



Drumchapel Housing Co-operative Limited

HEALTH AND SAFETY POLICY (Health and Safety)

Purpose:	To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
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Statute:	Health and Safety at Work Act 1974 Health and Safety (First Aid) Regulations 1981 Public Interest Disclosure Act 1988 Electricity at Work Regulations 1989 Manual Handling Operations Regulations 1992 Workplace (Health, Safety and Work) Regulations 1992 Personal Protective Equipment at Work Regulations 1992 Health and Safety (Display Screen Equipment) Regulations 1992 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Employment Rights Act 1996 Health and Safety (Consultation with Employees) Regulations 1996 Management of Health and Safety at Work Regulations 1999 Control of Substances Hazardous to Health Regulations 2002 Management of Health and Safety at work and Fire Precautions (Workplace) Regulations 2003 Control of Asbestos Regulations 2006 Factories Act 1961 and Offices, Shops and Railway Premises Act 1963 Regulations 2009 Health and Safety Information for Employment (Amendment) Regulations 2009
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Date:	November 2017
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Review Date:	November 2020
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Regulatory Standards:	Standard 4 – The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation’s purpose
the	Standard 6 – The governing body and senior officers have the skills and knowledge they need to be effective.

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CONTENTS

PAGE NO.

1.	Leadership and Responsibilities.....	1-2
2.	Health and Safety at Work.....	2-3
3.	A Safe Place of Work.....	3-5
4.	Accident Reporting	5-8
5.	Daily Checks	9
6.	Monthly Check Register	9-10
7.	Fire Prevention.....	10-12
8.	Fire Alarm Testing	12-13
9.	Fire Safety Risk Assessment	13
10.	Fire Extinguishers	14-16
11.	Fire Information Notices	16-17
12.	Maternity Rights	17-19
13.	Disabled Persons	19
14.	First Aid	19-21
15.	Maintenance	21-22
16.	Electrical Safety.....	22-24
17.	Manual Handling.....	24-26
18.	Storage of Goods.....	26
19.	Employee Facilities.....	26-27
20.	Office Safety.....	27-28
21.	Food Hygiene and Use of Kitchen	28
22.	Needle Stick Injury, Blood and Body Fluids	29
23.	Control of Substances Hazardous to Health (COSHH)	29
24.	Health and Safety Information	30
25.	Display Screen Equipment	30-31
26.	Risk Assessment.....	31-34
27.	Eyesight Tests.....	34-38
28.	Work Equipment.....	35-36
29.	Personal Protective Equipment and Clothing.....	36
30.	Stress at Work.....	37
31.	Gas safety.....	37-38
32.	Training Requirements.....	38-39
33.	Review.....	39
34.	List of Health and Safety Policies and Procedures.....	39



1. LEADERSHIP AND RESPONSIBILITIES

1.1 Introduction

Under the Health and Safety at Work Act 1974, every employer and employee has legal health and safety duties and responsibilities. The key elements of these duties and responsibilities are summarised below.

1.2 Leadership and Individual Responsibilities

Drumchapel Housing Co-operative considers that the most effective and satisfactory way of implementing the organisation's Health and Safety Policy is through the established line management structure.

The Management Board and the Director is accountable for the Health & Safety of all persons (including visitors and contractors) and anyone who can be affected by their undertaking within their area of responsibility. The Management Board currently receive a quarterly report on health and safety at their Management Board meeting.

Management commitment and leadership are vital to the success of the Health and Safety management system. Overall Health and Safety responsibilities for the key posts within the organisation are set out below followed by typical responsibilities for management and employee positions.

Throughout the organisation it is vital that there is clear definition of Health and Safety responsibilities for which managers are accountable. Managers will establish and pursue positive Health & Safety objectives at organisation, site and individual levels. Managers will also set performance standards for those reporting to them, with duties, targets and compliance measured periodically. These objectives should be used to review performance at each level.

1.3 Line Management

Typical responsibilities are given below:

Management and Supervision:

The Line Manager has a key role to play in the day to day maintenance of safe operation and promoting proactive approach to continually improve the safety culture within the Co-operative. They are responsible at all times for the health and safety of all persons (including visitors and contractors) and those who could be affected by their undertaking within their area of responsibility and for ensuring that operations in their area do not cause adverse environmental effects.

To be effective they will have an understanding of the contents of the organisation's Health and Safety Policy and Procedures. They must ensure that work under their control is:



- adequately supervised
- conducted by trained and competent employees who have been made aware of the hazards and risks associated with the work (risk assessment)
- carried out in a safe manner, in accordance with procedures and instructions
- conducted with work equipment and process systems that are suitable for the task and that are correctly maintained
- conducted by employees in suitable Personal Protective Equipment for the task (where the hazard cannot be controlled by any other reasonably practical means)

1.4 He/she will set a clear leadership example by following policies and procedures and promoting health, safety and environmental awareness.

1.5 He/she encourage active participation of all employees to suggest improvements, report unsafe acts and conditions and as far as possible, environmental problems.

1.6 He/she will ensure that all accidents and near miss accidents are reported and if appropriate, investigated and action taken to eliminate the root cause of incident.

2. **HEALTH AND SAFETY AT WORK**

This section covers the detailed arrangements for ensuring healthy and safe conditions for Co-operative employees and visitors.

It is essential that the line manager fully understands these arrangements and that they are applied efficiently and effectively.

2.1 **Policy Monitoring**

The operation and effectiveness of the Health and Safety Policy will be monitored by:

- an annual review of the Health and Safety Policy Statement document by the Director
- internal audits of the health and safety management system
- regular inspections of the premises

Any changes in policy or procedures deemed necessary will be applied with the full authorisation of the Management Board.

2.2 **Safe Systems at Work**

The Co-operative's Line Manager will ensure that working practices are as free from risks as is reasonably practicable.

The Co-operative's Line Manager shall devise safe methods of working appropriate to their particular work environment.

2.3 Before any new equipment is introduced, the Maintenance Officer will devise working methods to take account of any health and safety implications and will ensure all



operators are trained to use it correctly and monitor controls to ensure they are effective.

- 2.4 The Co-operative's Line Manager will arrange for employees to be trained in all working methods and will provide adequate supervision to ensure that the agreed procedures are being used.
- 2.5 Where required, documentation (risk assessments, COSHH assessment procedures etc.) will be freely available and located at the Maintenance Officer's desk to ensure employees are aware of all controls required to ensure their health, safety and welfare.

3. A SAFE PLACE OF WORK

3.1 Introduction

The Co-operative will do all that is reasonably practicable to provide a safe place of work for employees and a safe environment for visitors. The areas covered will include:

- the means of entry to and exit from the building
- the general environmental conditions
- floors, stairs etc. within the building
- the means of access to high levels
- weekly inspections and record defects

Each aspect is deal with in detail below.

3.2 Means of Entry to and Exit from Premises

The Maintenance Officer shall arrange for any necessary maintenance work to be carried out in conjunction with the Line Manager.

The Maintenance Officer shall ensure that all fire exits are maintained in good order and that they are free from obstruction at all times.

All employees shall enter and leave the premises only be authorised routes which are the side door (used by employees), the main door (used by visitors) and the fire exit door situated below the stairwell at the left hand side of the building and shall obey any prohibition or restriction notices displayed.

