

inta people

HEALTH & SAFETY POLICY

AUGUST 2006

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INTRODUCTION

Even though office work has traditionally been regarded as a low risk activity. The fact remains that risks are still ever present and every year there are numerous accidents associated with poor safety standards in offices. Both employers and employees have responsibilities under this law, not only to protect themselves but also others who may be affected by what you do.

LEGISLATION

All offices are covered by the Office, Shops and Railway Premises Act 1963. The standards laid down in the Act are minimum standards. In addition the Health & Safety at Works Act 1974 will apply to all employees both inside the office and outside when the employee is required to work elsewhere.

Even wider ranging Regulations have been introduced to cover factories, shops and offices. These are:

- (a) Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- (b) Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- (c) Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
- (d) Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- (e) Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- (f) Health & Safety (First Aid) Regulations 1981: cover requirements for first aid.
- (g) The Health & Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about Health & Safety.
- (h) Employers' Liability (Compulsory Insurance) Regulations 1969: require employers to take out insurance against accidents and ill health to their employees.
- (i) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- (j) Electricity at Work Regulations 1989: require people in control of electrical systems to ensure that they are safe to use and maintained in a safe condition.
- (k) Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.

It is these regulations that The IntaGroup of companies intend to embrace as part of a commitment to removing the potential for injury to all employees within the business.

Section 1 – Applying Health & Safety rules to specific areas within the workplace

Section 1.1 First Aid

Under the Health & Safety (First Aid) Regulations 1981, It is deemed the responsibility of the employer to provide adequate and appropriate equipment, facilities and personnel (for details of appointed personnel see Appendix 2) to enable first aid to be given should somebody become ill at work. They should provide an appointed First Aid representative who is fully trained and have gained a First Aid Certificate (this must have been awarded and approved by the Health and Safety Executive and be renewed every three years).

The reporting of accidents, industrial diseases and dangerous occurrences that are work related is also governed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These regulations categorise incidents that require action to be taken in reporting certain events to the Enforcing Authority, investigating them and taking steps to prevent future recurrence.

Consequently, it is company policy that all employees make themselves aware of the following points:-

- Philip Handley is the authorised first aid representative and is to be reported to in the event of an injury/accident.
- The notified first aid representative is to take control and administer any basic first aid requirements as a result of illness or injury.
- It is also the responsibility of the first aid representative to arrange for cover of this position when they are on leave or out of the office.
- There is an emergency procedure manual (Appendix 3) that can be found alongside the first aid box in the kitchen (the exact location can be found on the office layout marked Appendix 1). This manual has been produced to enable employees to identify illnesses and understand what procedures are necessary for on the spot action in the event of an accident/illness, in the absence of a trained representative.
- Should an incident occur in the absence of a trained representative, they must be made aware of ALL relevant details of the incident on their return.
- The first aid box can be found in the kitchen, in the marked cupboard to the bottom right of the sink (the exact location can be found on the office layout marked Appendix 1).
- Amanda Tilley is responsible for the upkeep of the first aid box and must be notified immediately if an item is removed from the box.
- All accidents/incidents resulting in an injury of any kind must be logged in the accident book by the injured person or by a responsible individual on his/her behalf. However, in the event of a serious injury where the injured person is taken to hospital the accident the First Line Manager or Supervisor should complete book.
- The accident book can be found along the first aid box, in the cupboard to the bottom right of the sink, in the kitchen (the exact location can be found on the office layout marked Appendix 1).

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.2 Fire

As well as endangering life, a fire can be a serious blow to any business. It is in the interests of safety and business continuity to prevent fires occurring and to have measures in place to minimise damage and danger should one occur. Businesses have legal obligations to protect people in the workplace. In the case of fire safety.

Therefore, it is essential that employers and employees alike are aware of the Fire Precautions (Workplace) Regulations 1997 (amended 1999). These regulations set out the legal requirements for ensuring safe exit from a workplace if it is on fire. They detail what fire fighting equipment should be used and regulate the provision of fire detection equipment, alarms; emergency exits and escape lighting.

