

**Health and Safety Policy**

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**Health and Safety Policy**

This policy sets out the charity’s approach to health and safety obligations and risks, by breaking down its obligations into its constituent areas:

1. Hazard identification and Risk assessment
2. Accident Investigation
3. Work Equipment
4. Induction Training
5. Alcohol and Substance abuse
6. First Aid
7. Smoking
8. Stress at work
9. Lone Working
10. Overseas travel
11. Travel by car
12. Display screen equipment
13. Eyesight testing
14. Manual handling

Appendix listing

1. Workshop Policy
2. Soldering Policy
3. Fire Evacuation Policy

The Health and Safety Officer for the business is the CEO and Trustees who has overall responsibility for the enforcement of this policy.

Linet managers will take responsibility for ensuring their offices offer a safe working environment to their employees and that the rules of this policy are followed.

Health and Safety issues of a day-to-day nature should be flagged to the Office Manager or Operations Manager for a quick resolution.

1. **Hazard identification and Risk assessment**

The charity will ensure that hazards are identified and that suitable and sufficient risk assessments are undertaken on all of the business' undertakings. Where possible, identified hazards will be eliminated; otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The charity will ensure that those undertaking the risk assessments are competent to do so and are provided with adequate time, resources and support.

Employees should report any hazards that they discover so that remedial steps can be taken to reduce any harm.

Procedure wording,

The office manager will:

* ensure that a workplace hazard identification exercise is completed for the area under his/her control;
* ensure that hazards are eliminated where possible;
* identify and list the tasks that require risk assessment within his/her area of control;
* ensure that the risk assessments are completed in risk priority order;
* ensure that persons conducting risk assessments are competent to do so;
* ensure that members of staff conducting risk assessments are provided with adequate information, instruction, training, supervision, time and support to undertake the assessments;
* ensure that any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
* ensure that staff members are provided with training in the safe systems of work resulting from the risk assessments;
* ensure that other parties, such as members of the public, visitors and contractors, who may be affected are informed of the significant findings of the assessments;
* encourage members of staff to complete hazard reporting forms when required;
* ensure that a fire risk assessment is completed by a competent person using the appropriate form;
* ensure that risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made; and
* ensure that relevant risk assessments are reviewed following an accident, incident or near miss.

The nominated risk assessor will:

* identify the workplace hazards using the provided form;
* eliminate hazards where possible;
* review the list of tasks to be assessed and complete them in risk priority order;
* obtain assistance from specialist parties where required;
* involve the person undertaking the task in the risk assessment process;
* conduct and record risk assessments on the provided form;
* identify specific risk assessments, such as manual handling, hazardous substances and display screen equipment, if they are required;
* inform members of staff of the significant findings of the risk assessments;
* ensure that the level of detail of a risk assessment and the time spent on it are proportional to the risk;
* consider the hierarchy of control when identifying measures to control a risk;
* during the assessments inform members of staff of the hazard reporting forms and process;
* give consideration to the greater risks to new and expectant mothers, young persons and other higher-risk groups;
* maintain a file of risk assessments; and
* review the risk assessments for their confirmed application at least once every 12 months and when any significant change is made, and following an accident, the completion of a hazard report form or a near miss.

Employees will:

* follow appropriate systems for work laid down for their health and safety;
* make proper use of any equipment and personal protective equipment provided for their health and safety;
* inform their manager if they identify hazards and/or complete a hazard report form; and
* take care to ensure that their activities do not put others at risk.

1. **Accident Investigation**

The charity will investigate all accidents and near misses to determine their underlying cause for the purpose of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within the charity. The charity adopts a no blame culture when investigating accidents for the purpose of improving health and safety performance.

The type and level of the investigation will be appropriate to the circumstances. Those involved in the accident investigation will be competent to be so and will be provided with adequate training, information and support. The investigation report will provide a factual account of the accident, draw objective conclusions and identify practical recommendations. Agreed actions will be implemented within realistic timescales.

In the event of an external investigation by the enforcement authorities, full cooperation will be provided.

