



Housing Association Ltd
more than just a roof

Health and Safety Policy

KARIN HOUSING ASSOCIATION LIMITED

Health and Safety Arrangements

CONTENTS

	Page No.
Section One: Introduction	2
Section Two: Health & Safety Policy Statement	3
Section Three: Health & Safety Procedures	5
Section Four: Accidents or Dangerous Occurrences	9
- Accident Reporting Information	11
Section Five: First Aid Procedures	14
Section Six: Fire Procedures	17
Checklist A	20
Checklist B	21
Checklist C	21
Checklist D	22
Checklist for action with Each New Employee	22
Checklist for action after a fire	22
Section Seven: Assaults on Employees	24
Section Eight: Provision and Use of Work Equipment	27
Section Nine: Electricity at Work	29
Section Ten: Management of Health and Safety at Work	30
- Risk Assessments	30
Section Eleven: Smoking Policy	32
Section Twelve: Code of Practice for the Use of Visual Display Units	33
Section Thirteen: Visitors to Karin	40
Section Fourteen: Workplace Health, Safety and Welfare	41
Section Fifteen: Health and Safety Training	46
<i>Appendix 1</i> Fire Routine (IMO131/2)	48

SECTION ONE

INTRODUCTION

- 1.1 The Health and Safety Policy and Procedures are produced in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.
- 1.2 This document outlines Karin's Health and Safety policy and procedure and is broken down into various sections covering all aspects of Health and Safety in the work place.
- 1.3 Karin is committed to providing a safe and healthy working environment for all its employees and regards Health and Safety as a matter of the utmost importance. Accordingly this document has been designed to give clear guidelines on the implementation of Health and Safety procedures.
- 1.4 Karin will establish:
 - 1.4.1 Health and safety as a major element of the overall responsibilities of all employees and will support this by training at all levels.
 - 1.4.2 The progressive reduction of health and safety hazards by risk assessments, identification and removal of risks and hazards and by forward planning to prevent any future hazards arising.
 - 1.4.3 Karin will implement and monitor the Health and Safety Policy and to achieve this it will:
 - promote safety awareness throughout the organisation;
 - monitor accidents, implement fire prevention procedures and other safety measures;
 - ensure the safety rules and regulations are published to all relevant employees;
 - delegate the implementation of the policy to appropriate staff.

SECTION TWO

HEALTH AND SAFETY POLICY

- 2.1 The Health and Safety at Work Act (1974) requires every employer to provide a written statement of its responsibilities and general policy. The following policy has been produced to help all those employed by Karin to recognise their individual responsibility for the creation and maintenance of a safe and healthy working environment. The policy statement set out below will be published in the Staff Handbook.
- 2.2 This document comprises the written statement of Karin's Safety Policy in accordance with Section 2(3) of the Health and Safety at Work Act (1974). Karin recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all of its employees.
- 2.3 Karin will take reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
- Safe equipment, such as, word processors, computer terminals, and systems of work;
 - Safe arrangements for the use, handling, storage and transport of articles and substances, especially the use of cleaning material or similar;
 - Adequate information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
 - Safe places of work, with particular attention given to the handling of cash;
 - A healthy working environment;
 - Adequate welfare facilities;
- 2.4 Karin will provide competent technical advice on safety and health matters where this is necessary to assist staff, who have the primary responsibility for ensuring safe conditions of work.
- 2.5 No safety policy is likely to be successful unless it actively involves employees themselves. All employees are reminded of their own duties under Section 7 of the Health and Safety at Work Act to take care of their own safety and that of other employees, and to co-operate with Karin to enable it to carry out its own responsibilities successfully.
- 2.6 This statement will be reviewed periodically when the Board considers a report from the Director on the effectiveness of the policy and other safety arrangements. Where the policy is modified it will be drawn to the attention of all employees. Further training will be given as appropriate. Revisions to the statement will be issued to all employees.

SECTION THREE

HEALTH AND SAFETY PROCEDURE

- 3.1 Karin has devised a detailed procedure which clearly specifies the responsibilities of the Board, the Director and other employees, in relation to health and safety.
- 3.2 The procedure will be reviewed by the Policy and Personnel Sub-committee on receipt of a report from the Director which will comment on its effectiveness and other health and safety arrangements.
- 3.3 The Board of Trustees shall:
 - Ensure that adequate arrangements are established and implemented which enable Karin to adequately discharge its responsibility as an employer under the relevant legislation;
 - Receive a periodic report from the Director on the effectiveness of health and safety arrangements and the need to make further changes;
 - Ensure that so far as is reasonably practicable that adequate resources are committed to health and safety so that employees can adequately discharge their duties.
- 3.4 The Director shall:
 - 3.4.1 Approve safety arrangements prepared by employees for their sphere of activity.
 - 3.4.2 Report periodically to the Policy and Personnel Sub-committee on the performance of Karin in Health and Safety matters and in particular on the effectiveness of the Health and Safety policies and procedures by receiving reports from employees on:
 - The level and type of accidents occurring during the year, with particular emphasis given to accidents and incidents reported under the RIDDOR procedure;
 - The action taken to reduce the possibility of serious accidents re-occurring;
 - Regular Risk Assessments conducted on premises within their control including the action taken or planned to remove or reduce identified hazards;
 - Arrangements required to establish and maintain an effective health and safety policy.

3.5 The Director will:

3.5.1 Ensure that any revisions to this statement are drawn to the notice of all employees.

3.5.2 So far as is reasonably practicable and within the resources allocated for these purposes provide a comprehensive health and safety advisory service.

3.5.3 Take responsibility for the operation of Karin's Health and Safety Policy and Procedures, and in particular, ensure that all employees are adequately trained.

3.5.4 Carry out all necessary Risk Assessments.

3.5.5 Carry out assessments under the COSHH procedure.

3.5.6 Ensure that Karin's statutory responsibilities are discharged, in particular:

- that health and safety policies and procedures are developed and implemented;
- that adequate fire prevention, fire fighting and evacuation procedures exist and are drawn to the attention of all employees, residents and visitors;
- that all premises are regularly inspected by fire safety officers and that the appropriate certificates exist;
- that the requirements to record and report accidents, incidents and dangerous occurrences are adequately discharged;
- that appropriate arrangements exist for the investigation of accidents, incidents and dangerous occurrences;
- that where appropriate, premises are inspected by the environmental health officers and necessary certification obtained;
- that all necessary protective equipment is supplied to staff;
- that Karin's VDU Policy is implemented;
- that the workplace health and safety procedure is implemented.

3.6 An integral part of Karin's efforts to promote health and safety in its operations is the need to recognise that all employees have a part to play. Employees are reminded of their duties under Section 7 of the Health and Safety at Work Act, to take care of their own safety and that of other workers, and to co-operate with Karin to enable it to carry out its responsibilities successfully.

