



Health and Safety Policy and Procedure

August 2020 update

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Introduction

It is the policy of the Charity to take all reasonable steps to ensure the health, safety and welfare of its employees and volunteers, and it will establish procedures and systems necessary to implement such a policy. The Charity will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc. Act 1974.

The Charity will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses and ultimately achieving an accident-free workplace.

All employees and volunteers will be provided with such equipment, information, instructions, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Charity also recognises its duty to protect the health and safety of all visitors to the organisation, including contractors and temporary workers, as well as any members of the public who might be affected by the Charity's work operations.

While the Charity will take all reasonable steps to ensure the health and safety of its employees and volunteers, health and safety at work is also the responsibility of the employees and volunteers themselves. All employees and volunteers should be aware of, respect and adhere to the rules and procedures contained in this policy. It is the responsibility of each employee and volunteer to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves or of any other person. If an employee or volunteer is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their responsibility to report this to their line manager (or in the case of volunteers, the relevant regional manager) or ultimately to the Chief Operating Officer. An effective health and safety programme requires continuous communication between managers and employees and volunteers at all levels.

All injuries, however small or slight, sustained by a person at work must be reported to their line manager/regional manager and the Head of Volunteer Support or Operations Director. Accident records are crucial to the effective monitoring and revision of the Health, Safety and Risk Policy and must therefore be accurate and comprehensive.

Breach of the Policy by an employee may lead to disciplinary action and in serious cases of breach of Health and Safety Policy and Procedures, may lead to dismissal.

Breach of the Policy by a volunteer may result in suspension or cessation of their volunteer role with YE.

Full details of the Policy and Procedure are detailed in this document.

Young Enterprise Health and Safety Policy Statement

It is the policy of Young Enterprise (YE) to:

- a) Safeguard the health, safety and welfare of all its employees while at work, and to provide, so far as is reasonably practicable, working environments which are safe and without risks to health.
- b) Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected, are not exposed to risk to their health and safety.
- c) Recognise its obligations to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the undertakings of the organisation.
- d) Organise and arrange its affairs to ensure compliance with the policy and relevant legislation.
- e) Ensure that the contents of this policy are reviewed on an annual basis by the Risk and Audit Committee, with any proposed amendments recommended to the Board for approval.

Responsibility for Health and Safety

The Board of Young Enterprise has overall responsibility for the Health and Safety of the organisation and has delegated to the Chief Executive the management responsibility for ensuring such Health and Safety.

Day to day responsibility for overseeing, implementing and monitoring the policy is delegated by the Chief Executive to the Head of Volunteering Support (HOVS) who is the designated Safety Officer.

Line managers at all levels are charged with implementing their specific responsibilities and with regards to such matters as risk assessment and accident investigation as described by this policy and underpinning procedures.

All employees and volunteers must take care of their own health and safety and that of others who may be affected by their actions at work. They must also co-operate with YE and their co-workers to help everyone meet their legal requirements under the Health and Safety at Work etc. Act 1974.

The Risk and Audit Committee will receive and review a quarterly Health and Safety Report, and an annual Health and Safety report will be provided to the Board of Trustees.

Operation of the Policy

YE will:

- a) Maintain an active interest in the implementation of the Safety Policies throughout the Charity to ensure that all levels of management and employees carry out their duties in this respect.
- b) Ensure that the managerial responsibility and accountability for the safety, health and welfare of its employees as well as for the health and safety of others that may be affected by its undertakings, is specified in writing.
- c) Ensure that the appropriate safety training and instruction is provided, and that accident prevention is included in all relevant training briefings.
- d) Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees and volunteers.
- e) Take into account, when risk assessing its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.
- f) Make appropriate accident prevention arrangements at the workplace and maintain liaison with all other employers who have employees working at the same workplace as the Charity.
- g) Ensure First Aid stations are located and clearly marked in all relevant areas where YE employees are permanently located.
- h) Encourage the discussion of health and safety matters at all levels, including the setting up of arrangements for joint consultations with employees through the Joint Consultation Committee (JCC) representatives who will also act as appointed safety representatives as required by the Health and Safety (Consultation with Employees) Regulations 1996.

The Charity has an Executive Health, Safety and Risk Committee which meets on a monthly basis, the purpose of which is to provide a forum to convey Health, Safety and Risk information, review accident / incident reports over the period and respond to employee and volunteer questions and concerns. The Health, Safety and Risk Committee meetings are minuted, and any health and safety event or happening is reviewed at the meeting and recommendations made where appropriate. Any concerns are reported to the senior management team and the Risk and Audit Committee and Board of Trustees. Employees can access the minutes of meetings which are saved in the Health, Safety and Risk Folder on the YE SharePoint. Volunteers may request access to specific minutes through the relevant regional manager.

- i) Prepare, discuss, agree and review, as required, suitable amendments and conditions to the Health and Safety Policy as may from time to time be considered necessary.
- j) Not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work if this might jeopardise the health and safety of that person or any other person.