Procedure wording,

Once the area has been made safe the accident should be investigated promptly by the health and safety officer or by the person that he/she nominates i.e. office manager. The decision as to who will investigate the accident will be made after consideration of the type of accident.

The competent person conducting the investigation will appoint an investigation team if necessary and obtain specialist advice from technical experts when required. An accident investigation form should be used to record the details of the investigation. The level and type of investigation will depend on the circumstances and severity (or potential severity) of the accident.

The person conducting the investigation will (if necessary):

* obtain factual information regarding the accident, including the accident location, the time and date of the accident, the work activity being undertaken, the people involved and the sequence of events;
* conduct an inspection of the accident site once the area has been made safe, and take appropriate photographs;
* obtain written statements from all relevant parties;
* conduct and document interviews with relevant personnel;
* if relevant, obtain physical evidence (equipment, damaged products, etc);
* obtain and review relevant documentation (training, inspection, maintenance records, work procedures, etc); and
* review existing relevant risk assessments and corresponding arrangements.

Once the facts have been obtained and any required testing, analysis, etc completed, the underlying causes should be established. The investigation team should draw conclusions and identify practical recommendations to ensure that the accident does not recur. Assistance should be sought from relevant parties if required. The recommendations must be agreed with the relevant staff and the actions prioritised. The accident investigator (or nominated person) will track the actions to ensure that they are completed within the given timescales.

Relevant risk assessments will be reviewed and, where necessary, updated following the accident report.

The investigation report and form and any corresponding information will be kept for a minimum of three years.

1. **Work Equipment**

The charity will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The charity will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The charity will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

Procedure wording

The office manager will:

* ensure that all work equipment is suitable for its intended purpose and working environment prior to use;
* take account of ergonomic risks when selecting work equipment;
* ensure that the work equipment conforms with European Community Directives (including a declaration of conformity and a CE mark);
* ensure that an assessment of the risks associated with the work equipment is conducted prior to its use;
* ensure that measures are taken to prevent access to dangerous parts of work equipment or to stop their movement before any part of a person enters the danger zone;
* ensure that (where appropriate) work equipment has accessible emergency stop controls and can be isolated from all its sources of energy;
* ensure that the work equipment is properly maintained, inspected and tested, and kept in good repair;
* ensure that if a maintenance log is used it is kept up to date;
* ensure that members of staff who install, inspect, test and maintain work equipment are competent to do this;
* ensure that members of staff who use work equipment and those who supervise its use are provided with adequate information, instruction and training;
* ensure that young persons do not use work equipment that they are prohibited by law from using;
* provide written instructions and safe working methods for the work equipment, where required;
* ensure that where inspections are undertaken records are kept;
* ensure that training records are kept; and
* take reasonable steps to ensure that work equipment is used in a proper manner.

Employees undertaking the work equipment risk assessment will:

* consider all those who may be affected by the equipment hazards;
* identify inspections required if there is a significant risk resulting from incorrect installation, deterioration or exceptional circumstances;
* ensure that the greater risks to young persons and new and expectant mothers from the work equipment are taken into account;
* ensure that work equipment assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made; and
* maintain a file of work equipment assessments.

Employees using work equipment will:

* use work equipment only if they have been trained and are competent to do so;
* follow the safe methods of work including wearing appropriate personal protective equipment when required; and
* report any defects in the equipment, personal protective equipment and guarding to their line manager.

1. **Induction Training**

The charity will provide permanent employees, temporary employees, contract staff and transferred employees with adequate health and safety training and information prior to their starting work in any workplace, whether on a permanent or temporary basis.

The induction training will be conducted during working hours and the information provided will be appropriate to the level of training, knowledge and experience of the individual in question.

Induction training is seen as the first step in providing health and safety information. Training needs will be identified at regular intervals and any necessary training, including refresher training, will be provided when required.

