

**ST EDMUNDSBURY AND IPSWICH  
DIOCESAN BOARD OF FINANCE**

**St Nicholas Centre,  
4 Cutler Street,  
Ipswich  
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**HEALTH AND SAFETY POLICY**

**APRIL 2010**

[Rev 1]

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# DIOCESE OF ST EDMUNDSBURY AND IPSWICH SAFETY POLICY

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## INTRODUCTION

This policy statement has been written for the St Edmundsbury & Ipswich Diocesan Board of Finance (DBF).

The Diocesan Board of Finance is committed to looking after the health, safety and welfare of its entire workforce including those in offices in Ipswich and Bury St Edmunds as well as those working from home or from remote offices. The main risks to persons working away from the offices are from lone working and driving vehicles.

It is the aim of the Diocesan Board of Finance to achieve this objective by putting into practice the Diocese's principles and commitments. Our minimum acceptable standard is to meet the legal obligations of the The Health and Safety at Work etc. Act 1974 and other relevant legislation and to keep improving. We regard health and safety as a mainstream management responsibility and recognise the importance of encouraging all employees to become involved in achieving our aims.

We are committed to:

- ◆ providing and maintaining healthy and safe working conditions, equipment and safe systems of work
- ◆ using materials and energy carefully, where possible recovering and recycling
- ◆ providing appropriate information, instruction, training and supervision
- ◆ encouraging all employees to participate in achieving health and safety objectives
- ◆ providing and maintaining effective systems of communication which recognise the importance of responding to employees' concerns
- ◆ managing by planning and setting targets
- ◆ carrying out regular internal assessments and monitoring performance
- ◆ reviewing this policy and its application to ensure that it remains effective

All managers/officers are responsible for implementing this Policy and for checking the health and safety arrangements in their areas of responsibility.

Employees are reminded that it is their duty to take reasonable care of themselves and others who may be affected by their work and to make full use of the arrangements provided to preserve their health and safety.

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## I. STATEMENT OF SAFETY POLICY

- 1.1 It is the policy of the Diocesan Board of Finance to take all reasonable and practicable measures to safeguard the health, safety and welfare of all our employees and all other persons from hazards to health and safety arising out of work activities undertaken by our staff. This is in accordance with the requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 1.2 This will include provision of all necessary finances, time and any other resources to meet our legal obligations.
- 1.3 It is a function of management to provide the right circumstances under which work may be carried out safely. In order to facilitate this the Diocesan Board of Finance will
- (a) appoint sufficient competent persons to ensure health and safety at work;
  - (b) provide and maintain places of work that are safe and as free from risks to health as reasonably practicable;
  - (c) provide and maintain plant, equipment and procedures that are safe and without risks to health;
  - (d) ensure safety and absence of risk so far as is reasonably practicable in connection with the handling, operation, storage, transport and use of articles, equipment, machines or substances;
  - (e) provide information, instruction, training, and supervision as is necessary to ensure the competence of its staff in respect of their health and safety at work.
- 1.4 All staff have a duty to comply with the relevant legislation and to co-operate in efforts made to create safe working conditions. In particular they must:
- (a) use properly the means and facilities provided to ensure health and safety at work;
  - (b) not misuse or interfere with anything provided in the interest of health, safety and welfare;
  - (c) not take any action that could endanger themselves or others;
  - (d) use equipment, chemicals, and machinery in accordance with training and instructions given;
  - (e) inform the manager in charge immediately of any situation or matter that represents a serious and immediate danger or a shortcoming in safety precautions.
- 1.5 This document also details the chain of safety responsibility and these are contained in the Organisation Section. Full detailed lists of responsibilities for all levels of employees are contained in job descriptions. These responsibilities will be made known to each employee as part of their Induction Training.

