



# Health and Safety Policy

Area: Human Resources

VERSION 1.0 Effective January 2018

# Health and Safety Policy

The directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice. Including ensuring:

- The provision and maintenance of plant and systems of work that are safe and healthy
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision to ensure the health and safety at work of employees and others
- The control of the place of work maintaining it in a safe condition
- The provision of a safe means of access to and egress from the place of work
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

## Procedure

### Organisation and Responsibilities

#### Executive

The Board is responsible for safety in the organisation and will monitor the safety policy on a regular basis. The Board will be apprised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling and the provision of eye tests for those who habitually use display screen equipment. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

#### Safety Officer

1. The safety officer is Rafiq Adebambo whose responsibilities cover the maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief on changing safety legislation. Full investigation of accidents will be carried out by the safety officer under the direction of the appropriate manager with a view to the prevention of future occurrences.
2. The safety officer's main role will be that of advising management on its legal obligation and providing guidance, training and monitoring to ensure the organisation complies with these.
3. The safety officer is responsible for monitoring that the organisation's obligations in respect of assessment, control and monitoring of the workplace, work equipment,

manual handling operations, personal protective equipment, display screen equipment are met and hazardous substances are met.

### **Departmental Manager**

Departmental managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. Each manager will:

1. Ensure that each new employee is given induction training, including the rules, the precautions and procedures appropriate to their specific jobs (all new members of staff will be shown the location of first aid boxes, fire exits and fire-fighting equipment).
2. Ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures.
3. Ensure all staff for whom they are responsible understand the health and safety policy and risk assessments.
4. Ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely.
5. Keep up to date with health and safety matters applicable to the operations of the organisation.
6. Investigate all accidents with the assistance of the safety officer, with a view to prevention.
7. Ensure good housekeeping standards are applied.
8. Review periodically all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations.
9. Carry out regular safety checks and audits.

### **Supervisors**

1. Supervisors have the responsibility to provide leadership and to promote responsible leadership attitudes towards health and safety.
2. Supervisors must ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved.
3. Particular regard will be paid to:
  1. Plant machinery and equipment and methods of working to ensure they are safe and do not endanger health.
  2. Providing safe arrangements for the handling, storage and movement of materials, equipment and substances hazardous to health.

3. Supplying sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work.
4. Inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance.
5. Ensure that the staff for whom they are responsible are aware of any procedures in place to deal with serious or imminent danger.

## **Employees**

1. All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow the organisation's procedures in particular, to report any incidents which have or may have led to injury or damage.
2. All employees should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their supervisor about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the supervisor or manager is not available, an employee may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the supervisor after the danger has ceased or has been dealt with.

## **Reporting Accidents**

1. In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for a supervisor/first-aider. **DO NOT MOVE THE INJURED PERSON.**
2. Report the full details to Rafiq Adebambo who will record the incident in the accident book. The record will be sent to the Safety Officer. The accident will be reported to the inspecting authority as and when necessary.
3. Any "near miss" incident which occurs should also be reported to your immediate supervisor who will be responsible for making a report to Amy Lloyd.
4. All accidents will be investigated by the department manager and the safety officer. A report will be made to The Board who will ensure that necessary action is taken to prevent recurrence.

## **First Aid**

1. During the induction programme employees will be shown the location of the nearest first aid box to their work area.

2. Names of first-aiders and appointed persons together with information on how to contact them are given on the notice board.

## **Fire**

1. Fire exits must be kept clear from obstruction. All employees must know their evacuation route and assembly point in case of fire.
2. If you DISCOVER A FIRE:
  1. Immediately operate the nearest fire alarm call point.
  2. WITHOUT PERSONAL RISK, try to put out the fire, if possible, with the nearest appropriate fire appliance provided, by directing the hose or extinguisher to the base of the flame.
3. If you HEAR THE FIRE ALARM:
  1. The switchboard operator will be responsible for calling the fire services.
  2. Leave the building immediately by the nearest available exit and report to your warden at your evacuation assembly point (EAP). DO NOT RUN. DO NOT USE THE LIFTS. DO NOT DELAY FOR PERSONAL BELONGINGS.
  3. Do not re-enter the building until instructed by your warden.

## **Good Housekeeping**

1. Undue hurrying and forgetfulness cause many office accidents. Do not run down steps. Use handrails going down or up stairs.
2. Watch out for someone coming round a blind corner or opening doors quickly.
3. Never read while walking.
4. Leaving lower filing drawers open causes many trips and falls. Please make sure they are closed.
5. Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
6. Ensure that floor areas are well lit and free of obstruction.
7. Spilled coffee or soft drinks and tracked in rain or snow should be cleaned up immediately.
8. Pointed objects such as pencils, pens, letter openers, files and the like must be used carefully to avoid puncture wounds.
9. Horseplay, including throwing paper clips, shooting rubber bands, tossing objects out of windows, is unacceptable behaviour and constitutes a disciplinary offence.

## **Electrical Equipment**

1. Electrical equipment is normally safe, provided it is properly installed and regularly inspected.
2. Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc. would make the shock more severe. Therefore, you should:
  1. NEVER touch electrical equipment with wet hands; or move any portable electrical equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless you are an authorised person.
  2. KEEP electrical supply cables and flexes away from wet areas, or from where they will be damaged by being walked over or knocked when moving equipment about.
  3. ALWAYS switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise; report defective equipment to Amy Lloyd.

## **Working at Heights: Reaching, etc.**

1. Do not attempt to obtain items which are beyond your reach. If you cannot reach, get a ladder or stepping stool.
2. Be sure the ladder is in a safe condition.
3. Do not use chairs, open drawers, or any makeshift device for climbing.
4. Do not climb up the shelves themselves.
5. Do not overreach on the ladder. It is safer to get down and move the ladder.

## **Disciplinary Action**

1. If you contravene the provisions of this policy, whether or not in doing so you place the health and safety of yourself or others at risk, you will be disciplined and if appropriate, dismissed.

## **Additional Clauses**

1. In the event of the above, employees should either orally or in writing refer the matter to their line manager.
2. If the employees are dissatisfied with the outcome or in the event of there being a danger of death, serious imminent danger or health risk, staff may stop work and immediately leave the workplace and proceed to a place of safety. The matter should be

reported as soon as possible to their line manager who will investigate and determine what action should be taken.

3. After the investigation, the employee will be informed that either:
  1. The organisation has so far as reasonably practicable eliminated the danger and employees must resume normal working, or
  2. The organisation does not consider the matter constitutes a grave risk to health or safety, and employees must resume normal working, or
  3. The organisation will undertake further investigation and may, if necessary, obtain expert opinion. Employees will then be suspended on full pay or be transferred to alternative work whilst the investigation takes place.
4. Refusal to resume normal working when instructed will be a breach of company discipline. The matter will then be dealt with under the organisation's normal disciplinary procedure.