Procedure wording

The office manager will ensure that:

* arrangements are in place to identify individuals who require induction training;
* arrangements are in place for induction training to be completed prior to individuals' starting work/being on site;
* those undertaking the induction training are competent to do so;
* the induction training includes the necessary health and safety information; and
* where children are participating in work experience on site their parents or guardians are given information at the induction on the key findings of risk assessments prior to their starting work.

The health and safety induction trainer will:

* train employees, temporary employees, contract staff and transferred employees on the health and safety arrangements in the workplace, including first aid, fire and evacuation procedures;
* ensure that information on hazards and their control measures are included in the training;
* ensure that particular consideration is given to young persons and children to ensure that they understand the information provided;
* ensure that the training is in a format that is understood by the individuals undergoing the induction;
* identify further health and safety training needs;
* update the induction training when any changes are made;
* complete an induction training record for each person and file it appropriately; and
* confirm the understanding/knowledge gained by individuals during the induction course, either verbally or by using a written questionnaire.

1. **Alcohol and Substance abuse**

The charity is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming onto the Charity premises.

The charity will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the Charity (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

The Charity prohibits the drinking of alcohol by employees and contractors in the workplace or on Charity business, other than reasonable drinking of alcohol in connection with approved social functions. The Charity regards drinking to an 'unreasonable level' as any of the following situations:

* The individual is over the legal limit stipulated for driving i.e. 35mcg/100ml of breath alcohol concentration.
* In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
* In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
* The individual continues to drink when instructed to stop by a manager.

The Charity will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The Charity expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on charity premises, in charity vehicles or at a charity function, they will be regarded as serious, will be investigated by the Charity, and may lead to disciplinary action and possible reporting to the police.

Procedure wording,

No employee or other person under the Charity's control shall, in connection with any work-related activity:

* report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
* consume or be under the influence of drugs or alcohol while on duty unless, in the case of alcohol, with the agreement of line management for the purposes of official charity entertaining;
* store drugs or alcohol in personal areas such as lockers and desk drawers; or
* attempt to sell or give drugs or alcohol to any other employee or other person on the charity premises.

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the Charity will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

1. **First Aid**

The charity is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to employees while they are at work. Emergency first-aid treatment can save lives and prevent minor injuries becoming major injuries.

The charity will provide first-aid personnel with sufficient training, information and support to undertake their responsibilities.

Procedure wording

The Health and Safety Officer will:

* undertake an assessment to determine the number of first-aid personnel and the facilities required, giving consideration to the factors detailed in the Health and Safety (First Aid) Regulations 1981;
* ensure that first-aid personnel are given sufficient time for training and carrying out their responsibilities; and
* ensure that all staff are aware of the first-aid personnel.

The Health and Safety Officer will:

* organise training from a course provider for first-aid personnel;
* keep training records and copies of certificates for first-aid personnel;
* organise refresher training when required;
* ensure that there is adequate first-aid cover on a day-to-day basis;
* organise the purchase of supplies for first-aid kits when requested; and
* keep first-aid personnel notices updated.

First-aid personnel will:

* take charge of injury/ill health situations;
* provide first-aid assistance or advice within their training;
* seek support from the emergency services where necessary;
* ensure that the accident book and internal accident forms are completed;
* keep their first-aid kits stocked, in date and in a suitable location;
* inform the Health and Safety Officer when refresher training is required; and
* provide advice on precautions required to prevent the potential spread of blood borne disease when attending to an injury.

1. **Smoking**

The charity recognises that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the charity's operations are of prime importance. The charity has therefore developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation.

**Application**

This policy is applicable to all employees at whatever level of the charity's hierarchy, as well as sub-contractors who undertake activities on behalf of the charity and any visitors to/customers on the charity's premises. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors/customers and interested parties.

As part of the charity's induction process, new starters should be told about this policy and shown where it is located (in the charity's staff handbook/on the charity's intranet). The Office manager is responsible for informing job applicants of this policy. Employees are responsible for informing their visitors to the premises/customers that they are serving of this policy.

