



1. **Health and Safety**

1.1 **General Statement of Policy**

Great Portland Estates plc (the “Company”) acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all of its employees, of contractors working on premises over which it has control, of visiting members of the public, and all others affected by their activities. The Board of Directors are committed to ensuring the health and safety of company employees and all those affected by its activities as far as is reasonably practicable.

The Company recognises that current legislation is the minimum standard to which all objectives should be set and will strive to ensure that relevant Legislation, Approved Codes of Practice and Health and Safety Executive Guidance Notes are met. The achievement of health and safety objectives is ranked alongside the achievement of other company objectives.

The Company employs a Health and Safety Manager reporting to the Finance Director and external health and safety consultants to assist it in complying with its health and safety objectives.

The allocation of duties for health and safety matters and the particular arrangements to be made to implement this policy are set out in the appended Health and Safety Manual.

The Company strives to continually improve its management of health and safety and measures its performance year against year. Any areas identified by employees, the Health and Safety Manager or by the Company’s health and safety consultants, as requiring improvement will be considered and implemented where appropriate.

The Company recognises that a good health and safety record will contribute to the overall business performance of the Company through fostering a better relationship with its employees, tenants and visitors and through reducing overall liabilities.

It is recognised that accidents and ill health often result from failings in the health and safety management system. Through a positive health and safety culture the Company ensures all accidents are reported and investigated as necessary with a view to preventing a recurrence.

The Company will provide and maintain safe and healthy working conditions, in particular, ensuring so far as is reasonably practicable, that:

- The premises, plant and equipment are kept in a safe condition and without risks to health;
- Working systems and practices are safe;

- All employees receive adequate and sufficient information, instruction, training and supervision in how to carry out their work with regard for their own and other's safety;
- Safety factors are given proper consideration when any changes are made to the Company's operation or when new equipment is specified and installed;
- Employees who work away from the Company's offices are given suitable protective equipment, and adequate information and instruction on any hazards that they may encounter;
- All employees are actively involved in maintaining safe operating conditions and practices, and are given opportunities for consultation through the attendance of the Representative of Employee Safety at the Health and Safety Steering Committee; and
- The health and safety management system is used to assist, manage and control potential operational risks.

The Company recognises that people are one of its key resources and that the health, safety and welfare of its employees is of key importance in the achieving of the Company's objectives. In addition to policies and procedures in place and an Employee Assistance Programme, all employees may bring any concerns with regards to health, safety and welfare to the attention of their immediate line manager, to the Representative of Employee Safety or to the Health and Safety Manager.

The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained. This review will be carried out annually and an annual report will be presented to the board clearly setting out the Company's achievements in health and safety and future objectives.

This policy will be brought to the attention of all employees, contractors and tenants.

Approved by the Board on 25 March 2010 and signed on its behalf by

A handwritten signature in black ink, consisting of a stylized 'G' followed by a long horizontal flourish.

Chief Executive, Great Portland Estates plc
33 Cavendish Square, London W1G 0PW

It is intended that this policy covers Great Portland Estates plc incorporating its subsidiaries including B & HS Management Limited and all employees not based at the above address.