With these points in mind, it is imperative that everybody within the company's employment are aware of the companies fire procedures (Appendix 4), a copy of which is given to every employee during their induction. A copy of these procedures can be obtained from the designated Health & Safety officer and basic procedures can also be found at both exit points along side the fire alarms (the exact location can be found on the office layout marked Appendix 1)

It is also necessary for all persons to be aware of how to use fire fighting equipment in the event of a small controllable fire (the exact location of the extinguishers can be found on the office layout marked Appendix 1) and what equipment is required to extinguish the fire (detailed in Appendix 5).

Section 1.3 Hygiene & Welfare

According to Regulation 20 of the Workplace (Health, Safety & Welfare) Regulations 1992, 'Suitable and sufficient sanitary conveniences shall be provided at readily accessible places'. The former means, that rooms containing them must be adequately lit and ventilated; rooms and conveniences are to be kept in a clean and orderly condition; and separate rooms containing conveniences are provided for men and women.

Regulation 21 of the Workplace (Health, Safety & Welfare) Regulations 1992, states that 'Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided at readily accessible places'. Subsequently, a supply of clean hot and cold running water, soap (or other suitable means of cleaning) and towels (or other suitable means of drying) must be made available to all employees.

Regulation 22 of the Workplace (Health, Safety & Welfare) Regulations 1992, provides guidance on the supply of drinking water in the workplace and quotes 'An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace'. The water must be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health or safety. In addition, a sufficient number of suitable cups or drinking vessels should be provided.

In accordance to Regulation 25 of the Workplace (Health, Safety & Welfare) Regulations 1992, it is a requirement that suitable and sufficient facilities for rest and to eat meals are provided for all persons within the workplace and that they are at readily accessible places.

Section 1. 4 Cleanliness

Cleaning requirements are given in Regulations 9 of the Workplace (Health, Safety & Welfare) Regulations 1992. They state that 'every workplace and the furniture, furnishings and fittings therein shall be kept sufficiently clean'. Consequently, floors, wall and ceilings of all workplaces inside buildings must be capable of being kept sufficiently clean and materials should be clear of waste materials.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.5 Temperature

Regulation 7 of the Workplace (Health, Safety & Welfare) Regulations 1992 states that 'during working hours, the temperature in all workplaces inside buildings shall be reasonable'. This replaces specified temperatures in previous legislation, together with a ban on heating or cooling methods, which allow injurious or offensive fumes to enter a workplace. Suitable thermometers in sufficient numbers are to be placed in any workplace inside a building. The approved Codes of Practice gives a sedentary minimum temperature of 16 degrees Celsius.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.6 Ventilation

Regulation 6 of the Workplace (Health, Safety & Welfare) Regulations 1992 states that 'effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air'. In addition, stale air and air, which is hot and humid, must be replaced at a reasonable rate.

Section 1.7 Lighting

Regulation 8 of the Workplace (Health, Safety & Welfare) Regulations 1992 states that 'every workplace shall have suitable and sufficient lighting'.

Lighting should be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eyestrain. Stairs should be well lit in such a way that shadows are not cast over the main part of the treads. Where there is potential danger due to failure of tiny artificial light source, suitable and sufficient emergency lighting is required.

Section 1.8 Workstations and seating

Every workstation (as detailed in Regulation 11 of the Workplace (Health, Safety & Welfare) Regulations 1992) must be so arranged that it is suitable both for any person at work in the workplace who is likely to work at that workstation and for any work of the undertaking which is likely to be done there.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.9 Maintenance of workplace, equipment, devices and systems

The Workplace, equipment, devices and systems (as detailed in Regulation 5 of the Workplace (Health, Safety & Welfare) Regulations 1992) must be maintained (including cleaning as appropriate) in an efficient state, in efficient working order and in good repair.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.10 Electricity/Cables

Electricity can kill. Thousands of accidents at work involving electric shock or burns are reported each year. All modern offices have electricity and cables leading to computers, computer terminals, telephones, photocopying machines and so on.

Those persons using electricity may not be the only ones at risk; poor electrical installations and faulty electrical appliances can lead to fires, which may also cause death or injury to others. It is unlikely that the office has been designed specifically with these items in mind and they will have been brought in afterwards. Therefore, it is imperative that careful planning and straightforward precautions are in place when the items are introduced. The Electricity at Work Regulations 1989 requires that people in control of electrical systems ensure they are safe to use and maintained in a safe condition. It is the responsibility of the I.T. Department (Robin Betts) to ensure that these regulations are adhered to and that all cables have been routed to avoid tripping hazards.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.11 Manual Handling

More than 1 in 4 of all reportable injuries are caused by manual handling. These accidents do not include cumulative injuries, particularly to the back which can lead to physical impairment or even permanent disablement.