3.3 General Environmental Conditions

Cleanliness - The Customer Services Adviser shall monitor cleaning arrangements regularly to ensure that the building is kept clean at all times. This cleaning involves work surfaces, floors, work stations, all kitchen areas, stairwell and the rest area.



Lighting - Sufficient lighting must be provided. The Maintenance Officer shall ensure that artificial lighting apparatus is correctly maintained where it is provided as part of the building structure. Any request for additional lighting must be made to the Maintenance Officer.

Welfare Facilities - Adequate sanitary conveniences, washing facilities, seating facilities and eating facilities will be provided in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. The Maintenance Officer shall be responsible for the cleanliness of such facilities and for any maintenance.

3.4 **Floors, Stairs etc.**

All floors, stairs, steps and passages shall be kept free of obstructions and slippery substances and shall be soundly constructed and properly maintained.

Particular attention must be paid by the Maintenance Officer to worn stair nosing, torn or damaged floor coverings and loose handrails, all of which should be repaired without delay.

3.5 **Means of Access to High Levels**

Where ladders or steps are provided, the following points shall apply:

- They should be inspected every six months and records kept to ensure that any defects are repaired without delay or, if unable to be repaired, replacement ladders are requested. Defective ladders should be marked "not to be used" and quarantined until repaired or replaced.
- Ladders are only to be used for short duration tasks where other access methods have been assessed as not reasonably practical for the task.
- Before using ladders or steps, the user should carry out pre-use inspection, checking they are free from visible defects and fit for the intended purpose.
- Ladders should be positioned at an angle of 1:4, i.e. the foot should be one unit out for every four units in height.
- Ladders should be placed on a firm, level base; lashed or clamped near the top; or supported at the base by a second person.
- Step ladders must be opened to the full extent allowed by tie-ropes/bars, and **MUST NOT** be used as an ordinary ladder (the top platform is not a step and should not be used as such).

Mobile steps should be regularly checked to ensure that wheels are serviceable; steps and handrails are secure; and that the locking mechanism works.

4. **ACCIDENT REPORTING**

Accident - is an unplanned and uncontrolled event which has led to injury to persons, damage to plant or other loss.

4.1 **Introduction**



An accident reporting procedure is essential for the early notification and investigation of serious accidents. It also allows the Co-operative the opportunity to review problems with current working methods, practices and procedures.

All injury accidents should be recorded in the accident book at the Maintenance Officer's desk. The Maintenance Officer should ensure it is fully completed so identification of the employee and the accident are available if required. Records of accidents should be retained for a minimum of 5 years.

The "Reporting of Injuries, Diseases and Dangerous Occurrences" Regulations of 1995, RIDDOR (1995) makes it a legal requirement to ensure that the following procedures are adopted.

4.2 What to Report

Accidents arising from work activities on the premises, resulting in any of the following:

- death
- major injury
- notifiable dangerous occurrences
- reportable occupational diseases

Schedule 1 - Notifiable Major Injuries:

- death
- fracture of the skull, spine or pelvis
- fracture of any bone in the arm or wrist, but not a bone in the hand; fracture of any bone in the leg or ankle but not a bone in the foot
- amputations of a hand or foot, or a finger, thumb or toe, or to any part thereof if the joint or bone is completely severed
- the loss of sight of an eye, a penetrating injury to the eye, or a chemical or hot metal burn to the eye
- any injury (including burns) which requires immediate medical treatment or results in loss of consciousness, caused by an electric shock from any electrical circuit or equipment (whether or not due to direct contact)
- loss of consciousness resulting from lack of oxygen
- any acute illness requiring treatment or resulting in loss of consciousness, caused by the absorption of any substances by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to an infected material
- the Co-operative must also report any accident resulting in an injury to an employee, which results in the employee being unfit for normal work for more than 7 days. "Unfit for normal work" includes transfer to light duties as well as absence from work. The 7 day period includes Saturday, Sunday and Public Holidays



- any other injury which results in the person being admitted immediately to hospital for a period more than 24 hours

Schedule 2 - Notifiable Dangerous Occurrences:

Any explosion or fire which results in the closure of the building for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause death or injury.

In addition to the above accidents, any other accident **MUST** be reported to the Maintenance Officer or Line Manager as soon as possible.

The following incidents must be reported to the Maintenance Officer:

- fire
- other injury
- accidental damage to premises
- accidental damage to equipment
- accidental damage to stock
- incidents that could have caused harm or damage

4.3 How to Report:

Death/Major Injury/Notifiable Dangerous Occurrence/Occupational Disease:

- Accidents listed above must be reported to the Maintenance Officer or Line Manager **IMMEDIATELY** who will then telephone the appropriate Health and Safety Enforcing Agency (normally the Environmental Health Department) Glasgow Office - 20 Cochrane Street, G1, Telephone: 0141 287 6698.
- In the event of accidents occurring at weekends or on a Public Holiday, or outside of normal working hours, the Maintenance Officer must be notified who will then notify the Regional Office of the Health and Safety Executive or RIDDOR reporting centre immediately of **ALL** cases.
- The Maintenance Officer must notify the Line Manager or Director by telephone immediately after the accident has occurred. This contact must be made immediately. However, in the event of the accident occurring on a weekend, a Public Holiday, or after normal hours, the accident should be reported as early as possible on the next week day.
- An "industrial injury" or "illness report" (Form F2508) available from the Maintenance Officer, must be completed in every case and distributed as indicated on the form.
- Accidents to Employees (not covered by above) - accidents to employees resulting in them being unfit for normal work for more than 3 days, must be reported on an Accident Investigation Report. Reports must be completed and returned within 24 hours of the incident, whilst the facts are still clear.
- Notifiable Incidents - all RIDDOR Notifiable Incidents must be reported by



completing an Industrial Injury or Illness Report (Form F2508 and F2508A) available from the Maintenance Officer. This form shall then be submitted within the required timescale to the relevant authority.

- Accident Involving a Contractor - in the event of an accident resulting in death or major injury involving a contractor working on the premises, the contractor's employer shall undertake the necessary notification. Where, however, the contractor is self employed, but is under the contract of the Co-operative, the Maintenance Officer shall report the accident in the manner described above.

4.4 General Information

Investigation into major accidents shall be carried out by the Maintenance Officer in conjunction with the Line Manager concerned plus any other specialist employees required and will be reported to the Management Board for information.

Where an accident results in structural damage to premises (e.g. a fire), the Maintenance Officer shall arrange for the necessary work to be carried out to ensure the integrity of the structure and the safety of employees, contractors and visitors.

In the event of a person dying within one year of an accident, as a result of an injury sustained at work, the appropriate enforcing authority shall be notified in writing by the Maintenance Officer.

In the event that a security incident or safety hazard is noticed the employee should inform the Line Manager or Director immediately.

A Security Incident/Safety Hazard Report should then be completed within 24 hours on the Accident/Incident/Near Miss form.

Completed forms should be returned with relevant support documentation to the Maintenance Officer.

4.6 Incident (Near Miss) Reporting

Incident – An unplanned and uncontrolled event, that did not lead to but which had the potential to lead to injury to person, damage to equipment or other loss.

All incidents should be reported to the Maintenance Officer at the earliest opportunity.

