

Health and Safety

This policy does not form part of your contract of employment.

Group Chief Executive's Statement of Intent with Respect to Health and Safety

It is the policy of SMMT Group to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors, contractors and members of the public and all persons who may be affected by SMMT Group activities.

To achieve the highest possible standards of health and safety, SMMT Groups objective is to see that everything practical is done to prevent injury and ill health by ensuring:

- a safe and healthy working environment
- safe systems and methods of work
- suitable and sufficient training, information, instruction and supervision
- completion and regular revision of risk assessments
- regular consultation with employees
- active participation and support of all employees
- proper welfare facilities and arrangements
- continuous improvement in health and safety standards and annual revision of the policy

Health and safety is everyone's responsibility and all employees must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

This policy describes the various responsibilities for health and safety management within SMMT Group and applies equally to all persons involved with the business' activities.

Where an employee considers that the arrangements for health and safety are inadequate, they are to report the matter to their Department Head/Line Manager at the earliest opportunity.

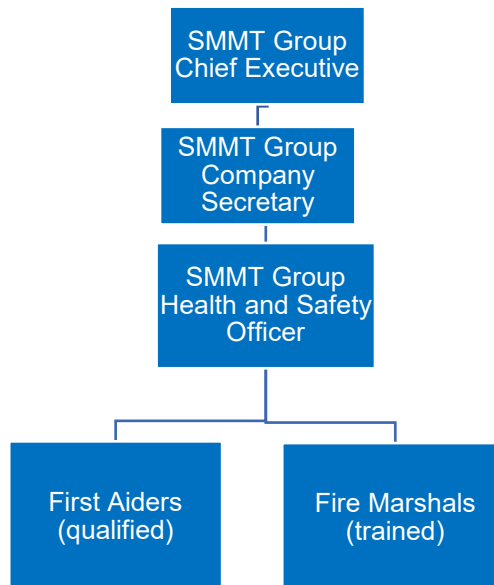


Mike Hawes

SMMT Group Chief Executive

Dated: 17 December 2025

Organisation for Health and Safety



Please see notice boards for up-to-date details of SMMT Group Health and Safety Personnel.

Responsibilities

The Chief Executive shall ensure that:

- Health and safety is a regular item on the agenda of management meetings and Health & safety meetings are held when required.
- Employees or their representatives are involved in decisions that affect their health and safety.
- Professional health and safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safety issues that may arise.
- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.
- Health and Safety is given prime consideration in all forward planning.

The Group Facilities Manager shall ensure that:

- All employees under their direction fully understand and observe all aspects of the company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed within the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work and they are instructed in relation to any safe system of work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.
- A representation of all employees attend health and safety meetings as and when requested.

- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.
- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

Employees shall ensure that

- They comply and co-operate with any reasonable request made to permit the company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto company premises and used before permission has been granted and any necessary assessments have been conducted.

Any employee who fails to comply with the Health and Safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety, will be subject to disciplinary action which could result in a prosecution.

Accidents are avoidable if the rules are observed and employees recognise and accept the need to be constantly aware of the health and safety implications of all procedures and practices they are carrying out and the importance of behaving in such a manner as to protect themselves and their fellow employees.

All accidents, however slight, must be reported to the Department Head/Line Manager immediately so that they can decide on the action that will be taken and will record details of the accident in the accident book.

Employees must keep their place of work clean and tidy. In particular they must:

- maintain a high standard of hygiene and appearance
- not let waste accumulate but put waste materials in the bins provided
- keep the facilities, premises and staff areas clean and neat
- keep all gangways, staircases, landings and exits clear at all times
- report to their Department Head/Line Manager any matter which could lead to an accident or which they believe could present a risk to health and safety
- read all notices on Health and Safety which appear from time to time

Each employee must observe the basic rules of personal safety and in particular:

- employees are expected to know and observe the fire drill
- all incidents of fire must be reported immediately
- fire doors must not be locked in such a way as to delay escape
- fire fighting equipment must be serviced regularly and all employees should be aware of its location and how to use it
- employees must report to their supervisor any illness or infection, suspected or apparent, which they may have reason to believe originated from, or has been aggravated by, their employment and SMMT Group reserves the right to insist that any employee undergoes medical treatment
- all car drivers must wear their seatbelts at all times and not use mobile phones whilst driving

The above rules are designed to create a safe working environment for everyone. Employees who disobey the rules, or do anything which may endanger the health, safety or welfare of any other person, will be liable to be dismissed.