The most common injuries are to the back, hands, arms and feet. Some injuries occur immediately, but many develop gradually. However, the major of injuries cause significant pain and result in absence from work. The Manual Handling Operations Regulations 1992 seek to reduce the very large incidence of injury and ill-health arising from the manual handling of loads at work and place duties upon employers in respect of their own employees.

(Detailed information can be obtained from the designated Health & Safety officer)

Section 1.12 Risk Assessment

Regulation 3 The Management of Health & Safety at Work Regulations 1999 states that:- Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work and the risks to health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

(Detailed information can be obtained from the designated Health & Safety officer)

Section 2 – Employers Responsibilities

Section 2.1 First Aid

- Ensure that the company conforms to the Health & Safety (First Aid) Regulations 1981
- Ensure that adequate first aid is available for employees.
- Ensure that a suitable person/s have been allocated as the company's First Aid representative.
- Inform all employees who the First Aid representative is and of his/her duties.
- Inform employees where the first aid box/accident book/emergency procedure manual is situated.

Section 2.2 Fire

- Ensure that company comply with the Fire Precautions (Workplace) Regulations 1997 (amended 1999)
- Ensure that all employees are made aware of the fire instructions (this should be by way of written instruction for people in the building and must be displayed in a prominent place).
- Arrange for adequate routes for escape
- Arrange a way of giving a fire warning and ensure that all employees are aware of this.
- Issue fire procedures and arrange for regular fire drills.
- Provide appropriate fire fighting equipment and ensure that they are serviced on a regular basis.

Section 2.3 Hygiene & Welfare

- Provide separately marked conveniences for men and women
- Ensure that conveniences are kept clean and in working order
- Ensure that conveniences are well ventilated
- Provide a wash basin that contains clean hot and cold running water, soap and towels

Section 2.4 Cleanliness

- Ensure that all floor, wall and, ceiling surfaces inside buildings are kept sufficiently clean.
- All workplaces and their furniture, furnishings and fittings are kept clean.
- Ensure that employees are made aware of any duties that they are responsible to do to ensure that cleanliness is obtained and kept to an acceptable level.

Section 2.5 Temperature

- Ensure that the workplace is kept at a reasonable temperature during working hours.
- Provide and maintain a suitable number of thermometers for the employees to establish the temperature in any workplace.

Section 2.6 Ventilation

- Ensure that the work place is suitably ventilated at all times.

Section 2.7 Lighting

- The workplace is sufficiently lit at all times
- If necessary, provide emergency lighting in case of power failure.

Section 2.8 Workstation

- Arrange for suitable workstations and seating to be provided for employees
- Ensure that all workstations are strategically placed as not to cause a hazard.
- Inform employees of how they can obtain a copy of the Display Screen Equipment regulations.

Section 2.9 Maintenance of workplace, equipment, devices and systems

- Ensure that all equipment, devices and systems are maintained and in good working order

Section 2.10 Electricity/Cables

- Ensure that all cables are suitably routed by the person installing the equipment, to avoid tripping hazards
- Ensure that all electrical items are safe and have been installed correctly

Section 2.11 Manual Handling

- Provide training on the correct procedures for lifting and carrying items
- Ensure that suitable equipment is available for use when items are difficult to reach (i.e. Stepladder).

Section 2.12 Risk Assessment

- Carry out regular assessments which cover all recognised risks to the health and safety of employees to which they are exposed whilst at work. Particular attention must be made to employee groups such as young persons and new or expectant mother that are especially at risk.
- Carry out regular risk assessments which cover all recognised risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking
- Review any assessments where there is reason to suspect that it is no longer valid, or there has been significant change in the matters to which it relates.
- To make a record of all assessment findings.