Action should be taken immediately to ensure that the incident cannot re-occur (i.e. trip or slip hazard removed or fenced off or warning notice etc)

An incident report form should be completed with incident details root cause and corrective actions taken, for review by the Maintenance Officer.

5. DAILY CHECKS



The daily checks detailed below must be carried out by the Maintenance Officer.

At the start of business check:

- fire exit doors are unobstructed and in perfect working order
- fire escape routes are unobstructed
- hanging signs are safe and secure
- the condition of floor coverings, electrical display wiring and handrails is in order
- there is no cracked or broken glazing
- there are no loose or damaged ceiling tiles
- ladders, steps and stools are inaccessible to children contractors and visitors
- goods are stored in a manner not liable to collapse

At the close of business, check: (last person to leave office or area):

- The whole area is free from smouldering fires
- Internal fire and smoke doors are closed
- Non-essential electrical appliances are switched off and their plugs removed from the sockets unless power is turned off at the main switchboard
- External waste bins and other combustible rubbish are well clear of the building.

6. MONTHLY CHECK REGISTER

6.1 At the end of each calendar month the Maintenance Officer must complete a 'Monthly Certificate of Checking' Form to ensure that Health and Safety procedures have been actioned and to identify any outstanding Health and Safety issues.

7. FIRE PREVENTION

7.1 Introduction

Fire is a major hazard in all walks of life. Many offices can contain large quantities of flammable materials - wood, fabrics, plastic and paper. In a fire, apart from the damage caused by burning, much damage may occur to materials through contact with smoke or fire extinguishing media such as water or foam. Smoke may make escape from fire dangerous - more people die from asphyxiation by smoke than from burning.

It is the responsibility of all Co-operative employees to ensure that fires do not start in Co-operative premises. By following the simple guidelines below this can be achieved:

7.2 Smoking



Smoking is prohibited within the Co-operative's premises. The Co-operative has a duty to protect employees from the effects of smoke under the Health and Safety at Work Act 1974. Any breach of the Co-operative's No Smoking Policy may lead to disciplinary action against the employee.

Employees must ensure that contractors and visitors are requested to obey the "No Smoking" restrictions.

7.3 Heating, Lighting and Electrical Equipment

No materials should be allowed to accumulate against fixed radiators (e.g. towels, damp clothing should not be draped over radiators).

All portable or directly controlled heating appliances must be turned off at the close of business by the last person to leave the work area. All lights, other than nightlights, must be turned off at the same time.

7.4 Waste Materials

Waste materials must not be allowed to accumulate inside the premises at any time. At the end of the working day any remaining waste materials must be removed to a safe place, preferably outwith the premises. Waste materials must be removed regularly and stored away from the building.

7.5 Means of Escape in Case of Fire

Clearly defined escape routes must be provided in the building and should be:

- suitable signed
- clear of any obstruction at all times (i.e. no materials may be stored in corridors which are used as a means of escape, exit doors must be unlocked)

7.6 Fire Fighting Equipment

The Co-operative's premises will be provided with suitable firefighting equipment, portable fire extinguishers appropriate to the risks involved. Other fire extinguishing equipment will be considered as required.

The Maintenance Officer will arrange maintenance of all fire extinguishing equipment by a competent contractor.

7.7 Fire Detection/Alarm Equipment

Electric or hand operated fire alarm systems will be provided on the premises depending on size and occupancy concerned.



The Maintenance Officer will arrange maintenance and regular examination of all such equipment by a competent contractor.

Testing of equipment must be carried out as specified in Section 8 - Fire Alarm Testing.

7.8 Training

The Maintenance Officer shall ensure that:

- all employees know how to sound the alarm in case of fire
- all employees are familiar with the means of escape
- all employees have been trained on the selection, use and operation of the various types of fire extinguishers provided on the premises
- regular fire drills are held (at least twice per annum) and that a record of these drills is maintained in the Fire Log (refer to Section 8 - Fire Alarm Testing)
- records are to be kept of all maintenance and testing of equipment as well as instruction and training given to employees

8. FIRE ALARM TESTING

8.1 Test Procedures

If the office is equipped with an electrically operated fire alarm, this should be tested on a weekly basis and the outcome recorded. If emergency lighting systems are installed, they should be tested on a monthly basis and the outcome recorded.

The test will normally be carried out by operating one of the 5 call point boxes. This is achieved by inserting a special black key into a slot at the underside of the box which releases the glass and activates the alarm. The alarm should automatically reset when the key is removed. A different call point should be used each week.

The alarm should be sounded for twenty or thirty seconds.

If the premises are alarmed in zones, the weekly test should be rotated around those zones.

Plastic test keys for inserting into the bottom of the call point box are available from the Maintenance Officer.

A log should be kept of the results of the weekly test, with details of the defects. Defects should be reported to the Maintenance Officer immediately.

8.2 Fire Alarm Log

A log should be maintained by the Maintenance Officer recording every 'event' affecting the installation.

An 'event' should include:



- fire alarm sounded
- temporary disconnection of fire alarm
- fire alarm activated
- engineer's visit
- for fire drill purposes
- fire alarm tests (alarm system false alarm smoke detector batteries)
- failure of fire alarm

The log should include details of any outstanding defects or problems.

9. FIRE SAFETY RISK ASSESSMENT

9.1 Under the terms of the Fire (Scotland) Act 2005 any employer who employs five or more persons is required to carry out a Fire Safety Risk Assessment of the premises **by a competent person** and the result of this assessment must be recorded in writing and retained.

9.2 Failure to comply with the above may lead to prosecution by the Fire and Rescue Service.

10. FIRE EXTINGUISHERS

10.1 Introduction

Fire extinguishers are provided in the Co-operative's premises to provide first aid fire fighting by persons trained in their use. They are provided as safety equipment and are only to be used for their intended purpose. This section is intended to give guidance on how to identify the type of extinguisher and on its intended use.

10.2 Positioning

Extinguishers should be placed in a prominent position at exit routes.

Extinguishers should have the appropriate signage placed above them.

Extinguishers must be kept free from obstructions **AT ALL TIMES**.

Extinguishers **must not** be used to hold open doors.

Extinguishers **must not** be left standing at the top of stairs or where they may pose a trip hazard.

The Maintenance Officer will keep a list of the position of all extinguishers to facilitate checking and annual inspection.

10.3 Maintenance

Extinguishers will be checked weekly by the Maintenance Officer or a nominated person to ensure that they are in position and unobstructed or have not been discharged.

Extinguishers will be fully inspected annually by a competent person - usually a specialist contractor appointed by the Maintenance Officer.



Any faults are to be reported immediately to the Maintenance Officer and employees will be informed if the fault prevents normal operation of unit.

10.5 Use of Extinguishers

It should be stressed that personal safety is of paramount importance, therefore employees should only attempt to extinguish a fire where there is little or no risk to themselves. The following details explain the method of using the various types of extinguishers.

