HEALTH AND SAFETY POLICY

Statement of Intent

Esmée Fairbairn Foundation's policy is to provide healthy and safe working conditions, equipment and systems of work for all staff, advisers and Trustees and to provide such training and information as is necessary. The Foundation also accepts responsibility for visitors to the premises and others who may be affected by its activities. This policy will be reviewed at least once a year.

Responsibilities

1. Overall and final responsibility for health and safety is that of the Trustees.
2. This policy has been prepared in compliance with the Health and Safety at Work Act 1974.
3. Day-to-day responsibility for ensuring this policy is put into practice is delegated via the Chief Executive (oversight) and Chief Operating Officer (oversight and delivery) or in their absence Office Manager (delivery).
4. The delegated staff member(s) will be responsible for carrying out regular inspections of the premises; examining the accident book; investigating accidents and taking any necessary action; monitoring fire precautions and evacuation procedures, the maintenance of the premises and the training needs of staff; ensuring that health and safety arrangements are included in the induction of new staff and ensuring that this policy and the operation of health and safety arrangements are reviewed at least once per year.
5. All staff have a duty to:
    - Take reasonable care of their own health and safety.
    - Take all reasonable steps to comply with Foundation's Health and Safety Policy.
    - Co-operate with their managers on health and safety matters.
    - Not interfere with anything provided to safeguard their health and safety.
    - Inform the CEO/COO/Office Manager of any potential risk or dangerous situation.
    - Inform the CEO/COO/Office Manager if they require training to meet health and safety provisions.
    - Inform the CEO/COO/Office Manager of any shortcomings in health and safety arrangements.
6. The Foundation reserves the right to use the disciplinary process if the health and safety policy is not followed.

First Aid arrangements and procedures

1. Designated First Aiders in the Foundation: James Wragg.
2. The appointed person responsible for checking and restocking the first aid box is: Tereasa Robinson.
3. We have two first aid boxes. They are stored: (1) in the service area; (2) in the kitchen (cupboard under the sink).
4. All accidents, near-accidents and cases of work-related ill health are to be recorded in the accident record book. The book is kept by: Chief Operating Officer.

5. The person responsible for investigating, recording and reporting accidents and incidents is: Office Manager.
6. All new staff, as part of their induction, shall be made aware of the arrangements for first aid and dealing with accidents by the Chief Operating Officer.

Risk assessments

1. Fire risk assessments will be carried out every two years.
2. The person responsible for arranging for fire risk assessments and implementing actions to remove or reduce the risks reported in the findings, is: Office Manager.
3. Risk assessments can be found here: Risk Assessment Docs

Manual handling

Should it be necessary to manually handle furniture, equipment or heavy supplies, staff should not put themselves at risk by attempting to lift heavy loads, which could be divided into smaller quantities. The assistance of others should be always sought for lifting heavy and awkward loads.

Display Screen Equipment (DSE)

In the UK, Display Screen Equipment (DSE) regulations require that all home and office workers have a DSE workstation assessment to make sure how and where they work doesn't negatively impact their health. As a part of Esmée commitment to your health and wellbeing when working the Foundation works with a company called Workhappy who supports us with carrying out annual DSE workstation assessments with the purpose of:

- Uncover and inform Workhappy of any health and safety issues you may have with your workspace or equipment.
- Provide you with concise training and guidance in working safely and comfortably
- Give you helpful guidance in resolving any issues identified.

Please click here for some user tips on how to avoid display screen equipment work strain.

Any requests for specific workstation equipment or furniture should be made to: Chief Operating Officer.

The Foundation will reimburse the reasonable cost of a standard eyesight test for regular users of VDUs. Complete expenses claim form, with receipt and pass to the Chief Operating Officer.

If an optician certifies that a new or alternative prescription for spectacles is required **solely** for VDU usage, the Foundation will bear the costs of the frames, lenses and any special prisms or tinting, insofar as the cost relates only to the requirements for VDU usage. The Foundation is not required to make such payment if the prescription assists with general sight. In general there will be a limit of £75 of any claim.

Flu and Covid vaccination

If employees are not eligible for a free flu jab via the NHS, they have the opportunity to expense this cost if they wish to take up the offer of a vaccination. If they are concerned about Covid and are not eligible for the NHS scheme, the Foundation will contribute

towards the cost of a Covid vaccination up to a maximum of £50. Employees should take advice from a relevant medical professional in advance.

Expectant mothers

The Foundation pays particular attention to the risks that could affect the health and safety of expectant mothers and will take all reasonable steps to control and prevent these risks. Such risks include manual handling, long working hours, occupational stress, fatigue, travel.