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- 1.6 Action to be taken to control specific hazards and instructions or compliance with applicable regulations and Codes of Practice are contained in the Arrangements Section of this policy. Training will be given to employees on how to meet the responsibilities placed on them.
- 1.7 The Diocesan Board of Finance has an excellent Health and Safety record, the co-operation of every employee is necessary in order that standards may be maintained or improved wherever possible.
- 1.8 The safety policy will be reviewed and procedures will be audited as and when required and at regular intervals not exceeding twelve months. The nominated senior manager will undertake these audits with advice from a competent safety adviser or arrange for an external audit to be completed.

### 2010 OBJECTIVES

- To provide and maintain safe working conditions and systems of work that will minimise the risks of an accident occurring.
- To review current training provisions for all staff so that they can continue to perform their duties safely and without risks to their health, and to keep adequate records of each training session.
- To keep staff up to date with health and safety requirements and legislation through information, instruction and training.
- To ensure that appropriate risk assessments are carried out for all staff required to use their own vehicles at work
- To ensure that all staff are aware of emergency procedures in operation in the event of fires or bombs.

By signing this statement, I accept that I am responsible for ensuring that the requirements of the Health and Safety at Work etc Act 1974 are met throughout the organisation

Signed: Mr. Nicholas P Edgell, Diocesan Secretary and Chief Executive Officer

Date

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## II. ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

### INTRODUCTION

This section outlines the organisation and responsibilities that the St Edmundsbury and Ipswich Diocesan Board of Finance (Referred to as DBF) has assigned various members of staff to ensure that the health and safety of its staff and others affected by its operations are given priority.

Effective management, administration and communication of this policy can achieve this.

### MANAGEMENT

Effective implementation of this policy requires all Managers and Officers of the Diocese to implement and maintain effective health and safety systems of work.

Managing work to ensure safety and absence of risks to health is a key individual responsibility and a prime business objective. Absence from work as a result of sickness or injury as a consequence of a work situation can cause serious business problems. It is therefore a key objective of all persons with responsibility for other staff to prevent cases of ill health and accidents as a result of work activities.

The Management of Health and Safety at Work Regulations 1999 require that the arrangements for managing health and safety should be integrated with those adopted to manage all other business functions.

The following are responsible for providing specific health and safety assistance:

#### **Assistant Diocesan Secretary – Gavin Stone**

- The nominated representative for the strategic oversight of Health and Safety and its related budget on behalf of the Diocesan Secretary and Chief Executive Officer and Central Administration Team
- Clerk to the St Edmundsbury and Ipswich Diocesan Board of Finance Health and Safety Group, responsible for its operations and the election of staff representatives as members.
- Liaison on behalf of the Diocesan Secretary and Chief Executive Officer and the Directors with the appointed external Health and Safety Consultants.
- Responsible for the management, development, implementation and monitoring of this policy, in liaison with colleagues as required
- Co-ordinating the risk assessments for young persons, expectant mothers, work activities, and lone working in liaison with the Diocesan HR Assistant

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**Office Manager – Daniel Jones**

- Ensuring that the buildings are maintained to a good standard of repair with adequate welfare and environmental provision in order to minimise the risk to health and safety
- Ensuring that suitable arrangements are provided for office cleaning
- Maintaining health and safety records.
- Keeping suitable records of accidents and dangerous occurrences and preparing and submitting reports to the Diocese Health and Safety Group.
- Ensuring that only approved contractors undertake work in the offices
- Co-ordinating the assessments and arrangements for complying with the Display Screen Regulations.
- Responsible for implementing the emergency arrangements for the offices at Ipswich
- Management and maintenance of records of the schedule of health and safety related staff training.

**St Nicholas Centre Coordinator – Eric Falla**

- Catering and staff working in the St Nicholas Centre
- Operation of the boardroom and conference centre – equipment and lighting
- Maintenance of Churchgates House, Sanctuary Restaurant and St Nicholas Centre premises, grounds and surrounding graveyard areas
- Maintenance and use of equipment and chemicals for the ground areas.
- Completion of general risk assessments for catering and COSHH.
- Maintaining portable fire extinguishers, fire call points, emergency lighting and emergency exits

**STAFF**

The basic rules that DBF expects staff to follow are summarised below.

