



**December 2009**

***HEALTH AND SAFETY POLICY STATEMENT***

Covering

**CLES & CLES Consulting**

## 1 HEALTH AND SAFETY POLICY STATEMENT

CLES is committed to all aspects of health and safety. It is our intention for employees to be able to earn a living without being placed at any greater risk to their health and safety than they could expect outside of their working environment. No staff member should allow any unsafe practices, or intentionally commit any unsafe act.

The Health and Safety at Work Act 1974 is a publication about your safety and the safety of people around you. The Health and Safety at Work Act 1974 requires that everyone at work, managers and employees, create a place of work, which is both safe and healthy.

The company will discuss and exchange ideas relating to health and safety at work with employees, and will maintain adequate communication and provide such information, training and supervision as is necessary for this purpose.

The implementation of the health and safety policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.

The overall and final responsibility for health and safety within the company is that of the Chief Executive. Every employee can be personally liable to prosecution by failing to follow or by breaking health and safety rules and regulations.

### 1.1.1 Management role

Management will:

- Provide and maintain safe and healthy working conditions within the framework of statutory regulations;
- Provide safety training and education for all employees as deemed necessary;
- Encourage joint consultation;
- Provide and maintain a first aid box for the treatment of injuries, which will be signposted accordingly;
- Ensure that this health and safety policy document is reviewed at least once a year;
- Carry out regular safety inspections.
- Maintenance checks are to be carried out by qualified personnel only;
- If any dangers are involved, correct and safe methods of work will be properly explained to you. No person should be required to perform any tasks unless this has been done;
- In short, wherever you work and whatever equipment or machinery you use, there must be no risk to your individual health and safety.

### 1.1.2 Employee role

The Health and Safety at Work Act also imposes obligations on employees. You, too, have duties that you are required, by law, to carry out:

- Co-operate with the company;
- Always work in such a way so as not to cause injury to yourself or your colleagues;
- Don't just think about your own safety, bear in mind the safety of your fellow employees, visitors and other people in the vicinity of your work area;
- Make yourself familiar with the health and safety policy, safety rules, safety procedures and safe working practices;
- Report any accident or near miss to your Director or Chief Executive;
- Ensure that all accidents are recorded correctly and precisely in the accident book provided;
- Report any unsafe machinery or equipment to you Director of Chief Executive;
- Keep machines and work areas in a safe and tidy condition and keep fire exits unobstructed at all times;
- Co-operate in the investigation of accidents or occurrences;
- Lift, move or store materials in a safe manner;
- Ensure the correct use of personal protective equipment as required.
- Employees must never abuse the company's equipment or property or interfere with or misuse anything provided in the interests of health, safety and welfare.

### 1.1.3 Visitors and contractors

- It shall be the company's responsibility to ensure that all visitors comply with the rules and regulations pertaining to health and safety.
- Visitors and contractors must immediately report all accidents or near misses, even if damage or injury did not occur to an employee of the company.
- The following procedure must be adhered to in the event of a visitor or contractor discovering or causing a fire. They must:
  - inform the nearest company employee who will have been briefed on the procedure to follow;
  - obey all instructions given to them by the company employee;
  - evacuate the premises by the nearest available exit and assemble at the designated fire assembly point;
  - ensure that they give their name to the company employee upon reaching the fire assembly point;
  - not re-enter the building until given permission to do so by the company.

### 1.1.4 Safety in the office

Many accidents that occur in the office which result in injury, are principally caused by incorrect lifting, tripping over wires and cables, leaving drawers open, using chairs instead of stepladders, etc. There is also an increasing number and type of machines now in office use which, apart from electrical, can present other hazards and should therefore be treated with respect.