Arrangements for health and safety

Accident/injury reporting procedures

All accidents at work, however slight, in which an employee is involved and which occur on company premises, or elsewhere when employed or engaged on company business, are to be reported immediately to the HR Department.

The HR Department will immediately report serious accidents to the Health and Safety Officer or Company Secretary.

Any letters or other communications relating to an accident must be forwarded, unanswered, to the Company Secretary.

HR Department will enter details of all accidents into an Accident Report Book. All accidents and near misses that occur at work will be recorded in this book. The Health and Safety Officer will analyse the Accident Report Book on a weekly basis and decide if the Local Authority requires information.

Accidents that should be reported to the Local Authority can be found at <http://www.hse.gov.uk/riddor/what-must-i-report.htm> and include:

- deaths
- major injury
- over seven-day injury
- injury to third parties or visitors
- diseases
- dangerous occurrences
- gas incidents

The above are examples of reportable offences which must be reported to the Local Authority by telephone without delay, including acts of violence that leads to one of the reportable injuries.

An accident which results in absence from work for more than seven days or leaves an employee unable to do the full range of their normal duties for more than seven days (including weekends and holidays) must also be reported to the Local Authority.

However, under current legislation an accident that results in absence from work or results in an employee unable to work for more than three days must still be reported in the Accident Report Book.

Where the Local Authority requires notification, the Health and Safety Officer should complete Form F2508 for accidents, F2508A for diseases and F2508G1 and F2508G2 for gas incidents and forward this to the Local Authority within 15 days.

Where serious accidents occur, the Health and Safety Officer should immediately organise an accident investigation with a view to determining the cause(s) of the accident and to identify any remedial action to prevent recurrence.

First aid facilities

SMMT Group will comply with the requirements of the *Health and Safety (First Aid) Regulations 1981*.

Sufficient personnel will be nominated as First Aiders and will be suitably trained and certificated by attending a HSE-approved course in First Aid. Copies of the certificates will be kept in a register. First Aiders will attend refresher training every three years.

Suitable and sufficient notices shall be posted in all departments indicating the name, location and telephone number of the nearest First Aider.

First Aid boxes will be located on each floor and the First Aid boxes will be checked on a monthly basis and where necessary the contents replenished by the First Aiders via the Health and Safety Officer. All employees should make themselves aware of the location of these boxes.

A First Aid box is located in the SMMT reception also.

Please see notice boards for up-to-date details.

Fire

In the event of a fire, your safety is the most important consideration. All employees must be aware of the means of escape for themselves and visitors in case evacuation is necessary.

A fire evacuation procedure for each building Great Peter Street and Kings Court is set out at the premises. It is the duty of each employee, and it is in their best interests, to know the fire evacuation procedure.

Fire drills

All staff must participate in fire drills. Practice fire drills may be held at any time at the discretion of SMMT Group and employees who have failed to familiarise themselves with the procedure will be subject to disciplinary action, as this could constitute as gross misconduct.

Fire Marshals

The Health and Safety Officer will appoint a number of Fire Marshals who shall be responsible for the following in their appointed area:

- fire prevention
- monthly fire safety audits
- ensuring means of escape are clear
- evacuation in an emergency
- reporting any dangerous conditions to the Health and Safety Officer

The Health and Safety Officer shall be responsible for:

- annual fire risk assessment
- collection of review of fire marshal audits
- regular maintenance and weekly testing of the fire alarm system
- regular maintenance and testing of emergency lighting
- annual maintenance of fire fighting equipment
- communication of all fire procedures to all employees
- arranging training for fire marshals as required in conjunction with HR
- monthly fire extinguisher checks

Fire evacuation procedure

Action on discovering a fire:

- raise the alarm by breaking the glass of the alarm call point
- shout "FIRE! FIRE! FIRE!"
- ensure that all occupants of the building are cleared out of the building
- attack the fire only if trained and it is safe to do so, otherwise leave the building
- fire fighting appliances are provided and located throughout the building - instructions for use are shown on the appliances - water-filled appliances should NOT be used on fires involving electrical equipment
- do not re-enter the building
- proceed to the assembly point at the far end of St Ann's Lane (for Great Peter Street) and at the side of the building at the bottom of the fire escape staircase (for Kings Court).

