

HEALTH & SAFETY POLICY

PLEASE READ THIS POLICY CAREFULLY

1. ABOUT THIS POLICY

- 1.1 We are committed to ensuring the health and safety of our members and anyone else affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This policy sets out our arrangements in relation to:
 - (a) assessment and control of health and safety risks;
 - (b) preventing accidents;
 - (c) notification of matters affecting health and safety;
 - (d) provision and maintenance of equipment;
 - (e) emergency procedures in cases of fire or other major incident.
- 1.3 This policy covers all member organisations, their members and guests.
- 1.4 We may amend this policy at any time.

2. RESPONSIBILITY FOR HEALTH AND SAFETY MATTERS

The on-site management team have overall responsibility for health and safety and the operation of this policy. A member of the on-site management team is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters. Please contact the on-site management team for details.

3. YOUR RESPONSIBILITIES

- 3.1 All member organisations are responsible for achieving safe working conditions for their members and guests. Members and their guests must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 3.2 You should report any health and safety concerns immediately to your employer or host, as appropriate.
- 3.3 You must co-operate with the on-site management team on health and safety matters, including the investigation of any incident.
- 3.4 Failure to comply with this policy will be treated very seriously and may constitute a material breach of your employer's or host's membership agreement.

4. INFORMATION AND CONSULTATION

- 4.1 We will correspond with primary members regarding health and safety matters. Each member organisation has a primary member.
- 4.2 Member organisations are responsible for informing and consulting with their members and guests about health and safety matters.

5. TRAINING

Each member is required to attend a health and safety induction as soon as reasonably possible following registration, and in any event within 14 days. You must make yourself available to attend the health and safety introduction. We will make reasonable adjustments to accommodate your diary, but failure to attend a health and safety introduction within 14 days of registration will be taken very seriously and may constitute a material breach of your employer's membership agreement.

6. EQUIPMENT

- 6.1 You must use all equipment in accordance with any instructions given. Any equipment fault or damage must immediately be reported to the on-site management team.
- 6.2 You must not attempt to repair equipment yourself.
- 6.3 The on-site management team are responsible for ensuring equipment safety and maintenance.

7. ACCIDENTS AND FIRST AID

- 7.1 Details of first aid facilities and the names of trained first aiders are available from the on-site management team.
- 7.2 All accidents and injuries, however minor, should be reported to the on-site management team and recorded in the Accident Book which is maintained by them. We may share this information with your member organisation or host.

8. NATIONAL HEALTH ALERTS

- 8.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken, in accordance with official guidance, to reduce the risk of infection as far as possible.
- 8.2 It is important that you comply with instructions issued in these circumstances.

9. FIRE SAFETY

- 9.1 You must familiarise yourselves with the fire safety instructions, which are displayed on notice boards and near fire exits.
- 9.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Do not stop to collect belongings and do not use the lifts. Fire wardens and the on-site management team will assist in the evacuation of the building and you must follow their instructions. Do not re-enter the building until told to do so.
- 9.3 If you discover a fire do not attempt to tackle it. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 9.4 You must notify the on-site management team if there is anything (for example, impaired mobility) that might impede evacuation in the event of a fire.
- 9.5 Fire drills will be held at least once every 12 months and must be taken seriously.

10. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

- 10.1 We carry out general risk assessments periodically. The purpose is to assess the risks to health and safety of our employees, members, guests and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 10.2 The use of hazardous substances is not permitted anywhere on our premises.