The person responsible for monitoring the risks associated with expectant mothers is: Chief Operating Officer and Office Manager.

Stress

While stress can be a natural reaction to pressure, if it is excessive or goes on for some time it can lead to mental and physical ill health. Stress manifests itself in a number of symptoms, which should be looked out for by both managers and individual employees e.g. increased absenteeism, poor punctuality, withdrawal from social interaction, tiredness and lethargy.

Where high levels of stress occur, the Foundation will investigate and where appropriate take all reasonable steps to alleviate or remove the causes of the stress. Such steps may include reviewing workloads, reviewing training needs, addressing concerns about the workplace environment and encouraging staff to take lunch breaks.

The Foundation will also consider appropriate support help staff develop coping skills, on a case-by-case basis.

All employees are able to access an independently run and confidential Employee Assistance Programme (EAP) which can provide support and guidance on a range of issues. Full contact details below:

Free 24-hour helpline	**0800 028 0199**	**Account**: Esmee Fairbairn
Life & Progress *(EAP provider)*	**Website: www.employeesupport.co.uk**	**Username**: esmeefairbairn247 **Password**: employee365
Mobile App	**My Healthy Advantage** from GooglePlay or AppStore	**Username**: EsmeeFairbairn **Password**: EFFEAP

Premises Security

The safety and security of staff is of paramount importance. 210 Pentonville Road operates with a 24-hour reception and security staff who control access to the building - 0207 278 2840 reception@210pentonville.co.uk. Entrance to the building and into our office is a staff ID card. This should be carried by staff at all times. These should not be left on desks or other visible areas, where they can be picked up and used by unauthorised personnel. Lost cards should be notified to the Office Manager immediately so they can be deactivated and a replacement card arranged.

210 Pentonville Road security also have out-of-hours access to the office in an emergency – 020 7186 1119 / security@210pentonville.co.uk

The office has an intruder alarm that is set and unset by 210 Pentonville Rd security (usually at 7.30am and 9.30pm. Monday to Friday). Staff can unset it outside these hours if required for working purposes.

Guidance to All Staff

- All visitors should be identified at 210 Pentonville Road reception before sent to the 6th floor.
- Outside of office hours, if someone is outside the office door, please check who they are before allowing access. Check with 210 Pentonville Road staff if you are at all suspicious
- Be alert – if you see anything unusual, e.g. people who seem not to be affiliated with 210 Pentonville Road, warn Reception/Security.

Guidance to staff on reception

- If you receive a call from 210 Pentonville Road Reception announcing a visitor, please check that they are expected before admitting.

Use of Vehicles

The Foundation does not own its own vehicles and requests that business travel consider cost and environmental impact in deciding whether public transport, taxi or hired car. Staff are not required to use their own cars on Foundation business but may do so if preferred.

It is the responsibility of staff to ensure their vehicles for business use if they are using it for Foundation business. The Esmée Fairbairn Foundation has no insurance cover for this purpose and does not accept liability for loss and damage to vehicles while being used on Foundation business.

Hazards housekeeping and premises

1. **Cleanliness:** Offices and desktops should be kept tidy. The Foundation operates a clear desk policy and provides lockers for all staff to store items.
2. **Machinery and equipment:** All machinery and equipment should be in a good state of repair and in proper working order. Defects should be reported immediately to the Tech Lead. Regular maintenance checks will be carried out.
3. **Spillages:** Liquid spillages should be cleaned up immediately, to avoid accidents.
4. **Safe stacking and storage:** Objects should be stored and stacked in a safe manner so as not to cause injury. Filing cabinets and other storage units should not be overfilled.
5. **Entrances, exits and gangways:** The entrance, the emergency exit and gangways should be kept free of obstruction at all times.

Electrical Equipment

1. Rules for use of electrical equipment:
    - Equipment including monitors should be switched off at the end of the day with the exception of those appliances that need to be left on to maintain the running of the building or systems within it. Faults should be reported to the Tech Lead.
    - Cables should not be allowed to trail and become tripping hazards.

2. Portable Appliance Testing (PAT): All portable appliances will be tested annually. Any item of equipment, which fails the test, must be repaired or replaced. The **Office Manager** is responsible for organising PAT testing.

3. Electrical Installation Testing: All electrical installation will be tested every five years. Any recommendations must be considered or implemented within a reasonable time period.

