

Boot UK Limited Board Meeting

When - Bimonthly

Who - Chairman (Chair), Board members, Head of Group Safety

Role: Leadership prioritisation of H&S, Safety Policy review, long term strategy and budgetary approval, overall performance monitoring

Safety Steering Group

When – Quarterly

Who – **Exec** – UK Operations Director (Chair)

Retail Leadership Team – Divisional Director

Retail Operations – Operations Director

Group Safety – Head of Group Safety, Group Safety Manager, AP Safety Mgr

Properties – Director of Engineering and Properties Maintenance, Properties Safety Manager

HR – HR Director

OHS – Chief Medical Officer

- Role** –
1. To manage the governance of H&S in retail
 2. To develop high-level policies and procedures
 3. To make decisions about required corrective actions
 4. To lead integration of H&S and provide oversight of any major change programmes
 5. To ensure that a) our key risks (including those affecting reputation or exposure to enforcement action) are identified and b) our measures for controlling key risks are appropriate
 6. To have oversight of expenditure, budgets and plans associated with H&S
 7. To ensure that those that affect the management of H&S have a proper understanding of our H&S processes and standards
 8. To help manage matters of detail where there is a risk of serious enforcement action
 9. To provide leadership in achieving our H&S goals

Stores Leadership Team

Two- way communication with SLT in order that the SLT:

1. Understands our key H&S risks and trends
2. Is aware of our H&S plans and strategies
3. Takes action to remedy or influence key risks in their control
4. Provide intelligence on business changes that could affect H&S performance or risks
5. Provide feedback on suitability of our arrangements

Safety Performance Meeting

When – Monthly

Who – **Retail Ops** – Director of Operations (Chair), Policies and Procedures Manager

Group Safety – Group Safety Manager, AP Safety Manager, Retail Safety Advisors

Properties – Properties Safety Manager

OHS – Senior Medical Officer

- Role**
1. To monitor reactive measures, including accident performance, progress on corrective actions, cases of work related ill-health and enforcement action
 2. To review proactive measures including audit results and stores' feedback
 3. To identify trends and potential significant risks to the business from these proactive and reactive measures, including those affecting reputation or exposure to enforcement action
 4. To develop and implement H&S policies, procedures or training to address identified trends and key risks
 5. To oversee the integration of Boots and AP H&S approaches within our stores
 6. To pool knowledge of change programmes and ensure H&S implications are suitably considered
 7. To progress actions and safety strategies developed by the Steering Group within agreed timescales
 8. To feed into the Steering Group relevant intelligence e.g. trends and decisions e.g. budgetary spend, or policy decisions that cannot be made in isolation
 9. To provide leadership in achieving our H&S goals

NOTE: The above roles of the Safety Performance meeting are DRAFT and are to be agreed at the August 08 meeting

Divisional Operations Managers

Two-way communication with DOMs. Outputs to be communicated to DOMs in order for them to:

1. Influence plans
2. Prepare the business for any changes
3. Provide intelligence on business changes that could affect H&S performance or risks
4. Monitor effectiveness of changes made and suggest improvements