



Health and Safety Policy



Version Control						
Policy No.	Version	Date	Description of Change	Review Cycle	Next Review Date	Department
RAE010	2.0	13/03/2024	Added section 2. Principles Expanded Health & Safety Arrangements Expanded Roles and Responsibilities Added section 6. Awareness & Training Added Version Control	2 Years	12/03/2026	Facilities

Document Control				
Version	Responsible	Approver	Signature	Date
2.0	Chris Boyle	Board of Trustees	Approved in the Board of Trustee Meeting	11-Nov-2024

1. Introduction

Our policy is to provide a safe and healthy environment for all Stakeholders (fellows, staff, visitors, and contractors). This Health and Safety Policy outlines our dedication to maintaining high standards of health and safety across all aspects of our operations.

We commit to:

- Providing appropriate control of the health and safety risks arising from our work and activities
- Consulting with our staff on matters affecting their health and safety
- Providing and maintaining safe plant and equipment
- Ensuring safe handling and use of substances
- Providing information, instruction, and supervision for staff
- Ensuring all staff are competent to do their tasks and providing them necessary training
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions

2. Scope

This Policy applies to all staff, fellows, stakeholders, suppliers, as well as premises, infrastructure owned, leased, or operated by the Academy, regardless of their location or status within the Academy. Individuals must protect their own safety and that of others by using safety equipment correctly and not interfere with safety measures implemented by the Facility department. All incidents Near Miss and faults occurring within the Academy should be reported to the Facilities Department.

3. Principles

Our Health and Safety Policy is based on the following principles:

- i. **Legal Compliance:** We will comply with all applicable health and safety laws, regulations, to ensure the highest level of protection for our workforce and stakeholders.
- ii. **Risk Management:** We will identify, assess, and manage risks associated with our activities, processes, and work environments. This includes implementing control measures to mitigate risks and continually improving our safety performance.
- iii. **Training and Competence:** We are committed to providing adequate training, information, and supervision to ensure that staff are competent and capable of carrying out their work safely. We will promote a culture of continuous learning and provide resources to enhance health and safety knowledge.
- iv. **Communication:** We will establish effective channels of communication to promote the exchange of health and safety information. This includes providing clear instructions, procedures, and guidance to staff and stakeholders.
- v. **Emergency Preparedness:** We will review our Business Continuity Plan on a quarterly basis and hold an annual exercise to ensure we are well prepared to respond to incidents.
- vi. **Continuous Improvement:** We are committed to continuously reviewing and improving our health and safety performance including recording and learning from near misses and implement corrective actions when necessary.

4. Roles and Responsibilities

- Chief Operating Officer: is accountable for establishing, implementing, and maintaining effective health and safety procedures and practices.
- Senior Facilities Manager.
 - Investigating accidents
 - Safety inspections
 - Ensuring we have adequate numbers of trained first aiders and fire marshals.
 - Monitoring plan and other equipment in conjunction with equipment maintenance contractors where appropriate.
- Receptionist and Security:
 - All Fire Safety Procedures
 - All First Aid incidents.

5. Awareness & Training

At the Academy, we recognise the importance of cultivating a culture of safety and equipping our staff with the necessary knowledge and competencies to safeguard their own well-being. We are committed to investing significant time and resources into providing voluntary First Aid and Fire Marshal training to ensure that staff possess the skills and knowledge required to maintain a safe working environment.

- Fire Marshal and First Aid training are available on a voluntary basis, with training opportunities provided to individuals who express their willingness to participate.



6. Arrangements for Health and Safety

The Senior Facility Manager is responsible for ensuring that the Health & Safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

Health and Safety Officer: Paul Trotman	
Email:	paul.trotman@raeng.org.uk
Phone Number:	+44 203 958 2803
Location in Prince Phillip House (PPH):	Level 2

Risk Assessment:	<ul style="list-style-type: none"> • The Senior Facilities Manager will arrange on an annual basis for an external service provider to conduct a building and facilities Health & Safety audit to capture any building and facilities risks and/or hazards. <ul style="list-style-type: none"> ○ The external service providers will review both the Academy's Fire Certification and Building Certification. ○ They will also provide a list of recommendations when necessary. • The Facilities team will be responsible for ensuring all recommendations are actioned. <ul style="list-style-type: none"> ○ Additionally, the Facilities team will regularly conduct walkthroughs of the building to capture any changes to the working environment.
Staff Health & Safety Awareness:	<ul style="list-style-type: none"> • Upon joining the Academy, new starters will participate in a mandatory Health & Safety Facilities induction walkthrough of the building. • The Academy has provided guidance for when staff Work from Home. link
First Aid:	<ul style="list-style-type: none"> • First aid boxes are available on levels 2 & 3 in the kitchenet, level 1 in the servery by the ERA, level 0 at reception, level -1 in the catering office, level-2 in the servery/still room and level -3 in the kitchen. The kitchen also has a burns first aid pack. • For all first aid incidents contact the Facilities team as soon as possible – The responding first aider will take responsibility for further actions if needed. • The current First Aiders for the PPH are displayed in all lift lobbies. <ul style="list-style-type: none"> ○ The Facilities Assistant will review and update this list every quarter.
Accident Reporting:	<ul style="list-style-type: none"> • All Facilities team members are responsible for any day-to-day accident reporting.



**Fire Drills and
Evacuation
Procedure:**

- Fire drills:
 - Tests are conducted periodically.
 - There will be a sign at Reception on the day as a warning along with an all-staff email notice.
 - The fire alarm points, fire exits, and emergency lighting systems will be tested by external electricians.
 - The Facilities team will record all fire drills and equipment maintenance in their logbook.
 - A list of all trained Fire Marshals can be found in all lift wells – updated on a quarterly basis or more frequently if necessary.
- Evacuation plans are well placed on every floor by the elevators, they are regularly reviewed and kept up to date.
 - The evacuation assembly point for PPH is located at:
Carlton Gardens, turn left when exiting the building.

7. Policy Review & Compliance

All policy breaches shall be escalated to the Chief Operating Officer for further action. Any violations of the policy by employee may be subject to disciplinary action in accordance with the disciplinary process.