- To report all accidents, incidents, hazards, and notifiable diseases.
- To work safely and not do anything that could endanger themselves or other staff.
- To understand and follow local emergency procedures including raising the alarm, evacuation procedures for fires and action to be taken in bomb alerts.

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- To participate in evacuation drills and fire training sessions.
- To use equipment in a safe manner and not carry out repairs unless trained.
- To avoid manual handling activities where there is a risk of serious personal injury unless suitable training has been provided.
- To work in accordance with the requirements of risk assessments, method statements and the information contained in the safety manual.

### **COMPETENT PERSONS**

The DBF will ensure that competent trained persons will provide help and assistance with respect to the health and safety measures that need to be taken.

Trained Fire Wardens and First Aiders will be appointed at Ipswich and Bury St Edmunds Offices and any other location(s) as deemed necessary.

In order to receive professional help and assistance with local issues and to give guidance on health and safety legal matters in-house; a Health and Safety Adviser will be appointed as recommended to the Board by the Health and Safety Group through its Finance Committee (namely Safetyboss Ltd for the duration of this policy). The adviser will be a Chartered Member of the Institution of Occupational Safety and Health or higher grade or above and hold a technical status.

The role of Safetyboss Ltd will include providing the following as and when necessary.

1. Advice on all aspects of health and safety with specific reference to legislation.
2. Training for workstations, induction, fire and manual handling when requested.
3. Assistance with risk assessments and method statements
4. Liaison with Environmental Health Officers, HSE Inspectors or other enforcing authorities when requested.
5. Occasional safety inspections and checks to ensure that good standards are being maintained.
6. Advice about accident prevention and investigate the causes of accidents if required.
7. A helpline for advice and information on any health and safety issue.

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### III. AUDITING COMPLIANCE

The responsibility for auditing compliance with the policy rests with the Diocesan Secretary and Chief Executive Officer and with other managers/officers with health and safety responsibility. In particular, the following arrangements will apply.

1. The Diocesan Secretary and Chief Executive Officer will provide the business with a summary annual report on compliance.
2. The Assistant Diocesan Secretary and/or Office Manager will provide an annual report to the Diocesan Secretary and Chief Executive Officer.
3. The Assistant Diocesan Secretary and/or Office Manager will review systems, procedures and controls on a periodic basis and obtain professional assistance when required.
4. The Assistant Diocesan Secretary, Office Manager and St Nicholas Centre Manager will also provide day to day support to Diocese staff.

Responsibility for writing, introducing and maintaining appropriate safety instructions and notices will reside with the Assistant Diocesan Secretary as instructed by, and on behalf of, the Diocesan Secretary.

The following pages include advice and information that should be followed by all staff. These sections will be reviewed regularly and up-dated or changed if necessary.

**Changes to the information contained in the next pages will be made if legislation is altered or if working practices are varied to meet new circumstances.**

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## **ARRANGEMENTS**

### **1. ACCIDENT REPORTING**

- 1.1 Staff must report all accidents and “near misses” as soon as possible after the event. In most cases, this will be on the day of the accident but there may be occasions where this is not possible. In these circumstances, the injured person must phone the office with full details as soon as possible.
- 1.2 The Office Manager should be informed of all accidents and “near misses” and will ensure the accident book is completed. In the absence of the manager a nominated deputy or the local safety representative should be advised who will be responsible for informing the local Environmental Health Officer of the following:
- 1.3 If the injured person is absent for more than 3 days (not including the day of the accident but including Saturdays and Sundays), the enforcing Authority must be informed by using the official accident form F2508 within 10 days of the accident occurring’ by contacting the Emergency Reporting Centre in Caerphilly Tel 0845 300 9923, or by e-mailing using the form on the HSE website.
- 1.4 If the accident results in major injury such as a broken bone, amputation or dislocation, if a member of staff is hospitalised for more than 24 hours, or if a visitor is injured on the premises and taken to hospital by whatever means, the Enforcing Authority or the Emergency Reporting Centre must be advised immediately by telephone, fax or e-mail and a copy of F2508 submitted as soon as possible afterwards.
- 1.5 All serious accidents will be investigated in order to ascertain whether any action can be taken to prevent a recurrence in future. A report of the investigation will be kept for insurance purposes.
- 1.6 Where the accident results in a minor injury or where there has been a near miss the accident form held on reception in the offices should be completed by the member of staff who has had the accident. In the case of persons working from home, the details of the accident should be recorded on the electronic accident report form and sent to the Office Manager at the earliest opportunity.