Water direct the jet at the base of the flame and keep it moving across the area of fire; seek out any hot spots after the main fire is extinguished; a fire spreading vertically should be attacked at its lowest point and followed up

Carbon Dioxide on fires involving either liquid in containers or spilled liquids

Dry Powder direct the jet or discharge horn towards the near edge of the fire towards the far edge until all the flames are extinguished; on fires involving falling liquids direct the jet or horn at the base of the flames and sweep upwards

NB: on fires in electrical equipment, switch off the current and then direct the jet or horn straight at the fire; where the equipment is enclosed, direct the jet or horn into any opening with the objective of penetrating the interior

DO NOT HOLD THE DISCHARGE HORN OF THE CARBON DIOXIDE EXTINGUISHER

Foam where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of burning liquid; this breaks the jet and allows the foam to build up and flow across the surface of the liquid

do not aim the jet directly into the liquid because this will drive the foam beneath the surface and render it ineffective; in addition, it may splash the fire onto the surroundings

where it is not possible stand well back, direct the jet and with a gentle sweeping movement, allow the foam to drop down and lie on the surface of the liquid

Location of all fire fighting equipment is detailed in the Co-operative's Fire Safety Policy and Fire Action Plan.



10.6 Employee Training

All Drumchapel Housing Co-operative employees will be trained in the effective use of the fire fighting equipment provided.

Fire safety instruction should begin on the **first day** that a new employee starts with the organisation as part of their induction training. The main point to be covered is the location of the various Fire Exits and the nearest fire fighting equipment.

Safety - all employees should be aware of the required action in the event of a fire:

- raise the alarm
- call the Fire and Rescue Service (only if safe to do so)
- tackle the fire (only if safe to do so)
- leave the premises immediately
- stay out
- do not re-enter the building until told to do so by the Fire and Rescue Service

11. FIRE INFORMATION NOTICES

Various notices clearly informing people of fire exits etc. **must** be displayed as detailed below:

Final Exits

- all emergency escape routes and exits must contain a pictorial, text and direction arrow
- all final exit doors must be signed on the exterior with (white lettering on blue background)

Fire Doors

- on each door, a notice in the form (white lettering blue background)
- above each doorway on an escape route, a notice in the form (white lettering green background)

Corridors

- where the route to a fire exit is not clear, a **FIRE EXIT** sign with directional arrow should be placed at each change of direction on the route to be travelled.

12. MATERNITY RIGHTS

12.1 The Employment Rights Act 1996 provides that a woman employee who is pregnant has a number of statutory rights.

12.2 Firstly, if, on the advice of a registered general practitioner or midwife or health visitor, she has made an appointment to attend an ante-natal clinic, she has the right not to



be unreasonably refused time off work to attend. She must produce documentary evidence of such an appointment (though not for the first appointment) and she is entitled to be paid at her appropriate hourly rate.

12.3 Secondly, she may be suspended from work on maternity grounds where, in consequence of:

- any requirement imposed by an enactment (including regulations), or
- any recommendation in an Approved Code of Practice (ACOP)

She is entitled to be suspended because she is pregnant, has recently given birth or is breast-feeding a child.

The Suspension from Work (on Maternity Grounds) Order 1994 specifies Regulations 16 and 17 of the Management of Health and Safety at Work Regulations 1999 (as amended) to be the relevant statutory provisions for the purpose of s.66.

There are therefore two grounds for maternity suspension:

- if the risk assessment of women of child bearing age reveals a risk which cannot be avoided, the employer shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work; if it is not reasonable to do so (or if doing so would not avoid the risk) the employer shall suspend her from work for as long as is necessary to avoid such risk
- where a new or expectant mother works at night and a certificate from a Registered General Practitioner or Midwife shows that it is necessary for her health and safety that she should not be at work for any period of such work, the employer shall suspend her for as long as is necessary

12.4 Thirdly, irrespective of her period of continuous employment, she is entitled to have 26 weeks ordinary maternity leave, during which time she is entitled to the benefit of her terms and conditions of employment (except remuneration). Her absence cannot commence earlier than the 11th week prior to the expected week of childbirth.

12.5 Fourthly, a woman who is pregnant may be entitled to receive Statutory Maternity Pay, which is paid by her employer, who then recoups the amount from the national insurance contributions, which are paid to the Inland Revenue.

12.6 Fifthly, Section 99 of the Act provides that it will be unfair to dismiss an employee if the reason was:

- that she is pregnant, or any reason connected with her pregnancy, or
- that her maternity leave period is ended by a dismissal and the reason for this was she has given birth to child or
- that she took maternity leave, or
- because before the end of her maternity leave period she produced a medical certificate stating that she would be incapable of work after the end of that period, and she was dismissed within four weeks from the end of her maternity



leave period whilst her medical certificate was current and the reason for the dismissal was that she had given birth to a child or was for any other reason connected with her having given birth to a child, or

- that she was liable to be suspended from work on maternity grounds (above), or
- that her maternity leave period ended for reason of redundancy and she was not offered alternative employment where there was suitable

To benefit from this right, it should be noted that it is no longer necessary for the woman to have two years' continuous employment.

12.7 Management of Health and Safety at Work Regulations 1999 as amended, require after written notification of pregnancy by an employee, that the employer must carry out a specific risk assessment and regularly review during pregnancy, while breast feeding and for six months after birth. This assessment will be carried out by the Maintenance Officer and will commence within one working week of receipt of the employee's notification of her pregnancy and her intention to take maternity leave.

12.8 Under the Workplace Health Safety and Welfare Regulations suitable rest facilities for pregnancy and breast feeding workers shall be provided.

13. **DISABLED PERSONS**

13.1 **Introduction**

This section provides guidance on steps to be taken to provide special assistance to disabled people.

13.2 **Disabled Employees**

The needs of disabled employees, in terms of Health and Safety at Work are no less than those of other employees and in some cases, will be greater. The Maintenance Officer must assess the degree of disability and determine whether any additional arrangements may be necessary - particularly with reference to emergency evacuation procedures.

Where a person may be subject to an attack of epilepsy, specific first aid training should be organised so that a colleague is able to give the appropriate assistance.

13.3 **Disabled Visitors**

When disabled people enter the building, employees should remain aware of their movements so that, special assistance can be given without delay in the event of an emergency.

14. **FIRST AID**

14.1 The Co-operative shall provide the prescribed first aid supplies.



- 14.2 The Director is responsible for appointing two people to take charge of:
- any situation relating to an injured or ill employee or member of the public who will need medical assistance
 - the first aid equipment and facilities provided
- 14.3 A first aid box will be provided and first aid supplies appropriate to the number of employees. This will be placed in all kitchen areas on each floor of the building. An up to date list detailing the names and work areas of all qualified first aiders will be posted on the Health and Safety Notice board. Paracetamol tablets or other forms of medication are **NOT** permitted in first aid boxes. Only first aiders may issue first aid supplies from boxes and they are responsible for ensuring they are replaced.
- 14.4 Soap, water and disposable drying materials (or suitable equivalents) should also be available. Where tap water is not available, sterile water or normal saline solution should be kept easily accessible and near the first aid box.
- 14.5 All injuries, no matter how minor, must be reported and recorded in the accident book. For requirements of reporting, see Section 4.
- 14.6 During emergency evacuation procedures, if it is safe to do so, first aiders should take first aid boxes with them to provide first aid if required.
- 14.7 Should the injured or ill person require to attend hospital the first aider should be notified immediately to attend the accident.
- 14.8 Should the injured or ill person require to attend hospital, the first aider dealing with the incident must accompany them to hospital. This shall ensure that details of first aid administered can be provided to hospital employees.
- 14.9 In the event of an accident involving a hazardous substance, the relevant safety data sheet should be taken to hospital with the injured party.
- 14.10 Safety data sheets for all substances used in the work place will be kept in the COSHH Register held by the Maintenance Officer.
- 14.11 When dealing with open wounds the first aider providing treatment should use the protective apron and gloves supplied.

