

## Health & Safety Policy

Allia Ltd is registered under the Co-operative and Community Benefit Societies Act 2014 (No. 28861R), recognised by HMRC as a charity (XR29468) and is registered at the above address.

### History

Draft for Approval	31 July 2017	Rev 0.1
Adopted	7 September 2017	Rev 1

## Contents

Health & Safety Policy.....	1
1 Introduction .....	2
2 Responsibility .....	2
3 Review .....	3
4 Accident Reporting.....	3
5 Fire .....	4
6 Bomb threats and suspect packages.....	4
6.1 Bomb Threat – Evacuation procedure .....	4
6.2 Suspicious packages received by post.....	4
6.2.1 What to do.....	5
6.2.2 Action if personnel are potentially exposed to biological/chemical material .....	6
6.3 Police assistance.....	6
6.4 Control of the assembly point and premises .....	6
7 Gas leaks.....	6
7.1 Gas Precautions.....	6
7.2 Gas Leak Prevention.....	6
7.3 Warning Signs of Outside Gas Leaks .....	7
8 First Aid .....	7
9 Smoking.....	7
10 Lone Working .....	7
11 Display Screen Equipment .....	7
12 Electrical Safety.....	8
13 Manual Handling .....	8
14 Safety Training.....	8

## 1 Introduction

The Allia organisation is committed to ensuring the health, safety and welfare of all its staff, tenants and others who may occupy or use any of its facilities. Our intention is to provide and maintain the Centre and its systems, so far as is reasonably practicable in a safe condition, without risk to health and to meet all statutory requirements.

Nothing is more important than health and safety and our target is to eliminate all injuries by creating a culture of preventing injury and ill health at work.

Allia’s staff, and every occupier, have a responsibility for the health and safety of themselves and others who might be affected by their actions whilst at work or on business travel. They must inform their line manager and, where appropriate, the Centre Manager immediately if they notice anything that may affect the health and safety of staff, tenants or visitors.

We seek everyone’s co-operation in implementing health and safety policies and ask that staff and tenants attend Health and Safety meetings and read e-mails or other notices, and take action as appropriate.

## 2 Responsibility

The organisation of responsibilities for implementing the policy is as follows:

1. The CEO is accountable for overall health and safety matters relating to all the organisation’s premises, staff and tenants, working with the Senior Management team to deliver an effective Health and Safety policy
2. The Facilities Manager is responsible for advising, implementing, supporting and administering the policy.
3. Individual Centre Managers are responsible for all day to day health and safety matters relating to the common and shared areas of the Future Business Centres.
4. Tenants are responsible for health and safety within their own units and complying and co-operating with this Allia Policy in all common areas of the Future Business Centres.
5. Allia staff working away from the Centre are responsible for their own health and safety.
6. It is the duty of all employees while at work:
  - a. To take responsible care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work
  - b. To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
  - c. Not to interfere with, or misuse, any equipment provided in the interests of health, safety and welfare.
7. Any abuse of health and safety responsibilities by staff, a tenant or their employees and contractors may lead to appropriate action and / or proceedings being taken.

Tim Jones, CEO	<b>has overall and final responsibility for health and safety</b>
Nick Fane, Facilities Manager	<b>has day-to-day responsibility for ensuring this policy is put into practice</b>

**Allia will:**

Task	Responsibility	Action / Arrangements
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Facilities Manager	Ensure daily, weekly and monthly checks; monitor all statutory and regular maintenance works; ensure appropriate response to reported health & safety issues
Provide clear instructions and information, and adequate training, to ensure staff are competent to do their work	HR and all Line Managers	Induction health & safety training; training specific to roles and responsibilities; ongoing supervision
Engage and consult with staff and tenants on day-to-day health and safety conditions	Facilities Manager and Centre Managers	Manage the reporting of health & safety issues and carry out daily checks
Implement emergency procedures – evacuation in case of fire or other significant incident	Facilities Manager and Centre Managers	Ensure emergency procedures are in place and reviewed at least annually; undertake regular fire alarm testing and evacuation drills
Encourage staff to undertake first-aid training	HR	Organise first aid training for interested staff in each location
Record accidents and dangerous occurrences, and report where appropriate, to the relevant Authorities	Centre Managers	Ensure incident forms are available and have reporting instructions clear and to hand
Consult staff on Health and Safety and encourage staff participation	HR	Annual health & safety meeting and online surveys
Establish monitoring arrangements, including health and safety inspections and audits	Facilities Manager	Establish monitoring calendar and check list to ensure legal and safety compliance
Develop in-house health and safety competence	Managing Director & HR	Ensure sufficient trained staff and training opportunities