### **2. CONSULTATION WITH EMPLOYEES**

- 2.1 In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, regular minuted consultation meetings will be held.
- 2.2 The DBF have a Health and Safety Group that has the following objectives;
- To annually review and approve the Boards Health and Safety Policy and related Procedures.
  - To maintain dialogue between the Board through the Finance Committee and staff with regards to matters pertaining to their health, safety and welfare.

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- To report to the Board, through the Finance Committee any health and safety concerns, outlining the risks they pose and the potential impact on the organisation, both financially and operationally.
- To annually review the need for an external Health and Safety Consultancy Contract and, if required, advise on the appointment of such a consultant to the Board through the Finance Committee.

2.3 The Committee will meet twice annually with additional meetings as required.

2.4 Summarised minutes of meetings will be provided for the information of staff.

### **3. CONTRACTORS**

3.1 All Contractors will be expected to provide a written method statement and risk assessment for the work being undertaken except where the level of risk from undertaking the specific activity is low.

3.2 The method statement should outline the hazards involved with the work, identify the risks and state the action that will be taken to reduce these risks to acceptable levels.

3.3 If work concerns building or maintenance operations, a Safety Plan must be available on site before any work starts where the work is notifiable to the Health and Safety Executive.

3.4 The Office Manager is responsible for obtaining copies of the relevant documentation from the contractors. If these do not appear satisfactory, work will not be allowed to start.

3.5 All accidents involving contractors' staff must be reported to the Office Manager and also to the Enforcing Authority if appropriate.

### **4. DISABILITY DISCRIMINATION**

4.1 It is the policy of the DBF that no person should be disadvantaged because of disability.

4.2 In order to accomplish this, the work areas, means of access and welfare facilities will be reviewed and improved if and when necessary to accommodate disabled staff.

4.3 It is realised that some areas of the buildings do not lend themselves to easy access for mobility impaired persons.

4.4 Special desks, chairs and office equipment will be provided if necessary.

4.5 Doors giving access to welfare facilities will be fitted with handles and locks at a suitable height.

4.6 A review of the facilities provided will be carried out annually to establish if any area requires modification to enable a disabled person to work.

4.7 Specific instructions concerning the evacuation of disabled persons will be included in the emergency plan that will be circulated to staff on an annual basis.

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- 4.8 The DBF recognises that disability covers many conditions including deafness, blindness, dyslexia and lack of mobility due to problems with arms and legs. To this end, any review will incorporate looking at specific requirements for these groups of persons.