3.7 Employees shall:

3.7.1 Work safely, efficiently, and without endangering the health and safety of themselves, their colleagues or the general public or any other person who has the right of access to any of Karin's premises at any time;

- 3.7.2 Adhere to the safety procedures laid down by Karin and conform to all instructions given by those with a responsibility for health and safety;
- 3.7.3 Report all accidents, near misses and hazardous situations to the Director;
- 3.7.4 Wear safe and protective clothing, use protective equipment and use appropriate safety devices, where these are provided for use at work;
- 3.7.5 Ensure that all staircases landings and passageways and emergency exits are clear from obstruction;
- 3.7.6 Not remove any fire appliances from their designated position, except in emergency situations;
- 3.7.7 Not lift objects which are too heavy;
- 3.7.8 Not bring any dangerous substances onto Karin's premises. Prior to use all chemicals and substances must be assessed under COSHH procedure.;
- 3.7.9 Meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that "no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".
- 3.8 All employees receive copies of the Health and Safety Policies and Procedures.
- 3.9 Once an employee has read the Health and Safety at Work Policies and Procedures they are expected to sign the Declaration Form. This form should then be kept on their personal file.
- 3.10 Any employee or job title which has a Health and Safety role will have this written into their job description.

SECTION FOUR

ACCIDENTS OR DANGEROUS OCCURRENCES

- 4.1 Where any accident or occurrence results in a minor injury or illness a designated "first-aider" or "appointed person" must be called immediately by whoever is first on the scene. If the first-aider or the appointed person deems it necessary, an ambulance will be called and the first-aider/appointed person will accompany the injured person to hospital. The Director will notify the next of kin or other appropriate person.
- 4.2 All accidents or "near misses", known as "dangerous occurrences" must be recorded and investigated. In addition there is a legal duty for certain incidents and specific diseases to be reported to the Health and Safety Executive under ***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985***, from hereon referred to as **RIDDOR**.
- 4.3 The Health and Safety Executive (HSE) must be notified immediately by telephone in the case of the death or a specified injury or condition, or an injury or condition, or an injury which results in an employee being incapacitated for more than three days (including any intervening rest days) of;
- an employee
 - a person receiving training for employment
 - a self-employed person at work in premises under the control of Karin
 - any person not at work but in premises under the control of Karin or engaged in activities for or on behalf of Karin

The telephone call must be followed up within seven days by submitting a written report on Form F2508.

A photocopy of form F2508 must be retained by Karin for at least three years from the date of the incident.

Specified injuries and conditions are:

- Fracture of the skull, spine or pelvis;
- Fracture of any bone in the arm other than in the hand;
Fracture of any bone in the leg other than in the foot;
- Amputation;
- A penetrating injury to, or loss of the sight of, an eye;

- Any injury requiring immediate medical attention or loss of consciousness resulting from electric shock;
 - Loss of consciousness;
 - Acute illness requiring treatment or resulting in loss of consciousness resulting from absorption of any substance by inhalation, ingestion or through the skin;
 - Any injury where the injured person is admitted to a hospital for more than 24 hours.
- 4.4 Exactly the same procedure as described above in 4.3 must be followed in the event of a dangerous occurrence or disease. Form F2508A is used to report on a notifiable disease Dangerous occurrences and diseases are defined as:
- The collapse or overturn of any lift, hoist or crane;
 - Explosion, fire or electrical supply failure resulting in a stoppage of normal work for more than 24 hours;
 - The collapse of any building, structure or scaffold;
 - The accidental release of any dangerous substance;
 - Any case of poisoning (other than food);
 - Anthrax, Tuberculosis, Hepatitis.

A photocopy of form F2508 or F2508A must be retained by Karin for at least three years from the date of the incident.

- 4.5 An Accident Record Book must be kept in the workplace with the First Aid Box. The location of the book should be well publicised, for example, by putting the information on First Aid notices and by informing each employee. The Accident Record Book should consist of the Accident Report Forms as shown. A form must be completed for each accident or "near miss" and such records must be retained for a minimum period of three years.

Accident Reporting Information

Full Name of Injured Party	Home Address
Job Title:	Hours of duty on day of accident
Date of birth (or appropriate age)	Sex
Time of accident	Location of accident
Give a full description of the accident	
(Provide a sketch of the area on the back of this form)	
Describe any first aid or other assistance given	
Describe any injuries sustained	

At the time of incident:

Should the employee have been on the premises ?

Was he/she carrying out normal duties ?

Was he/she acting contrary to instructions ?

Was protective clothing/equipment provided ?

Was protective clothing/equipment being used ?

Witness(es) (if any)

Name:

Address

Telephone No:

I have investigated the circumstances of this incident and have the following observations and recommendations to make:

***I understand that this incident should be notified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and have arranged/am arranging to do so.**

***I understand it is not necessary to notify this incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and have not arranged to do so.**

Full Name:

Status:

Signature:

Date:

- 4.6 The Accident Record Book will be examined every three months by the Director to ensure that satisfactory records are being maintained and that investigative and remedial action, where necessary, has been undertaken.
- 4.7 The following statement will appear on the front cover of each Accident Record Book.

All accidents and "near misses" and dangerous occurrences must be recorded in this book. Certain accidents must be notified to the Health and Safety Executive in accordance with the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985". If you are making an entry in this Accident Recording Book please read the section in the Procedure above.

- 4.8 Most accidents are avoidable. A prompt investigation and a detailed report will identify contributory factors for which preventative action might be taken in the future.
- Discuss the accident with the injured party.
 - Discuss the accident with witnesses/colleagues.
 - Discover exactly what the person was doing just before and at the time of the accident.
 - Was normal practice being followed ?
 - Were there any unusual circumstance/conditions ?
 - Were safety rules/advice being adhered to ?
 - Was protective clothing being worn ?
 - Was the individual 'trained' for the job ?
 - Is more training required ?
 - Had a similar incident previously occurred ?
 - What conclusions can reached before the job is re-started or attempted again ?
- 4.9 A copy of any investigative report, including recommendations, should be sent by the Director to the Policy and Personnel Sub-committee.

SECTION FIVE

FIRST AID PROCEDURES

5.1 Karin has a duty under the Health and Safety (First Aid) Regulations 1982, to ensure that equipment and facilities are available to enable First Aid to be rendered to any employee who falls ill or is injured at work. To this end, Karin wishes to encourage all employees to improve their knowledge of First Aid and where appropriate to become trained in the application of First Aid in order to fulfil this obligation more successfully.

5.2 In assessing what action needs to be taken in order to comply with the Regulations, Karin will take into account the following factors:

- The number of employees and regular visitors in the building;
- The nature of the undertaking (i.e. high or low hazard);
- The size of the establishment and the locations to which employees go in the course of their work.

The responsibility for determining the level of provision is delegated to those in charge of the workplace.

5.3 A First Aider shall be appointed who will receive appropriate training. However all employees who are interested in First Aid are encouraged to attend courses of instruction.

5.4 It is the duty of the appointed First Aider to:

- Familiarise him/herself with basic First Aid procedures;
- Take charge of any situation where rendering of First Aid is necessary and where it is thought advisable;
- Arrange for help or guidance to be obtained from a medical practitioner or other qualified First Aider;
- Report to the appropriate person the occurrence of any situation in which First Aid has been rendered and make an appropriate entry in the "Accident Record Book".

