

HEALTH AND SAFETY POLICY

Introduction

This statement of policy sets out our intentions, organisation and arrangements for ensuring the health and safety at work of our employees, students, apprentices, visitors and contractors, whilst on our premises both in the UK and at our overseas offices. Supplementary to this general Policy Statement, there are, where required, specific policies/procedures describing, in detail, health and safety provisions.

Statement of intent

It is our policy to ensure, so far as reasonably practicable, the health, safety and welfare of our employees whilst they are at work, also of others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974 in the UK and all other related and relevant legislation as appropriate in the UK or in the UAE or Singapore for our overseas offices. Our overseas offices also need to comply with the Health & Safety procedures produced by the landlords of the overseas offices.

Objectives

In order to achieve compliance with the statement of policy, the following objectives have been defined:

- to set and maintain high standards for health and safety throughout the organisation
- to identify risks and set in place programmes to remove or reduce those risks
- to ensure that these standards are communicated to all employees
- to ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner
- to ensure the dissemination and discussion of relevant information on safety and health issues
- to monitor its operations throughout the organisation.

Responsibilities

In order to promote safe and healthy workplaces, the following responsibilities have been established.

Chief Executive

The Chief Executive has overall responsibility for Health and Safety which includes responsibility for implementing and monitoring the policy, principally through the Senior Management Team.

Health and Safety Committee

The Health and Safety Committee is responsible for:

- keeping the Health and Safety Policy under review and ensuring that it is revised as and when necessary
- reporting annually on progress to the Chief Executive via the senior management team meeting
- bringing to the Chief Executive's attention, any faults or areas of weakness in the Policy or in its implementation
- assist both the management and employees in the assessment and reduction of risk and hazards, by being aware of the implementation and effect of procedures and work in the workplace
- advise management on matters of concern expressed by employees and liaise/help in implementing control measures
- to take full part in the operation of the Health and Safety Committee.

The Senior Management Team

All of the senior management team are responsible for:

- the practical implementation of the Health and Safety Policy, the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation
- ensuring that the operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or those who may be affected by their activities
- ensuring that their area of responsibility is subject to risk assessment, regular inspections, audits and reviews
- ensuring, in the event of accident, that prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the incident are investigated and reported on, and that recommendations made as a result of an investigation are implemented
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- ensuring protective clothing/equipment is used at all times where and when necessary
- ensuring that appropriate training is provided to and completed by employees to reduce the likelihood of injury to the individual or others.

Managers of teams and departments

Managers are responsible for:

- understanding and implementing the health and safety policy in their area
- ensuring that their team is suitably trained in Health and Safety and knowledgeable about any risks of the work that they do
- ensuring that (with the involvement of their staff) a systematic risk assessment of all work activities is carried out and includes risks to others such as employees, visitors, apprentices, students etc where relevant. The findings of these assessments will

need to be recorded, reviewed on a regular basis and brought to the attention of all concerned

- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported
- seek guidance from HR when employing or have on work experience any person under the age of 18
- review their teams Health and Safety training requirements on an annual basis
- provide safety information when appropriate.

Individual Responsibilities

All employees, students and apprentices are required to:

- co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures/instructions
- make themselves familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s)
- complete any Health and Safety training provided by the organisation in a timely manner
- refrain from doing anything, or omitting to do anything, which causes danger to themselves or others
- immediately bring to the attention of their Line Manager or, Lecturer/Facilities team in the case of students and apprentices, any situation or practice of which they are aware, which may lead to injury or ill health
- take responsibility for good housekeeping in the area within which they work or study
- report all accidents, incidents and dangerous occurrences. Employees should do this in accordance with company guidelines, students and apprentices should report all accidents, incidents and dangerous occurrences to the Venue/Facilities Team
- wear protective clothing/equipment at all times as and when necessary, and to report any defects in such clothing/equipment to their supervisor
- to make themselves familiar, under direction, with fire fighting equipment.

Contractors

All Contractors working at our premises are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety while at our premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of those who may be affected by their work. Contractors will be required to demonstrate their competence to carry out specific work, prior to their engagement to the employee in charge of supervising their work.

Communication

The name of the person designated with the responsibility for health and safety at each of our premises will be clearly communicated at each site. This designated person will ensure that the relevant information to ensure the control of risks at that premise will be communicated to all staff and visitors.

London Offices: Claire Paule-Warren
Canterbury Office: Anna Boyce
UAE Office: Ehsan Razavizadeh
Singapore Office: Sara Mabelis

Consultation and training

We are committed to involving employees, students and apprentices at all levels, in the maintenance of health and safety standards, and to provide them with adequate information, instruction and training. External Health and Safety Consultants will be used to provide professional health and safety advice as required.

SIGNED:



NAME: Alex Fraser, Chief Executive

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