## 5. FIRE/BOMB EMERGENCY PROCEDURES

- 5.1 All staff must make themselves familiar with the Fire/Bomb Emergency Procedures. In the event of a fire staff must leave by the nearest emergency fire escape and proceed to the assigned assembly point.
- 5.2 An appointed manager at each of the office locations will be responsible for:
- Ensuring the requirements of any Fire Risk Assessment are met.
  - Ensuring that weekly/monthly checks are carried out on fire extinguishers and that a competent person does annual inspections.
  - Keeping records of the fire extinguisher checks and of emergency lighting checks, smoke detector checks and evacuation practices.
  - Ensuring that fire risk assessments are kept up to date.
- 5.3 The fire alarm will be tested once a week at a nominated time. If it cannot be clearly heard in all areas, the manager in charge must be advised.
- 5.4 Staff must ensure that all doors leading to fire exits and landings are kept closed and not wedged open. Similarly this should be the case with all other doors marked as fire doors. Doors to conference rooms and offices may be kept open when occupied but must be kept closed at all other times.
- 5.5 Main aisles, stairways and landings must not be used for storage purposes and fire exits must not be blocked. If possible, paper and other flammable materials should be stored in cupboards at night.
- 5.6 Occasional fire evacuation tests will be undertaken. All staff will be expected to leave the building as soon as possible without running.
- 5.7 Staff must report any signs of fire immediately and ask reception to call the fire brigade immediately.
- 5.8 At least one Fire Warden will be appointed at each location. A Deputy Fire Warden will also be appointed and will take charge in the absence of the Fire Warden. It will be duty of the Fire Warden / Deputy Fire Warden in the event of an evacuation to check the floor to ensure that everyone has left.
- 5.9 The Fire Warden should wear suitable high visibility clothing to themselves clearly visible to all staff.
- 5.10 Names and telephone numbers of any Fire Wardens will be displayed in prominent positions, i.e. main notice boards etc.

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- 5.11 Suitable provision will be made for disabled persons – Personal Emergency Evacuation Plans will be written when appropriate

## 6. FIRST AID

- 6.1 In accordance with the Health and Safety (First Aid) Regulations 1981 a suitable number of qualified first aiders or appointed persons will be trained and appointed.
- 6.2 First aiders are responsible for keeping the first aid boxes adequately stocked. They should also ensure that details of accidents are obtained from staff and entered in the accident book. Details of treatment given to injured persons must not be kept in the first aid box
- 6.3 The names and telephone numbers of the first aiders will be displayed and will be updated as appropriate. The location of the accident book will also be displayed with the names of the first aiders.
- 6.4 All persons who use cars for their work will be provided with a travelling first aid kit.

## 7. INCIDENTS AND HAZARDS

- 7.1 Staff should report any hazard, incident or “near-miss” accident to the manager in charge as soon as possible after it happens. This may involve a full investigation or requesting assistance from a qualified safety practitioner.
- 7.2 The ultimate aim of incident reporting is to provide information that will lead to improved safety, reduced risk and the provision of high quality services.
- 7.3 The reporting of incidents is essential to the success of risk management. Staff should be supported and encouraged to report and complete incident/accident forms. This will assist the DBF in reducing the risk of harm to staff and visitors.
- 7.4 Managers/officers must ensure that reports of incidents are responded to quickly and decisively. Clear feedback on action taken or planned as a result of a reported incident is vital to the continued commitment of staff. Feedback should include a clear indication as to how a particular risk has been reduced, transferred or eliminated.

## 8. LONE WORKING

- 8.1 Lone working is where a member of staff is travelling or required to work on their own in an office environment before 08.00 and after 18.00.
- 8.2 Where the member of staff will experience difficulty in getting public transport home after work, the provision of a taxi or other form of transport may be authorised on request by a manager.
- 8.3 Suitable arrangements will be made for persons working alone after 18.00 to have a point of contact to ensure the persons safety.
- 8.4 All vehicle drivers working away from their home base will be classified as lone workers. They will need to ensure that a means of communication is available such as a mobile phone. Specific procedures for reporting-in will be written and communicated to staff through the staff manual.

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- 8.5 Suitable risk assessments for lone working will be carried out as appropriate where there is a significant risk to the employee from undertaking the work activity.

## 9. MANUAL HANDLING

- 9.1 The DBF has a duty to avoid manual handling operations that involve risk or injury to staff, so far as is reasonably practicable. Additionally it has a duty to assess reasonably foreseeable significant manual handling risks where avoidance is not possible. This will be achieved by means of suitable and sufficient risk assessments.
- 9.2 The DBF will reduce the risk of injury, following any risk assessment, to the lowest level reasonably practicable. The DBF will provide information to staff undertaking manual handling operations with general indications of the load and precise information where possible. The DBF will provide staff with information, supervision and training regarding manual handling operations and the risks faced.
- 9.3 The lifting of heavy weight packages etc will be undertaken by the St Nicholas Centre Manager who has received suitable training. In his absence all staff required to lift heavy or awkward weights will receive suitable kinetic handling training.
- 9.4 Risk assessments will be carried out of all regular manual-handling tasks and these will be written when the risks to staff are identified as being other than low. In these circumstances, the staff involved will be given appropriate detailed training and information.