5.5 A First Aid Box will be provided in each workplace. The box should be made of suitable material and designed to protect the contents from damp and dust. It should be marked in such a way as to be easily identifiable. The recommended marking is a white cross on a green background. The Health & Safety Executive recommend that the contents of First Aid boxes should be as follows and please note that the

contents vary according to the number of people employed or resident at the workplace.

Items	Number of Persons		
	1-5	6-10	11-50
First Aid Guidance	1	1	1
Individually wrapped sterile adhesive dressings	10	20	40
Sterile eye pads with attachment	1	2	4
Triangular bandages	1	2	4
Safety pins	6	6	12
Sterile unmedicated dressings:			
Medium	3	6	8
Large	1	2	4
Extra large	1	2	4
Sterile water in sealed containers for work areas where chemicals are used which could cause eye irritation or damage.			

5.6 A list, of contents should be kept in the First Aid Box at all times to allow for easy identification of used or missing material.

5.7 In addition, to the minimum requirement under statute it may be appropriate to provide:

- A spool of adhesive plaster
- 1 x 1/2oz. packet of absorbent sterilised cotton wool.

5.8 The contents of a First Aid Box should be inspected regularly, at least every 3 months, by the First Aider and missing or used items replaced as soon as possible after use.

5.9 There are two important points to note about the provision of First Aid Boxes:-

- First Aid Boxes should be available to all persons on Karin premises and should not be locked away. It is recommended that an accessible place be used for keeping First Aid Boxes to ensure that all persons on the premises have ready access at all times.
- First Aid Boxes should always be available in kitchen areas.

5.10 It is important to ensure that all employees/visitors have rapid access to the First Aid facilities whilst on Karin's property. A general First Aid Notice should be placed in a central position. Pre-printed First Aid Notices are now generally available.

5.11 It is essential that all accidents which happen at work no matter how small, are properly reported. This is summarised as follows:

- Contact the member of staff responsible for First Aid;
- Administer First Aid treatment if minor injury;
- If outside medical help is required the Appointed Person should be informed and asked to arrange this;
- Any accident or injury should then be investigated and reported in the manner prescribed in the Accident Recording Section of this Manual.

SECTION SIX

FIRE PROCEDURES

- 6.1 Staff working in offices need to be alerted to fire hazards and ensure that any equipment supplied to combat the dangers of fire is not interfered with. The responsibility for implementing procedures and maintaining equipment falls on the Director but all staff should be aware of the hazards and routine procedures in the event of a fire.
- 6.2 The Director is responsible for defining the duties of employees in fire safety matters and ensuring proper performance. The Director is ultimately responsible for the safety of employees, trainees and the public using our premises and should ensure awareness of this via training.
- 6.3 A Fire Officer will be appointed using the service of an experienced employee at the office. Employee responsibilities will be included in job descriptions and a suitable phrase might be: "To act as Fire Officer with overall responsibility for fire safety matters in the offices of Karin".
- 6.4 An increasingly wide range of properties have legally prescribed and/or advisory fire precaution standards. Karin's Offices need to be aware of these requirements and should seek professional help as necessary to ensure a proper knowledge.
- 6.5 Local Fire Brigades will provide advice on appropriate fire protection arrangements. However some local authority Environmental Health Departments also arrange inspections.
- 6.6 All employees will undergo thorough and regular training in fire safety including fire drills and visits by fire safety officials. These should be used to raise levels of awareness of fire safety. Training must cover how to move people who require assistance.
- 6.7 The following procedures will enable all employees to respond adequately and appropriately in the event of a fire.
 - 6.7.1 A plan for evacuation, in case of fire will be drawn up for the building. Such a plan will include:
 - giving the alarm
 - calling the fire brigade
 - evacuating/leaving the building
 - use of fire fighting equipment (where appropriate)

- reporting to an Assembly Point
- taking or attending a roll call

6.7.2 The plan for evacuation should be publicised in the form of a **Fire Instruction Notice** and all employees should be made familiar with the Notice. The Notice should be placed behind a Perspex or plastic sheet at the exit point from each room in the building such that no furniture, door or clothing can hide it.

6.7.3 Regular fire drills are essential to ensure familiarity with how a speedy and safe evacuation of any building is to be achieved.

6.7.4 The Director must agree a timetable for fire drills for the following twelve months and keep a record of the dates of drills. A Fire Officer may well ask to examine such records during an official inspection.

6.7.5 Smoke generated by fire is probably a greater hazard than fire itself. The choking and blinding effect of smoke can quickly lead to panic making speedy evacuation absolutely vital. Therefore the identification of escape routes and an Assembly point is of vital importance.

Any Assembly Point must be:

- Easily identifiable
- Far enough away from the building to avoid obstructing the Fire Brigade.
- Well lit at night.

Details of the Assembly Point must be inserted on Fire Instruction Notices.

6.8 The Fire Officer will insist on the availability of fire fighting equipment at specific locations in our building (e.g. fire blankets in the kitchen and extinguishers along escape routes). However, employees are not encouraged to use this equipment unless the alarm has been raised and the evacuation route from the building remains safe. The equipment may, however, still be valuable in assisting the Fire Brigade.

6.9 Fire extinguishers should be colour coded to indicate the types of fire they are designed to extinguish e.g. Water Fire Extinguishers (colour code red) will be dangerous on electric fires.

6.10 Emergency Lighting for use during a fire will be provided in the office. The lighting should conform to BS 5266 Pt.1. Karin's Fire Safety Officer is responsible for ensuring that the emergency lighting is maintained and regularly inspected.

6.11 All employees are required to:

- Ensure that you are familiar with the means of escape from all areas of the building;

- Ensure that exits and escape routes are not obstructed by the storage of goods;
- Ensure that inflammable materials are not stored in areas which are fire exits or escape routes;
- Ensure that you are familiar with the location and operation of the fire alarm system.

6.12 On discovering a fire:

- Sound the alarm.
- Call the Fire Brigade, and if possible inform any other occupiers of the building.
- Evacuate the premises to a place of safety.

6.13 In the event of the fire alarm, evacuation of the building should be carried out within 2.5 minutes. All employees of Karin **without exception** must proceed directly to the designated assembly point, without stopping to collect coats, handbags etc.

If you are the last person to leave a room, close the door behind you.

6.14 The Fire Officer is responsible for ensuring that the area has been evacuated and that their people proceed to the assembly points:

6.15 A roll call of Karin's employees will be taken at the assembly point. Trainers must have a list of all delegates in their charge and take this with them.

6.16 Employees will be informed of all bomb threats received. An effort will be made to assess the authenticity of any threat and although evacuation is not compulsory, employees are free to leave the building for a period of up to 30 minutes. The assembly point will again be designated in advance.