All staff must ensure that:

- Any hazards, such as worn or missing stair treads, missing or damaged handrails, worn floor coverings, etc. are reported without delay;
- Any liquid spilt is cleaned up immediately;
- Telephone wires or electrical cables are not allowed to trail over the floor and present a tripping hazard;
- No broken glass or crockery is placed in the waste bin;
- No corridors, gangways or fire exits are obstructed with furniture, boxes or trolleys;
- They do not leave desk or filing cabinet drawers open, or leave keys in the lock;
- They do not put too much weight in the upper drawer of a filing cabinet, or open more than one drawer at a time. This may cause the cabinet to tip over and cause an injury;
- Use a proper stepladder is used to reach higher shelves;
- They do not use machinery unless trained and authorised to do so. Read the operating instructions and know how to switch it off in an emergency;
- They do not clean machinery whilst it is in motion or remove any safety guards;
- They check prior to use that cables, plugs, sockets and connections are sound. Never overload sockets by having several plugs in the same socket outlet;
- All electrical equipment is switched off and all plugs are removed from their sockets before leaving the office. Certain pieces of equipment will be exempt from this e.g. Server, UPS.

### 1.1.5 Accident reporting and prevention

Reporting of accidents identifies trends in frequency and causation of accidents, and enables CLES to advise on suitable preventative action. If the injury is a specified major injury or fatality, it must be reported to the Health and Safety Executive as soon as possible.

Accident prevention will involve removing, as far as is reasonably practicable, the factors which can cause accidents in the workplace. Accidents are often caused by the failings of human beings. People can be careless, thoughtless, nervous, inexperienced, distracted. All these factors can cause accidents.

### 1.1.6 Hazards

A hazard can either be an action or a situation, which can cause an accident. Examples of hazards include:

- Faulty machinery;

- Overloaded shelves;
- Spillages;
- Blocked fire escape routes;
- Manual handling;
- Noise;
- Poor housekeeping;
- Tripping.

### 1.1.7 Manual handling

The vast majority of lifting injuries are caused by bad handling technique. One bad lift can affect a person for the rest of their life. Correct lifting and handling is all about using the right muscles to lift and making the weight of the load work for you, not against you.

During manual handling, the body obeys the physical laws of leverage and motion – there are both actions and reactions to be considered. The human body produces forces by a combination of weight, muscle activity and posture.

The following basic steps should be pursued to prevent accidents:

- Think before doing anything – use the mechanical aids provided and get help if you have doubts about moving an object by yourself. Examine the load and plan the lift;
- Examine the object – determine its weight and look for sharp edges. Check to see if the load is stable and equally distributed. Make sure the load is not too high for clear vision;
- Plan the job – plan a route that is free from tripping and slipping hazards. Know where the object will be unloaded and plan rest stops along the way;
- Stand as close to the load as possible – spread your feet to create a stable base. Start with the load between the feet. The leading foot should be in line with the side of the load, pointing in the direction of movement, with the toes level with the front edge of the box;
- Bend your knees, tuck your chin in and keep your back straight – don't bend your knees fully, as this will have a detrimental effect on lifting power;
- Get a good grip – decide in advance how to hold the object. Protect your hands and feet by grasping the load firmly. If you wear gloves to prevent cuts or burns, make sure they fit properly;
- Raise your head;
- Lift using your strong leg muscles – use your body's leverage, momentum, balance and timing for a smooth co-ordinated movement. Avoid jerking, snatching or twisting;
- Hold the load close to the centre of your body;
- Lower the load by reversing the above procedure – bending the hips and knees whilst tilting to avoid trapping the fingers. If precise positioning of the load is necessary, put it down first then slide it into the desired position.

### 1.1.8 Ladders and steps

If you need to reach something from above head and shoulder height, you must use the approved stepladders or kick stools.

All members of staff must:

- Ensure that any ladder or stepladder is in good repair and has no missing rungs, and is not showing signs of excessive wear;
- Ensure the ladder is either secured at the top or ground level;
- If it is not possible to secure the ladder, get someone to hold the bottom of the ladder;
- Ensure the ladder is on a firm, level surface;
- If working from a ladder, have two feet on one rung whilst doing so;
- Ensure the ladder is sufficiently long enough to avoid using the top rungs;
- Have at least one hand free when climbing ladders or stepladders;
- Report ladder defects at once to your Director of Chief Executive;
- Ensure that ladders and stepladders are stored in a safe manner;
- Always apply the foot brake (if applicable) before using a stepladder;
- When using a stepladder, ensure that it is fully opened out.