## 10. MOTOR VEHICLES

- 10.1 All persons required to use their own motor vehicles for DBF business must have necessary insurance covering business use. Where user's cars are over 3 years old, a valid MOT test certificate for that vehicle is also required. The DBF will require evidence that insurances are adequate for business use and that MOTs are valid.
- 10.2 All persons using vehicles for business must have a valid UK driving licence.
- 10.3 All such staff may be asked to provide a copy of their insurance once a year and to provide a copy of their driving licence when requested.
- 10.4 All vehicle users are required to carry a travelling first aid kit that will be supplied by the DBF. Apart from this, drivers are encouraged to carry a warning triangle and a reflective jacket for emergency purposes.
- 10.5 Staff must not use hand held mobile telephones while driving. This is now an offence for which the user can be fined and have penalty points awarded. While hands-free equipment may be used in cars and other vehicles in certain circumstances, it is recommended that drivers only receive and make calls when they are not driving the motor vehicle.

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**11. PORTABLE ELECTRICAL EQUIPMENT**

- 11.1 A competent person will regularly test all portable electrical equipment on the premises. Equipment will be labelled as having been tested and records will be kept.
- 11.2 Testing of equipment in offices will be every two years except for IT equipment that will be tested every 4 years. Equipment in workshops will be tested annually. Equipment that fails the test must not be used and this will either be repaired or disposed of safely.
- 11.3 Under no circumstances should staff use their own electrical equipment on the premises. If there is a need for the equipment, advice should be sought from the manager in charge. Permission may be given for double insulated equipment to be used so long as the outer casing of the appliance is in good condition and there are no defects to the cable, plug or fuse.
- 11.4 Staff should regularly have a look at their electrical equipment to ensure that it is in good condition and has not been damaged. It is essential that wiring is checked to make sure that it has not become trapped and damaged.
- 11.5 Cables should not be allowed to become tripping hazards. Cables should be tied back to desks where necessary.
- 11.6 All faults should be reported immediately. Most fires in offices occur as a result of poor electrical connections. The equipment should be unplugged and not used until it has been checked.
- 11.7 All equipment that is not required to be kept switched on should be isolated over night. This is to minimise the chances of a fire occurring out-of-hours.

**12. PREVENTION OF VIOLENCE TO STAFF**

- 12.1 The DBF recognises its responsibility to prevent violence to staff so far as reasonably practicable. This includes all staff and especially those that work alone on their own.
- 12.2 All Managers/Officers will be responsible for the prevention of foreseeable violence, including intimidation and undue pressure, to members of staff in their areas of responsibility.
- 12.3 A professional counsellor will be appointed to counsel staff who are proven to have been adversely affected as the result of violence that has occurred as a result of their work on behalf of the DBF.
- 12.4 The procedures and policy with respect to the prevention of violence to staff will be reviewed and up-dated on a regular basis.

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### 13. RISK ASSESSMENTS

13.1 Written risk assessments will be provided for the following staff and/or activities.

- **Display Screen Equipment** – to be undertaken by a competent person on an annual basis or when the member of staff moves workstation or new equipment is provided.
- **Manual Handling** – these will be provided for staff that carry out manual handling tasks involving heavy or awkward weights.
- **Fire** – fire risk assessments will be completed by a competent person for each building and will be reviewed annually.
- **Chemicals** – to be completed for any hazardous substance that may be used on the premises. Contractors will be expected to provide their own.
- **Machinery / Equipment** – Specific assessments for the use of each piece of equipment (other than office equipment) will be made and reviewed at least annually.
- **Stress** – to be completed where any employee exhibits or is aware of symptoms of stress and notifies relevant personnel.
- **Young Persons / Expectant Mothers** – to be issued and completed where any minor under the age of 18 years is expected to work or the DBF has received written notification of pregnancy.
- **Working at Height** – to be completed when any task or activity requires a person to stand more than 1 metre above floor level.
- **Lone Working** – to be completed for staff who work on their own away from the office or home.