### 3 Review

This Policy will be reviewed by Allia on an annual basis and will be informed by the Health & Safety Risk Assessments of the Centres carried out by qualified Allia staff.

An annual health and safety meeting will be held for all staff and tenants to effectively review the policy and to inform staff and tenants of changes or amendments made.

### 4 Accident Reporting

All accidents must be reported, and recorded in a Centre's *Accident Book* kept by the Centre Managers. An *Allia Incident Form* must also be completed by the Centre Manager. These must be kept on reception in a clear and marked location.

Reporting certain incidents is a legal requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the HSE. This will be done by the Facilities Manager or relevant Centre Manager.

## 5 Fire

All Allia staff and occupiers must ensure they are familiar with the *Fire Safety Policy* and know how to:

- Raise the fire alarm;
- Alert appropriate centre staff;
- Operate fire extinguishers, if safe to do so;
- Know the relevant Centre's exit routes;
- Attend and take notice of fire drill safety meetings.

Each Future Business Centre has a separate *Fire Safety Policy* and *Fire Risk Assessment*.

## 6 Bomb threats and suspect packages

Staff need to be aware of what to do in the event of a suspect bomb or package that may contain biological or chemical material.

### 6.1 Bomb Threat – Evacuation procedure

The recipient of a telephone call indicating a bomb on the premises should attempt to obtain as much information as possible from the caller. Examples of details include:

- Date, time and telephone number called
- Name of person taking the call
- What the caller said - be as detailed as you can be, including any slang terms and swear words or slogans. Include caller name and number if given.
- Any distinctive background noises such as traffic or weather (wind or rain etc.)
- Ask them for as much detail as possible on the location and the type of device and in particular, when it is supposed to go off
- Try to keep the caller talking while you indicate to a colleague what the call is about and get them to call the police on another line.

Anyone identifying a suspicious device inside or outside a building must not touch or handle it. They must contact the Centre Manager on site or the emergency contact number and report what they have found. Unless the incident is a false alarm, the police must be called – normally by the Responsible Person (RP) or other senior members of staff from the area. A decision to evacuate will be taken by the RP in consultation with the most senior manager available at Allia.

Subject to threat assessment, the following procedures will be adopted:

- The building may be evacuated; however this may not follow normal evacuation procedures since it is possible that a device may be located near the normal assembly point or en route. Evacuation may be to an alternative location further away from the building. The RP will instruct building occupants on where to go.
- Evacuation may be achieved by setting off the fire alarm at a manual call point, or by a message cascaded round the building by word-of mouth.
- Procedures may need to be adapted to avoid entry to the area where the suspect package or bomb is located, for example by using Fire Wardens to prevent the use of certain evacuation routes.
- The RP will ensure emergency services and the Allia CEO are contacted for further action

### 6.2 Suspicious packages received by post

Terrorist or criminal incidents involving the receipt of suspect packages by post are extremely rare. However, if there is a concern that a suspect biological/chemical package has been received, steps should be taken to minimise the risk of exposure. The overall message is to remain calm.