Hearing the alarm:

- the Health and Safety Officer or their deputy will check the fire alarm panel to ensure it is not a false alarm
- the Health and Safety Officer will instruct the Receptionist to call the Fire Brigade if appropriate
- in the event that neither the Health and Safety Officer or their deputy are present the Receptionist or security guard will call the Fire Brigade immediately
- staff must leave the building using the nearest fire exit or alternatively by following the directions of a Fire Marshal
- do not use the lift
- do not stop to collect personal belongings

Evacuation for people unable to evacuate via the stairs

The Health and Safety Officer should be informed if a visitor who would be unable to evacuate unaided is to visit the premises. A Fire Marshal will be allocated to that person and be responsible for aiding their evacuation.

An EVAC chair will then be positioned in the vicinity of that individual. The Health and Safety Officer will ensure Fire Marshals are trained in the use of the chair.

Escape routes

At Great Peter Street there are two escape routes by the internal staircases leading to all floors. At Kings Court there are two escape routes from the first floor, one via the internal staircase to the front door and one via an external staircase next to the side of the building accessed at the end of the corridor. If on the ground floor the two escape routes are via the front door or via the fire exit door between Finance and Publications departments.

Assembly point

Staff at Great Peter Street should assemble directly opposite the main entrance at the far end of St Ann's Lane. Staff at Kings Court should assemble at the side of the building at the bottom of the fire escape staircase.

Fire Marshals for each floor shall ensure that all the rooms within their designated area of responsibility are evacuated. Fire Marshals for the first floor shall ensure that all meeting rooms on the first floor are checked and cleared.

Once the Fire Marshals are sure that people from their designated areas are accounted for they must report to the Health and Safety Officer or in his/her absence their deputy.

No one is to re-enter the building until given the all clear by the Health and Safety Officer or his/her deputy.

Where the Fire Brigade is called out, no one is to re-enter the building until the all clear has been given by the Fire Brigade even if it is a false alarm.

The Health and Safety Officer, or in his/her absence their deputy, will liaise with the Fire Brigade as to when it is safe to re-enter the building. This information will be relayed to the Fire Marshals, who will then inform staff when it is safe to return to the building.

It is the duty of the Fire Marshals to ensure that all staff and visitors in their designated area have evacuated the building; this will include the checking of all the toilets on each floor.

There are at least two Fire Marshals for each floor. The Health and Safety Officer will ensure that there is a Fire Marshal from each floor responsible for the evacuation of people that may require assistance, eg deaf, blind or physically disabled.

When evacuating the building via the staircase, staff should walk on the side nearest to the handrail. This will allow adequate access for the Fire Brigade should they require it and act as a useful guide in the event of restricted vision due to smoke.

Training

All employees will be aware of the action to be taken in the event of a fire or other emergency and all employees are to be fully conversant with the procedures for fire prevention, detection and the evacuation procedures.

Fire Marshals

Sufficient personnel for each floor will be nominated as Fire Marshals and will be suitably trained by attending a Fire Brigade-approved course. Records of all Fire Marshal training shall be maintained by the HR Department. Fire Marshals will attend refresher training every two years.

A list of the current Fire Marshals can be downloaded from the Hub.

Fire-fighting equipment

Employees are not to interfere with any equipment provided to detect or fight fires. Fire extinguishers should not be moved from their locations or used to prop open doors. Employees must not use the fire fighting equipment unless trained to do so or if necessary as a means of escape. Fire marshals are trained to use the fire fighting equipment and must only do so without putting themselves at risk.

Employees noticing any shortcomings in fire fighting equipment are to report the matter immediately to the Health and Safety Officer who will ensure that all fire fighting equipment is regularly maintained and that suitable records are kept.

Meetings and visitors

It is the responsibility of the Committee Secretary or the staff member hosting a meeting to make the fire evacuation procedure known to their guests and meeting attendees and to evacuate them from the building.