13.2 Where any assessment indicates that the risk is moderate or high, action will be taken to reduce the risk to a minimum.

13.3 Other specific assessments will be completed for any activity where the risk of a serious accident is high without precautions being taken.

### 14. STRESS

14.1 The DBF recognises that, whilst a degree of pressure can be a positive force at work, excessive demands and pressure have a negative effect on health and on performance at work. The DBF is committed to promoting good health at work; it is therefore concerned to recognise the negative impact that stress has on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from stress.

14.2 Through the risk assessment process, the DBF will continue to identify hazards and assess all risks to mental and physical health and safety with the objective of reducing them, as far as is reasonably practicable.

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### 14.3 Arrangements for Securing the Health and Safety of Workers

14.3.1 The DBF acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload e.g. pace and control of work
- working environment e.g. overcrowding
- relationships with others at work e.g. bullying
- contractual e.g. job insecurity

14.3.2 The DBF also recognises that there may be problems outside the workplace that will cause an individual member of staff to suffer from stress, and that these may affect an individual's health and performance within work. Stress may occur as a result of work-related and non work-related factors.

14.4 The DBF will:

- evaluate the risk of stress in the work place, act upon the sources of stress in the workplace and, so far as is reasonably practicable, eliminate stress from the workplace;
- provide suitable support mechanisms for members of staff suffering from stress;
- encourage a working environment where members of staff who feel they are suffering from stress can approach their managers in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide suitable training and guidance for line managers/officers to enable them to recognise symptoms of stress in their staff and themselves;
- provide information for staff in general on the effects of stress at work,
- undertake general health promotion activities within the workplace as necessary.

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**15. SMOKING (Incorporating the Health Act 2005)**

- 15.1 The organisation recognises its duties under the Health & Safety at Work etc Act 1974 and in particular that:
- (a) it has a duty to protect, so far as is reasonably practicable, the health of employees and to provide a safe and healthy working environment; and that
  - (b) smoking is a risk to the health of smokers and non-smokers alike.
- 15.2 Smoking is not permitted on the premises. It is illegal to smoke in any enclosed workspace and further advice can be provided by a responsible person if required.
- 15.3 Managers are responsible for enforcing this policy and all employees are responsible for complying with same. Job applicants must be informed at interview stage of the requirements of this policy.
- 15.4 Employees are advised that disciplinary action may be taken against employees contravening this policy.

**16. TRAINING**

- 16.1 The aim of the DBF is to establish a structured training programme by which all employees are able to competently carry out their work in a safe and efficient manner. This internal training will provide the means by which the competence levels of employees may be established in order that they might be assigned work at a level consistent with their abilities.
- 16.2 The DBF is committed to training staff in regard to all aspects relating to their health & safety. All new staff will be familiarised with the office health & safety policies and procedures as an integral part of the induction process. The DBF will establish a health and safety training plan of initial and refresher training. This is based around the risk assessments of the tasks concerned.
- 16.3 The DBF will carry out a review of the safety training requirements on an annual basis. Wherever possible training content will be uniform across the DBF for consistency.
- 16.4 Training will be delivered by a combination of courses provided by attending appropriate in house or external courses that fulfill the requirements of such training.
- 16.5 Each Manager/Officer will determine the specific training programme appropriate for their staff taking account of their risk assessments and the risk to their staff.
- 16.6 All new staff will receive a staff handbook which includes specific guidance on Health Safety and Welfare at work.