**Prohibition on smoking**

Smoking is prohibited within the charity's premises, except in certain designated outside areas. Employees may smoke only in the area underneath the Fire Escape to the rear of the building, where the charity provides receptacles for smokers to dispose of cigarette butts and other smoking waste. Smoking at the front of the building is prohibited by the charity.

Employees who go outside to smoke are restricted to taking one short smoking break in the morning and one in the afternoon, with a maximum of ten minutes per break. Employees should inform their manager if they wish to take a smoking break and ensure that there is sufficient cover before taking a break.

**Vehicles**

The charity does not permit workers to smoke in charity cars.

There are no limitations on an employee smoking in a vehicle that he/she owns, provided that the vehicle is used primarily for private purposes.

**Homeworkers**

Homeworkers are not required to refrain from smoking during the course of work that is carried out for the charity in their home, unless they invite others into an area of their home for work purposes.

**Electronic cigarettes**

The charity acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke-free legislation, the charity prohibits the use of e-cigarettes in the workplace. The charity's rationale for a ban on e-cigarettes is that:

* although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
* some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for visitors/customers/other employees that it is acceptable to smoke.

**Signage**

The charity displays signs that make it clear that smoking is prohibited on its premises. These signs are located at all entrances to its buildings. The charity also requires that no-smoking signs are displayed in those of its vehicles that are subject to the ban.

**Assistance for employees to give up smoking**

The charity recognises the difficulty that employees who wish to give up smoking may face. The charity's Office manager can offer information and support to help smokers to give up. Details are available from the Office manager. Assistance is also available from the NHS Smoking Support service <http://www.nhs.uk/smokefree> and the local support service <http://www.camquit.nhs.uk/>

**Non-compliance**

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the charity's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

**Maintaining our Smoking policy**

The charity will monitor the effectiveness of its Smoking policy and its general compliance within the charity.

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy is fully supported by the top management of the charity. In support of this intent, the policy will be reviewed at least annually. The charity will provide sufficient financial support and all other necessary resources for the full implementation of this policy.

1. **Stress at work**

The charity will take all reasonable steps to reduce health and safety risks from stress in the workplace to as low a level as reasonably practicable.

Causes of stress (stressors) will be identified and managed. A suitable and sufficient assessment of the risk of these stressors will be undertaken. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

The charity will ensure that adequate consultation takes place with all staff, including managers, supervisors, human resources, employee representatives and trade union safety representatives, on the content, implementation, monitoring and review of this policy.

Procedure wording

The Health and Safety Officer will:

* determine if stress in the workplace is a problem by seeking employee views;
* review job descriptions to identify tasks that may involve stressors;
* review job descriptions to identify safety critical roles;
* identify all those who may be affected by work-related stress;
* eliminate work-related stress or, where this is not possible, evaluate the risk of work-related stress, considering the existing arrangements that are in place;
* ensure that significant findings of the risk assessment are recorded;
* identify additional arrangements to reduce the risk of work-related stress to as low a level as reasonably practicable, which could include changing working procedures, providing information and training, improving communication, and changing working procedures;
* review workplace conditions to ensure that they do not contribute to work-related stress;
* ensure that members of staff are consulted on arrangements for reducing work-related stress;
* ensure that grievance and disciplinary procedures are adequate and communicated to all members of staff;
* set up arrangements for individuals to report work-related stress;
* encourage members of staff to inform their line manager of any concerns regarding stress;
* ensure that support, which may include, for example, confidential counselling, special leave and back-to-work assistance, is provided to members of staff who are suffering from stress at work;
* ensure that, when a work-related stress report is made, the underlying causes and actions to remove these causes are identified;
* ensure that all members of staff, and especially line managers, are trained to identify the symptoms of stress;
* encourage a culture in which stress is not regarded as a sign of weakness;
* ensure that work-related stress risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made; and
* ensure that the arrangements for reducing work-related stress are monitored and reviewed for their effectiveness.

Employees will:

* inform their line manager (or Office manager) if they are suffering from excessive pressure or stress at work; and
* follow appropriate systems for work laid down for their safety.

