

IP Group Plc - Health and Safety Policy

Author:	Eoin Murphy, Group Head of IT and Operations
Review Date:	Sept 2023
Next Review Date:	Sept 2024
Circulation	All Staff UK All Staff ANZ All Staff, Parkwalk Advisors

Key Points

- The Company will ensure, as far as it reasonably can, the health, safety and welfare of all the people who work here (permanent, temporary or self-employed) and all the people who come to visit the Company's offices.
- It is the Company's policy to do everything it reasonably can to prevent personal injury and damage to property and to protect everyone from foreseeable hazards at work.
- Everyone at work has health and safety responsibilities including, but not limited to, working safely and efficiently at all times and only using equipment or systems for which they have been trained and/or are already competent.
- This policy covers a number of aspects relating to your personal safety including, but not limited to, safe equipment, off-site and lone working and manual handling.
- Fire risk assessments are carried out at Company premises. Regular checks are performed by the Landlord with respect to escape routes, fire extinguishers, fire alarms and smoke detectors, emergency evacuation procedures and emergency lighting.
- People who use their cars for business purposes have a number of responsibilities, including but not limited to, completing the self-declaration form to confirm they are fit to drive.

Policy in detail

This policy does not form part of your contract of employment and the Company may amend it at any time.

This policy covers all employees (including full-time, part-time and fixed term employees), consultants, contractors and casual and agency staff (collectively referred to as "employees" in and for the purposes of this policy).

In line with [the Health & Safety at Work Act 1974](#), the Company will ensure, as far as it reasonably can, the health, safety and welfare of all the people who work here (permanent, temporary or self-employed) and all the people who come to visit our offices.

It is the Company's policy to do everything it reasonably can to promote health and well-being, prevent personal injury and damage to property and to protect everyone from foreseeable hazards at work. In particular, the Company aims:

- To prevent accidents and cases of work-related ill health and to provide adequate control of health and safety risks arising from work activities.
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health including use of the Company's Employee Assistance Programme ("EAP") Unum, which offers a free of charge helpline for a variety of life situations, including counselling, couples counselling, stress, addiction, mental health, financial advice, probate help, bereavement counselling and parenting advice. The EAP helpline (██████████) is available 24/7 to all employees and their immediate family members. Help can also be found at www.unum-uk.lifeworks.com.
- To implement emergency procedures – including evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions, provide and maintain equipment and machinery and to ensure safe storage/use of substances.

Your Responsibilities

Employees also have the following responsibilities:

- To co-operate fully with the Company's Health and Safety policies and procedures.
- To attend any Health and Safety training or meetings that are required by law.
- To be generally careful whilst at work.
- To work safely and efficiently at all times and only use equipment or systems for which you have been trained and/or are already competent.
- To use any protective equipment that's provided where necessary.
- To report any hazards, accidents or near misses to the relevant person and to help with any investigations if needed, to help stop accidents happening again.
- To report any faulty or dangerous equipment.

You will receive a fire and Health and Safety overview as part of your induction.

Failure to comply with this policy may be treated as misconduct and dealt with under the Company's Disciplinary Procedure.

Responsible Parties

Day-to-day responsibility for ensuring this policy is put into practice is delegated to support staff at each office. Where there are no support staff, employees or visitors should contact the Company's head office in London to report any issues or potential issues. There are health and safety officers in each office.

3 Pancras Square

IP Group

- [REDACTED] – day to day responsibility for Health and Safety
- [REDACTED] – overall responsibility for Health and Safety

Parkwalk Advisors

- [REDACTED] - day to day responsibility for Health and Safety

Melbourne Office

IP Group Australia

- [REDACTED] - day to day responsibility for Health and Safety

Health and Well-Being

The Company considers the health, safety and welfare of employees to be of paramount importance. Providing a safe and healthy working environment is a prerequisite to achieving our aims.