### General mail handling – what to look for

- Items that can trigger suspicion include:
- Any letter or package that has suspicious or threatening messages written on it
- Any letters or package that is discoloured, has crystals on the surface, strange odours or oily stains
- Envelopes with powder or powder-like residue
- Excessive tape or string round any package
- Unusual size or weight to given size
- Lopsided, oddly-shaped or unexpectedly bulky or thick envelope
- A postmark that does not match the return address
- Restrictive endorsements such as "Personal" or "Confidential"
- Excessive postage, no postage or non-cancelled postage
- No return address

#### 6.2.1 What to do

If you believe you have received a contaminated package (and you are inside a building):

#### **DO NOT OPEN ANY SUSPECT PACKAGE OR ENVELOPE**

- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Prevent other from entering the room
- Switch off any room air conditioning system
- Notify your manager. The RP should ensure that the police are notified immediately by phone

Building occupants should:

- Ensure, if there has been a suspected biological contamination, that personnel outside the room are evacuated as soon as possible and ensure that individuals in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard.
- Ensure, if there has been a suspected chemical incident, personnel leave the room as quickly as possible. Possible signs that people have been exposed will be streaming eyes, coughs and irritated skin. Seek immediate medical advice from the emergency services.
- Ensure that if a suspect package is found outside a building, it is not touched or moved and the police informed and told if it is believed that biological/chemical material is involved.

The following precautions should be taken in any buildings in the vicinity and specifically downwind from the hazard:

- Switch off any building air conditioning systems
- Close all fire doors
- Close all windows
- Move people away from the hazard and await instructions from the emergency services

The RP will limit access until the Police arrive to investigate and take control.

### 6.2.2 Action if personnel are potentially exposed to biological/chemical material

If anyone believes they have been exposed to biological/chemical material, they should:

- remain calm
- do not touch eyes, nose or any other part of the body
- wash hands in ordinary soap where facilities are provided. Note, do not move out of the area to wash, this will only spread any contamination.

Staff movement outside contained locations should be avoided as much as possible. The police should be notified. All persons exposed to the material should be kept separate from others and they should be available for medical attention. All other people should assemble at a safe distance from the incident and continue to be guided by the police and the other emergency services.

## 6.3 Police assistance

For bomb threats or suspicious packages the police will attend the building but will not search the premises. Close liaison between the EEM and the police will be essential. The nature of the incident and complexity of the building may result in members of staff being asked to volunteer to look round their normal place of work to identify any unusual objects or conditions, in support of police operations. This will be based upon staff's knowledge of buildings and their ability to recognise unusual or out of place conditions or objects.

## 6.4 Control of the assembly point and premises

Whilst liaising with the police, consideration should be given to moving the evacuees beyond the original assembly point. Wardens should monitor access doors from a sheltered position away from the building. The police have a variety of signs and barriers to create an exclusion area.

# 7 Gas leaks

In the UK, approximately 300 people die each year from gas leak poisoning. Natural gas is a popular fuel but it is odourless and colourless. Gas companies add a harmless chemical to create a typical "rotten egg" odour so that the presence of gas can easily be detected by smell. Gas detectors are available and can identify gas leaks.

## 7.1 Gas Precautions

Follow these precautions when smelling gas:

- Without endangering personal safety ensure that gas burners are turned off
- Evacuate the building immediately, ensure you are well away from the location of the smell and call your Gas Supplier
- Do not unplug/plug-in any electrical appliances, turn on/off any light switches, or operate telephones. This can cause a spark and set off tremendous explosions.
- Do not smoke or light matches or candles.
- Do not re-enter the building until a gas company official has examined the premises, checked the shutoff valves and declared the building safe school safe.

## 7.2 Gas Leak Prevention

- To avoid gas leaks, keep gas appliances clean, well ventilated, and regularly serviced to ensure they are in safe working order.
- Keep combustible materials at a distance from water heaters, furnaces, ovens, and any other gas units to avoid domestic fires.

### 7.3 Warning Signs of Outside Gas Leaks

Outdoor gas leaks are much harder to detect by smell alone. Warning signs of outside gas leaks are:

- Hissing sound
- Dirt or water blown in air or surface bubbles in water puddles and ponds
- Dead vegetation near gas lines run
- If you notice any of the above in the grounds of your building, evacuate and call the gas company, ensuring you are well away from the location of the smell.

