



Health and Safety Policy

Management's Responsibility

The management team will, as far as is reasonably practicable, ensure that:

- You are provided with a safe place of work with proper access and that this is maintained.
- You are provided with equipment, materials, clothing and methods of work incorporating safety precautions which are without risk to health.
- The process, handling, storage and transport of materials and equipment can be achieved without hazard.
- Periodic checks are carried out to monitor and control adherence to statutory requirements, codes of practice and Company standards relating to safety, health and welfare in the work place, taking any necessary steps to eliminate potential or actual hazards.
- You are provided with such information, instruction, training and supervision necessary to ensure the health and safety at work of employees.
- There will be a thorough investigation of all accidents with a view to preventing their recurrence.
- Any contractors and other visitors to the premises are made aware of and comply with the safety policy, standards and regulations.
- First aid facilities, fire precautions, fire lighting equipment and the emergency evacuation procedure are regularly examined and, if necessary, improved.

Employee's Responsibilities

Each employee is expected to conform to Befriend A Child Ltd Policy and Regulations on health and safety at work and to recognise their responsibility in law for their own safety in the workplace and that of colleagues. Further, employees are expected to help operate in achieving safe and hazard free working areas and operations.

In order to achieve this end you must:

- Comply with and safety instructions and directions issued by Befriend A Child.
- Take all due care for the health and safety of other persons (e.g. other employees, contractors, clients, work persons) who may be affected by your acts or omissions at work.
- Co-operate with Befriend A Child to ensure that the aims of this Policy are achieved and any duty or requirement imposed on Befriend A Child by or under any relevant statutory provisions is complied with.

- Report and co-operate in the investigation of all incidents that have led to or may lead to injury including the reporting of hazards and near misses.
- Use equipment or protective clothing provided in accordance with any training you have received.
- Report any potential risk, hazard or malfunction of equipment to the appropriate authority.

Failure to comply with any aspect of Befriend A Child health and safety procedures or rules specifically assigned to you will be regarded by Befriend A Child as misconduct which will be dealt with under the terms of Befriend A Child disciplinary procedure.

Tools and Equipment

Befriend A Child will provide appropriate tools and equipment for you to use at work. You must not use them for anything other than their intended purpose. If you do not know how to use a particular tool or piece of equipment then you must ask for help. If you think that a tool or piece of equipment is damaged you must report it immediately to your Manager and it must not be used until it has been properly checked and declared safe to use.

Substances

Befriend A Child must ensure that all substances such as liquids, dusts, powders, gases etc of all kinds used by Befriend A Child are properly assessed for their possible effects on your health. The assessment will set out sensible precautions that you must take when using a substance. The manufacturers label on the tin or bottle etc will also contain information concerning the health or other hazard and the precautions you must take when using the substance. You must always read carefully the instructions for using a particular substance. You must store substances safely in their proper container and you should not use unauthorised substances or containers.

Electrical Safety

All portable electrical equipment must be safely tested and inspected and it should carry a test label showing when it was last checked. You should not use electrical equipment that is damaged or which you may think to be unsafe. You should not dismantle or attempt to repair any electrical equipment yourself unless you have the correct qualifications. You should not overload electrical circuits and avoid using extension cables whenever possible. You must always check equipment, cables and plugs for obvious damage before using the equipment. You should not bring unauthorised electrical equipment into the workplace. Any repairs and adjustments to any electrical equipment must only be carried out by those authorised to do so. Any electrical equipment must be left in a safe condition when unattended or when work ceases.

Manual handling

Manually handling a load should be avoided if reasonably practicable to do so. If it is not reasonably practicable to do avoid manually handling a load then a risk assessment should be carried out by Befriend A Child. If a load is manually handled then the following should be adhered to:

- A job should be assessed before attempting to lift a load.
- Any risk assessment which has been carried out should be adhered to as to minimise any risk of injury.
- Safe working methods should be used when handling a load.
- Do not try to lift a load that is too heavy or bulky to be lifted by one person.
- Assistance should be sought when dealing with large or heavy loads.
- Extreme care should be taken if a load has to be carried up and downstairs or ladders.
- Your back should not be used when lifting, use your powerful leg muscles.

Display Screens (VDU's)

If you use a VDU (Video Display Unit) for more than one hour per day you are regarded as a user. Your workstation must be well designed and set out so as to enable you to work efficiently and safely. You can avoid strain and fatigue by adjusting your chair and other equipment properly and by sitting correctly at the screen. It is important to sit correctly and to have the keyboard and VDU in front of you.

The following should also be adhered to:

- Do not sit in the same position for too long
- Do not slouch but sit in a comfortable position. Your feet should be flat on the floor. You should have right angles at your ankles, knees and hips.
- Ensure your chair is properly adjusted for your height and that it supports your back.
- Position the screen so that it does not face directly on to a bright window. By tilting the screen down you may also be able to avoid reflection from overhead lights.
- Ensure that the screen brightness and contrast are adjusted to suit you. You should be able to reset the colours on the screen if required.
- You should take frequent short breaks and get up and move around.
- If you do suffer aches and pain, sore eyes, headaches you must inform your immediate Supervisor.

Office

Most injuries in offices are caused by slips, trips and falls. You can assist by being aware of potential hazards, trying to remove them and reporting them to your Line Manager as soon as possible.

You should try to adhere to the following:

- Make sure filing cabinets and drawers are closed when not in use.
- Avoid putting files on the floor so as to avoid someone tripping over them. Try and store files in a filing cabinet.
- Hang up your coat. Do not drape it over the back of your chair.
- Put your handbag or briefcase somewhere where people cannot trip over it.

- Do not use electrical extension cables unless you are satisfied they are not electrically overloaded. If you are not sure ask your Supervisor/Line Manager.
- You must not allow electrical cables of any form to trail across gangways or access or any other places where they might cause a hazard or be damaged. Electrical equipment should be switched off when it is not needed. It should also be switched off at the end of the working day.
- Multi adapters in electrical sockets should not be used at any time. You must be careful when using paper cutters, electrical staplers, guillotines, franking machines, paper shredders etc. which can cause serious injury if misused. You must not misuse such items.
- If a piece of equipment is not working correctly you should not use it. You should not attempt to fix it yourself. You should report the defect and have the item removed from any use until the problem is rectified. Only those authorised to do so should repair and adjust equipment.

Fire and Emergency

You should familiarise yourself with the fire instructions from your Line Manager. You should ascertain the fire escape routes from your office and your fire assembly points and find out where and what type of fire fighting equipment is closest to you.

- If a fire is discovered you must proceed quickly to your nearest escape route and then on to your assembly point. You must not return to your workplace to uplift any personal belongings.
- If you discover a fire or smell smoke you should raise the alarm in order to warn others if this has not already been done so. You must not attempt to fight any fire. You should also call for help from the Fire Brigade once you have reached safety and warned others.

First Aid

If you injure yourself at work you must report this and seek first aid treatment from the appointed first aider. You must ensure that the details of your injury are recorded in the first aid book and in the accident book.

Smoking

In view of the Charity's health and safety responsibilities to provide a safe working environment, smoking is not permitted within the Charity's building. A policy on Smoking is held by the Organisation.

Illegal Substances and being fit to work

You must present yourself for work not under the influence of drugs or alcohol. Befriend A Child will have no hesitation in taking disciplinary action in relation to any member of staff who breaches this guideline and will also advocate prosecution where necessary.

Signed: _____

Date: 9th June 08

(Karen Farquhar – C.E.)