1. **Lone Working**

The charity will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, the charity will take all reasonable steps to ensure the health and safety of employees working alone.

The charity will ensure that a risk assessment is conducted and that arrangements are in place prior to employees working alone.

Procedure wording

The office manager will ensure that:

* lone working is avoided as far as is reasonably practicable;
* emergency procedures are in place so that members of staff working alone can obtain assistance if required;
* a risk assessment is completed by a person competent to do so prior to employees working alone;
* any employee working alone is capable of undertaking the work alone;
* arrangements are in place so that someone else is aware of a lone worker's whereabouts at all times;
* persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone; and
* training records are kept.

The person conducting the lone working assessment will:

* give consideration to the greater risks to expectant mothers and young persons;
* involve the employee who is working alone in the assessment process and the development of safe working methods;
* advise the employee undertaking the lone working of the findings of the assessment; and
* maintain a file of all lone working assessments.

Employees working alone will:

* follow the safe working arrangements developed by the charity for lone working;
* take reasonable steps to ensure their own safety; and
* inform their line manager/assessor of any incidents or safety concerns.

1. **Travel by Car**

Health and Safety law does not apply to people commuting (i.e. travelling between their home and their usual place of work) but does apply if they are travelling on other charity business or to a location which is not their usual place of work.

The charity shall therefore take all reasonable measures to reduce the risks to staff, other road users and the public resulting from business related driving to as low as is reasonably practicable.

The charity takes a holistic view of the risks associated with travelling by car by considering both the skills required and behaviour while driving, with particular regard to those travelling long distances or during unsocial hours. At all times while driving employees shall conduct themselves in accordance with the Charity's policy and shall use their own judgment to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable.

This is particularly important in situations where employees are driving with colleagues or customers in their car.

Procedure wording;

The Health and Safety Officer will:

* ensure so far as possible that all drivers employed, or acting on behalf of the Charity, behave in a safe and considerate manner, obeying all applicable road safety legislation and showing respect for other road users;
* ensure that evidence is provided by all drivers on charity business that they hold a full current license for the class(es) of vehicle(s) that they drive on Charity business;
* ensure that evidence of suitable insurance is demonstrated for all privately owned vehicles used for Charity business;
* ensure that all drivers of their own vehicle on Charity business provide evidence of a current MOT for the car;
* ensure that all drivers on charity business advise the Health and Safety Officer, in confidence of:

- all endorsements to their driving license or disqualification from driving;

- any change of a privately owned vehicle used for Charity business; and

- any change to insurance conditions;

as soon as is practicable after the penalty is imposed or any change occurs;

* ensure that all vehicles owned or operated by the Charity are subject to regular servicing by a reputable garage and routine examination by a nominated, competent member of staff who is responsible for ensuring the vehicles' continued road/operational worthiness;
* ensure that, for Charity-owned vehicles, all maintenance procedures, equipment and replacement parts are suitable for the vehicle in question;
* ensure that training is provided by the Charity for specific driving skills (4x4 off road, security defensive driving, etc) where required; and
* encourage all drivers to try to improve their driving skills, for example by taking advanced driving courses.

Employees will:

* be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use (including hired vehicles);
* ensure that passengers are carried only in accordance with the vehicle manufacturer's design specification, with a seat for everyone and only one person per seat;
* ensure that seat belts are installed for the driver and all passenger seats and worn on all journeys;
* wherever possible, share driving on journeys of over two hours' duration;
* plan their journeys to avoid excessive hours;
* record repairs and maintenance needs for Charity-owned vehicles in a vehicle-specific log book and draw any concerns/defects to the attention of the Health and Safety officer as soon as possible;
* report promptly any problems with the condition of hired vehicles to the supplier and also inform the Health and Safety Officer;
* not use mobile telephones while driving, instead switching to a message service and picking up messages when taking breaks from driving;
* find a safe place to park to make telephone calls or receive messages;
* on a long journey take regular breaks to help relax and reduce tiredness; and
* not stop on the hard shoulder of a motorway except in an emergency.

