



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

4th March 2019

Report Title: Health & Safety Policy Statement Review

Report of: Graeme Timms, Head of Health & Safety

Contact: Natalie Layton, Executive Assistant, APPCT

Email: Natalie.layton@alexandrapalace.com , Telephone: 020 8365 4335

Purpose: This report seeks approval of the Health and Safety Policy Statement attached at Appendix 1.

1. Recommendation

To approve the updated Health & Safety Policy, attached at Appendix 1.

2. Background

2.1 The Trust Board approved a Health & Safety Policy Statement on 20th February 2018 as recommended by FRRAC on 1st February 2018.

2.2 This policy has been reviewed in-line with current legislation and best practice. No substantial changes have made, only minor amendments as follows:

2.2.1 Inclusion of a section under responsibilities of Directors of Alexandra Palace Trading Ltd and the Board of Trustees for APPCT to foster a positive safety culture across the organisation and to hold safety at the core of all activities and decision making processes.

3. Legal Implications

3.1 Organisations such as Alexandra Palace are required by law (Health and Safety at Work Act 1974 s3(2) and the Management of Health and Safety at Work Regulations 1999 s5) to have a written Health and Safety Policy Statement. This is a summary document which communicates to a wide range of both internal and external stakeholders how health and safety arrangements are managed within the organisation and details the responsibilities for discharging those requirements. Given the intrinsic links between APPCT and APTL, a common health and safety policy statement has been written that covers both organisations and its employees.

- 3.2 It should be noted that legislation requires this to be effectively communicated to all employees. This requirement will be discharged through an agenda item at the next All Staff Meeting.
- 3.3 The Health and Safety Group meet monthly and appropriate issues are escalated to the Executive Leadership Team. Staff are also briefed on relevant areas of health and safety at periodic meetings and in the monthly CEO bulletin to all staff.

4. Legal Implications

- 4.1 The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report, and in noting that the policy statement has been reviewed in compliance with current legislation and best practice, has no comments.

5. Financial Implications

- 5.1 The Council's Chief Financial Officer has been consulted in the preparation of this report, and any comments received will be tabled.

6. Use of Appendices

Appendix 1– Health & Safety Policy Statement



Alexandra Palace Health & Safety Policy Statement	Date Approved: ET – 14 November 2018 FRAC – 29 January 2019 APTL – 29 January 2019 APPCT – 4 March 2019
	Issue Date: 5 th March 2019
	Review Date: 5 th March 2020

1. Introduction

Alexandra Park and Palace Charitable Trust (APPCT) and its trading subsidiary APTL, hereafter known as 'Alexandra Palace' is committed to managing health, safety, wellbeing and environmental issues effectively.

2. Policy

A joint health and safety policy statement demonstrates a coordinated approach to safety management and an efficient and effective method to achieve compliance with all relevant legislation and demonstrate best practice.

The Directors of Alexandra Palace and the Board of Trustees for APPCT collectively accept personal responsibility for:

- protecting the health, safety and wellbeing of employees
- protecting the health and safety of everyone who can be affected by the Palace, Park, events or leisure facilities
- protecting and enhancing the environment
- fostering a positive health and safety culture across the organisation
- holding safety at the core of all activities and decision making processes.

Managing health, safety, wellbeing and environmental issues appropriately is a key contributor to the continuing success of Alexandra Palace and Park as both an attraction and company. We do this by:

- putting the necessary focus on these issues
- valuing our employees through consulting them on significant decisions
- working together at all levels across Alexandra Palace and with everyone who helps to create and manage events and provide leisure facilities
- assessing and adequately managing all significant risks under our control
- providing appropriate training, information and supervision for employees
- monitoring, auditing and reviewing our health, safety and environmental performance, in order to learn and make sure we continually improve.

The overall responsibility for making sure that health, safety, wellbeing and environment issues are properly managed is with the Chief Executive Officer of Alexandra Palace. For day to day operations this responsibility is delegated through the line management structure, with all managers being

responsible for actively managing health, safety, wellbeing and environment within their teams and areas of responsibility, including setting a good example

All employees are responsible for:

- working safely, taking care of themselves, others and for the environment
- co-operating with all health, safety, wellbeing and environmental requirements at Alexandra Palace
- reporting hazards and other health, safety, welfare and environmental problems promptly

Should any employee feel that any work activity or task is being undertaken in a manner likely to expose themselves, colleagues or others to unacceptable or unnecessary risks, then this one individual is empowered to stop the work activity. A suitable manager will then immediately review the concerns raised, with support from the health and safety team as required. Work will recommence when the individual's concerns have been suitably addressed and all involved agree the work activity is safe to continue.

No member of the team working at Alexandra Palace will be negatively impacted or adversely treated for raising a genuine concern about the safety of themselves, work activity or others in the workplace.

We also need our employees and everyone involved in creating and managing events to actively participate in improving health and safety. We can only achieve and maintain a good performance with the co-operation and support of everyone involved.

Version Control:

This policy statement is reviewed annually, upon significant change within the organisation or upon change in appropriate legislation.

Date	Version	Author	Amendments
08/01/2019	3.0	Graeme Timms, Head of Health and Safety	Addition of additional responsibility to hold safety at the core of all activities and decision making and addition of fostering a positive safety culture.
04/12/2017	2.0	Graeme Timms, Head of Health and Safety	Minor – non substantive changes to introduction. Adjustments in Section 2 to explicitly state directors and trustees responsibilities

Alexandra Palace is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, responsibilities for dependents, age, physical/mental disability or offending background.

Signed By	Name	Position	Date
	Anne Stennett	Chair of Board of Trustees, Alexandra Park and Palace Charitable Trust	
	Anne Stennett	Chair of Alexandra Palace Trading Ltd	
	Louise Stewart	Chief Executive Officer, Alexandra Park and Palace Charitable Trust & APTL	