15. MAINTENANCE

- 15.1 Day to day requests for maintenance should be directed to the Maintenance Officer.



15.2 Maintenance items noted by local Health Officers, Insurance Surveyors, Fire Officers etc. during their routine inspections should be referred to the Maintenance Officer without delay.

15.3 The Maintenance Officer will deal with items requiring statutory examination, or regular examination by a competent person as defined in the British Standards etc. These include:

- boilers
- fire extinguishers
- fire alarm systems, fire detectors

16. ELECTRICAL SAFETY

16.1 Introduction

Electricity is a safe and convenient source of energy if properly used. However, if it is misused in any way, it can cause death, injury and/or considerable damage. It is important that employees adhere to the following principles:

- do not underestimate the dangers of electricity
- qualified persons may only carry out installations and repairs
- contact the Maintenance Officer for advice and assistance

16.2 Hazards

Electrical hazards may arise from inadequate standards of protection, lack of maintenance or from misuse or incorrect operation of equipment. Damage to equipment, initiation of an explosion, fire, electric shock, electric burns and death can result from incorrect use of electricity. These hazards can be eliminated by:

- employees being correctly trained in the use of equipment
- pre-user inspections of equipment
- proper maintenance by recognised contractors working to the Co-operative's standards

16.3 Electrical Shock and Burns

Electric shock occurs when an electric current flows through the body and upsets the nervous system and the bodily organs and functions. The critical factors are the size of the current flow, its duration and its path through the body.

16.4 Preventative Action

Electrical Cupboards/Cabinets:



- electrical cupboards and cabinets are not to be used to store combustible materials
- clear means of access to switchgear are to be maintained at all times
- a carbon dioxide fire extinguisher (black band) should be wall mounted in the vicinity of each main electrical panel (but not within the cupboard or cabinet)

Circuit Loading:

- wherever possible use only **1 no.** 13 amp plug per socket outlet
- if there is no alternative but to use a multi-way adaptor, ensure the adaptor is fitted with a 13-amp fuse; each connected to adaptor should be correctly wired and the correct fuse rating for appliance fitted; the aggregated load on adaptor should not exceed 13 amps
- employees **MUST NOT** attempt to repair faults in the distribution circuits; the following action should be taken:
 - immediately isolate the circuit by turning off at the mains
 - contact appointed local electrician without delay and advise them of the problem
 - if burning is suspected, **investigate** and take appropriate action, **but only when the circuit as been isolated**
- any faults should be reported to the Maintenance Officer after the appliance/equipment has been unplugged; a label in the form "**CAUTION - DEFECTIVE - DO NOT USE**" should be attached to prevent use until it has been properly repaired

Electrical Plugs:

Any re-plugging of electrical equipment should only be carried out by a qualified electrician.

Inspection of Equipment:

All portable electrical equipment within the premises will have portable appliance tests (PAT) carried out by competent persons.

Prior to using any electrical appliance the user should check:

- the cable flex will reach the socket without stretching
- where the cable flex is on a drum or reel, it is fully unwound before use
- the plug is securely fixed and is not cracked or broken
- the cable/flex is not kinked, frayed, knotted or improperly joined
- the socket outlet is not damaged

Above checks should be completed for all portable equipment on a weekly basis and recorded.

Maintenance:



- all electrical equipment or appliances **MUST** be unplugged, or otherwise isolated, before any repair, servicing or cleaning is carried out
- **ONLY** qualified personnel may carry out maintenance
- **ALL** requests for maintenance on electrical apparatus and installations should be referred to the Maintenance Officer

The Co-operative will ensure that an electrical test certificate for fixed electrical installations is obtained from a NICEIC or ECA electrical contractor to comply with the requirements of BS 7671: IEE Wiring Regulations. The test certificate should be issued at least once every five years.

17. **MANUAL HANDLING**

17.1 **Introduction**

There are three types of risks in manual handling tasks:

1. **Overexertion** - load beyond capability of individual concerned given the circumstances
2. **Cumulative Damage** - repetitive lifting, fixed posture etc.
3. **Accidental Injury** - cause by factors including environment, lighting etc.

Practically all employees are engaged in the handling of materials to some degree. Obvious examples of these are the loading and unloading of vehicles. Even in the office, employees move boxes of stationery, boxes of files and various items of office equipment. Where identified by risk assessment, employees will be provided with manual handling training.

All of these operations may result in injury to personnel and/or damage to stock and equipment if they are not carried out correctly.

A substantial amount of time is lost through back trouble as a result of poor lifting techniques. This note is intended to provide guidance on safe methods of manual handling of materials.

17.2 **Legal Requirements**

Companies are, by Law, required to make arrangements to ensure the safe handling of articles and substances.

17.3 **Lifting Techniques**



There are no infallible rules in the area of manual handling. Each situation and task should be judged on its own merit and controls put in place to prevent harm. Descriptions below are considered to be "good working practice" at this time.

Lifting ability in an individual depends upon many factors, including stature, general physical fitness, susceptibility to strain and knowledge of the correct techniques to carry out manual handling tasks. The 'heaviness' of a load is relative to the individual's skill and condition.

Prior to carrying out a task, time should be taken to plan, ensuring any problems or obstructions (holes in floor, doors etc.) on proposed route are identified or removed.

BEFORE lifting or carrying or moving any item, check the weight involved. If the load is in a container ensure it is stable and will not move whilst being moved. Where the item is of an irregular shape or the weight distribution is uneven, if possible lift with the heaviest part close to the body. **DO NOT** persist in attempting to handle a load, which causes a feeling of strain.

FEET should be placed shoulder width apart, with one foot slightly ahead of the other, leading in the direction to be taken with the load.

THE PALM OF THE HAND should be placed against the object, and the fingers folded around or against the object. The **WHOLE** of the fingers should be used for lifting, not just the fingertips. (The broader the gripping surface of the object, the easier it is to hold).

NEVER LIFT BY BENDING OVER - Keep the spine straight and bend the knees. With the load and body as close together as possible, while gripping the load, straighten the legs and come up gradually continuing to keep the spine straight.

TWO PERSON LIFTING - Where two or more people are engaged in lifting, all must act together to prevent injury or overbalance. They must act as a team with one person nominated to give orders. If one person has to relax or change his grip, ample warning should be given to the others.

CARRY the load with the arms as close to the body as possible to **AVOID** twisting the body while lifting or carrying. **DO NOT** carry a load so that vision is obscured.

LOWER the load with the arms as close to the body as possible to **AVOID** twisting the body while lifting or carrying. **DO NOT** carry a load so that vision is obscured.

LOWER the load by bending the legs, keeping the spine straight and the arms tucked in (i.e. the reverse of lifting).

The use of suitable gloves will protect against cuts, scratches or puncture wounds and may provide a better grip in some circumstances. The wearing of safety footwear is recommended when heavy items are being lifted. Clothing should not



be loose to prevent catching on objects but not too tight to prevent full body movement.