6.17 For fire safety to be successful it is essential that the training that employees receive and equipment provided is put to effective use. To achieve and maintain this it is proposed that there should be regular checks. The frequency of these checks will be linked to the type of premises occupied and the requirements of the occupants.

Checks should be carried out by Karin's Fire Safety Officer.

Checklist A

- Check that all fire doors and their framed surrounds are undamaged and any self closing mechanisms are operating satisfactorily.
- Check that all fire extinguishers, fire blankets and all 'Fire Exit' signs are in place.

- Check that office furniture, files, boxes of papers, etc. have not been moved so as to create a hazard - particularly look for electrical/heating equipment close to readily inflammable material.
- All buildings should be fitted with an automatic fire detection system complying with BS 5839 Pt1, these must be located in appropriate places.
- Where fitted, check the fire alarm control box for fault indicator light.
- The style and designs of fire alarm boxes are variable. It is vital that employees (and the arriving Fire Brigade) can read the instructions easily but to prevent tampering, a design with a lockable frontage is to be preferred. The installer or manufacturer should be contacted to provide operating guidance if the manual provided leaves any matter open to doubt. If a fault in the system is indicated at any time the maintenance contractor must be contacted immediately.
- Where present, check that all storage cupboards opening onto escape routes contain no flammable materials and are kept locked shut. A notice saying "Fire Door - Keep Locked Shut" on all corridor cupboards is likely to be required by the Fire Officer together with a lock which is only operable by "responsible" keyholders, usually the fire safety officer.
- Nominate a reliable person to check, all common areas last thing at night to ensure that:
 - All electric socket switches are switched off (except of course for equipment designed for continuous operation such as a refrigerator).
 - All doors are closed (to contain any outbreak of fire).
 - Newspapers and magazines are cleared away and, if stored, put well away from escape routes.
 - All escape routes are unobstructed.

Checklist B

- Check that maintenance items arising from Checklist A have been completed.
- Check that all fire extinguishers, fire blankets and all 'Fire Exit' signs and 'Fire Instructions Notices' are up-to-date and undamaged.
- Test the alarm system for normal operation:
- Operate one trigger device (manual call point or detector) within each zone circuit.
- Test a different trigger device each week recording the test in a log book.
- Visually inspect detectors (where installed) for damage, accumulation of dirt, and other conditions likely to interfere with correct operation.
- Inspect the emergency lights ("luminaries" where installed) and their battery banks in accord with the manufacturers instructions.
- Check the kitchen area(s) particularly for any evidence of scorching or similar indicating potential fire hazards.

Checklist C

- Carry out and record a fire drill evacuation of the premises. **(Do not call the Fire brigade for a drill as this is an offence).**
- Thoroughly inspect all fire extinguishers, blankets for damage or misuse.
- Check whether the contracted visit of the maintenance contractor for extinguishers and alarms has been completed satisfactorily.
- Test and record emergency lighting operation by simulation of failure of normal lighting supply, test at a time of least risk and follow manufactures test procedure.
- Check with all those responsible for the Checklist B routine that the rectification of all hazards identified is well in hand.

Checklist D

- Request a visit from the local Fire Officer to inspect the premises and to provide up-to-date fire safety advice.
- Renew or re-negotiate maintenance contract for extinguishers and alarms.
- Arrange with the maintenance contractors for a test discharge of sample extinguishers, (frequency for each type defined by manufacturer), not merely as a test operation but also as an instruction to all employees.
- Inspect any stand-alone heating appliances, arrange for any defect, especially worn flexes, and discard any appliances too old to be safely maintained.
- Plan out with all employees and others involved, the routines to be adopted for the year, learning from the experiences of the previous year.

Checklist for Action with each new employee

- Walk through the entire building pointing out fire escape routes, known hazards and extinguisher points along the way.
- Demonstrate/illustrate the operation of the fire protection equipment installed including the self-closing doors.
- Point out where electricity and gas supplies may be disconnected.
- Introduce this section of the Health and Safety Manual and any specific Fire Officer duties.

Checklist For Action After A Fire

- The Fire Brigade should be informed of ALL occasions when the alarms are set off in case investigation is warranted (except for drills).
- The Director should be informed as soon as possible and with particular priority for a serious fire.
- Once the emergency is over, a report should be prepared by the Fire Safety Officer and agreed by all the parties involved; report to include reasons for fire, action taken, proposals for future preventative action, etc.
- If the extinguishers have been used, get them refilled/replaced immediately. An emergency service is available from suppliers.
- Arrange a thorough test of the alarm system/emergency lighting by the contracted maintenance company; a temporary re-instatement may be necessary and this may limit the occupiable parts of the building.
- Arrange an immediate test of the electrical system. It may be appropriate to contact the emergency service of the local Electricity Company.
- Prevent any security problems by getting the damaged areas boarded/sealed up.

- **DO NOT** remove any items until both the Fire Brigade and the Police have agreed following their investigations.
- Normally the Fire Brigade will automatically inform the Police but in cases of suspicious circumstances it is wise to involve the police direct as early as possible.
- Arrange an early discussion/meeting with local Fire Chiefs and request a report on the fire, causes, remedial/preventative action.
- The Director should inform the insurers immediately by telephone in case an Insurance Assessor is to be appointed. Karin may appoint its own Surveyor.
- Handle the press with care. The investigation carried out by the Fire Brigade will be public record.
- Submit an accident report to Health and Safety Executive within 24 hours.

SECTION SEVEN

ASSAULTS ON EMPLOYEES

7.1 Karin takes a serious view of any incident of assault against its employees. As your employer; Karin will fully support you if you are assaulted, threatened, harassed as long as you are correctly carrying out your duties. This support will include assistance in obtaining legal advice, financial assistance and time off with pay for legal interviews and court appearances as necessary.

Karin acknowledges that you should not have to work in fear of assault and that an incident of assault should not be seen as a reflection of your competence.

7.2 Employees should be aware that in the normal course of their duties potentially aggressive situations may arise. This is particularly true where employees have direct contact with the public, some of whom may be making complaints about Karin or its services. The complainant may often feel frustrated, annoyed or angry, and it is important that employees recognise this and deal with the situation tactfully in order to avoid the matter getting out of control, and possibly lead to aggression and assault.

7.3 In order to minimise the risk of assault, Karin will ensure that all employees who have direct contact with the public receive adequate information, instructions and training in recognising and dealing with potentially aggressive situations.

7.4 Employees must complete the diary in reception when they leave the office by writing where they are going and how long they expect to be. Employees must also record their return.

7.5 Employees going into a potentially hazardous situation should, whenever possible, ensure they are accompanied by another employee. In any case where there has been an incident of actual or threatened assault, the front of the relevant file should be marked using a coding system.

7.6 Arrangements for the banking and withdrawal of cash will be regularly reviewed to ensure that the arrangements do not settle into a routine.

7.7 Assault is defined as actual and attempted physical assault on a person, or theft or damage to their property. The action to be taken in all cases of assault is as follows:-

7.7.1 The health and well-being of the employee is the primary consideration, and obtaining medical assistance if necessary should be the first priority.

