

ALEXANDRA PARK AND PALACE **CHARITABLE TRUST BOARD**

20th February 2018

Report Title: Health & Safety Policy Review

Report of: Graeme Timms, Head of Health & Safety

Report Authorised by: Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

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

Local Government (Access to Information) Act 1985

N/A

1. Recommendations

That the APPCT Board approves the updated Health & Safety Policy attached at Appendix 1.

2. Background

- 2.1 The Trust Board approved a Health & Safety Policy Statement on 19th December 2016, as recommended by FRAC on 22nd November 2016.
- 2.2 This policy has been reviewed in-line with current legislation and best practice and as such no substantial changes have made and only minor amendments as follows:
- 2.3 Section 2: Replacement of "We" with "The Directors of APCCT and APTL" to reinforce the personal responsibilities linked with being a controlling mind of an organisation.
- 2.4 This policy was considered and recommended to the Board for approval by FRAC on 1st February 2018.

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 company 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 Health and safety is a regular area of discussion at periodic meetings across all levels of the business 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 is said to adopt 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 has no comments.

6. Use of Appendices

Appendix 1– Health & Safety Policy Statement

Alexandra Palace

Alexandra Park and Palace Charitable Trust and Alexandra Palace Trading Ltd Health & Safety Policy Statement	Date Approved: ET – 25 January 2018 FRAC – 1 February 2018 APPCT – 20 February 2018
	Issue Date: December 2018
	Review Date: December 2019

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

While APPCT and APTL are two separate legal entities, given their intrinsic links, 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 achieve best practice.

The Directors of both APCCT and APTL 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.

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 in APPCT and APTL, 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 APPCT and APTL. 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 team, 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 APPCT and APTL
- 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
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, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

Signed By	Name	Position	Date
	Joanna Christophides	Chair of Board of Trustees, Alexandra Park and Palace Charitable Trust	
	Louise Stewart	Chief Executive Officer, Alexandra Park and Palace Charitable Trust & APTL	