18. STORAGE OF GOODS

- 18.1 All goods and materials should be stored in such a manner that they do not present a hazard to employees, contractors and other visitors.
- 18.2 All goods and materials should be stored so that fire escape routes, fire exits, staircases, landings and fire fighting equipment are not obstructed.
- 18.3 In areas covered by sprinklers, wherever possible, materials will be kept at least one metre below the sprinkler heads. Under no circumstances will materials be stacked closer than 0.5 metres below the sprinkler heads.
- 18.4 Goods and materials will not be placed in the immediate vicinity of heating appliances, light fittings or other electrical appliances. A barrier should be provided around heating units to ensure adequate clearance where appropriate.
- 18.5 Employees must be instructed not to climb on the shelving within any stockroom areas. Stepladders must be used to gain access to shelves above head height.

19. EMPLOYEE FACILITIES

19.1 Sanitary Conveniences

Sanitary conveniences will be provided in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Where the number of people employed to work in premises is five or less at any one time (regardless of whether male or female) one toilet is sufficient. In all other cases, separate sanitary accommodation must be provided for persons of each sex and marked appropriately.

Adequate sanitary towel disposal facilities should be made available in each female cubicle. Dispensers or holders containing toilet paper should be provided in every cubicle. Coat hooks should also be provided in each cubicle.

Advice on the provision of sanitary accommodation may be sought from the Customer Services Adviser.

19.2 Washing Facilities

Washing facilities shall be provided in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.



In particular, wash basins shall have a smooth, impervious surface and have a supply of clean running hot and cold water. Towels or other means of drying as well as soap shall be provided. Rooms containing washing facilities must be ventilated.

Advice on the provision of washing facilities may be sought from the Maintenance Officer.

19.3 **Drinking Water**

An adequate of wholesome drinking water and cups shall be provided on all floors of the Co-operative's building.

19.4 **Seating Arrangements**

Sufficient seats with backs shall be provided in all areas as required for employees.

20. **OFFICE SAFETY**

The general provisions for Safe Places of Work apply also to offices, particularly with reference to maintaining clear walkways.

Electrical and telephone cables should not be trailed across walkways, especially where the walkway forms part of an emergency escape route. Cables should be kept as short as possible.

Materials should not be stacked so high on cupboards that they become unstable. When reaching to high shelves, a proper means of access should be used e.g. a 'kick step' or small stepladder. Chairs, especially swivel chairs, should **NOT** be used due to their instability.

Filing cabinets should be loaded with the heaviest items in the lower drawers. Drawers should be opened one at a time to avoid the cabinet tipping over. Drawers **MUST** be closed.

All leads and plugs must be in good condition. Guards or covers provided must always be fitted when the equipment is in use. Isolation switches should be easily accessible and clearly marked for the equipment concerned.

Electrical equipment should be turned off and the plugs removed from sockets at the end of work - unless it is necessary to maintain power at all times.

20.1 **Office Environment Risk Assessment**

To monitor and review the health, safety and welfare conditions of the office environment, an annual risk assessment should be carried out by the Maintenance Officer. Completed forms should be retained at the work place to ensure employees are aware of any problems and actions being taken to rectify this.



Where reviews do not identify any areas of concern, the Maintenance Officer will update the original copy with a new review date.

21. FOOD HYGIENE AND USE OF KITCHEN

21.1 Responsibilities of the Co-operative

The Co-operative has provided, for use by its employees, a fully equipped kitchen with utensils, crockery, implements, preparation items and cooking, freezing and storing appliances. The Co-operative provides daily cleaning of the kitchen areas on work days. The kitchen area and rest room on the second floor is not for food and beverage preparation and consumption. The kitchen areas on the ground and first floor are provided for beverage preparation only.

21.2 Responsibilities of Employees

Employees should ensure that dishes, pots and pans are stacked for cleaning and that all good is removed and disposed of in the bins provided. No knives should be placed to soak in soapy water in sinks. Employees should ensure that work surfaces are cleaned after every use and any chipped or cracked crockery should be discarded.

21.3 Storage of Food

The fridge temperature should be kept between 0°C and 5°C for optimum storage conditions. The most perishable foods should be kept at the top of the fridge. Since food can contaminate other food, employees should not put any uncovered or unwrapped food in the fridge, particularly raw meat. Plastic bags etc. should not be placed in the fridge as containers are provided.

21.4 In the Kitchen

Employees should wipe their hands on a separate kitchen towel and not the tea towel. Open packets, spilt food and food left uncovered attract flies, ants and mice which spread bacteria. Spilt foods should be cleared immediately.

Employees should not use the same knife or chopping board for raw meat, cooked food and fresh vegetables and should wash these thoroughly with the appropriate anti bacterial cleaning product.

22. NEEDLE STICK INJURY, BLOOD AND BODY FLUIDS

Employees should refer to the Co-operative's Needle Stick Injury, Blood and Body Fluids Policy which outlines the definition, prevention and procedures in the event of an injury. Protective clothing provided should be used in all circumstances appropriate to the post when dealing with the above.



23. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health (amended) 2004 (COSHH) first introduced in 1988, is designed to protect workers against the risks of exposure to substances considered to be hazardous to health, the use of which arises out of or in connection with work undertaken under the control of the employer.

The COSHH Regulations do not place any new requirements on employees but are designed to amplify the general requirements defined in the Health and Safety at Work Act 1974.

The COSHH Regulations do not prescribe specific actions to be taken or control methods in detail - instead they set objectives in terms of Standards of Protection to be achieved.

A Substance Hazardous to Health is defined as any substance listed under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 where the indication of the nature of the risks is specified as Very Toxic, Toxic, Harmful, Flammable, Explosive, Corrosive or Irritant. This cannot be treated as an exhaustive list as these regulations also cover any Dust, Fumes, Vapours or Gases used at work or arising from work activities.

The Line Manager must always seek to prevent the exposure of employees to substances hazardous to their health. He/she must make a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to be taken to eliminate or reduce those risks in accordance with the requirements of the regulations. COSHH assessments should be freely available within the premises to ensure employees are made aware of the controls (Personal Protective Equipment etc.) to ensure prevention of harm.

It is suggested that the Co-operative requests a copy of the Material Safety Data Sheet for each of the substances used and keep the information as part of the COSHH Regulations information.

24. HEALTH AND SAFETY INFORMATION

The Maintenance Officer must ensure that a separate Notice board for Health and Safety information is erected alongside the Employee Notice board or a section can be allocated to obtain a clear differentiation between Health and Safety Notices and General Employee notices. The Health and Safety Notice board must display the following:

- Health and Safety Executive (HSE) "*What you need to know*" poster (A2 size)
- the Co-operative's Health and Safety Policy Statement
- current copy of Employers Liability Insurance Certificate
- list of First Aiders and contact numbers
- Fire Emergency Plan
- types of fire extinguishers



- any other health and safety instructions which may be issued

Advice on any aspect of Health and Safety at Work should be addressed through the Maintenance Officer.

25. **DISPLAY SCREEN EQUIPMENT**

A number of research studies on the use of display screen equipment (VDUs) have concentrated on three particular areas of possible concern - Radiation Emissions; Eye Strain and Eye Damage; Ergonomic Considerations.

Radiation Emissions

The Health and Safety Executive has concluded that there is no hazard to VDU Operators in this connection. However, the Co-operative will provide an anti-radiation smock for any pregnant VDU operator and for any other operator on request.