7.7.2 The employee should contact the Director if that is possible. As an alternative, someone else should be asked to contact the office on his or her behalf. The Director will note the location and nature of the incident, whether emergency services have been alerted and the exact location from where the telephone call was made.

7.7.3 The person accepting the call then assumes responsibility for:

- Going straight to the person who has been assaulted, or if this is not possible arranging for someone else to go. If it is necessary to leave the office to go to the person assaulted, he or she must ensure that another employee at the office has full details of the incident.
- Giving consideration to reporting the incident to the police. In certain circumstances, however, (for example rape) it should be the decision of the employee who has been assaulted whether the matter is reported to the police.

7.7.4 The incident should be recorded by the person concerned in writing within 24 hours of the event or as soon as is practicable. A record of the assault should be kept in the "Accident Book" kept by the Director.

7.7.5 The employee concerned will be provided with the opportunity to discuss the incident with someone appropriate, as soon as practically possible after the incident, bearing in mind the possible need for sick leave immediately after the incident. Any such discussion will be treated as totally confidential.

7.7.7 Where actual bodily harm has been incurred, a medical examination and statement of injury should be obtained as soon as possible after the event.

7.7.8 If you are injured as a result of violence, you may be entitled to claim compensation from the following sources:

- Karin's Personal Accident Insurance Scheme.
- Employers liability insurance (if it can be proved that Karin is negligent).
- Seek compensation (from assailants) in the civil courts following successful prosecution.
- Seek compensation from the Criminal Injuries Compensation Board.

If your personal property is damaged by a customer you should seek compensation through Karin's Insurance Scheme.

Both criminal and civil legal remedies may be available to an employee who is assaulted in the course of his/her employment. If an employee decides to pursue legal proceedings, Karin will consider offering financial help towards the legal costs.

- 7.8 An employee who believes he/she has been sexually or racially harassed or harassed because of disability or sexuality by any person with whom they deal on behalf of Karín must feel free to have no further contact with that person and must report the matter to the Director so that alternative arrangements can be made.
- 7.9 The "threat of assault" is deemed as any verbal abuse or threat of violence if employees feel threatened or at risk of immediate physical violence.
- 7.10 Employees who find they cannot handle threatening, abusive or difficult telephone calls should feel free to transfer the call to the Director, or to terminate the call, and to inform the Director.
- 7.11 If violence is threatened in the office the employee should withdraw from the interview and seek the assistance of the Director. The person who has made the threat should be asked firmly to leave the office by the Director in the presence of another employee. If they consistently fail to do so then the police may be called. In some instances, it may be necessary for the Director involved to report a threatened assault to the police. All incidents of threatened assault should be recorded in writing. If a threat comes from a tenant a copy of the report should be placed on the tenant's file.
- 7.12 The Director may consider taking civil proceedings to obtain an injunction against an assailant, if there is a continuing threat of assault or harassment.

SECTION EIGHT

PROVISION AND USE OF WORK EQUIPMENT

- 8.1 The Provision and Use of Work Equipment Regulations 1992 came into force on 1 January 1993. The objective of the Regulations is to ensure the provision of safe work equipment and its safe use. All pieces of equipment which are provided for use after 1 January 1993 must comply with the Regulations. Equipment already in use by Karin must comply with the Regulations from 1 January 1997.
- 8.2 This document outlines Karin's procedure with regard to the regulations, and allocates responsibility for implementing the regulations.
- 8.3 The types of equipment used by Karin which would be covered by this procedure include photocopies, fax machines, computers, overhead projectors, electrical cleaning equipment.
- 8.4 Karin will ensure that all work equipment provided for use by staff is suitable for the use it has been purchased for and is properly maintained. Equipment will always be used in accordance with manufacturers specifications and instructions. The Director will ensure that the procedure is followed.
- 8.5 With regard to the equipment Karin will:
- ensure that the location of the work equipment will be assessed to take account of particular risks which may result from this, for example cramped spaces,
 - ensure that the correct maintenance procedures are applied to the equipment, in order that it is kept in an efficient state, in effective working order and good repair. Maintenance logs must be kept up to date.
 - ensure that instructions are provided for staff in the use of equipment, to ensure as far as is practicable the health and safety of staff. These instructions will normally be contained in the manufacturers instruction manual,
 - ensure that staff receive sufficient training before being required to use equipment, for example all staff required to use them will be instructed in the use of photocopyers,
 - where necessary, provide measures which restrict access to dangerous parts of machinery,
 - ensure that sufficient lighting is provided in all area where work equipment is being used.
- 8.6 The risk assessments which Karin will carry out under the Management of Health and Safety at Work procedure will specifically examine the risks to Health and Safety

arising from work equipment and propose action to ensure that work equipment regulations are implemented.

SECTION NINE

ELECTRICITY AT WORK

- 9.1 The Electricity at Work Regulations 1989 came into force under the Health and Safety at Work Act 1990. The legislation was introduced to ensure that:
- circuits are not overloaded
 - damaged and faulty equipment is disconnected and labelled
 - staff do not attempt to repair electrical equipment
 - appliance testing is undertaken and recorded
- 9.2 It is the responsibility of the Director to ensure that the requirements laid out in this document are fully implemented throughout the organisation.
- 9.3 Portable appliances are electrical equipment which can easily be disconnected for example kettles, desk fans, microwaves, VDU's, electrical cleaning equipment. The appliances should be tested periodically by a suitable, qualified person. The tests must incorporate the following:
- visual check
 - plugs and lead check
 - fuse rating check
 - earth band test
 - insulation test
 - loan test
 - earth leakage test

Following the check a label must be fixed to each appliance showing the date tested and by whom. The tests should be recorded in a log book, which will be kept on site by the Director.

- 9.4 Any appliance which fails the tests must be immediately removed from use and be replaced or repaired as appropriate. Appliances should only be used once they have been certified as safe.
- 9.5 Health and Safety Training for staff will cover their responsibilities under this code. Particular reference will be made with regard to staff not attempting to undertake repairs to any electrical equipment.

SECTION TEN

MANAGEMENT OF HEALTH AND SAFETY AT WORK

10.1 The Management of Health and Safety at Work regulations came into force on 1st January 1993. This document outlines the steps Karin will take to comply with these regulations in all the workplace. It outlines the requirements placed on Karin and who will be responsible for implementation.

Risk Assessments

10.2 Karin will carry out and record a detailed assessment of risks to staff and others who are affected by Karin's business. Risk assessment is a systematic general examination of all work activities, to identify any hazards present and evaluate the extent of the risks involved, taking account of precautions already taken.

- a hazard is something with the potential to cause harm
- risk expresses the likelihood that the harm from a particular hazard is realised
- the extent of the risk covers the range of people who may be affected by the risk.

The risk assessment will enable Karin to ensure they are complying with all relevant Health and Safety legislation.

