

HEALTH AND SAFETY POLICY

We are committed to ensuring the health and safety of anyone who is engaged with the delivery of our business activities and to provide a safe environment for all those attending our premises through regular assessments of risks in the workplace.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

1.1. What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- a) Assessing risks to health and safety and identifying ways to overcome them
- b) Providing and maintaining a healthy and safe place to work/visit and a safe means of entering and leaving our premises, including emergency procedures for use when needed
- c) Providing information, instruction, training and supervision in safe working methods and procedures as well as working areas and equipment that are safe and without risks to health
- d) Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained. Promoting co-operation between members of staff to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation
- e) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all those who are impacted by the changes.

The Chief Executive has overall responsibility for health and safety and the operation of this policy and has nominated the Head of Operational Support as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters. In their absence, the responsibility falls to the Deputy Chief Executive.

We recognise that everyone shares responsibility for achieving healthy and safe working conditions and you must consider the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

Any health and safety concerns should be reported to the Principal Health and Safety Officer or to a member of staff. Details of the current members of the committee are available in the ground floor kitchen.

1.2. Standards of workplace behaviour

You must co-operate with the Principal Health and Safety Officer, on health and safety matters and comply with any health and safety instructions.

You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment.

Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to the Principal Health and Safety Officer, member of the health and safety committee or to a member of the senior management team.

You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

1.3. Information and consultation

We are committed to providing information, instruction and supervision on health and safety matters for all staff and visitors as well as consulting with them regarding arrangements for health and safety management.

1.4. Equipment

You should use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must immediately be reported to the Principal Health and Safety Officer.

You must ensure that health and safety equipment is not interfered with and that any damage is immediately reported. You should not attempt to repair equipment unless trained and designated to do so.

1.5. Accidents and first aid

Details of first aid facilities and trained first aiders are displayed on the notice boards.

Any accident at work, or whilst visiting the Athenaeum, involving personal injury should be reported to the Principal Health and Safety Officer or a member of staff so that details can be recorded in the Accident Book. All accidents should be reported, however trivial they may seem to you. You may be asked to help us with any resulting investigation to avoid a reoccurrence of the incident.

National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the HR Team. It is important for your health and safety that you comply with instructions issued in these circumstances.

1.6. Emergency evacuation and fire precaution

You should familiarise yourself with the instructions about what to do in the event of fire, which are displayed on notice boards. You should also know where the fire extinguishers are, in case you need to use them to aid your exit from the building, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

Fire wardens are responsible for the effective evacuation of designated areas. In the event of a suspected fire or fire alarm you must follow their instructions and evacuation flowcharts are displayed throughout the building.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously. Fire Safety and training will be covered in your induction period and bi annually from then on.

You should notify the Principal Health and Safety Officer or a member of the front of house team as soon as possible if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the fire warden responsible for overseeing your evacuation and colleagues working in your vicinity.

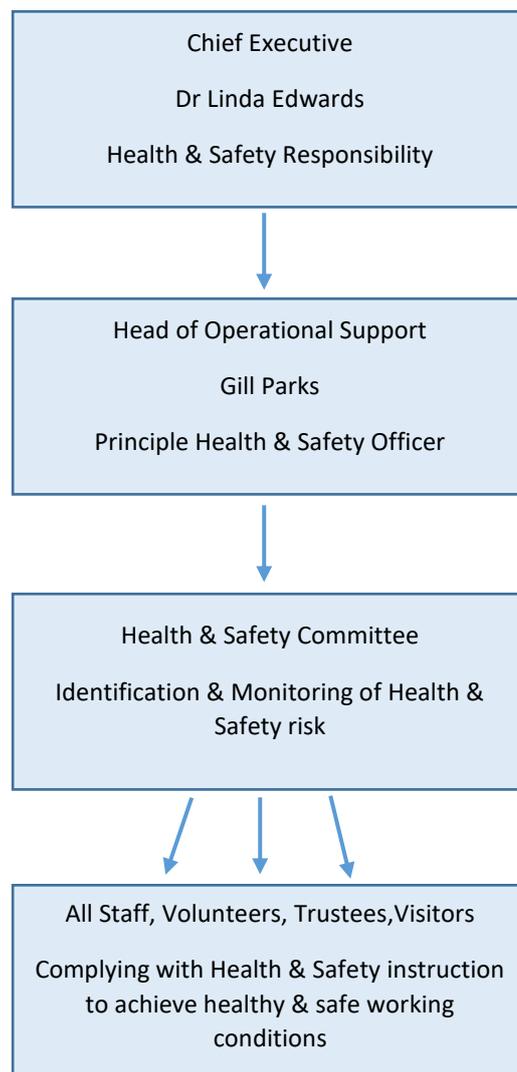
If you discover a fire you should not attempt to tackle it. There is no expectation that you should fight a fire but you should operate the nearest fire alarm. On hearing the fire alarm at any time, you should

remain calm and walking quickly, not running, evacuate the building immediately following the instructions of the fire wardens. Do not stop to collect personal possessions and do not re-enter the building until you are told that it is safe to do so.

1.7. Risk assessments, display screen equipment and manual handling

Health and Safety risks are discussed at regular health and safety meetings with staff members who represent staff visitor and customer groups. General workplace risk assessments are also carried out when required or as reasonably requested by members of staff or management. Managers are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

1.8. Health & Safety Responsibility Structure



Dr Linda Edwards

Chief Executive