



Health and Safety Standard

HSD0001 | Version 4



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1. General Statement of Policy, Duties & Responsibilities

1.1. Policy Statement

Polbridge Health Ltd recognises and accepts its health & safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of Polbridge Health Ltd. to promote the health & safety of the volunteers, staff and of all visitors to Polbridge Health Ltd. premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health & safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with Polbridge Health Ltd. in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health & safety responsibilities (eg a person appointed as a Health & Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health & safety of the general public or other persons that may arise for the Polbridge Health Ltd’s. activities;
- Make suitable and sufficient assessment of the risks to the health & safety of employees and of persons not in the employment of Polbridge Health Ltd. arising out of or in connection with the Polbridge Health Ltd’s. activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Polbridge Health Ltd’s. premises may be exposed;
- This policy statement and/or the procedures for its implementation, may be altered at any time by the Senior Management Team (SMT). The statement and the procedures are to be reviewed each year by the Health & Safety Sub-committee or by other persons appointed by the Committee. A report on the review, with any other proposals for amendment to the

statement of procedures, is to be made to the next meeting of the Management Committee.

1.2. Statutory Duty of Polbridge Health Ltd.

Polbridge Health Ltd. will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/workers the information, instruction, training and supervision necessary for their health & safety.

In particular, Polbridge Health Ltd. will:

- Assess the risks to health & safety of its volunteers/workers;
- Make arrangements for implementing the health & safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health & safety measures;
- Draw up a health & safety policy statement; including the health & safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to act as the Health & Safety, Environment and Quality (HSEQ) Manager to assist with health & safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health & safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health & safety enforcing authority.

1.3. Statutory Duty of Polbridge Health Ltd.'s Workers

Employees also have legal duties, and Polbridge Health Ltd. confidently requests non-employed (voluntary) workers also to adhere these.

They include the following:

- To take reasonable care for their own health & safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with Polbridge Health Ltd. on health & safety;
- To use work items provided by Polbridge Health Ltd. correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by Polbridge Health Ltd.;
- To report any non-conformances to the HSEQ Manager;
- To complete any health & safety training which may be provided by, or on behalf of, Polbridge Health Ltd.

Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

1.4. Policy for Visitors and Contractors

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure in the visitor book¹.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the HSEQ Manager or the on duty representative of the SMT who will investigate.

¹ ORG0019

2. Organisation of Health & Safety

2.1. Health & Safety Sub-committee

The Directors will appoint a Health & Safety, Environmental and Quality Manager, and form a health & safety Sub-committee². This includes representatives from the following areas of business:

- Administration Departments
- Clinical Departments
- Directors

The Senior Management Team will appoint health & safety Sub-committee, including representation both of themselves and of staff (both paid and volunteer):

- To have a broad overview of health & safety matters;
- To keep Polbridge Health Ltd's. Health & Safety policy and procedures under review;
- To conduct safety tours of the premises; "Premises" include Polbridge Health Ltd. head office 1 Treetops, Welwyn, AL6 0HU and any long-term client provided premises (long term defined as greater than 90 day on site contract).
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations);
- To take such action as may be required to ensure that Polbridge Health Ltd's. responsibilities for health & safety are fulfilled;
- To report on their performance of these responsibilities.

2.2. Safety Tours

The health & safety Committee shall carry out 6-monthly tours and inspections of the premises and make a report to the next meeting of the SMT. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident and Investigation book.

2.3. Health & Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Polbridge Health Ltd. may publish from time to time.

2.3.1. Accident and Investigation

Any injury suffered by a worker or visitor in the course of employment or otherwise on Polbridge Health Ltd's. premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident and investigation form and referred to the HSEQ Manager, or an appointed person of the Health & Safety Sub-committee to enable a prompt and effective investigation.

² ORG0016 Roles & Responsibilities

Any completed accident and investigation forms must be securely kept electronically on the Information Management System (IMS). Any printed copies must be retained locked and secured in a filing cabinet.

2.3.2. Fire Precautions

The HSEQ Manager has appointed a Fire Warden to ensure precautions are in place to reduce or eliminate any potential hazards. The Fire Warden will also ensure that all fire drills, processes and evacuation procedures are in place and effective, whilst ensuring any non-conformances are identified and processes implemented to rectify.

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of Polbridge Health Ltd. or client (when on site) in relation to fire.

2.3.3. Equipment and Appliances

No equipment or appliance may be used other than that provided by, or specifically authorised by, or on behalf of Polbridge Health Ltd. and any directions for the use of such must be followed as per the manufacturer's instructions and guidelines.

2.3.4. Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

2.3.5. Maintenance

Defective equipment, furniture and structures must be reported as such without delay and added to the Non-conformance Log.