## 8 First Aid

Each Centre provides an appropriate number of first aid boxes. One is held in Reception in each Future Business Centre together with details of the location of others held in each Centre. The identification of each Centre's first aiders will be clearly displayed. The responsibility for checking and updating First Aid Boxes, and ensuring that there are sufficient First Aiders for a location will lie with Centre Managers.

## 9 Smoking

Smoking, including all forms of e-cigarettes, is forbidden throughout Allia's premises. An external smoking area has been designated at each location. All smokers must ensure that all cigarettes are full extinguished before stubs are placed in the containers provided.

Smoking in your vehicle, when it is being used for business mileage is prohibited especially if transporting work colleagues.

## 10 Lone Working

Everyone should consider their safety and the safety of others when working alone at a location, or working away from the office. Allia has developed and adopted a *Lone Working Policy* for staff.

Take care when meeting people for the first time and only do so if you are comfortable of whom they are and the nature of the meeting. Prior research will help allay any fears. Neutral meeting places are preferred for initial contacts with unknown parties.

## 11 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 apply where employees (or self-employed persons working in an employers' undertaking) habitually use Display Screen Equipment (DSE) as a significant part of their normal work.

For all staff Allia will:

- Assess and, where feasible to do so, reduce risks;
- Ensure workstations meet relevant requirements;
- Promote breaks or changes of activity;
- Provide eye tests on request (and contribute to special spectacles, where the test shows these are necessary for the work and ordinary ones cannot be used);
- Provide health and safety information and training;
- Keep under review this element of the policy taking into account individual staff requirements and changing circumstances.

All tenants and external contractors employed by Allia must also fully comply with these regulations.

## **12 Electrical Safety**

All portable Allia electrical appliances are to be checked regularly and within a maximum of two years by qualified electrical contractors. A list of all such equipment will be held by each Centre Manager. All tenants within the Future Business Centres must provide copies of PAT reports from their own contractors to the Centre Manager who will carry out periodic checks to ensure that these tests are being undertaken.

The Centre's main electrical installation will be checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 17th Edition.

## **13 Manual Handling**

Allia follows the Health and Safety Executive guidelines for lifting e.g. no employee is expected to lift over 25kg without assistance. All staff who may be involved in physical handling must be trained in the correct procedures to be adopted. Training records held by HR will be available for inspection.

Tenants are encouraged to develop their own policies and Allia staff will challenge any incidents which are regarded as unsafe.

## **14 Safety Training**

All staff will be given a copy of this Policy as part of their induction, and will be given induction training relating to evacuation procedures, accident procedures and availability of first aid in each Allia location where they may be working. Staff will sign a copy of this Policy to signify that they have read and understood the Policy.

Other safety training will be carried out by various training providers according to need defined by the job description and functions, determined by HR and the Line Manager.

Records of all training are to be kept by HR in the appropriate training file.

Future Business Centre tenants will be offered appropriate safety training as part of their Client Induction.

Allia Future Business Centre Cambridge, Kings Hedges Road, Cambridge CB4 2HY

Health and safety law poster is displayed at (location)	In the atrium, at the reception area
First-aid box is located:	On reception, in Management Office and in each of the kitchens
Accident book is located:	In Management Office

Allia Future Business Centre Cambridge Central, 47-51 Norfolk Street, Cambridge CB?

Health and safety law poster is displayed at (location)	In the hatchery space, on the door to cafe
First-aid box is located:	In the kitchen area of the hatchery; on the first floor office kitchen
Accident book is located:	In the Hatchery

Allia Future Business Centre Peterborough, PUFC, London Road, PE2 8AN

Health and safety law poster is displayed at (location)	Outside the Management Office in the reception area
First-aid box is located:	Under the reception desk nearest the stairs; Grow Kitchen & Bar kitchen area
Accident book is located:	Under the reception desk nearest the stairs

Allia Future Business Centre East London, 18 London Lane, Hackney, London E8 3PR

Health and safety law poster is displayed at (location)	In the entrance from London Lane
First-aid box is located:	On reception in the bottom drawer of the pedestal
Accident book is located:	On reception in the bottom drawer of the pedestal