General fire safety procedures

Evacuation Instructions are issued to staff members on induction and made available for guests: **Z:\Shared\Resources\ICT & Facilities\Fire, Health & Safety\Fire Safety**

Link below to the Foundation's Personal Emergency Evacuation Plans (PEEP), which is a guideline outlining measures for safely evacuating individuals who need assistance during emergencies, such as fires EFF Guidelines & form PERSONAL EMERGENCY EVACUATION PLAN (PEEP).docx

Fire Warden

In the event of the fire alarm sounding, Fire Wardens will meet at office reception first to clarify roles as an alarm may occur when all fire wardens are not in the building. It is the responsibility of the Wardens present to ensure that everyone is responding to the alarm and leaves by the most suitable emergency exit at the appropriate pace. If safe to do so, Wardens should search the floor, including toilets and closed meeting rooms, and report whether the floor was "clear" or if unable to clear the floor then "unclear" to 210's Incident Control Officer.

Fire evacuation procedures for wardens

1. The Wardens should notify 210's Incident Control Officer as soon as possible in the event of a person being unable to evacuate the building (due to lack of mobility for instance).
2. That person should be brought and asked to wait in a safe area, the refuge point next to the fire exit staircases. Duty Reception must be informed via the emergency intercom located in that area. A volunteer may stay with the person but the Warden must notify 210's Incident Control Officer so that the Fire Brigade can carry out a safe evacuation.
3. The Incident Control Officer is: **Office Manager** (or fire warden assigned in their absence).
   The Deputy Incident Control Officer is: **HR and Resources Officer** (or fire warden assigned in their absence).
4. All fire wardens are responsible for checking that the escape routes are unobstructed and clearly sign posted on a daily basis.
5. All new staff and new wardens will receive training on fire safety procedures and equipment as part of their induction. Regular refresher training will be held for all staff.

Fire evacuation procedures for all personnel

On discovering a fire:

1. Activate the fire alarm and inform the Duty Receptionist who will then telephone the Fire Brigade and inform 210 Pentonville Road Security.
2. Attack the fire if possible with the equipment provided but without taking unnecessary risks and only if you have received the appropriate training and are confident in the use of fire extinguishers.

On hearing the fire alarm

1. Immediately leave the building by the nearest exit, do not use the lift, and do not stop to collect personal belongings.
2. Proceed to the Assembly Area – Joseph Grimaldi Park, Pentonville Road. Wait for the "All Clear" from the Incident Control Officer before re-entering the building.

Maintenance of fire safety equipment, fire extinguishers and blankets

1. The fire extinguishers are located at:
    - By front entrance
    - Outside COO office
    - Kitchen by fire exit
    - Comms Room
    - Ian Meeting Room
    - By side window outside CEO office

2. The person responsible for checking that the fire extinguishers are maintained regularly is: Office Manager
3. Contractor for maintenance of fire extinguishers: Highgrove Control Systems Ltd (HCS); telephone 020 8395 0420

Fire alarm

1. The smoke detectors in our office are linked into the 210 Pentonville Road central fire alarm system.
2. To activate the alarm, break the glass of any fire action point (next to main entrance and next to both fire escape staircases.
3. The system is linked to a 24-hour monitoring station which alerts the fire brigade in the event of a fire alarm signal.
4. Fire Alarm: Evacuation drills are arranged by 210 and take place every six months.
5. The person responsible for carrying out a fire evacuation drill at least once a year is: Office Manager, in coordination with 210 Building Management Team
6. The person responsible for carrying out a fire evacuation drill at least once a year is: Office Manager.
7. Fire Alarms are tested weekly (generally 10am on Thursdays).

Other arrangements and procedures:

Insurance

The Foundation will ensure that the premises, contents, staff and visitors are adequately and appropriately covered for insurance purposes. This includes both Employers Liability Insurance and Public Liability Insurance. This is the responsibility of: **Chief Operating Officer.**

Contractors
The Foundation will ensure that all the main contractors have appropriate public liability insurance.

Approved: 04 November 2025
Next review: June 2026

Version reference	Author	Date	Changes
Version 2023.01	James Wragg	09/11/23	Checked by health and safety advisers and new policy to reflect new office.
Version 2024.01	James Wragg	11/06/24	Tereasa Robinson added as First Aider following training and contact details for EAP.
Version 2024.02	James Wragg	05/11/24	Reviewed and no amends.
Version 2025.01	James Wragg	10/06/25	Review and updated EAP contacts; PEEP process and 210 building security details.
Version 2025.02	James Wragg	04/11/25	Minor admin amends
Version 2026.01	James Wragg	10/06/26	Minor admin amends
Version 2026.02	James Wragg	03/11/26	No amends