2.3.6. Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

2.3.7. Display Screen Equipment (DSE)

Polbridge Health Ltd. recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly, or in part, a consequence of their use of such equipment (they have the right to an eye-test at Polbridge Health Ltd's. expense).

2.3.8. Alcohol, Drugs and Tobacco

Smoking and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

3. Arrangements and Procedures

The HSEQ Manager appointed by the Directors is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

To be compliant with the standard, the HSEQ Manager has written the following processes;

3.1. First Aid

3.1.1. First Aid

- a) The current First Aider(s) for the premises is displayed on the notice board in the reception area.
- b) First Aid Box(es) are provided in the following location(s)
 - Doctors Room

3.1.2. Accidents

- a) In the event of an injury or illness, call for the First Aider or a member of the clinical team and alert the ambulance service (where the accident requires urgent and specialised treatment) – Dial 999
- b) All accidents must be reported to the HSEQ Manager or another member of the on duty SMT member immediately or as soon as practicable;
- c) All accidents must be entered on an accident and investigation form, available online on IMS (Information Management System). The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- d) The Health & Safety Officer will investigate incidents and accidents, writing a detailed report for the SMT to consider the actions necessary to prevent recurrence.

3.2. Fire Drills and Evacuation Procedures

3.2.1. Fire Drills

- a) All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- b) The fire alarm points, fire exits, and emergency lighting system will be tested by LLAOL Fire Officer/Health & Safety Officer.
- c) The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- d) The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).
- e) When any worker or volunteers are attending a client's premises, they must obtain a briefing on the fire drill process for the building/site that they will be working in from the clients point of contact and/or health & safety representative. This should include location of the fire exits and assembly point of where to evacuate to. The client is responsible for informing the worker if there is to be a fire alarm test during their time on site.

3.2.2. In the Event of a Fire

- a) Persons discovering a fire should sound the nearest alarm;
- b) The first duty of Pobridge Health Ltd. workers is to evacuate people from the building by the nearest exit as soon as the fire is discovered;
- c) All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- d) The assembly point for the building is located in the staff car park opposite building 104. If employees are off site (at client's premises) then they must familiarise themselves with the nearest assembly point.
- e) No-one should leave the assembly point without the permission of the Fire Warden a member of the SMT;
- f) If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire";
- g) When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.3. Bomb Warnings

Polbridge Health Ltd. operates in a specialised aviation industry, and the close proximity of the Luton clinic to the Airport means that careful consideration has been made to the fact that we may receive a bomb warning.

- c) If you receive a warning it may come in the form of a phone call, voicemail or email. You must try and obtain from the caller or sender:
 - i. The approximate location of the bomb and likely time of detonation;
 - ii. Whether the police and fire brigade have been notified;
 - iii. Try to RECORD EXACTLY WHAT IS SAID:
- d) Notify the Police immediately on 999;
- e) DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- f) Assemble in the staff car park opposite building 104 unless the bomb warning implies otherwise.

3.4. Cleaning Materials, General Machinery and High-Risk Areas

Responsibilities of cleaning, equipment and areas can be found in the Estates and Facilities Standard³

- a) All portable machinery must be switched off and unplugged when not in use;
- b) Trailing cables are a hazard; use with caution and safety in mind;
- c) Slippery floors are dangerous; use warning signs;

Use protective clothing and equipment provided as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of, or defect in protective clothing or equipment to the HSEQ Manager or the on duty SMT.

3.5. General

The general guidance to ensure the effectiveness of these arrangements and procedures are as follows:

- g) All thoroughfares, exits and gates must be left clear at all times;
- h) Corridors and fire exits must not be blocked by furniture or equipment;
- i) Vehicles must not be parked near to the building so as to cause any obstruction or hazard;

³ POL0031

- j) Hazards, suspected hazards or other health & safety matters should be reported to the HSEQ Manager or the on duty SMT immediately, or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.
- k) Contact the HSEQ manager for any questions or further guidance around the Health and Safety Standard.

4. Non-Conformance

Polbridge Health Ltd. are committed to identify, manage and address any Health & Safety nonconformities. This policy ensures that all non-conformances are identified and recorded, and that the appropriate corrective action is taken to rectify all identified non-conformances, preventing their reoccurrence in the future.

4.1. Responsibilities

This applies to all Polbridge Health Ltd's. Departments and employees.

4.1.1. Employees and Contractors

All members of staff are responsible for notifying the HSEQ Manager of any identified non-conformances immediately, or, when safe to do so.

4.1.2. Health & Safety, Environment and Quality (HSEQ) Manager

The HSEQ Manager is responsible for the completion of non-conformance reports and for determining and implementing corrective action.

Once the corrective action has been completed the HSEQ Manager is to undertake a verification check to ensure that corrective action has been effective.