Visitors and contractors

Only approved contractors will be employed on SMMT Group property.

All contractors will be required to provide the Health and Safety Officer with a copy of their current Health and Safety policy and insurance documentation prior to commencing work on the premises. A copy of the form *Contractor's Health and Safety Questionnaire* is available from the Health and Safety Officer. The completed form should be returned to the Health and Safety Officer prior to the commencement of works.

Larger-scale works likely to cause disruption to staff and users of the facilities at Great Peter Street shall be prior risk-assessed in good time and in order to identify additional measures which may need to be taken to minimise discomfort and/or disruption to normal work routines and building usage. A copy of the form *Contractor's Health and Safety Risk Assessment* is available from the Health and Safety Officer. The completed form should be returned to the Health and Safety Officer no later than four weeks prior to the commencement of works. Please also refer to the advice given in 'Risk Assessments'.

All contractors will produce a valid form of identification to be worn at all times whilst on SMMT Group premises.

The contractor should confirm in writing that all of their employees have received suitable and sufficient health and safety training and that they are competent.

Contractors shall be provided with sufficient information to enable them to conduct their activities without risks arising from SMMT Group activities.

Contractors shall be required to book in and out of the premises for accounting purposes in the event of an emergency.

Risk assessments

It is SMMT Group policy that formal written risk assessments will be undertaken prior to commencement of any work which is potentially harmful to health.

Risk assessments, once completed by a competent person, will be brought to the attention of any person who may be affected by the work to which the risk assessment relates.

Risk assessments will be reviewed at least annually or as required due to a change in the risk severity or a change in the working procedures. Any changes made will be brought to the attention of all personnel who may be affected by the change.

Risk assessments shall include:

- the nature of the potential risk (mechanical, biological, chemical etc)
- who is at risk
- the circumstances in which the risk is present
- the necessary control measures
- emergency procedures/first aid/evacuation

Control of Substances Hazardous to Health (COSHH)

No work will be undertaken which involves the use of a substance classified as hazardous to health, unless a formal COSHH assessment has been undertaken and documented by a competent person.

Any protective measures required, as a result of the COSHH assessment, will be adhered to. Department Heads/Line Managers are to ensure that the COSHH assessment requirements are in force at all times.

No new substances or chemicals will be used on SMMT Group premises that have not been the subject of a formal assessment.

Prior to using any materials or substances on SMMT Group premises, a Manufacturer's Product Safety Data Sheet will be obtained from contractors and a copy kept for our information.

The COSHH assessment sheet shall include the following information:

- material/substance identification and purpose
- potential hazard

- persons at risk
- exposure limits (where applicable)
- precautions and protective equipment required
- storage and disposal requirements
- emergency and first aid requirements

A copy of the COSHH assessment sheet shall be issued to all locations where the substance is to be used and brought to the attention of all personnel involved.

Office safety

All SMMT Group premises are no smoking buildings and smoking is not permitted in any offices on SMMT Group premises. Members of staff who wish to smoke have been provided with a designated smoking area in the garage at Great Peter Street and to the rear of the building at Kings Court.

All work stations will be the subject of a work station assessment in accordance with the *Display Screen Equipment Regulations 1992*. Such assessments will be recorded.

Electrical cables and telephone wires will be situated so as not to cause a trip hazard and electrical sockets will not be overloaded. Any faulty electrical equipment must be reported to the relevant Department Head/Line Manager.

If any bulky or heavy items of office furniture have to be moved, trolleys and/or castors will be provided.

No flammable materials will be stored in offices unless prior written permission has been obtained from the Health and Safety Officer and the appropriate risk assessment is carried out.

Any flammable substances that are required to be stored in offices will be stored in a flammables container.

All offices will be kept clean and tidy. In particular gangways and means of escape must be kept free from obstructions. Filing cabinets and cupboard drawers should be closed when not in use.

Fire doors must be kept shut at all times.

Manual handling and lifting

Department Heads/Line Managers will endeavour to eliminate manual handling wherever possible.

Employees shall not attempt to lift any object that is beyond their strength. The correct lifting technique shall always be adopted, i.e. lift by bending at the knees and keeping the back as straight as possible. Where required, assistance should be sought to lift move heavy or awkward items.

