



Health and Safety Statement and Policy

This policy applies to: All PSAA employees at all levels, Board members, agency workers or external consultants who may from time-to-time work for PSAA.

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Document Control

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1. Purpose of Policy

PSAA Board accepts its responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subsidiary and associated legislation. This Policy outlines accountabilities and affirms PSAA commitment to compliance.

2. General Health & Safety and Responsibilities

Managing health and safety is an integral part of managing the total risks faced by PSAA and ensuring they are resourced adequately. We undertake to meet all our legal obligations regarding health, safety and welfare and, so far as is reasonably practicable working within our arrangements for office accommodation, will:

- ensure that all business decisions take account of the health, safety and welfare of staff;
- maintain safe and healthy working conditions and adequate welfare arrangements;
- provide adequate control of the risks arising from all work activities;
- provide for comprehensive staff consultation;
- provide and maintain safe equipment and safe systems of work;
- ensure safe handling and use of substances;
- define responsibilities and ensure the competence of staff by providing, as necessary, information, instruction, training and supervision;
- ensure safe access to and from the places of work;
- prevent accidents, dangerous occurrences and cases of work-related ill health and investigate, record, report and act upon those incidents that do occur;
- follow emergency procedures, including evacuation in case of fire or other significant incident. Building evacuation arrangements are covered by the requirements of our office accommodation; and
- review and revise this policy every two years, providing information on PSAA's safety performance in the Annual Report, where necessary.

The overall executive responsibility for health and safety lies with the Chief Executive. The Chief Operating Officer & Deputy Chief Executive has day to day responsibility for managing health and safety.

The Board and Senior Management Team is committed to achieving the highest standards of health and safety throughout PSAA and complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to our work activities. We recognise that in certain areas we are reliant upon our

contractors, suppliers, consultants and others to maintain appropriate health and safety standards. We occupy premises owned and maintained by a third party so must operate in accordance with those arrangements.

The Senior Management Team will ensure that assessments of all areas of work activities are carried out regularly, to identify hazards, and work to prevent instances of injury, disease and dangerous occurrences arising. Specific focus will be given to the Management Standards for work related stress and associated risk assessments.

The Senior Management Team is committed to ensuring that the work done by PSAA does not adversely affect the health and safety of any contractors or of members of the public.

The Senior Management Team is fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees. Mandatory desk assessment training is provided via e-learning for all members of staff.

We will strive to maintain excellence in health and safety matters, employees and others are required to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. We will, at all times, consult with employees on these matters. Staff will be routinely consulted on health and safety matters as they arise through team meetings, and formally when the Health and Safety Policy is reviewed.

Employees must comply with all aspects of the requirements of our arrangements for office accommodation. This includes PAT testing all electrical equipment. If an employee has any issues or difficulties in doing this, they should raise the issue with the Chief Operating Officer & Deputy CEO who will escalate it to the accommodation provider.

The Senior Management Team will, so far as reasonably practicable, ensure that PSAA provides adequate financial resources to meet these objectives.

It is the duty of all employees to:

- co-operate with supervisors and managers on health and safety matters, to comply with our legal duties;
- take reasonable care of their own health and safety and the safety of others who may be affected by what we do or fail to do;
- report all health and safety concerns to an appropriate person (as detailed above); and
- ensure we do not interfere with or misuse anything provided in the interests of health and safety.

This policy is available to all PSAA employees on the intranet and to other interested parties.

3. Monitoring and Review

This policy will be reviewed every two years, or sooner if prompted by relevant changes to employment law, by the Chief Operating Officer and Deputy Chief Executive. Significant improvements, updates and changes may prompt engagement and consultation with the People and Remuneration Committee and trade union colleagues.

The policy owner is the Chief Operating Officer and Deputy Chief Executive who will be responsible for its monitoring and enforcement.