4.2. Process

The following steps are to be followed:

- a) All identified non-conformances are to be reported to the HSEQ Manager;
- b) All identified non-conformances are to be recorded on the non-conformance log on QMS;
- c) The source or cause of the non-conformance is to be identified, allowing for the development of appropriate and effective corrective action;
- d) Corrective action is to be documented, together with an agreed timeframe for implementation;

- e) A review of the effectiveness of the corrective action will be undertaken by the HSEQ Manager;
- f) If the non-conformance persists after the implementation of corrective action alternative solutions are to be examined until the closure of the non-conformance can be successfully achieved;
- g) On the successful closure of the non-conformance, the non-conformance report will be signed off by the HSEQ Manager;
- h) Reoccurring non-conformances, significant deviations from legislation, procedures or environmental policy or non-conformances that post an environmental risk will be reported to the Senior Management Team (SMT) for further investigation.

This document has been created and approved in partnership with the Directors, Fire Warden and Health & Safety, Environment and Quality Manager. They are committed to providing support and training to all Polbridge Health Ltd.'s., employees, and contractors.

We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

Signed

J Buckley-Hecks .

Owner/Clinical Director

Date

05/07/2022

Appendix A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for Polbridge Health Ltd. and/or for the User/Hirer, or on premises under their control must be recorded as detailed in policy HSD0006 Occupational Health & Safety – Accident and Investigation Policy

2. Accidents to Workers or Contractor's Staff

- a) For ALL Accidents **Complete Accident Form FORM008 Accident Report and give to the HSEQ Manager or on duty SMT.**
- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days, then complete the online HSE form as detailed in HSD0006 V2 with copies to the SMT.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Health & Safety representative.

Follow up within seven days with completed online form with copies to the HSEQ Manager and SMT.

- c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

- a) For ALL Accidents **Complete Accident Form FORM008 Accident Report and give to the HSEQ Manager or on duty SMT.**
- b) For accidents reportable to the Health & Safety Executive If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify:**

Health & Safety Executive,
Incident Contact Centre,
Caerphilly Business Park,
Caerphilly, CF83 3GG

And

The HSEQ Manager/on duty SMT

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot;
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed;
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye;
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
 - Loss of consciousness resulting from lack of oxygen;
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin;
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following **immediately**:

Health & Safety Executive,
Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG
HSE's
Infoline Tel: 0845 345 0055
email: hse.infoline@natbrit.com
The HSEQ Manager/on duty SMT

IF IN DOUBT REPORT IT

6. Occupational Diseases

In the event of any of the following:

- **Poisoning**
- **Skin Diseases**
- **Lung Diseases**
- **Infections**

On receipt of a written diagnosis from a Doctor, report the disease to HSEQ Manager and SMT who will make contact with HSE.

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, if this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
 - Emergency lighting and its maintenance?
 - The most suitable way of raising an alarm in the event of fire?
 - The contents of fire instruction notices?
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes ?
 - The maximum number of people who should be allowed on the premises at any one time?
 - Is seating in the hall/rooms arranged so as to allow free and easy access direct to fire exits?
 - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, equipment etc.?
2. Is Fire Equipment properly looked after?
 - Are fire extinguishers and fire alarm systems (where provided) regularly maintained by LLAOL Fire Officer/Health & Safety Officer?
 - Are staff/fire wardens trained to use this equipment?
 - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of the day?
 - Heater and microwave turned off?
 - Electrical apparatus turned off and unplugged, except food and medication refridgerator?
 - Lights turned off?
 - Internal doors closed and secured?
 - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
 - Smoking not allowed in the building?
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - Sufficient socket outlets provided to obviate the need for long trailing flexes?
 - Damaged leads replaced regularly?
 - Cooking operations supervised by a competant person?
 - Seasonal decorations treated to make them flame retardant, all cables inspected for visible defects, display compliance 'CE' and PAT tested. All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms?

Appendix D – HEALTH & SAFETY INSPECTION

1. Inspection

- A Health & Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Health & Safety Sub-committee, should arrange to meet and carry out the inspection.
- This inspection group will need to agree how each question needs to be answered.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.**
- The whole form should be made available to members of the SMT and reported back to the employees.
- The forms should be preserved in a file maintained for this purpose on IMS. As required action is taken, the responsible person should initial the form in the appropriate box.

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds.
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers.
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.
- A risk assessment needs to be carried out whenever a new activity is envisaged.
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protection of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

2. Workers' Entitlement

2.1 Eye Test

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work
- Is about to start using display screen equipment for a significant part of his/her work
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

2.2 Spectacles

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more

costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.3 Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s) to an expense form, and gives these to his/her Line Manager who will arrange reimbursement.