Staff must not:

- Use a ladder or stepladder on stairs;
- Climb on chairs, racking, boxes or other equipment when they should be using a ladder or stepladder;
- Use a ladder when a person is already doing so;
- Move a stepladder with a person standing on it.

### 1.1.9 Electricity

Electrical accidents are caused by:

- Not concentrating;
- Fooling around;
- Being inexperienced;
- Failing to work in an approved manner.

Faults in wiring or plugs, worn or damaged flex and the overloading of sockets can all cause an electrical fire. Ensure any faults or hazards are reported immediately to your Director of Chief Executive. Ensure all electrical equipment is unplugged when not in use, unless instructions tell you otherwise (e.g. computer equipment). Never plug or unplug electrical equipment with the switch in the 'on' position. Never operate or handle electrical equipment with wet hands. Ensure that light sockets are not left empty – a bulb or fluorescent tube must be in place.

#### ***Dangerous machinery***

In the course of your work, you may come across dangerous machinery. If you have not been trained, you will not be aware of the dangers involved. You must not put yourself or anyone else at risk by attempting to use machinery which you have not been trained to use. The basic rule is that you must be at least 18 years of age to operate any machinery classified as dangerous, having first had the proper training. The cleaning of machines must only be undertaken by trained employees who are 18 years of age or over

All staff must:

- Never lean across dangerous machinery or any rotating or moving part of a machine;
- Ensure that ties and jewellery cannot come into contact with the machine;
- Always switch off and unplug when fitting or removing any attachments;
- Ensure all safety guards are in place before operating any machinery;
- Ensure the manufacturers instructions are followed at all times.

### 1.1.10 IT & Display Screen Equipment (DSE)

- Adjust the seat height so that the elbows are at approximate right angles and that hands are level with the home row of keys (ASDFJKL). The wrists should be in a relaxed, natural position.
- Adjust the chair back height for good lumbar support.
- Adjust the chair back rake for comfort and to support a good upright posture.
- The keyboard should be parallel with the front edge of the desk/table and about 5-10cms in from the edge, to allow arms to rest whilst not keying.
- Adjust the viewing distance and screen height to suit, but ensure a slightly downward viewing angle to the screen. As a rough guide, with arms outstretched, the fingers should be touching the top of the VDU, approximately level with the eyes. The screen should, if possible, be directly in front of you, so that your body position is square to the desk/table. Do not work at odd angles if it can be avoided.
- Adjust the screen tilt to avoid glare and reflections. The correct viewing position is with the screen at right angles to the line of sight.
- Position documents, if used, at the same viewing distance as the screen. Use the document holder if provided, whenever possible. If you are a touch typist and look mainly at the document rather than the screen, then position the document holder directly in front of you with the screen to the side.

- Position other equipment within reach, especially items that are frequently used.
- Use a footrest if needed to support feet and ensure body weight is evenly spread on the bottom and thigh.
- Organise your work so that you take regular short breaks.
- When not engaged in sustained keying, change the workstation or chair set-up so that you adopt a variety of working positions throughout the day.
- If you have any problems or difficulties, contact your Director or Chief Executive, or the person responsible for health and safety.

### 1.1.11 Work station risk assessment

An annual work station risk assessment is undertaken by the Operations Manager which assesses the following issues: posture, chair & furniture, IT usage (monitor, keyboard, mouse, software training), office environment and adaptability.

### 1.1.12 Good housekeeping

By keeping the office in order, with regards to health and safety, we are minimising the risk of personal injury to anyone on, or in the vicinity of, the workplace. Good housekeeping is essential in minimising the risk.

Good housekeeping means keeping the workplace clean and tidy:

- Ensure that all equipment is put away in its correct place when not in use;
- Ensure that rubbish is not left lying around and all spillages are attended to immediately;
- Keep stairways clear of obstructions and do not store goods on the stairs;
- Avoid trailing cables across the floor;
- Store rubbish in the bins, not on the floor.

