

Health & Safety Policy

Updated: November 2022

Introduction

Marjolo recognises and accepts its responsibility as an employer to maintain, as far as is reasonably practicable, the safety and health of its employees, and of other persons who may be affected by its' activities.

Under the Health & Safety Act 1974, it is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the company Health and Safety Policy and arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your line manager immediately.

Breaking the Health & Safety Act 1974 is a criminal offence for which, as an individual, can be fined, have a criminal record, and go to prison.

Display Screen Equipment (DSE)

Employees at Marjolo work with computers as part of their job in the office, at home and/or on client site for extended periods. Poor posture and lack of breaks may lead to body aches and pain.

Marjolo recognises the importance of employees' wellbeing by providing appropriate support to ensure the effects of what can go wrong. Workstation setup covers but not limited to the correct body position, monitor, mouse, keyboard, desk, chair, and footrest.

Good posture includes the following:

- relaxed shoulders
- lower back supported
- equally pressure
- head levelled with monitor
- wrist straight
- legs and arm 90 to 100 degrees bent
- screen about an arm's length away

Fire Drill at Workplace

A fire drill assessment is conducted by the landlord of the Acero building annually. Employees are required to familiarise themselves with each building policy as guidelines may differ from location to location.

Fire drills allow staff to practice evacuation procedures in a similar situation to ensure tenants and their employees are fully aware of how to safely exit the building.

When evacuation during a fire drill assessment, employees are required to follow the Generic Evacuation Emergency Procedure (GEEP) or their Personal Emergency Evacuation Plan (PEEP).

Remote working

Before homeworking is agreed, the employee is required to advise the Company whether your home environment is suitable for working from home. Most importantly that there is appropriate place to work.

Lone worker is defined as an employee who performs their duties in isolation without close or direct supervision. During the risk assessment, the employer identifies the control measures that may be required to manage health and safety risk.

Generic emergency procedures:

- Please remember to keep your mobile device on you when working alone.
- In case of an emergency, call your line manager and/or our office manager who will respond accordingly to your needs.
- If necessary, call the emergency services as soon as possible.
- When you are not able to make a call to your Marjolo contacts and/or the emergency services, ask the closest person next to you to make the call on your behalf.

When working on Client Site

Staff who are working on a client site are responsible for making sure they familiarise themselves and understand the clients' fire and evacuation procedures.

In general, employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- **Do not** use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your line manager and find an alternative appliance.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins and ensure that your waste bin is accessible to the cleaners at the end of each day.

Generic Emergency Evacuation Plan (GEEP)

The purpose of this Generic Emergency Evacuation Plan (GEEP) is to provide information to Marjolo employees and visitors detailed information about the building layout, evacuation procedures, available equipment, fire signals and communication devices.

Employees, as well as visitors of Marjolo staff members, are required to familiarise themselves with information in this document. Employees and visitors who are unable to evacuate without assistance must complete a Personal Emergency Evacuation Plan (PEEP).

Marjolo will not take responsibility for the health and safety of those individuals who failed to comply with these rules. PEEP is available upon request from our Office Manager.

Employees are responsible for the health and safety of their visitors.

General Information About Acero Building

- Acero building comprises of 5 floors.
- Marjolo Office is located on the 5th floor.
- All 5 floors are accessible by using the lift.
- Emergency departure using any of the lifts is not possible during an evacuation
- The Safety Refuge Area is the stairwell landing on each floor.
- The EVC System (Emergency Voice Communication System) has 15 call points in the building. 3 stairways on each 5 floors.
- EVC is linked directly to the central line which is monitored by the LL team.
- Fire exits are located at the bottom of each stairwell landing.
- Assembly Point: Walkway in front of Electric Works



Action On Hearing Fire Alarm

- Immediately stop what you are doing and **DO NOT START COLLECTING YOUR BELONGINGS**.
- Make your way to the assembly point via the **nearest** available safe fire exit. If your nearest exit/route is obstructed, choose another route.
- **DO NOT RUN OR USE THE LIFT**
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.



- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- **Do not** leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by our Fire Warden, General Manager of Spaces of Fire Brigade.

