

Subject Annual Report to the Board on Health & Safety
Purpose For Note
From Kristen Hewett, Operations Manager

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1. Summary

As part of the 2018 audit plan, it was agreed that our internal auditors, Grant Thornton, should carry out a Health & Safety (H&S) compliance review. As part of that review, the audit team reviewed and prepared a report on the adequacy and effectiveness of the policies, procedures and controls in place concerning the H&S arrangements at ARB.

The report was presented to the Audit Committee at its June meeting at which, it was agreed that an annual report covering H&S matters should be presented to Board, and that the report should also detail the H&S reporting currently in place.

2. Open Session

3. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are to protect the consumer and support architects through regulation.

A healthy and safe working environment is important for legal, economic, and moral reasons and is relevant to staff members, contractors and visitors to the ARB office.

5. Key Points

- i. Procedures and policies covering Health & Safety matters are in place to ensure the safety of our facilities. This, together with effective training for our staff team helps to ensure the safety of all ARB employees, contractors and visitors to the ARB office. We have a clear Health & Safety policy set out in our staff handbook which forms part of any new staff members' induction process and various emergency evacuation procedures are included in the Board Member Handbook.

- ii. We currently have a number of regular H&S checks carried out; as well as various H&S based staff training courses/events.

In 2018, we have had the following assessments/tests carried out:

Assessments that have taken place in 2018	Regularity
Fire risk assessment	Annually
Fire equipment check	Bi-annually
Fire alarm – full evacuation test x2	At least twice annually
Fire alarm sounding test	Weekly
Staff display screen equipment assessments	Annually, either in person for new starters or desk movers; or online assessments for existing staff
Operational risk assessment (covering electrical safety, personal safety and lone working, slips trips and falls etc.)	Every five years
Lighting checks, including emergency lighting	Weekly for emergency light flick test Monthly for general lighting tests/checks Annually for emergency light duration test
Air & Water testing	Bi-annually for full test, water temperature testing on a monthly basis
Electrical Portable Appliance Testing (PAT)	Annually

With regards to staff training, we have undertaken the following:

- all staff fire training (to include a live fire extinguisher element)
 - manual handling training
 - general health and safety in the workplace
 - any new staff are asked to view the 'Stay Safe' instructional video issued by the police service; this provides advice on steps individuals can take to keep themselves safe in the rare event of a firearms or weapons attack
- iii. In 2017, we also had all staff training around physical security, this incorporated the 'run hide tell' training which is now included in the staff induction process. The training event also covered topics such as what to do in the case of suspect packages and set out the procedures in case of a terrorist attack.
- iv. There are three trained fire wardens on site and we maintain a fire plan as well as a security plan which each set out evacuation procedures. Bespoke Personal Emergency Evacuation Plans (PEEPs) for anyone who might not be able to leave the building unaided are assessed on request. We also have two trained first aiders and we maintain an accident books for injuries, as well as a record of near-misses.
- v. Historically, we have also had staff training events around mindfulness and staff

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wellbeing. We are looking to hold some similar training in 2019, and will be looking at the possibility of training some 'mental health first aiders' within the organisation.

- vi. For security purposes, we have access control to all publicly accessible doors into the office. We also have CCTV covering the main entrance and reception area and the Hallam Street door. In 2019, we will be looking to enhance this system. We have a panic alarm installed at the reception desk, with a direct feed to the police, in case emergency assistance is required. We also have a lone working policy in place for when it is required.
- vii. Where applicable, all contractors are asked to provide confirmation of insurance, and a risk assessment method statement.
- viii. Our current policy with regards reporting of accidents or incidents in the workplace would be to only report to the Board any RIDDOR reportable accidents or dangerous occurrences. Minor accidents or injuries recorded in the accident or near miss books would not be reported.
- ix. We have had no cause to report any incidents to the Board, either in 2018 or at all, as we have had no RIDDOR reportable accidents or incidents, or other Health & Safety breaches.

For reference, since 2017, seven incidents have been recorded. The incidents included a slip in the office, paper cuts, minor burns following microwaving food and an allergic reaction from a sandwich.

To mitigate some of these, we encourage any spills to be cleaned up and any trip hazards notified, and we now have cold compresses available on site in case of minor burns.

6. Resource Implications

All costs involving Health & Safety testing and contracts, and staff training are included within the annual budget.

7. Risk Implications

Ensuring the health and safety of staff and visitors in the workplace is a fundamental aspect of any risk management programme. The activities undertaken and highlighted in this paper have all been undertaken to reduce the risk of harm to staff and visitors, and this paper presents an opportunity for the Board to challenge the activities undertaken to mitigate this risk.

9. Equality and Diversity Implications

There are no equality and diversity implications arising from this paper.

10. Further Actions

We will continue to carry out the necessary assessments and training to ensure the safety of our workers, contractors and visitors.