Eye Strain and Eye Damage

The studies conducted have found no link between the use of VDUs and eye damage. Effective lighting, hourly five minute periods on alternative work, sharp character resolution and standard levels of brightness on VDS screens all help to reduce eye fatigue.

Ergonomics

The workstation should be so arranged to provide a comfortable positioning of fingers, wrists, arms and shoulders.

All VDU workstation are to have a Display Screen Assessment completed to ensure that any problems with them are identified and action taken to correct.

The use of VDUs within the Co-operative is minimal and can last up to a maximum of 7 hours per day. There is therefore little for operators to be concerned about - particularly if the points discussed above are adhered to.

25.1 **Health and Safety (Display Screen Equipment) Regulations 1992**

The Health and Safety (Display Screen Equipment) Regulations apply to display screens where there is a 'user' i.e. an employee who habitually uses display screen equipment as a significant part of the employee's normal work. They cover equipment used for the display of text, numbers and graphics, regardless of the display process used e.g. VDUs.

The Co-operative will:

- assess all display screen equipment workstations and reduce any risks which are discovered



- ensure that workstations satisfy minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment, task design and software
- plan display screen equipment work so that there are breaks or changes of activity and provide information and training for users

DSE assessments should be carried out annually or if conditions change that could affect the validity of assessment (change of user, new office furniture etc.) The user, assisted by the Maintenance Officer, should carry the assessment out using the appropriate form. If problems are identified by the user or the Maintenance Officer and these cannot be rectified, then an action plan should be agreed to correct any defect.

DSE assessments should be retained at the work place to ensure employees have free access to them. Where reviews do not identify any areas of concern, the Maintenance Officer will update the original copy with a new review date.

26. RISK ASSESSMENT

Employers are requirement by the Management of Health and Safety at Work Regulations 1999 to conduct "suitable and sufficient" Risk Assessments and where more than five people are employed, record them. The Risk Assessments must identify not only the hazards and risks to employees but also anyone else that could be harmed by their undertaking e.g. sub-contractors, visitors, members of public etc.

To ensure this requirement is fully met, the Co-operative has put in place a formalised system of carrying out Risk Assessments, identifying control measures and recording the findings, which must be used throughout the organisation. Risk Assessments should be freely available at work sites to ensure all employees are aware of the hazards and risks to themselves and others and the control measures required to remove or reduce the risks.

Although health and safety is the responsibility of every employee, it is the Maintenance Officer's responsibility to ensure that a safe and healthy environment exists within the Co-operative.

The attached form (**note: which form?**) and instructions will allow the Line Manager to:

- formally assess any risks within their area of responsibility
- introduce such measures as may be required to remove or reduce the level of risk identified
- to carry out annual review of assessments to ensure assessments are still valid

26.1 What is a Hazard?

A "Hazard" is anything which has the potential to cause harm.



The Risk Assessment is an evaluation of the likelihood and severity of the hazard causing harm, taking all significant factors that can affect the possibility of harm occurring and identify. It should provide present control measures and recommendations for further controls to remove or reduce risk.

26.2 What is a Risk?

The term "Risk" is not defined in law but a definition is "the likelihood of harm occurring and the possible severity of injury sustained". Risk is affected by the behaviour patterns and perceptions of individuals and environment in which they work.

26.3 Aim of Risk Assessment

Risk assessments provide a proactive approach to identifying and controlling risks associated with specific tasks, activities or processes. The individuals who undertake the tasks or activities should be involved in the assessment process also as their knowledge will aid in identifying significant hazards. This is an essential part of managing health and safety issues and may be defined as a systematic method of:

- analysing work activities
- identifying hazards, hazardous situations and events
- evaluating the risk level by considering:
 - the likelihood of an unsafe event occurring
 - the nature and severity of the harm that may ensue
- implementing and reviewing suitable and sufficient control measures
- judging the acceptability or tolerability of risk
- prioritising and action the recommendations

The important thing to decide is the significance of any perceived hazard and if it has been covered by satisfactory precautions to ensure risk is eliminated or reduced to the lowest level, so far as is reasonably practical. For instance, electricity can kill but the risk of it doing so within an office environment is remote, provided that "live" components are insulated and metal casings are properly earthed.

For activities where only one type of hazard exists, the Maintenance Officer should check to see what type of assessment is required (e.g. COSHH, Manual Handling etc.). Multiple assessments should only be required where a variety of hazards are identified.

26.4 Frequency of Risk Assessments

All Risk Assessments should be reviewed at least annually by the Maintenance Officer. If the conditions, which affect the validity under which original assessment was carried out, are changed then it must be reviewed immediately. If changes are foreseen which affect the assessment validity (i.e. new equipment, new working practices) then assessment should be reviewed prior to introduction to ensure risks are not being imported and then reviewed immediately after introduction to ensure



soundness of assessment. In other areas, the experience of management, employees and results of risk assessment will determine the increased frequency of reviews.

Most hazards will be rectified immediately by Management. More complex controls may be required needing assistance (i.e. contract with suppliers etc.) as such a responsible person should be nominated, with a target date and action plan recorded on assessment.

Risk Assessments will be available at all workstations/sites to ensure that all employees are aware of the controls they must use to ensure their own and others' safety. Copies of completed assessments will be retained by the Maintenance Officer who will review them and raise any cause for concern with the Line Manager. Where reviews do not identify any areas of concern, the Maintenance Officer will update the original copy with the new review date.

26.5 **Fire Risk Assessment Checklist**

To monitor the fire risk and controls in the workplace, an annual check of the Co-operative's premises will be carried out by a competent person. When the report is completed, any areas of remedial action should be addressed as soon as is reasonably practicable or as recommended by the Fire Risk Assessor. The report should be retained at the workplace to ensure employees are aware of any problems and actions being taken to rectify this.

Where the fire risk assessment does not identify any areas of concern, the Maintenance Officer will update the original copy with a new review date.

27. **EYE SIGHT TESTS**

Employees who qualify as users under the above regulations will be entitled on request to the following:

- an eye test at recommended or reasonable intervals
- lenses or spectacles where these are stated to be required solely for use when working on display screen equipment
- the cost of an eye test met (if appropriate)

Any employee who wishes to arrange an eyesight test under the above provisions must approach the Maintenance Officer for permission before any expense is incurred or/and commitment made. The Maintenance Officer will complete the required form which must be countersigned by the employee. The original will be given to the employee and a copy kept for the Co-operative's records.

27.1 **Eye Sight Authorisation**

As a recognised user of display screen equipment, you are entitled, on request, to the following, paid for by the Co-operative:



- an eye test at recommended or reasonable intervals

If you are already registered with an optician, then you may continue to use that practice, but the organisation will not reimburse costs higher than those above. If you are not already registered then the organisation will provide the name of reputable practice on request.

The usual procedure will be for costs to be reimbursed to you on submission of an expense claim form supported by a valid receipt and by a signed statement from your optician on letter headed paper indicating whether:

- with/without spectacles you meet the Association of Optometrists recommended standards for VDU users
- you do/do not require spectacles solely for use on a VDU

If necessary, the Co-operative will provide a cheque for the approved amount, payable to the practice on production by you of the above signed statement and a bill or invoice indicating the amount to be paid.