1. **Display Screen Equipment**

The Charity will take all reasonable steps to ensure the health and safety of "users" and "operators" of display screen equipment (DSE), where "users" are employees, including temporary employees, and operators are self-employed persons.

The Charity recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Charity will therefore provide all necessary information, training and support to users and operators to enable them to understand and manage these risks. The Charity will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

Procedure wording

The Health and Safety Officer will:

* ensure that all DSE workstations in the Charity's workplace(s) comply with the minimum requirements specified in the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992;
* ensure that DSE assessments are performed for individual workstations for each DSE user or operator (other than very occasional users);
* review all completed DSE assessments and initiate risk control measures indicated in the assessments (e.g. provision of new or modified equipment or aids, modification of working methods, training);
* ensure that DSE assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made to the workstation;
* ensure that an eye and eyesight test by a competent person is arranged for any user that requests such a test and that, where such a test had been arranged, further tests are arranged at regular intervals, as specified by the competent person;
* ensure that users are reimbursed for the cost of basic spectacles or contact lenses prescribed specifically for use with DSE at work;
* ensure that adequate training is provided to all users to enable them to use DSE in a safe and healthy manner;
* ensure that work activities are planned to avoid prolonged periods of DSE use.

The designated DSE assessor will:

* either conduct and record DSE assessments by means of an interview with the DSE user or operator and a visual assessment using the assessment record checklist, or review an assessment conducted by each user or operator;
* submit the DSE assessment for review and approval by the Health and Safety Officer
* advise the DSE user or operator of the findings of his/her individual assessment;
* maintain a file of all DSE assessments;
* provide general advice and information to all DSE users and operators on the optimum arrangement of their workstation and action they can take (posture, exercise, breaks, etc) to ensure comfort and the avoidance of repetitive strain injuries or other harm arising from DSE use.

1. **Eyesight testing**

Employees who are "users" of display screen equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to an eye and eyesight test, on request.

By providing eye and eyesight tests, the employer aims to improve the comfort, job satisfaction and performance of employees, by allowing the identification and correction of visual defects and thereby helping to prevent eyestrain, fatigue, stress and headaches.

**Definition of a DSE user**

A person is a DSE user if the following criteria apply:

* the individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time;
* the individual uses DSE this way on a daily basis;
* fast transfer of information between the user and screen is an important requirement of the job; and
* the individual depends on the use of DSE to do his/her job; the individual has no discretion over the use of DSE; the individual needs significant training and/or particular skills in the use of DSE to do his/her job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.

**Entitlement to eye and eyesight tests**

It is recommended to employees that are DSE users, that eye and eyesight tests are undertaken every 2 years or more frequently if advised by an optician. It is the responsibility of the employee to make arrangements to attend an eye and eyesight test and the charity will be flexible in allowing the employee time to attend the test.

There is however, no obligation on employees to have an eye and eyesight test.

**Arrangements and payment for eye and eyesight tests**

The employer provides paid time off to attend eye and eyesight tests at a time agreed with the employee's line manager.

Employees may make their own arrangements with a registered ophthalmic optician or registered medical practitioner with suitable qualifications, and the cost will be reimbursed (up to the value of £20.00) by the employer on receipt of written confirmation from the examining optician that the eye and eyesight test has been conducted.

Expenses should be submitted in line with the charity’s normal expenses procedure.

As above, the employer will only make the £50.00 expense payment if the employee submits their receipt in line with the charity’s normal expenses procedure.

1. **Manual Handling**

The Charity will take all reasonable steps to reduce health and safety risks to employees from manual handling.

The Charity will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

The Charity will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice. Employees will make proper use of any equipment and systems of work provided for their safety.

