications from induction training to specific task training. Particular emphasis will be given to job safety training in the use of equipment and manual handling.

All training which is conducted will be carried out by those who are competent to do so. A review of training requirements will be carried out at intervals.

All new partners and staff are given induction training on general health & safety and fire issues.

All staff will be required to attend health & safety courses when required.

All training carried out by staff is documented on PwC systems.

- Partner and Staff Training

PwC will provide training for all Partners and staff to ensure their safety and wellbeing.

- Task/job

Training required in order for the job/task to be completed will be provided by the Line of Service or function of Operations, either by in-house or external trainers, dependant on the training required.

- Work Station Display Screen Equipment Assessment

The HS&E Team carry out a generic risk assessment on all workstations, including the desk, chair, and electrical equipment, such as the computer. Each partner and staff member is required to complete a self-assessment, which can be accessed via the on line computer based training programme. The results are reviewed by a trained assessor and if any issues arise, a trained assessor will visit the partner or staff member to correct any issues or advise HC of a need for additional guidance from the Occupational Health team. Partners and staff

are encouraged to report any symptoms they experience which could be associated with their workstation.

- Manual handling

The firm recognises its duties to assess any task that involves a risk of injury from manual handling. The aim of the assessment is to identify controls that need to be put in place, to reduce the risk of injury posed to any partner or staff member, due to manual handling or lifting. The risk assessment will include an analysis of the task, the load, the work environment and the individual's capability.

In the event where manual-handling risks cannot be removed, nor completely controlled, the firm will ensure that sufficient warning, information and training is provided to the operator, so that they are aware of the risks and can act accordingly.

If it is deemed that specific training is required, then this will be arranged through a competent person. An online training package will be made available for those partners and staff at low risk. General manual handling information and instruction will be issued to all partners and staff.

In relation to manual handling tasks, it is the duty of partners and staff to:

- Follow appropriate systems of work that are laid out for their safety.
- Cooperate with their employer on matters.
- Inform the employer if they identify any manual handling activities.
- Take care to ensure that their activities do not put others at risk.

- Information and Instruction

The firm has various levels of information and instruction which are available to meet the specific needs of individual requests.

- Partners and Staff

General health & safety information relevant to partners and staff will be located on the firm's internal Portal. Information is also included in every Welcome Pack issued to all new partners and staff.

- Visitors

On arrival at any PwC office, all visitors are issued with a visitor's pass, which has relevant Health & Safety information printed on the reverse. All visitors should remain with their hosts and in the event of an emergency their host will guide them.

- Contractors

All contractors will be issued with the firm's 'Safety Health and Environmental Information for Contractors' document at appointment stage and on arrival at site. The local Facilities Management Team or person responsible for the contract will ensure the contractor is fully aware of PwC's Health & Safety Policy, emergency procedures and contractor's site rules and any information relevant to the task to be completed.

- Facilities Management Team
Relevant guidance on health & safety issues which are pertinent to the management of PwC offices is located on the Occupational Health, Safety and Environmental Database which is accessible by all Facilities Management Teams.

The HS&E Team also runs an annual “Continual Development Points” system for facilities management teams on relevant areas of health and safety. Attendance at specified courses is mandatory.

5. Consultation on matters of Health & Safety

The firm has a duty to consult with all partners and staff on Health & Safety matters.

- Facilities Management Network
Each PwC building has onsite facilities management staff. This network provides a two-way flow of information between local staff and the central Health & Safety team, in relation to any Health & Safety issues throughout the firm.
- Customer Representatives Groups
Each PwC building has what is termed a ‘Customer Representative Group’. The group comprises a representative from each Line of Service within that building. The group provides a forum for dialogue between partners and staff and support service providers including consultation on such matters as health & safety. Representatives also provide a mechanism for reporting health & safety issues to management. Groups meet periodically and minutes are taken for each meeting.
- Partners and staff
The firm encourages the involvement of all partners and staff to play a part in maintaining effective Health & Safety standards within their working environment and work activities, and to provide a method of communicating unsafe conditions and practices.