Department Heads/Line Managers shall ensure that sufficient training is provided for personnel who are required to lift or move items continuously.

All manual handling injuries shall be reported promptly, in accordance with the accident reporting procedures.

Medical/infectious diseases

Employees must disclose any medical condition from which they suffer (allergies, illnesses etc) to the Director of Group HR. All information will be treated with sensitivity. To prevent further spread of infection, those who have come into close contact with an employee with an infectious disease will be notified.

Employees must inform the Director of Group HR if they have contracted or been in contact with an infectious or contagious disease. If required the employee may be sent home with pay, in accordance with the Society's sick pay rules, for a specific time.

The diseases which must be notified are: <https://www.gov.uk/guidance/notifiable-diseases-and-how-to-report-them>

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Where an employee is unsure of reporting a particular disease he/she should contact the Director of Group HR for advice. All information will be treated as strictly confidential.

Display Screen Equipment policy (DSE)

General statement

All reasonable steps will be taken by SMMT Group to secure the health and safety of all employees who work with display screen equipment (DSE) whether Designated Users or not.

It is the intention of SMMT Group to ensure that any risks from the use of DSE are reduced to the lowest extent reasonably practicable.

SMMT Group will provide adequate and suitable health and safety training in the use of DSE. The implementation of this policy requires the total co-operation of all members of management and employees.

Definitions

Designated User - a person who habitually spends most of their working day using Display Screen Equipment.

Non-employee user, e.g. temporary agency worker - a person who is not an employee of SMMT Group, but if employed by SMMT Group would be classed as a Designated User.

Arrangements for securing the health and safety of workers

The Health and Safety Officer will ensure that:

- a suitable and sufficient analysis and risk assessment is undertaken of each workstation, taking into account the display screen equipment, furniture, working environment and the user
- all necessary measures are taken to reduce the risks identified by the analysis and assessment to the lowest extent reasonably practicable
- risk assessments are reviewed when any changes occur within the workstation and associated equipment
- steps are taken to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity
- software is reviewed to ensure suitability for the task
- arrangements are in place for the provision of eye and eyesight tests prior to employment and as required by any subsequent assessment
- arrangements are in place for the supply of basic corrective appliances where required
- advice is given to existing employees, and all persons applying for work with Display Screen Equipment of the possible risks to health and how these are to be avoided

Procedures for dealing with health and safety issues

Where a problem arises in the use of Display Screen Equipment, employees should inform the Health and Safety Officer immediately.

In the case of an adverse health condition, employees must inform the Health and Safety Officer immediately.

Information and training

SMMT Group will provide adequate information, instruction and training as is necessary to ensure the health, safety and welfare of all employees who use Display Screen Equipment and portable DSE (laptops). This will apply also to any persons not in direct employment, such as agency staff and contractors.

General guidance

Eye and eyesight tests

SMMT Group will arrange for an eyesight test to be carried out as part of pre-employment procedures.

Designated users may request an eye and eyesight test at intervals recommended by an ophthalmic optician specific for users of display screen equipment and must be arranged through HR.

Employees of SMMT Group can attend an optician of their own choice and claim reimbursement on provision of a receipt to a maximum of £35.

If corrective appliances are required for DSE use as a direct result of an eye test, we will reimburse the cost of basic corrective appliances. (Please refer to HR for current arrangements).

Where something other than basic corrective appliances are chosen by the user, the employee is required to meet any additional cost involved.

Where there is a change in an employee's visual defect that results in a change to prescription requirements, we will bear the cost subject to the procedures outlined above.

Rest breaks

Rest breaks are defined as non-DSE use.

SMMT Group seeks to incorporate changes of activity into the working day to prevent the onset of fatigue.

The current recommendation is five minutes after every continuous hour of DSE use.

Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that their display screen equipment workload does not permit adequate breaks should bring this to the attention of the Health and Safety Officer.

Analysis and risk assessments of workstations

An analysis and risk assessment will be undertaken of all workstations used by employees and non-employee users.

A risk assessment in respect of an expectant mother will be carried out as part of the Risk Management programme to assess any risks resulting from the use of DSE.