Procedure wording

The Health and Safety Officer will ensure that:

* manual handling tasks that involve injury risks are avoided where reasonably practicable;
* manual handling operations that cannot be avoided are suitably and sufficiently assessed in accordance with the Manual Handling Operations Regulations 1992, Schedule 1;
* nominated assessors are competent to undertake manual handling assessments;
* nominated assessors are provided with adequate information, training and support to undertake manual handling assessments;
* the greater risks to young persons and new and expectant mothers from manual handling are included in the assessments;
* any health and safety risks identified by the assessments are reduced to as low as is reasonably practicable;
* manual handling assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
* adequate training is provided to those undertaking manual handling to enable them to carry out their work safely and without risk to health;
* refresher training is provided when required.

The manual handling assessor will:

* conduct and record manual handling assessments using the provided form;
* give consideration to the greater risks to new and expectant mothers and young persons within the assessments;
* submit manual handling assessments for review and approval by the Health and Safety Officer if required;
* involve the employee who is undertaking the manual handling in the assessment;
* advise the employee undertaking the manual handling task of the findings of his/her individual assessment;
* maintain a file of all manual handling assessments.

Employees undertaking manual handling tasks will:

* follow appropriate systems for work laid down for their safety;
* make proper use of equipment provided for their safety;
* Always adjust the pressure plate to support your material before cutting.
* Do not cut steel materials.
* Replace the safety bolt after use.

### Appendix A

### Fire Evacuation Procedure

* When a person discovers a fire, the first and immediate action to be taken is to raise the alarm by operating the nearest fire alarm break glass call point.
* Make sure you know where the escape routes and fire alarm break glass call points are (page 22)
* The person discovering the fire may tackle the outbreak using the fire appliances provided but should only do so if they have received training and feel confident in their fire fighting ability. In case of doubt, evacuate following the normal procedures (detailed below).

On hearing the alarm signal all persons are to evacuate via the nearest escape route and they are to proceed to their predetermined assembly point.

If a member of staff has information in connection with the outbreak of fire, this is to be given to a Fire Warden.

All persons are to remain at the assembly point until their Fire Warden gives further instruction.

**For safety during the evacuation the following guidance is given**

* **ONLY USE FIRE EXITS** – do **NOT** leave through the main entrance of the building (**Unless directed to by a fire warden**)
* Do not use lifts for fire evacuation
* Remain calm and proceed in an orderly manner
* Do not delay to collect personal belongings
* Do not take and food and drink with you as you exit
* If possible close doors on your way out
* If your normal escape route is obstructed by fire, turn away and go to your secondary escape route.
* Give assistance as necessary to a colleague experiencing difficulty and do not hesitate to ask for help if you have a need.
* Obey instruction given by Fire Wardens
* Do not re-enter the building until advised that it is safe to do so.

When the fire has been extinguished and the Senior Fire Brigade Officer is satisfied that the building is safe to re-occupy, the **Fire Wardens** will give instructions for staff to re-enter the building.

# Fire Evacuation Assembly Point

* Rear of the building outside in the back of the car park
* Assembly points are clearly marked with the ip.access logo!

**Tibbs Fire Wardens**

XXXX

XXXX

**Out of hours working**

There may be times when employees are in the building of an evening or at the weekend. It is quite likely that there will be no fire wardens at work.

**Fire Safety Procedures will be as follows:**

* If you discover a fire, raise the alarm by operating the nearest fire alarm call point.
* Commence immediate evacuation from the building and do not delay to tackle the outbreak or for any other reason.
* If you are working and hear the fire alarm operate, commence immediate evacuation from the building and do not delay for any reason.
* You are required to remain outside the building in the fire assembly point whilst the alarm sounds and for a further 10 minutes after the alarm has ceased to sound.
* Only when instructed by the fire steward, are you allowed to re-enter the building.

## In case of fire

* If you are in any doubt, call the Fire Brigade.
* Lift receiver and dial **999** (**DIALING 9** first to get an outside line)
* Give the operator your telephone number and ask for FIRE
* When the fire service replies give the address:

**Fire at: 5 Lansdown Road Bedford MK40 2BY**

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE BRIGADE.

**Go to the assembly point and when the fire fighters arrive give them all available information.**

**March 2023**

The charity reserves the right to amend this policy at any time