



HEALTH & SAFETY POLICY

For

Maven Securities Holding Limited and its affiliates

(together "Maven" or "the Company")

May 2020

Contents

1	Purpose of this policy.....	3
2	Who is responsible for workplace health and safety?.....	3
3	Employer responsibilities.....	3
4	Staff Responsibilities.....	4
5	Risk assessments, display screen equipment and manual handling.....	6
6	Working from home.....	6
7	Non-compliance with health and safety rules.....	8
8	Status of this Policy.....	8

1 Purpose of this policy

Maven Securities Holding Limited and its affiliates (together "Maven" or "the Company" or "the Employer") takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its workplaces. This policy is intended to help the Employer achieve this by clarifying how health and safety will be managed.

Everyone has responsibility for health and safety at the workplace. The Principal Health and Safety Officer will have day-to-day responsibility for health and safety matters.

2 Who is responsible for workplace health and safety?

Achieving a healthy and safe workplace is a collective task shared between the Employer, staff and people visiting the workplaces. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff and any volunteers. Specific responsibilities of staff are set out in the section headed "Staff Responsibilities" below.

3 Employer responsibilities

The Employer is responsible for:

- a. taking reasonable practicable steps to safeguard the health and safety of staff, people affected by the Employer's business activities as well as people visiting its premises;
- b. identifying and assessing health and safety risks and finding ways to eliminate or otherwise minimise them;
- c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency;
- d. providing and maintaining safe working areas, equipment and systems of work and, where necessary, appropriate personal protective equipment and clothing;
- e. providing safe arrangements for the use, handling, storage and transport of materials and substances;
- f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. Staff will have the opportunity to ask questions and the Employer will advise on who best to contact to respond to those questions;
- g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;

- h. providing a health and safety induction and appropriate safety training for staff;
- i. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and consulting with staff directly relating to health and safety; and
- j. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

4 Staff Responsibilities

General staff responsibilities

All staff must:

- a. take reasonable care for their own health and safety and that of others who may be adversely affected by their acts or omissions;
- b. co-operate with the Principal Health and Safety Officer and any Employer policy and procedure generally to enable compliance with health and safety duties and requirements;
- c. comply, as far as is reasonably possible, with any reasonable health and safety instructions and rules, including instructions on the safe use of equipment;
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. keep the workplace tidy and hazard-free;
- f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in the Employer's investigation of any work incident or accident.

Staff responsibilities relating to equipment

All staff must:

- a. use equipment in accordance with any instructions given for its safe use;
- b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
- c. ensure that health and safety equipment is not interfered with; and
- d. not attempt to repair equipment unless suitably trained, qualified and

authorised.

Staff responsibilities relating to accidents and first aid

All staff must:

- a. promptly report any work incident or accident involving exposure to a health and safety risk or personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
- b. familiarise themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in each of the Maven offices;
- c. contact the office manager if a trained first aider cannot be located immediately, they will direct you to an available first aider or contact emergency services;
- d. The Principal Health and Safety Officer is responsible for investigating any work incidents or accidents, and preparing and keeping necessary records.

Staff responsibilities relating to emergency evacuation and fire

All staff must:

- a. familiarise themselves with the instructions about what to do if there is an emergency, which will be provided to staff as part of their induction. The instructions will also be available on the company wiki and from HR. The instructions will include any necessary arrangements for assisting any hearing, vision or mobility impaired people;
- b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
- c. comply with the instructions of fire wardens if there is an emergency or fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- d. co-operate in evacuation drills and take them seriously (ensuring that any visitors to the premises do the same), evacuation drills will be held at least once every 6 months;
- e. notify the Principal Health and Safety Officer immediately of any circumstances which might hinder or delay evacuation in an emergency, including if fire exits or fire notices or emergency exit signs are obstructed or hidden.

On discovering a fire, all staff must:

- a. immediately trigger the nearest fire alarm and, if time permits, call reception and notify the location of the fire,
- b. attempt to extinguish the fire ONLY if they have been trained and it is safe to

- do so; and
- c. evacuate the building immediately.

On hearing the fire alarm, all staff must:

- a. remain calm and follow the building-specific evacuation plan.
- b. make their way to the nearest usable fire exit in a calm and controlled manner, without running
- c. leave without stopping to collect personal belongings;
- d. use the stairs and not the lifts; and
- e. remain at the assembly point until notified by a fire warden, or Building Fire Marshall, that it is safe to re-enter the building.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of escape routes and the emergency equipment, including fire extinguishers, fire alarms, signage and emergency lighting.

5 Risk assessments, display screen equipment and manual handling

Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will identify and assess any risks and consider measures to eliminate, or otherwise best minimise any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. The Principal Health & Safety Officer is responsible for workplace risk assessments and the implementation, review and where necessary, revision of any measures to control risks.

Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks away from the computer screen every few hours. Staff can request a workstation assessment and/or an eye test by an optician by contacting HR or the Principal Health & Safety Officer. Guidance on the use of display screen equipment can also be obtained from HR.

Guidance on manual handling (such as lifting and carrying heavy objects) can be obtained from The Principal Health & Safety Officer and where necessary training will be provided by the Employer. The Employer will try to eliminate or minimise the need for manual handling where there is a risk of injury.

6 Working from home

According to the UK Health and Safety Executive ('HSE'), staff who are working from home on a long-term basis must do a home workstation assessment and identify any

risks associated with using display screen equipment. Maven recommends all staff working from home at any time to conduct a basic assessment of their home workstation. This practical [workstation checklist](#) can provide guidance. Staff must notify their Line Manager of any equipment they need to minimise risks and the Employer shall meet those needs where possible.

Staff can take the following simple steps to reduce the risks from display screen work including but not limited to:

- breaking up long spells of work with breaks or changes in activity
- avoiding static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

Working from home over long periods of time can cause work-related stress and affect staff's mental health and wellbeing. Staff must raise any concerns or issues that arise with their Line Manager and/or HR to receive proper guidance and support.

All current health support offerings available to staff can be found on the HR wiki page and further guidance and updates on health and safety may be communicated by HR via email from time to time.

7 Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken seriously and could result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy (depending on your jurisdiction), up to and including immediate dismissal.

8 Status of this Policy

This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any times by the Employer at its absolute discretion. The Employer will review this policy periodically to ensure that it achieves its aims effectively.