Section 3 – Employees Responsibilities

Section 3.1 First Aid

- To know whom the designated First Aid representative/s is.
- To know where the first aid box and accident book are kept.
- To report any accidents/injuries to the First Aid representative and/or Health and Safety officer.
- Log all incidents into the accident book.
- Inform the designated person if they remove any items from the first aid box.

Section 3.2 Fire

- To complete all relevant paperwork to ensure that colleagues are aware of their location
- To be aware of the fire procedures.
- To know where the fire exits are situated.
- To know how to raise the alarm and what to do and who to inform should they discover a fire
- To know where the assembly point is.
- To know where to find the fire fighting equipment, what extinguisher to use and when and how to use the extinguisher and on what fire.

Section 3.3 Hygiene & Welfare

- To inform the Health and Safety officer immediately if either the convenience or washbasin are not in full working order
- To inform the Health and Safety officer immediately if appropriate wash facilities are not available.

Section 3.4 Cleanliness

- To ensure that they keep their workplace clean and tidy
- To remove all rubbish and waste food regularly.
- To clean up any spillages immediately.
- To ensure that the kitchen area is kept clean at all times
- To be aware of and carry out any duties that they are responsible for and to do to ensure that cleanliness is obtained and kept at an acceptable level.

Section 3.5 Temperature

- To inform the Health and Safety officer immediately should the temperature within the workplace become uncomfortable.

Section 3.6 Ventilation

- To inform the Health and Safety officer immediately should they feel that the workplace is not subject to suitable ventilation

Section 3.7 Lighting

- To inform the Health and Safety officer immediately should they feel that the lighting within the workplace is insufficient to enable them to complete their work safely and without eyestrain

Section 3.8 Workstation

- To ensure that their workstation is arranged in such a way that they are able to work comfortably
- To be responsible for the upkeep of their workstation
- To inform the health and safety officer if they require any additional items, such as a footrest, elbow pads or the such

Section 3.9 Maintenance of workplace, equipment, devices and systems

- To report any faulty equipment, devices and systems
- To report any items within the workplace that have not been maintained to a workable level

Section 3.10 Electricity/Cables

- To report to the IT Manager should they find any loose cables that may cause a hazard
- To report any poor electrical installations and faulty electrical appliances to the IT Manager

Section 3.11 Manual Handling

- To ensure that they are fully aware of and adopt the correct procedures for lifting and carrying before attempting to move or carry items.
- To ask for help should an item should an item be heavy or, awkwardly shaped.

Section 4 – Training and Reporting

Section 4.1 Capabilities & Training

It imperative that all employees are provided with full health and safety training by a designated Health and Safety officer within the company. The employees and employers alike must be made fully aware of their responsibilities with regard to the health and safety policy, to ensure that the workplace is a safe and healthy environment to work within. Regulation 13 of The Management of Health & Safety at Work Regulations 1999 states that:--

- Every employer shall, in entrusting tasks to his employees, take into account their capabilities as regards health and safety.
- Every employer shall ensure that his employees are provided with adequate health and safety training –
 - (a) which is to be repeated periodically where appropriate;
 - (b) which is to be adapted to take account of any new or changed risks to the health and safety of the employees concerned; and
 - (c) which is to take place during working hours.

(A full training pack and any information required with regard to training can be obtained from the designated Health & Safety officer)

Section 4.2 Health & Safety Questionnaire

The Health & Safety questionnaire is compiled by the Health & Safety officer and given to employees every 6 months. It is designed to ensure that the employee fully understands the Health and Safety policy and their responsibilities towards maintaining it (Appendix 6).

Section 4.3 Hazard Reporting

Employees have an obligation to take care of themselves and anyone else affected by their working environment and to report any safety problems or hazards immediately to a manager or to the designated Health and Safety officer.

(Information with regard to risk assessment and a file containing hazard reporting forms and risk assessment forms can be obtained from the designated Health & Safety officer)

CLOSE

All persons employed within the IntaGroup of Companies, must understand and obey all the Health & Safety rules.

The policy is issued so that all staff understand and are encouraged to maintain the standards required by the legislation from time to time in force and are aware of their personal responsibility and liability to ensure that their own actions do not endanger themselves, their co-workers, casual visitors, or other persons who might be affected by their actions.

If you do not understand any point contained within the policy, ask your supervisor, manager or Health and Safety officer immediately for guidance.