In relation to our commitment to health and well-being, the Company aims to:

- create an environment where potential work-related stressors are avoided, minimised or mitigated through good management practices, effective policies and employee development;
- ensure that appropriate training and development is available to employees, enabling them to be successful in their roles;
- have an effective system for communicating and consulting on health and safety matters.

Managers have a role in creating a healthy work environment by:

- monitoring employees' roles and being aware of working hours to ensure that they remain manageable;
- being familiar with available health & wellness benefits, promoting options such as the Employee Assistance Programme and/or other well-being initiatives which may be or become available;
- recognising early signs of bullying or harassment and acting swiftly and decisively;
- recognising how their management style can affect employee well-being; and
- maintaining employee confidentiality.

Employees should:

- take reasonable care of their own health and safety and the health and safety of the people around them, including cooperating with Managers on measures designed to cut work-related stress and improve well-being;
- alert their managers to health and safety and well-being problems affecting work; and
- take advantage of counselling and training opportunities, including making use of the Employee Assistance Programme.

Safety

The Health & Safety Executive (the “HSE”) requires that a Health and Safety Law poster is displayed on all business premises. This is displayed at all Company offices. The relevant first aid representatives are noted on those posters.

First aid boxes are kept at each location and are maintained either by one of the named first aid representatives or the landlord. The location of the first aid boxes is detailed on the Health and Safety Law poster.

Any accidents and near misses should be recorded in the accident book. If there is an incident that must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, then the Office Manager and the Chief Operating Officer will be responsible for ensuring this is done in a timely manner. The location of the accident book is detailed on the Health and Safety Law poster and is kept at reception.

Risk Assessment

Risk assessments are carried out annually to assess all Health and Safety risks people may be exposed to at work. They are further reviewed when work activity changes.

Findings of the risk assessments are reported to the Chief Financial and Operating Officer (CFOO) who will approve any required actions as a result of the findings of those reports. The Office Manager (or such other equivalent individual) is responsible for ensuring those actions are implemented. The CFOO has the final oversight with regards implementation of those actions.

A risk assessment will also be carried out for women who are pregnant, to assess the risks to the woman and her baby (see the Company’s Maternity Policy for further information).

Where there are risks identified, reasonable steps will be taken to remove them.

Personal Health and Safety

Safe Equipment

The Office Manager (or such other equivalent individual) is responsible for ensuring that any new equipment meets the appropriate Health and Safety standards of the Company before it is purchased.

The Office Manager (or such other equivalent individual) is also responsible for identifying all equipment needing maintenance and ensuring that all identified maintenance is implemented.

Annual PAT testing is conducted on all electrical equipment located at the Company’s offices.

Any issues with regards Company equipment should be reported to the Office Manager (or such other equivalent individual) as soon as reasonably practicable.

Lone Working

You should exercise caution when working alone in any of the Company’s offices and it is recommended that any employee who is working late lets someone know where they are in case of emergency and ensures that any external doors are locked or otherwise secured (such as requiring fob access) in order to prevent unauthorised access to the office.

Staff that arrive at the London offices out of normal business hours (M-F 0730-1800) will be asked by the Landlord’s Security team to sign in on arrival and to sign out on departure. Out of hours the Landlord’s Security Team will be contactable in case of emergency on [REDACTED]. The Security Team are trained in first aid and additionally the Kings Cross Estate provides 24 hour Paramedic cover, contactable by the Security Team if escalation is necessary.

Remote Working

You may be required and/or may request to work remotely from time to time in carrying out your role. This includes working from home or any other location away from the Company's offices. Whilst working remotely, everyone must use common sense and adhere to the provisions of this policy and other applicable Health and Safety procedures as may be in force from time to time.

When working remotely you should ensure that your working patterns are not detrimental to your health and well-being. If you are working remotely on a regular basis, you may be required to complete a remote worker self-assessment and/or the Company may need to check your working location to ensure it is a safe working environment. This will enable you and/or the Company (as applicable) to identify any potential hazards in the remote working environment. If hazards are identified and there is no reasonable solution and/or you fail to allow the Company to carry out any requested checks, the Company may not authorise working in such an environment.

