



Last reviewed July 2019

Purpose

To ensure that health and safety issues are managed effectively and the risk of health and safety incidents is minimised.

Application

This policy applies to all staff.

Ownership

The Head of Finance and Resources is responsible for this policy.

All staff must:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report any health and safety concerns to the Head of Finance and Resources.

Statement of general policy	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Risk assessment performed and reviewed annually (see below).
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Health and safety poster displayed in office. Staff informed of policy and encouraged to raise any concerns.
To implement emergency procedures such as evacuation in case of fire or other significant incident.	Fire alarms are tested weekly by Workspace. Fire drills are performed periodically by Workspace. New staff are told what to do in the case of a fire as part of their induction.
To provide adequate First Aid when minor accidents occur.	A first aid box is kept under the sink. Most staff have undergone first aid training as part of hostile environment training.

The **Health and safety law poster** is displayed: On the wall in the kitchen area

The **first-aid box** is located: Under the sink in the office kitchen

The **accident book** is located: On google drive at _IA Folders\Finance, HR, Insurance\HR\Accident book

Employers' liability insurance certificate is displayed: On the wall in the kitchen area

Detailed of the policy are located on google drive at _IA Folders\Finance, HR, Insurance\insurance



Last reviewed July 2019

Risk assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	We carry out general good housekeeping. All areas are well lit. Cables are covered with a cable cover. Staff keep work areas clear, e.g. no boxes left in walkways. Offices are professionally cleaned each week. Spillages are cleaned up immediately.	No	All staff to monitor	n/a	n/a
Fire risk	Staff and visitors may inhale fumes or obtain burns.	Workspace perform regular fire drills and fire alarm tests. We have a fire blanket and fire extinguisher under the sink. Further fire extinguishers are available in the corridor outside the office. Rubbish is taken to the bins at least once a week and is not allowed to pile up.	No	n/a	n/a	n/a
Electrical risk	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Sockets are not overloaded. Cables, plugs and sockets are well maintained. Defective equipment taken out of use safely and promptly replaced.	No	n/a	n/a	n/a
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled.	No	n/a	n/a	n/a
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff understand what their duties and responsibilities are. Staff can talk to their manager if they are feeling unwell or not at ease about things at work.	No	n/a	n/a	n/a



Last reviewed July 2019

Support tools

More information can be found on the following websites:

- <http://www.hse.gov.uk/simple-health-safety/index.htm>
- <http://www.healthyworkinglives.com/advice/Legislation-and-policy/Workplace-Health-and-Safety/health-safety-policy>