Training (DSE)

All employees who use Display Screen Equipment will be given sufficient and adequate training to ensure, so far as is reasonably practicable, that they are able to work without risk to their health, safety and welfare.

Display Screen Equipment training

Health and Safety training aimed at reducing or minimising the risks from working with display screen equipment will cover the following areas:

- the health problems associated with DSE work, e.g. upper limb disorders, backache, fatigue and stress, temporary eye strain and headaches
- information on company arrangements and procedures regarding eye and eyesight tests
- correct use of adjustment mechanisms on equipment and furniture
- the use and arrangement of workstation components to facilitate good posture, prevention of overreaching and the avoidance of glare and reflections on the screen
- the need for regular cleaning of screens and other equipment
- organising work for activity changes or breaks away from the workstation
- organisational arrangements for alerting and reporting to management ill health symptoms or problems with workstations
- co-operating and contributing to the risk assessment process eg completing DSE user checklists

Checklist for using portable Display Screen Equipment (laptops)

This checklist will help you minimise risks when using a laptop

- make sure you have received information and training regarding the risks when using portable DSE equipment and how to reduce or minimise them
- make sure you take frequent and sufficient breaks when using the laptop for long periods
- use the laptop on a firm surface at the correct height
- make sure you can adjust your chair for seat and back height and back tilt (lumbar support)
- adjust your chair so that you can sit comfortably with your arms and wrists horizontal and your back upright and supported
- check your posture at regular intervals
- do not use the laptop on your lap, in the car or on a low table
- avoid carrying excessive loads in addition to the laptop
- use your carrying aid if required or make more journeys to your place of work
- use a convenient parking area for loading and unloading
- make sure you have been shown safe lifting and handling techniques
- try to use a room on the ground floor of the client's site
- visually inspect leads and plugs before you connect to a laptop

Training

All new employees will receive Health and Safety induction training. A record of this training will be maintained. Periodically, refresher training will be provided, records of such training will also be maintained.

Department Heads/Line Managers will ensure that all personnel under their direct supervision have received suitable and sufficient training for the tasks that they will be expected to undertake. Where new processes/procedures are introduced, training will be provided as required.

Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practiced on a regular basis.

Electrical safety

A competent person will inspect and test all portable electrical appliances on an annual basis for electrical safety (the exception is computer software). Having passed, the test appliances shall be marked to indicate that they are safe to use.

A visual inspection of all portable appliances will be conducted every three months.

The fixed electrical installation will be examined by a competent person every five years and records maintained.

Employees should not attempt to repair or modify any electrical item. Where faults occur they must be reported to Health and Safety Officer for action to be taken.

Employees should not bring in their own electrical appliances for use at work.

Company mobile phones

Employees who have been provided with a company mobile phone should use the mobile phone in accordance with the manufacturer's safety recommendations.

When driving, employees should not use a hand-held or a hands-free mobile phone. It is a criminal offence to drive a motor vehicle whilst using a hand-held mobile phone or use any other hand-held electronic communication device.

When driving, employees should switch off their mobile phones and use a messaging service, alternatively, if travelling with a colleague, ask him/her to answer or make the call.

Communication

The general Health and Safety Policy will be brought to the attention of all employees of SMMT Group.

Where contractors are required to work on the premises they will be given sufficient health and safety information to enable them to conduct their activities without risk to health from company activities.

Employees who have any suggestions to improve health and safety are encouraged to report the matter to the Health and Safety Officer directly.

Health and Safety Committee

The Health and Safety Committee will meet a minimum of three times a year in order to discuss the management of health and safety. The meetings are attended by the Health and Safety Officer, Facilities Manager, HR and two Staff Health and Safety Representatives.

The minutes of the Health and Safety Committee meetings will be available for all staff upon request from the Health and Safety Officer. Staff interested in being added to the H&S Update circulation list should contact the Health and Safety Officer.

Record keeping

The following is a full list of the record keeping requirements relevant to SMMT Group that will be maintained by the Health and Safety Officer.