Where you plan to have meetings when working remotely, you must either make arrangements to meet at an office or neutral location or have telephone or video conference. In no circumstance should you invite business contacts to your home or give out your personal details.

If you have any health and safety concerns when working remotely you must report these to your Manager or the Office Manager.

The Company's insurance policy does cover working remotely. However, any accidents whilst working from home must be reported to the Office Manager.

Manual Handling

You should not be required to any handle any high risk/heavy loads. It is important for you to assess any load before lifting, and you should understand your capabilities in this regard and not put yourself at risk in any way.

Suspect Packages

Any suspicious post or packages you may receive should be reported immediately to the Office Manager (or such other equivalent individual). There are suspect package procedures at each location and these will be updated either by the landlord or the Company employee responsible for health and safety at that particular location.

Protests and Public Disturbances

If there are any events planned in the vicinity of any of the Company's offices that have the potential for public disorder, then the Office Manager (or such other equivalent individual at the relevant office) will liaise with the police to seek guidance on actions to be taken.

Contact will also be made with the relevant landlord of the affected premises to ensure there are no cases of unauthorised entry to the building.

For further information in the event of a disruption, please refer to the Company's business continuity plan.

Fire and Emergencies

Procedures

Fire risk assessments are carried out at Company premises. The Office Manager (or such other equivalent individual) will ensure the assessment is updated as necessary and implement any actions. Regular checks are performed by the Landlord with respect to escape routes, fire extinguishers, fire alarms and smoke detectors, emergency evacuation procedures and emergency lighting.

You must not obstruct any fire escape routes and should report any obstructions or issues you observe. All employees are required to attend fire induction training and annual refresher training.

Fire Warden Tasks

There are fire wardens located at each office, either arranged through the landlord or by the Company. Details of fire wardens are given at induction.

Driving for Business

Employees are encouraged to use public transport and, whilst this is the most common method of travel, some employees may still need to use their cars to travel to meetings.

You are responsible for:

- Considering whether the journey is necessary and whether an alternative method of transport could be used. Video conferencing can be used as an alternative to driving to meetings and could save you considerable travel time.
- Keeping up to date with current driving legislation and notifying your Manager as soon as practicable if you are no longer able to drive due to any changes in personal circumstance, restrictions imposed on you or legislation.
- Ensuring your insurance is suitable for commuting and business travel. If travelling with passengers for work purposes, the insurance should cover the passengers. If it is not clear, you must check with their insurer.

Checking that the vehicle is roadworthy before each journey. These checks include but are not limited to:

- MOT certificate is valid and in date.
- Car Tax is in date.
- Services are carried out regularly by a qualified mechanic.
- Tyres are in good condition and suitable for the road conditions (tread and pressure).
- Petrol, oil, water, battery fluid and anti-freeze are at sufficient levels for the journey.
- Taking regular rest breaks and taking travel conditions into consideration. If it is unsafe to travel by car, an alternative method of transport should be used, or the meeting rearranged.

Computer and Display Screen Equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- You should try and organise your activity so that you take frequent short breaks from looking at the screen.
- You are entitled to a workstation assessment.
- The Company will reimburse you for up to one standard optician eye test per year to ensure you can comfortably see display screen equipment (DSE) and work effectively without visual fatigue.

For those that work from home, the Office Manager will request that staff complete an annual self-assessed DSE and Workstation assessment. If any issues are highlighted this will be escalated and addressed.

If the eye test shows that you need glasses specifically for DSE work, the Company will reimburse you for the cost of a basic pair of frames and lenses up to the value of £50. For further information on this and how to make a claim for reimbursement, please see the Expenses Policy.

Health & Safety Training Requirements

The Company will provide induction training for all new employees and job specific training will be provided by your Manager for your role, where there may be Health and Safety implications.