10.3 Karin will give consideration to the appointment of specialist Health and Safety Consultants in establishing the initial Risk Assessment process. The Director will be involved in the conduct of assessments and be responsible for their subsequent review. A structured approach is necessary in Risk Assessment and the level of detail must be appropriate to the level of perceived risk. Following the initial assessment an annual review will take place. The key factors in any risk assessment are:

- to identify the significant risks in the workplace
- to identify the hazards which have the potential to cause harm
- identify if any specific regulations apply
- identify any controls which are already in place to reduce risks
- ensure a consistent approach is established
- to reveal where working practices vary from Policy and Procedure, and risks may creep in unnoticed

- identification of any workers particularly at risk i.e. through working in an isolated environment
- any additional training which may be required by staff.

10.4 Karin will record all the significant findings of the risk assessment. This record will then be used to take the relevant action to protect health and safety. The record will outline how the assessment was undertaken so that an inspector could verify that a suitable and sufficient assessment has been undertaken.

10.5 In deciding what measures to take following the completion of the assessment Karin will apply the following principles:

- it is always possible to avoid a risk altogether
- combat risks at source rather than alleviating them; for example removing a dangerous floor covering rather than putting up a warning sign
- wherever possible adapt the work to the individual, especially with regard to the design of the workstation
- give priority to those measures which will affect the whole of the staff.

10.6 Risk assessments will be reviewed annually by the Director. The responsibility to carry out assessments and report on them is contained within Karin's Health and Safety Policy and Procedures.

SECTION ELEVEN

SMOKING POLICY

- 11.1 As part of its Health and Safety arrangements Karin has introduced a policy regarding smoking within the workplace. The policy aims to protect the interest of non-smokers.
- 11.2 Smoking is not permitted in any part of Karin's offices at any time. This includes individual offices, communal areas, open plan offices, corridors, toilets and staff rooms.
- 11.3 **No Smoking** signs will be displayed prominently throughout the buildings and all visitors to Karin will be informed of the Smoking Policy.
- 11.4 A clause will be inserted in the Staff Handbook for all new members of staff, drawing their attention to the existence and terms of the Smoking Policy.
- 11.5 Breaches of the policy will be dealt with as misconduct under Karin's Disciplinary Policy.

SECTION TWELVE

CODE OF PRACTICE FOR THE USE OF VISUAL DISPLAY UNITS

12.1 This policy has been produced to comply with the Health and Safety (Display Screen Equipment) Regulations 1992. The regulations cover all work stations which came into use after 31 December 1992 and will cover all work stations from 31 December 1996.

12.2 It is Karin's policy to produce a safe system of working for all its employees, taking reasonable and prudent steps to achieve this. The Code is intended as a practical guide for employees. Failure to follow the Code's guidance is likely to result in adverse affects on the employee's health, most likely in the areas of physical (muscular-skeletal) problems and mental stress. All the known health problems that may be associated with VDU work can be prevented by good design of the workplace and the job; and by worker training and consultation.

12.3 The Regulations are for the protection of staff who habitually use VDU's in the course of their work. In order to implement the regulations an assessment needs to be made as to which posts are designated as VDU users for this Code of Practice. In determining which posts should be included the following factors have b been taken into account. If most or all of the criteria apply to a post it will be designated as a VDU user:

- the post depends on the use of a VDU to do the job, as alternative means are not readily available for achieving the same results
- the post has no discretion as to the use or non use of a VDU
- the individual needs significant training and/or particular skills in the use of VDU's to do the job
- the individual normally uses VDU equipment for continuous spells of an hour or more at a time
- the individual uses the 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 requirements of the system demand high levels of attention and concentration by the user, e.g. where the consequences of error may be critical.

12.4 Karin will carry out an assessment of possible risks to health for staff who are designated VDU users. This will involve an analysis of individual work stations. The risk assessment will identify hazards and then evaluate risks and their extent. A hazard is something with the potential to cause harm; a risk expresses the likelihood that the harm from a particular hazard is realised. Assessments will be carried out by

staff who will have received appropriate training in the assessment of risks relating to VDU use.

12.5 Full records will be kept of the assessment. In conducting the assessment the views of designated VDU users will be sought by the use of appropriate questionnaires. Assessments will be carried out annually or earlier if major changes occur with regard to the software used, the hardware used, furniture, the nature of the tasks undertaken, the workstation is moved or changes are made to the lighting. Where specific risks are identified, corrective action will be taken as appropriate.

12.6 Karin must ensure that workstations meet the following requirements:

12.6.1 **Display Screens**

- The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.
- The image on the screen should be stable, and with no flickering or other forms of instability.
- The brightness and the contrast between the characters and the background shall be easily adjustable by the user and also be adjustable to ambient conditions.
- The screen must swivel and tilt easily and freely to suit the needs of the user.
- It must be possible to use a separate base for the screen or an adjustable table.
- The screen shall be free of reflective glare and reflections liable to cause discomfort for the user.

12.6.2 **Keyboard**

- The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms and hands.
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.
- The keyboard shall have a matt surface to avoid reflective glare.
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.
- The symbols on the keys shall be adequately contrasted and legible from the design working position.

12.6.3 **Work Desk or Work Surface**

- The work desk or work surface shall have sufficiently large, low reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- The document holder if one is used shall be stable and adjustable, and shall be positioned so as to minimise the need for uncomfortable head and eye movements.
- There shall be adequate space for users to find a comfortable position.
- A wrist rest shall be made available to any operator who wishes one.

12.6.4 **Work Chair**

- The work chair shall be stable and allow the user easy freedom of movement and a comfortable position. Seats should be a five star base swivel.
- The seat shall be adjustable in height.
- The seat back shall be adjustable in both height and tilt.

12.6.5 **Space Requirements**

- The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

12.6.6 **Lighting**

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking account of the type of work and the vision requirements of the user.
- Glare and reflections on the screen or other equipment shall be prevented by the positioning of lighting.
- Workstations should be designed to ensure that light such as windows and other openings and brightly coloured fixtures cause no glare or reflections on the screen or equipment.
- Windows shall be fitted with a suitable system of adjustable covering to reduce the daylight that falls on the workstation.

12.6.7 **Noise**

- Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view to ensuring that attention is not distracted and speech is not disturbed.

12.6.8 Heat

- Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

12.6.9 Radiation

- All radiation shall be reduced to negligible levels from the point of view of the protection of operators health and safety.

12.6.10 Humidity

- An adequate level of humidity shall be established and maintained.

12.7 In designing, selecting, commissioning and modifying software and in designing tasks using VDU's Karin must take the following principles into account.

- software must be suitable for the task
- software must be easy to use and adaptable to the level of knowledge or experience of the user
- systems must provide feedback to users on the performance of those systems
- systems must display information at a pace which are adapted to users
- the principles of software ergonomics must be applied, in particular to human data processing.

12.8 Karin shall plan the work activities of users so that VDU work can be periodically interrupted and other tasks performed. Jobs should involve a mix of screen based and non screen based tasks. Where the work cannot be organised to allow for non screen tasks, deliberate breaks and pauses must be introduced.