6. Hazard assessment, reduction and control

The Management of Health & Safety at Work Regulations 1999 places a responsibility on employers ‘to make a suitable and sufficient assessment of the risks to the health & safety of his employees, and the health & safety of persons not in his employment, arising out of, or in connection with the conduct by him or his undertaking.’ The concept of risk assessment involves assessing the likelihood that a hazard will cause a predictable adverse affect, and putting controls in place to control the risks before they cause problems that can lead to losses.

The firm acknowledges its responsibilities to its partners and staff and those not in its employment and has put procedures in place to fulfil its duties with regards to risk assessment.

- Buildings
The central HS&E Team completes all PwC building risk assessments following the annual fire risk assessment to ensure recommendations/actions made in the fire risk assessment have been carried out. All assessments are logged on a central database which is accessible to all facilities management teams. Following each office visit an action sheet is produced which the Facilities Management Team has to complete and the health and safety team monitor. The central HS&E Team will complete spot visits and a periodic full audit of all systems and processes.

- Generic role descriptions

A number of generic role descriptions have been completed, each of which contain a health risk assessment. The purpose of these role descriptions is to assist the Occupational Health Services team in effectively assessing pre-employment health assessment and advising on partners and staff fitness for work assessments, by having a good understanding of the role requirements and potential health risk. A copy of each risk assessment is logged with the firms Occupational Health department and on the Occupational Health, Safety and Environmental Database.

The firm recognises that some partners and staff may experience difficult times both in their personal and working lives. An Employee Assistance Programme has been provided for all partners and staff and their immediate family members. A confidential, independent counselling service including a telephone helpline 24 hours a day, seven days a week, provides counselling and advice on a broad range of issues by a nationwide network of professional counsellors. In addition, face-to-face counselling sessions can be made available as required. .

- Working Time Regulations

All partners and staff are required to record all hours on firms business (including holidays, sickness and other absences) on an electronic time system that allows the firm to monitor the hours worked by each partner or staff member

- Display Screen Equipment/workstation

There is a duty imposed on employers to assess the risk of possible harm caused to the user of equipment such as computers, microfiche, scanners and other types of equipment that requires the user to focus on the screen for information and inputting. The Display Screen Equipment Regulations require an assessment of various components of the workstation, which include computer hardware, chairs, work surfaces and the general working environment.

The HS&E team will carry out a generic risk assessment on all workstations, including the desk, chair, and electrical equipment, such as the computer. Each partner and staff member is required to complete a self-assessment which can be accessed via the on line computer based training programme. The results will be reviewed by a trained assessor and if any issues arise, a trained assessor will visit the partner or staff member to correct any issues. If any issues cannot be resolved, the partner or staff member will be referred to the HS&E team who will investigate further and can initiate a Physiotherapist postural assessment at their workstation. In addition, the partner or staff member can be referred to Occupational Health via their Human Capital representative. Partners and staff are encouraged to report any sign or symptoms they experience which could be associated with their workstation.

The firm endeavours to ensure high ergonomic standards. Every partner or staff member using Visual Display Units or any other display screen equipment (DSE), must use the equipment properly and use the system of work or other measure provided for their health & safety.

Eyesight tests are available to all DSE users on request. Requests for vouchers should be made prior to the eye examination. The voucher will cover the full cost of the examination. The firm will contribute to the cost of corrective appliances, if they are deemed necessary for sole use with VDU (visual display unit) work. The costs covered will be the equivalent to a basic frame and lens (equivalent to NHS price). In accordance with the Regulations, this does not cover the cost of any reflective coating. Any requests should be made to the PwC Health and Fitness team. Information about eye tests is available to partners and staff via the firm's internal Portal.

Where necessary, arrangements are made for adjustments to be made to portable computers, as recommended by current legislation.

- Events

Any event that is organised, sponsored or funded by the firm and is outside the normal work of the firm will be risk assessed by the central HS&E Team on notification by the event organiser. Details of the event should be submitted to the central HS&E Team, who will provide a comprehensive risk assessment and guidance for the event. Event organisers are obliged to request a risk assessment under the firm's guidance for events.

- Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations (COSHH) requires that assessments be carried out where hazardous substances are used in the workplace. The firm has a duty to partners and staff and other persons exposed to hazardous substances arising out of our work activities. The firm's duty primarily is to control the level of exposure of partners and staff to the hazardous substances, which may affect the health of the partner or staff member.

It is necessary to identify all hazardous substances in the workplace. With co-operation from the suppliers, contractors and Facilities Management Teams, the HS&E Team will develop and maintain a register of all hazardous substances.

Any identified risk factors, control measures (which will include storage and handling requirements to reduce risks), user training requirements and also first aid procedures for any incident involving the substance will be listed.

7. Investigate all accidents at work and cases of work related ill health and implement appropriate remedial action with the aim of preventing re-occurrence

- Accident reporting

Partners and staff should report all accidents/near misses that occur on PwC premises by completing the accident form located on the firm's internal Portal and submitting the completed form to their local Facilities Management Team. The form is designed to collate as much detail as is necessary to carry out a full investigation. Details of the accident must also be input into the accident recording section of the Occupation Health, Safety and Environmental database by the reporting Facilities Management Team member. This will ensure that there is a central record of all accidents throughout the UK. The objective of accident investigation will be to enable prompt remedial action to be taken.

Any accident which occurs at a client site should be reported to the client and also to the HS&E Team at PwC.

Any accident that occurs in a firm's car or in a partner or staff member's own car while on the firm's business, should be reported using the accident form located on the firm's internal Portal. This form should be submitted direct to the HS&E Team. (This does not remove the responsibility to report any accident in a fleet car through the proper channels).

The Facilities Management Teams will be responsible for ensuring that concise records are kept of accidents involving partners and staff, working in the office and visitors or members of the public.

- Accident investigation

In the first instance the local Facilities Management Teams will investigate all accidents and all documents relating to the accident will be held on file. The accident details will be logged on to the accident recording section of the Occupational Health, Safety and Environmental Database.

All investigations should include the detailed circumstances of the accident in order to:

- Prevent recurrence.
- Assist in planning.
- Fulfil legal requirements.
- Provide feedback information.

This will enable any accident trends to be recorded and monitored and aid in the collation of accident statistics.

Accidents that fall under the remit of RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations) reporting will be reported to the appropriate authority by the HS&E Team. Serious accidents will be reported to the HS&E team immediately who will carry out further investigations:

- RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations requires employers to report specific accidents to the enforcing authority on form F2508. The HS&E Team will ensure that all accidents reportable under RIDDOR are done so within the specified timescale, through a central recording system, set up by the HSE. All forms will be kept centrally.

- Injury claims

Any accidents that result in a personal injury claim from a partner or staff member or otherwise, must not be dealt with directly. The firm's Insurance department will deal with any solicitor's letters or other legal correspondence regarding claims for compensation of any nature. All correspondence of this nature should be immediately reported to the firm's insurers. Details of the firm's insurers can be found on the firm's internal Portal.

8. Employment of competent contractors

The firm has an obligation to ensure that any persons or company employed to carry out work on its behalf are fully trained and competent. Contractors need to demonstrate that they have an understanding of Health & Safety legislation and their legal obligations.

The HS&E Team will be responsible for all known contractors' Health & Safety evaluations.

- Tender Stage

As part of the tender process, prospective contractors have to complete a health & safety questionnaire and provide any relevant documentation. On receipt of this information, the central HS&E Team will review the documentation and answers, and provide a scorecard to be taken into consideration in deciding which contractor to employ.

- Induction Stage

Prior to the contractor commencing work, the firm's Health & Safety policy and 'Safety Health and Environmental Information for Contractors' will be passed on to the selected contractor. The contractor's risk assessments and methods statements will be updated to cover the actual task

to be completed and reviewed by the central HS&E Team. On arrival on site, the local Facilities Management Team/contracts manager will ensure that contractors are made aware of any site specific health & safety procedures.

- Control of work by Contractors

Whilst work is being carried out, the local facilities management team/Contract Manager will monitor the work being carried out and ensure the working practices are in accordance with the risk assessments and method statements submitted by the contractors. They will also ensure contractors are adhering to the Safety Health and Environmental Information set out by PwC.

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