

Health and Safety at Work etc Act 1974

The Health and Safety Policy Statement of The Egypt Exploration Society (London Premises)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

Overall and final responsibility for health and safety is that of Mr Paul Cove (on behalf of the Trustees).

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director.

To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Name	Responsibility
Dr Patricia Spencer	Welfare, Risk Assessments
Mr Christopher Naunton	Fire Safety, Training
Mr Edward Mitcheson	First Aid, Equipment Maintenance

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from work activities

- Risk assessments will be undertaken by the Director
- The findings of the risk assessments will be reported to the responsible Trustee
- Action required to remove/control risks will be approved by the responsible Trustee
- The Director will be responsible for ensuring the action required is implemented.
- The responsible Trustee will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Welfare

It is the policy of the EES to:

- provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them.
- provide drinking water and ensure that it is free from contamination, accessible by all employees.
- maintain in efficient working order, the workplace, certain equipment, devices and systems. Any defect or fault regarding the workplace, certain equipment, devices and systems should be reported immediately to the Director.
- ensure that traffic routes are kept in good repair and are free from obstruction.
- take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to the Director and be dealt with quickly but employees should not put their own health and safety at risk.
- ensure that lighting is suitable and sufficient to allow staff to work and move around safely.
- take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

Consultation with employees

Employees will be consulted directly on all matters concerning them

Safe plant and equipment

The Administrator will be responsible for:

- identifying all equipment/plant needing maintenance.
- ensuring effective maintenance procedures are drawn
- ensuring that all identified maintenance is implemented.
- checking that new plant and equipment meets health and safety standards before it is purchased.
- Ensuring that all electrical installations and electrical equipment is examined every year by a competent person/company

Any problems found with plant/equipment should be reported to the Director.

Safe handling and use of substances

It is a requirement that an assessment is made of the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). This is not at present applicable to the EES but will be kept under review.

Display Screen equipment

The Director will be responsible for

- ensuring that display screen equipment workstations are assessed and problems addressed
- reimbursing staff eye and eyesight tests if requested by staff

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the ground floor (3 Doughty Mews) Office
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Deputy Director
- Induction training will be given for all new employees

Accidents, first aid and work-related ill health

- The first aid box is kept in the indicated cupboard in the ground floor Office.
- The appointed person (first aid) is Mr Edward Mitcheson
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Mr Mitcheson
- Mr Mitcheson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority)

Monitoring

The Director is responsible for:

- investigating accidents.
- investigating work-related causes of sickness absences.
- acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

The Deputy Director is responsible for:

- ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked regularly
- Ensuring that Fire extinguishers are maintained and checked every year
- Testing Alarms every week
- Testing Emergency evacuation procedures regularly

Approved by the EES Board of Trustees 15 May 2009

Review date: May 2010