Action on Discovering Fire

- **RAISE THE FIRE ALARM!** This can be achieved by breaking the glass on nearest and safest fire alarm call point.
- The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Only attempt to tackle small fires if confident and or appropriately trained to do so.
- Do not put yourself or others at risk.
- Make your way to the designated assembly point via the safest and nearest available fire exit.
- Meet your fellow employees.
- Call the fire brigade at the earliest available, and safe opportunity.
- Advise the General Manager of Spaces after calling the fire brigade.
- Do not re-enter unless advised by our Fire Warden, General Manager at Spaces or Fire Brigade.



Personal Emergency Evacuation Plan (PEEP)

The PEEP is designed for employees and visitors who require assistance during an emergency evacuation. Disclosure of disability and requirement for PEEP is the responsibility of everyone. The employer will not be held liable for any negligence when an employee and or visitor fails to inform the employers about the need for a PEEP.

PEEP, including existing evacuation arrangements, are reviewed annual. Changes in your circumstances must be communicated to the responsible person as it may affect your existing personal emergency evacuation plan.

To request a PEEP, please contact your line manager and or our Office Manager.

Fire and Emergency Evacuation Procedure at Spaces

Fire and evacuation procedures for Acero are laid out in the *Acero Office Induction Pack*. A copy may be requested from our office manager and or the General Manager of Spaces. Details of the evacuation route for the Marjolo office is laid out on the back of the office door.

First Aid & Fire Warden

The Company believes that best practice is to ensure staff have access to a trained First Aider or Appointed Person is our Office Manager.

Risk Assessment

Risk Assessment at Marjolo Office

The Management of Health and Safety at Work Regulation 1999 Section 3 of the Regulations place a duty on all employers to make and record a suitable and sufficient assessment of the risk to health and safety of their staff at work.

To comply with the above legislation, annual risk assessments are conducted by Marjolo to identify the risk and the measures that the Company needs to take to reduce the risk to employees' health and safety at work. When required, further risk assessments are carried out.

Employees who notice risk to health and safety at work are required to report to our office manager as soon as possible. Failure to report may lead to putting yourself or others at risk.

Risk Assessment of Communal and Breakout Areas and Facilities at Space, UK

The responsibility to conduct risk assessment of communal and breakout areas and facilities at Space across the UK falls in the hands of our landlord. Risk assessment of these areas are carried out at least once a year.

If you notice a health and safety hazard in any of the areas which falls within the landlord's demise, please report it to our office manager and or the general manager of Space.

Accident and Incident Reporting & Investigation

Employees Responsibilities

Employees who suffer an accident and/or incident at work, or whilst on duty, must report the nature of the personal injury to their line manager and our office first aider as soon as possible but no later than 24 hours after the accident and/or incident has taken place.

The completed Incident Report Form (IRF) must be submitted when a workplace accident and or incident is being reported. If you require an IRF template form, you may request a copy from your line manager, your manager and/or the first aider.

When an employee suffers an injury at work, the responding individual is responsible for seeking medical assistance depending on the nature of the injury. Where the first aider can attend and treat the injured employee, the first aider must be contacted immediately.

All employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

In cases of a serious accident, the emergency services and senior management must be informed immediately. As the Marjolo office is in a shared building, the General Manager of Space must be informed as well. This is to help with the arrival of the emergency services.

Employer Responsibilities

For any employee who suffers an injury at work which results in them being away from work, or unable to do their normal work, for three days or more (including weekends, rest days or holidays) it is important that your manager is informed as the Health and Safety Executive also need to be informed by the Company. All reports must be submitted online in conjunction with your line manager. For more information, please visit <https://hse.gov.uk/riddor/report.htm>

Accident Investigation

All workplace accidents are logged by the first aider. In the unfortunate situation where the employee suffers a serious injury at work, the Company will conduct an accident investigation. The purpose of the investigation is to understand why the existing risk control measures failed and what improvements or additional measures are needed. It can:

- provide a true snapshot of what really happens and how work is really done
- improve the management of risk in the future
- help other parts of your organisation learn
- demonstrate the Company commitment to effective health and safety and improving employee morale and thinking towards health and safety