12.9 When working on other tasks, the tasks should allow the user to vary their position and posture and be of a different visual character. It is not appropriate to lay down specific requirements for breaks or change in work activities, but in general the following will apply:

- Breaks should be taken before the onset of fatigue, before productivity reduces. The timing of the break is more important than the length.
- Breaks and changes of activities should be included in working time. They must not result in a higher pace or intensity being necessary when work is being carried out on the screen.
- Short frequent breaks are more satisfactory than occasional longer breaks, e.g. 5 - 10 minute break after 60 minutes continuous screen work is better than a 15 minute break every 2 hours.

- Where possible breaks should be taken away from the screen.
- The user should have discretion over when breaks should be taken and what work should be carried out during the breaks.
- Karin will ensure that staff are made aware of the importance of the need to change activities or take appropriate breaks.

12.10 There is no reliable evidence that work with VDU's causes any permanent damage to eyes or eyesight but it may make users who already have vision problems more aware of them. This and/or poor working conditions can give some users eye fatigue and headaches. Karin will provide appropriate eyesight tests for staff who habitually use VDUs as outlined below.

They shall have their eyesight examined not later than one month after commencing using a VDU. Thereafter:

- All staff who use a VDU as part of their work for Karin may be provided with an eye test annually at Karin's expense.
- Karin will appoint an optician to carry out the test.
- The optician will be requested to carry out as standard a specific test designed to establish whether the use of the VDU is the cause of the need for spectacles or a changed prescription for spectacles.
- Spectacles or changed spectacles will be paid for by Karin if the tests demonstrate that the use of the VDU is the cause of the need for them or for a change in an existing prescription.

12.11 A number of studies have suggested that there may be a link between the use of VDUs and miscarriage, equally a number of other studies have refuted this. This conflicting medical opinion does not provide adequate guidance as to the safety or otherwise of pregnant employees as VDU operators. Where studies have found incidents of miscarriage they have also identified other factors which may have an effect upon the physiological well being of a VDU operator. Factors such as, seating, stress, excessive hours etc., have been identified. Although there is no acceptable evidence that the use of VDUs is detrimental to pregnant employees, it would be sensible to take steps to reduce the possibility of any possible side effects.

- When a female employee notifies her manager that she is pregnant, the manager will check on all aspects of the employees duties to identify features which may be detrimental to her pregnancy. This will include the layout of her work station, her seating arrangement, numbers of hours of constant use of VDUs, etc.
- Where a pregnant employee makes a reasonable request to move to other duties then reasonable attempts will be made to find her alternative duties. This may result in other employees being required to undertake different duties to accommodate the pregnant employee's request.

- 12.12 Should a designated VDU operator be a known sufferer of photosensitive epilepsy or be taking any medication which may affect vision or concentration, the employee shall declare this as soon as possible. Karin will arrange and pay for an examination by an appointed medical practitioner to discuss with the employee, and advise Karin, on the suitability of working with VDU equipment. Any employee suffering from a medical condition which may be aggravated should declare this fact to the Director as soon as possible.
- 12.13 Karin will ensure that designated VDU users receive appropriate training to minimise the Health and Safety risks of working with VDU Equipment. Training will be provided internally when the member of staff is trained how to use the equipment and will include:
- The desirability of comfortable posture and the importance of postural change.
 - The use of adjustment mechanisms on equipment, especially furniture so that stress and fatigue can be minimised.
 - The use and arrangements of workstation equipment to facilitate good posture, prevent overreaching and avoid glare and reflections on the screen.
 - The need for regular cleaning and inspection of screens and other equipment.
 - The need to change activities and take breaks from the screen.
 - The importance of reporting to management any health problems which may arise from VDU results.
- 12.14 All VDU users will be provided with the Health and Safety Executive leaflet Working with VDU's which can be obtained free of charge from the Health and Safety Executive.

SECTION THIRTEEN

VISITORS TO KARIN

- 13.1 As part of its Health and Safety arrangements Karin has introduced procedures for the monitoring of visitors to its offices. This is to ensure that only people authorised to be on Karin's premises, are admitted and that in the case of Fire or other emergency accurate information is available regarding the location of people on the premises. The operation of this policy will help to ensure the safety of all staff and help to minimise thefts from offices.
- 13.2 All visitors to Karin should first call at the reception desk. Visitors must sign in the book entering their name, company, who they are visiting and the time of their arrival. Delegates on training courses must sign the attendance sheet.
- 13.3 The responsibility for the health, safety and welfare of visitors rests with the member of staff receiving the visitor. Fire exits and escape routes should be pointed out to any visitor to the office who will not be escorted at all times.
- 13.4 Visitors must be made aware of any specific hazards temporarily in Karin's premises e.g. building works.
- 13.6 On leaving the premises all visitors must sign out. It is the responsibility of the member of staff receiving the visitor to ensure that they sign out clearly stating the time of their departure.

SECTION FOURTEEN

WORKPLACE HEALTH SAFETY AND WELFARE

- 14.1 This document has been produced to ensure that Karin complies with the Workplace (Health and Safety and Welfare) Regulations 1992. The guidance has been developed from the Approved Code of Practice. The standards outlined applied to all premises from 1 January 1996. The regulations expand upon the responsibilities placed upon employers by Section 2 and 4 of The Health and Safety at Work Act 1974.
- 14.2 Set out below are a series of standards and requirements placed upon Karin by legislation. It is the responsibility of the Director to carry out all necessary inspections of the office to ensure that the standards set out below are adhered to.
- 14.3 Karin will ensure that the workplace and equipment contained within the workplace are maintained in an efficient state. This will involve:
- Regular maintenance and inspection of equipment for example lifts, emergency lighting, devices to limit the opening of windows.
 - Any potentially dangerous defects are remedial and access to defective equipment is denied.
- 14.4 Karin will ensure that all enclosed workplaces should be sufficiently well ventilated so that stale air and air which is hot and humid is replaced at a reasonable rate.
- The air must be free of any impurity which is likely to be offensive to health.
 - In most situations windows will provide sufficient ventilation, but in some instances mechanical ventilation systems may be necessary. Where this is the case re-circulated air must be adequately filtered to remove impurities. Systems should be regularly and properly cleaned and maintained.
 - Staff should not be subject to uncomfortable draughts, workstations should be re-sited or screened as necessary.
- 14.5 The temperature in Karin's premises should provide reasonable comfort at all times.
- The temperature should normally be at least 16 degrees Celsius. This temperature may not however ensure reasonable comfort depending on other factors such as air movement and relative humidity.
 - Where a reasonable temperature cannot be achieved local heating or cooling should be provided for example desk fans. Care must be taken when siting temporary heaters. Heating appliances must be adequately guarded, conform to British Standards and be approved by the fire authority.

- Thermometers should be available at a convenient distance from every part of the workplace.

14.6 Karin will ensure that the workplace will have suitable and sufficient lighting. Lighting should enable staff to work, use facilities and move from place to place safely and without experiencing eye strain.