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**17. USE OF CHEMICALS**

- 17.1 Assessments will be completed of all hazardous substances being used by the DBF staff.
- 17.2 It is the general policy of the DBF that staff do not use substances that are hazardous especially if they are flammable, highly flammable or extremely flammable except where no other suitable alternative is available.
- 17.3 If a hazardous substance needs to be used, a risk assessment will be completed and staff will be advised of suitable precautions to take.
- 17.4 Chemicals should only be used from the original container or from a designated container labelled with health and safety information.
- 17.5 Contractors such as cleaners will be expected to have their own risk assessments for the products that they use and for the method of work in operation.
- 17.6 Suitable arrangements must be made for the disposal of unwanted chemicals in accordance with the Environmental Protection Act 1990.

**18. USE OF DISPLAY SCREEN EQUIPMENT**

- 18.1 A competent person will undertake assessments of all 'user' workstations.
- 18.2 All staff that use Display Screen Equipment (DSE) for more than one hour per day will be considered as 'users'. All defined users will receive training in the correct way to organise their workstations in order to prevent work related upper limb disorders.
- 18.3 Where assessments indicate that standards are not satisfactory, remedial action will be taken to correct the problems.
- 18.4 Regular re-assessments will be carried out to ensure that standards are being maintained and to identify any other problems that may have arisen. These will be done when new equipment is installed, when existing staff move workstations on a permanent basis, and at intervals not exceeding a year.
- 18.5 Initial assessments of new workstations should be carried out before they are installed to ensure that they meet the requirements of current legislation.
- 18.6 All defined users will be offered a free eyesight test biannually if required. If this test indicates that a problem exists, an ophthalmic optician will give the member of staff a free eye test. If the result of this test indicates that corrective spectacles are required for use at a DSE, the DBF will pay an agreed amount towards the cost.
- 18.7 Staff must report any upper limb problems or back problems arising from work with a DSE. A re-assessment will be carried out immediately.

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**19 WORKPLACE**

- 19.1 Authorised contractors will be appointed to clean premises using safe systems of work.
- 19.2 Suitable and sufficient lighting will be provided to meet the types of work undertaken using as far as possible natural light from windows that are fitted with blinds to prevent glare.
- 19.3 Interior window cleaning will be carried out at regular intervals by contractors using safe systems of work.
- 19.4 Suitable toilet and washing facilities will be provided for all staff and these will be kept in a clean and hygienic state. Facilities will be provided for storing outdoor clothes for all staff.
- 19.5 Adequate heating will be provided for staff.
- 19.6 Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety.
- 19.7 Access must be maintained at all times to switchboards and isolator switches. Electrical switch rooms must not be used for the storage of other materials such as cleaning equipment.

**20 WORK EQUIPMENT**

- 20.1 Staff must report any faults immediately and stop using the equipment if there is a risk of an accident occurring.
- 20.2 Guards on machinery and equipment must always be kept in place. Damaged or broken guards must be reported, as the purpose of a guard is to prevent access to dangerous parts of machinery.
- 20.3 Office staff should make themselves aware of the operating instructions for photocopiers, printers etc. and should never carry out repairs.
- 20.4 If possible all electrical equipment must be isolated at night and disconnected to avoid the possibility of a fire.
- 20.5 Power leads, particularly those in tea and kettle points, should not be disconnected while still plugged into a mains socket. Kettles must not be filled when plugged in and care must be taken to avoid dropping the cable end into water.

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**21 WORK AT HEIGHT**

- 21.1 The organisation will endeavour to prevent activities classified as work at height as far as reasonably practicable. This is in accordance with the Work at Height Regulations 2005.
- 21.2 For all activities up to a height of 2 metres, a suitable step ladder, kick stool or any similar suitable device may be used.
- 21.3 For all activities above 2 metres only persons who have received suitable training and are competent to work at height will be allowed to carry out the work.
- 21.4 Suitable risk assessments for working at height will be completed for all tasks where there is a risk of serious injury from the work being undertaken.

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