Record Keeping Requirements	Responsibility for Compliance
Administration of Health and Safety at Work	
List of record keeping requirements	Health and Safety Officer
Appointment of management assistants	Chief Executive
Management Systems	
Report of accident to Environmental Health Officer	Health and Safety Officer
Waste disposal records	Facilities Manager
Incidents and Accidents	
First Aid treatments	First Aider
Record Keeping Requirements	Responsibility for Compliance
Accident book entries	HR
Accident Investigation Report	Health and Safety Officer
Training and Authorisation	
First Aid training	HR
Basic safety training	Health and Safety Officer
Employment Records	
Eyesight tests	HR
Monitoring Procedures	
Safety inspections	Health and Safety Officer
Personal Protective Equipment	
Workplace personal protection equipment	Health and Safety Officer
Fire and Emergency	
Testing fire alarm	Facilities Manager
Inspection of fire extinguishers	Facilities Manager

Fire and emergency drills	Health and Safety Officer
Record of training to use fire extinguishers	HR
Plant and Machinery	
Test of portable electrical equipment	Facilities Manager
Inspection of air-conditioning	Facilities Manager
Inspection of machinery	Facilities Manager
Building and Services	
Inspection of electrical installation	Facilities Manager
Testing of emergency lighting	Facilities Manager

Security policy and procedures

Terrorist threats notified and or threat received of explosive or incendiary device or other terrorist action at SMMT Group premises

Recipient to note exact words used noting devices and locations and immediately report information to Great Peter Street receptionist. The person taking the call will note the name of the staff member reporting threat and contact all SMMT departments in the building affected, beginning with departments nearest to any reported location(s), asking them to search for suspicious objects. They will then contact the Facilities Manager or in their absence the Company Secretary.

Suspicious object found at SMMT Group premises following threat – DO NOT TOUCH

Make a quick mental note of location and description of suspect device; immediately report information to Great Peter Street receptionist; evacuate area and adjacent offices. Receptionist will contact all SMMT departments, giving location of suspect device, instructing evacuation of building.

Contact the Police, dial 999.

Evacuation of SMMT Group premises

Avoid the suspected area and keep calm, proceeding in an orderly manner out of the building as for fire. Do not use lifts. The Fire Marshal for each department will ensure that the offices are empty. Assemble at the corner of Strutton Ground and Great Peter Street (for Great Peter Street) or the bus stop on the Solihull Parkway for Kings Court.

Explosion of bomb or incendiary device at SMMT Group premises

If there is any sign of fire, operate the nearest fire alarm call point, inform Great Peter Street receptionist, giving location and whether anyone is hurt. The receptionist will pass details to Police, fire and ambulance services. Evacuate building as above.

Suspicious objects at SMMT Group premises

Look out for any suspicious object (e.g. unidentified car, bag, briefcase, parcel etc) but use common sense so as to avoid false alarm. DO NOT TOUCH. Make immediate enquiries to ensure it does not belong to a person in the area of the object at the time. If there is no satisfactory explanation, contact the receptionist giving the location and a brief description; alert all people to keep away from immediate area and adjacent offices. The receptionist will contact the Police and the Health and Safety Officer, who will decide on further action needed, telephone lines being kept clear etc.

Letter or parcel bombs

Such devices are likely to be safe until opened. Suspected articles should not be placed in water. Contact receptionist who will inform the Health and Safety Officer; await further instructions.

All incidents should be reported to the Health and Safety Officer, Chief Executive, Company Secretary and HR. They will arrange evacuation at assembly point as for fire.

Terrorist Action onsite

In the event that a terrorist gains entry to the building, the Receptionist has a panic button that they will activate and are trained to relocate to a secure area of the building if they are able to. They will call the Police and then where possible they will contact all SMMT departments in the building affected, advising them to avoid the area where the terrorist is reported to be, beginning with departments nearest to any reported location(s). They will then contact the Facilities Manager or in their absence the Company Secretary.

If it is a member of staff that discovers the intruder, they should remove themselves from the area and follow the procedure above.

Stress

Workplace stress is a health and safety issue and it is important that managers and employees are able to identify it.

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Department Heads/Line Managers should be vigilant for signs of stress and monitor working hours and overtime to ensure that staff members are not overworking.

Employees who believe they are suffering from stress should raise their concerns with their Department Head/Line Manager or the Director of Group HR.

If there is any doubt in the interpretation of this policy your queries should be directed to the Health and Safety Officer.