- Stairs should be well lit.
- Dazzling lights and glare should be avoided, light switches should be positioned so that they can easily be found.
- Lights should be replaced, repaired or cleaned as necessary.
- Windows and sky lights should be cleaned regularly and kept free from unnecessary obstructions. Workstations should be sited to take advantage of natural light.

14.7 Karin will ensure that the workplace and the furniture, furnishings and fittings are kept sufficiently clean.

- Interior walls, ceilings and work surfaces should be cleaned at suitable intervals.
- Cleaning must be carried out swiftly to clean up spillage and leaks.
- Cleaning must be carried out by an effective and suitable method without creating any health and safety risk.

14.8 Karin will ensure that all staff shall have sufficient floor area, height and unoccupied space for the purposes of health safety and welfare.

- Offices should have enough free space to allow staff to get to and from workstations and to move around the room with ease. The number of people who may work within a room will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment and on the layout of the room.
- The total volume of the room when empty, divided by the number of people normally working in it should be at least 11 cubic metres. This figure is a minimum and may not be sufficient if much of the room is taken up by furniture. Where space is limited careful planning of the workspace is importance.

14.9 Karin will ensure that each task can be carried out safely and comfortably.

- Seating will be provided to ensure that staff are working at a suitable height to the work surface. The arrangements must be suitable for the special needs of any member of staff including any staff with disabilities.
- There must be sufficient clear and unobstructed space at each work station to enable the work to be done safely.

- Further advice in this area is contained within the Code of Practice for the use of VDU's.

14.10 Floors and traffic routes must be of sound construction and have a suitable floor covering.

- Surfaces of floors and traffic routes should be free of any hole, slope or uneven surface which may cause staff to trip or fall, or lose control of anything being lifted or carried.
- Where any damage cannot be made good, adequate precautions must be taken against accidents e.g. by barriers or marking.
- Slopes must not be steeper than necessary, and be provided with a secure handrail where necessary.
- Floors and traffic routes should be kept free of any obstructions which may cause a hazard or impede access.
- Every open side of a staircase should be securely fenced, the fencing should consist of an upper rail at 900mm or higher and a lower rail. A secure and substantial handrail must be provided and maintained at least on one side on every staircase.

14.11 Karin will ensure that transparent or translucent surface in doors, gates walls and partitions should be of safety material protected against breakage, where any part of the surface is below shoulder height in doors, and below waist height in windows walls or partitions.

- As an alternative to the use of safety materials surfaces may be protected against breakage by the means of a barrier to prevent any staff from falling against them.
- A Transparent or translucent surface should be marked where necessary to make it apparent.

14.12 Karin will ensure that all windows which are capable of being opened shall be capable of being opened, closed or adjusted without causing a risk to health safety and welfare.

- Open windows or skylights should not project into an area where persons are likely to collide with them.
- All windows must be of a design that can be cleaned safely.

14.13 Karin will ensure that all doors and gates are suitably constructed to ensure health and safety.

- Doors which swing in both directions should have a transparent panel. Conventionally hinged doors on corridors should also be fitted with such panels,

these should be positioned to enable a person in a wheelchair to be seen from the other side.

- Sliding doors should have a stop or other effective means to prevent the door coming off.

14.14 Karin will ensure that sufficient sanitary facilities are provided to enable everyone to use them without undue delay. Special provision should be made if necessary for any member of staff with a disability to have access to facilities which are suitable for their use. The minimum number of facilities required for between six and twenty five people is two WCs and two wash basins.

- Washbasins should have hot and cold running water and be large enough to allow for the washing of face, hands and forearms.
- Windows should be obscured by means of frosted glass.
- All toilet areas should be well ventilated so that offensive odours do not linger.
- Arrangements must be made to ensure the adequate cleanliness of all sanitary areas. The surfaces of walls and floors must be of a material which allows wet cleaning, e.g. tiles or plastic coated surface. The rooms should also be well lit to facilitate cleaning.

14.15 Karin will ensure an adequate supply of wholesome drinking water is available.

- Drinking and non drinking water signs will be prominently displayed.
- Drinking cups will be provided and a facility for washing them.

14.16 Karin will ensure that suitable and sufficient rest facilities are provided for all staff. In offices work seats or other seats in the work area will be sufficient to meet the requirements of the regulations, provided that they are not in an area where they will be interrupted by members of the public, e.g. Reception Area.

- Eating facilities will include a kettle or vending machine.
- Good hygiene standards should be maintained in the kitchen area, for example refrigerators cleaned out regularly.
- Facilities for pregnant women and nursing mothers to rest should be conveniently situated in relation to sanitary facilities, and where necessary include the facility to lie down.

SECTION FIFTEEN

HEALTH AND SAFETY TRAINING

- 15.1 The health and safety policies and procedures will not in themselves create a safe and healthy working environment for employees. It is essential that all employees receive adequate training to enable them to carry out their duties in a safe manner and without putting the public, tenants or other colleagues at risk.
- 15.2 Karin recognises its responsibilities under Section 2(i) (c) of the Health and Safety at Work Act 1974 where the Act places "an obligation on every employer to provide such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of his/her employees".
- 15.3 Health and Safety training is an integral part of induction and job training, and should be dealt with when an employee is first introduced to the working environment.
- 15.4 The following information provides a basic checklist of Health and Safety items which should be included as part of the employee's induction.
- New employees should be given the relevant extracts from the Health and Safety Procedures and be given time to read and absorb the information.
 - Essential information should be given on the first day and new employees should have a follow up meeting arranged to discuss the above after a short period of working for Karin.
 - Information which should be given by the Manager:-

Day One

- The new employee should be told what to do if a fire occurs. This includes being shown fire alarms, extinguishers, emergency exits and Assembly Points.
- The new employee should be informed of the identification of First Aiders or "appointed persons" at the workplace and of the location of First Aid equipment.



- The new employee should be given procedural details on the reporting and recording of accidents.
- The new employee should be given information in the identification of hazards/defects and the reporting of them. As part of this, the new employee should be given a short tour around the workplace and potential danger points highlighted.
- As Health and Safety training will only form one part of the whole induction package to new employees, it is important that employees are given the opportunity to follow up points raised in the first few days to ensure that they understand their responsibilities.

15.5 Existing employees must be made aware of their responsibility to themselves, their employers and their colleagues regarding Health and Safety matters. There are several ways in which the above objective can be achieved within Karin:-

- The Director should ensure that a regular review of Health and Safety practices and procedures takes place. Health and Safety should be a regular Agenda item at staff meetings.
- To assist the discussion at these regular meetings a checklist system could be used to ensure that all Health and Safety items are reported on regularly.

15.6 A number of staff within Karin have been allocated responsibility for health and safety as part of their job for example the Director, a designated First Aider and a designated Fire Safety Officer. In order that they are adequately able to discharge the responsibilities placed upon them detailed training in health and safety matters will be provided.

Person Responsible for the review of this policy:

Date of this review:

Date Board approved:

Date next review is due:

Appendix 1

**Fire Routine
Karin Housing Association Ltd
124 Cavell Street
London, E1 2JA**