No expenditure must be incurred before this form has been issued and signed by both parties.

28. **WORK EQUIPMENT**

The Provision and Use of Work Equipment Regulations 1998 requires employers to ensure that all work equipment provided (machinery, appliances, tools) is suitable for the task, properly maintained by trained personnel and checked to ensure safety features are functioning correctly.

Every employer is required to ensure that all employees who use or supervise the use of work equipment:

- have available to them adequate health and safety information
- have available, where appropriate, written instructions
- have received adequate training covering the method of use, any risk and precautions to be taken

Particular attention should be paid to young people who may be vulnerable to accidents because of their immaturity and lack of experience with work.

These regulations and associated Codes of Practice and British Standards are focused on ensuring that work equipment provided is safe and can be used safely - covering guarding, protective devices, controls, isolation, stability and warnings.

In carrying out risk assessments and implementing control measures associated with work equipment, particular attention should be given to the suitability,



maintenance, information instruction and training and hazard protection in relation to the task to be carried out.

The Co-operative's aim is to provide all employees with work equipment of high integrity, well maintained and checked so that it does not create health, safety or environmental hazards for the Co-operative's employees or others in the vicinity.

All work equipment should be listed on the site - grouping items of a similar type. An equipment register and management system can then be built up to ensure the aim of high equipment integrity is attained.

28.1 The Design of New Facilities or Equipment

The end result should be a facility or equipment, which is safe and efficient to operate, meeting legislative requirements and established health and safety criteria. To achieve this, it is vital that facilities are designed in accordance with the relevant codes of practice and standards, with identified hazards taken fully into account. The Co-operative should assess, in advance, the environmental impacts of any significant new development. Risks should be properly evaluated, designed, out, or controlled, and significant residual risks communicated to the Line Manager.

28.2 Performance Standards Should Relate To:

- completion of hazard identification and risk assessment; identification of priorities for risk control
- evidence of a good approach to implementation, monitoring and review
- establishment of an equipment register and management system to ensure equipment integrity, its suitability for the task and its safe use
- evidence of training in the safe use of equipment

29. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

29.1 The Co-operative will ensure that all employees and visitors have adequate protective clothing and equipment to carry out their job. Information on the replacement of equipment and clothing is a guideline only and replacement outwith the timescale should be discussed with the Maintenance Officer.

29.2 The Co-operative has laundry facilities for most garments, however, the cost of dry cleaning will be reimbursed for those items as necessary. Employees may not remove and wear such items outside their work area for any other purpose than work. Further information on personal protective equipment can be found in the Co-operative's Health and Safety Procedures document.

29.3 The Co-operative also provides portable panic attack alarms which can be used within the interview rooms. These alarms are tested every six months by the Maintenance Officer.



30. **STRESS AT WORK**

- 30.1 The Co-operative will assist any employee who has difficulty coping with stressful situations which can be resolved with their assistance. The Co-operative has systems of work, supervision and employee meetings to support and protect all employees from the causes of stress.
- 30.2 Employees should refer to the Co-operative's Stress Management Policy for further information on the Co-operative's approach to stress, definitions of stress, the strategy for the control of workplace stress and the responsibilities of line managers and employees.

31. **GAS SAFETY**

Gas Escape Procedure

All gas escapes must be reported and actioned immediately.

In the event of a gas leak found within the offices at 4 Kinclaven Avenue, the Fire Warden, **Colin Henderson** or in his absence, **Billy Young**, Assistant Fire Warden, should be **verbally** informed immediately of the gas escape.

DO NOT INFORM BY PHONE WITHIN THE PREMISES

Immediate action to be taken by employees:

1. Evacuate the building of all personnel - evacuation should be conducted and co-ordinated by the Maintenance Officer.
2. Do not operate any electrical switches (on or off), phones or mobiles from the premises and make emergency call from outside the building.
3. Extinguish all flames or smoking materials internal/external.
4. Ventilate the premises by opening doors and windows - if gas leak is outside, shut all windows and doors.
5. Turn off the gas meter/emergency control immediately - situated within the gas meter box at the rear of the office at the in-shot facing onto Linkwood Drive (**gas meter key kept at sign IN/OUT board**) and leave off until gas escape has been repaired and an authorised gas engineer has carried out soundness check and turned gas back on.
6. **Phone National Gas Emergency Number - TRANSCO on 0800 111 999 (24 hours)**
As good practice, all employees should put this number into their mobile phones for emergencies when reporting gas leaks at the office or at home.
7. Immediate access to the premises will be required by the Transporter called out to the gas leak.

Information that may be asked for:

1. Customer's name, address and telephone number
2. Where the smell of gas is most noticeable



3. When the smell of gas was first noticed
4. Whether the gas has been turned off
5. Is there any smell of gas outside
6. Are there any special instructions for access

32. TRAINING REQUIREMENTS

32.1 It is the policy of the Co-operative to provide training/instruction that will strengthen the safety awareness of its employees. To that end, arrangements will be made to provide all employees with the appropriate training/instruction, refresher training as and when required. Health and Safety training includes:

- fire safety
- manual handling
- stress management
- emergency first aid
- general health and safety awareness
- lone working

32.2 This training will be incorporated into the annual Employee Training Programme.

32.3 The Maintenance Officer will establish a health and safety training database, recording training requirement, training received and refresher training where required.

32.4 Areas will be targeted, indicated by observations taken at site safety inspection, observations of accident trends and by consultation with employees.

32.5 Where a particular expertise or skill is required, the Line Manager will seek to supply this by employing an external training provider.

32.6 No one employed by the Co-operative will be expected to carry out any task unless they have been given instruction, information training and where required, supervision.

32.7 Employees are encouraged to identify any specific training need that they feel is required and relevant to the business of the Co-operative.

32.8 All employees will attend any safety training provided for them by Management.

32.9 Employees will an attendance sheet when attending any training sessions and records will be kept on file on the office.

32.10 The employee, for reference purposes, will keep any material/information provided for at these training sessions.



32.11 If any employee has received relevant training outside that provided by the Co-operative, proof e.g. paperwork and/or certificates should be provided so that the Maintenance Officer can record the specific training.

33. **REVIEW**

The effectiveness of this policy will be monitored on an ongoing basis and will be reviewed as appropriate or according to statute and no later than 3 years from the date of implementation.

A lack of review will not cause the policy to lapse.

This policy is non-contractual and the Co-operative reserves the right to alter or withdraw it at any time.

34. **GDPR Privacy Statement**

34.1 The Co-operative will gather and use certain information about individuals in accordance with GDPR. Staff members have a responsibility to ensure compliance with the terms of the privacy policy and to collect, handle and store personal information in accordance with relevant legislation. The Fair Processing Notice (FPN) details how personal data is held and processed.

35. **LIST OF HEALTH AND SAFETY POLICIES AND PROCEDURES**

1. Alcohol and Drugs Misuses
2. Corporate Manslaughter
3. Fire Safety Policy and Fire Safety Action Plan
4. Health and Safety Policy
5. Health and Safety Procedures
6. Health and Safety Risk Assessments Policy
7. Lone Working Policy
8. Lone Working Procedures
9. Management of Occupational Road Risk Policy
10. Near Miss Accident Reporting Procedure
11. Needlestick Injury, Blood and Body Fluids
12. No Smoking Policy