### 1.1.13 First aid provisions

First aid is intended to save life and prevent the casualty from getting worse until expert help is available. The first aid box should only contain first aid requisites – no creams, medicines or tablets should be included. The first aid kit will be checked frequently and the stock replenished as necessary. Arrangements are to be made whereby first aid is administered quickly to people becoming sick or injured on company premises.

- The company will provide a fully trained first aid person.
- The company will provide and maintain a first aid box and its location will be signposted accordingly.

### 1.1.14 Transport to hospital

The first aid person will be taught how to decide between using an ambulance or car for the purpose of transporting the sick/injured person to hospital, depending upon the illness/injury incurred. If an ambulance is called, an escort will not be provided. Upon reaching hospital, the first aid person should ensure the casualty is registered and then leave the hospital and return to work with the driver.

Note

- 1) The driver should not be the first aid person.
- 2) If a vehicle is not available then a taxi must be used and paid for by the company.
- 3) Any employee using their own car to transport a casualty to hospital should be insured for such purposes.
- 4) On completion of treatment, the casualty should contact the company so that transport from the hospital can be arranged.

### 1.1.15 Dangerous substances

Such substances include chemicals used for domestic and industrial cleaning, or any item that could cause a fire or explosion. Prior to use, storage or disposal of any substances, the relevant COSHH safety rules should be understood and adhered to.

You must ensure:

- all chemicals or substances in use are known;
- all chemicals or substances are used only as directed;
- all chemicals or substances are stored in approved locations only;
- all residual and waste chemicals/substances are removed or disposed of safely.

### 1.1.16 Fire safety policy

Almost every fire can be prevented. Fires are caused by being careless or overlooking simple procedures. They are also caused by:

- smoking in prohibited areas;
- not reporting damaged wiring;
- overloading power points;
- chemicals left near hot surfaces.

All members of staff must:

- Appreciate that they are all equally responsible for fire prevention;
- Read and understand the fire notices displayed throughout the premises which set out the actions you must take in an emergency;
- Know where the fire alarm call points are situated and what the fire alarm sounds like;
- Familiarise themselves with the procedures to be followed in the event of a fire;
- Ensure that they know the location of fire exits, assembly points, fire alarms and extinguishers;
- Understand which type of extinguisher is to be used in various types of fires;
- Remove or report immediately to their Director or Chief Executive any obstruction to fire exits;
- Take extra care when dealing with combustible/flammable substances, and ensure they are safely stored away from anything that could cause ignition.

All staff must never:

- Smoke in prohibited areas;
- Remove any fire fighting equipment from its approved place without prior permission;
- Obstruct a fire exit, fire extinguisher or fire fighting equipment for whatever reason. All gangways, passageways and staircases should be kept clear;
- Take any risks with articles or substances that could cause a fire;
- Wedge open or lock fire doors;
- Attempt to fight a fire if there is a possibility of your escape route being cut off by fire and smoke, or the fire continues to grow and spread despite your efforts.

Fire alarm instructions

- If you discover a fire, raise the alarm immediately.
- If trained and it is safe to do so, attack the fire with a fire extinguisher or fire blanket. Do not expose yourself or others to any undue risks.
- Never use water on electrical apparatus and flammable liquids.
- On hearing the alarm, leave the building immediately by the nearest available exit.
- The fire assembly point is the paved area opposite the building on George Leigh Street.
- Become familiar with the means of escape from the building and the procedure to follow in the event of a fire.
- Be familiar with the location of the fire alarm and fire fighting equipment;
- Do not panic or run.
- Do not stop to collect belongings.

- ❑ Do not re-enter the premises until given permission to do so by either the Fire Brigade or Line Manager.

Singed: Neil McInroy, Chief Executive

A handwritten signature in black ink, appearing to read 'N. McInroy', followed by a long horizontal flourish.

Date: December 2009