Employee & volunteer Responsibilities

All employees and volunteers of Young Enterprise:

- a) Have a legal duty to take reasonable care of themselves and others and ensure that they cooperate fully on points of health, safety and risk.
- b) Must ensure that they comply with all emergency arrangements that are communicated to them.
- c) Must ensure that they report all accidents, near misses or damage to machinery and property as soon as possible.
- d) Where applicable, must complete the YE Health and Safety training provided.
- e) Must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.
- f) Must maintain their electronic work calendars on a daily basis, detailing whereabouts and anticipated timings, including, where appropriate, addresses and contact numbers for offsite meetings.
- g) Must undertake and document risk assessments for all YE activities that take place offsite unless otherwise prepared by the establishment visited, in which case these must be reviewed and agreed in advance of the YE activities taking place.
- h) Must carry out tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for them. Should an employee or volunteer feel that there are situations that may pose a hazard they have a duty to report such findings to their line manager/regional manager who should report the facts to the HOVS or a member of the Health, Safety and Risk Committee. (Appendix 1 provides contact details of Health and Safety Committee).
- i) Have a duty to ensure that any personal protective equipment provided for their protection is worn, maintained and stored in the correct manner.

Health and Safety Policy Enforcement

Failure to comply with Health and Safety laws can lead to serious consequences, both for the organisation and individuals. All employees and volunteers must comply with this policy. Breach of the Policy by an employee may lead to disciplinary action and, in serious cases may lead to dismissal.

Breach of the Policy by a volunteer may result in suspension or cessation of their volunteer role with YE.

Reporting Accidents and Near Misses

- a) Employees and volunteers must report ALL accidents and near miss incidents that occur during work time immediately to their line manager/regional manager and record the incident in YE Accident at Work Books as soon as reasonably practicable. YE Accident at Work Books are located in YE Office First Aid Work Stations. Alternatively, Accident at Work Forms can be located in the Health and Safety folder on the Young Enterprise SharePoint. This includes incidents while working from home, at the office, travelling during work hours and activities on and off educational establishment sites.

- b) Employees and volunteers must seek appropriate medical attention for any injury they may receive, no matter how minor it may seem to be. Medical attention may include first aid or attendance at a hospital casualty department. Upon returning from treatment, Employees and volunteers must report the incident to either their line manager/regional manager or the most senior person on site and enter details in the Accident at Work Book.
- c) Where accidents involve young people participating in YE Programmes, employees and volunteers must notify the member of the educational establishment staff in charge of the event as a priority, as well as the relevant YE line manager/regional manager.
- d) Employees must notify the person in charge of any incident in which damage is caused to either YE's or a third party's property.
- e) YE line managers/regional managers must report all accidents to the HOVS. In the absence of the HOVS, the Operations Director must be informed who will inform the Senior Leadership Group as appropriate and advise the Health, Safety and Risk Committee at the earliest opportunity.
- f) YE's HOVS will keep the Chief Executive informed of all accidents and report them to the Risk & Audit Committee as well as the Health, Safety and Risk Committee and, where appropriate to do so, the JCC.
- g) Health and Safety reporting will form a standing item in the YE Executive Report for meetings of the Risk and Audit Committee and to the Board of Trustees quarterly.
- h) Where an accident occurs at work, the HOVS is ultimately responsible for ensuring that RIDDOR guidelines are implemented and notification made to the appropriate authority.

Near Misses

A "near miss" is any incident, accident or emergency which did not result in an injury, but which could have done so.

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

Recording near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially serious consequences.

A review of near misses over time may also reveal patterns from which lessons can be learned.

Health and Safety Procedure

The specific arrangements for the implementation of the YE Health and Safety Policy are detailed below:

Training

Health and Safety training is an indispensable part of an effective health and safety programme. It is essential that every employee and volunteer is trained to perform his or her role effectively and safely. All employees and volunteers will be trained in safe working practices and procedures as part of their induction. In addition, online Health and Safety training will also be provided (to be completed every two years) as essential training for all employees.

If any employee or volunteer has a health and safety training issue they should address their concerns to their line manager/regional manager in the first instance. In addition, health and safety will be routinely discussed during performance development reviews (PDRs) with each employee, and at Local Volunteer Board meetings for volunteers.

Work equipment

The Charity will take all reasonable steps to ensure the safety of all employees using work equipment provided by the Charity, as well as ensure the safety of others who may be affected by the equipment. The Charity will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will inform and train employees to use the equipment in a safe and efficient manner.

Should employees have any problems relating to the operation of equipment, or the safety of that equipment, they should immediately inform their line manager so that steps can be taken to remedy the situation promptly.

Manual handling operations

The Charity's objective is to minimise any risk to employees and volunteers of accident or injury resulting from manual handling operations. The Charity will endeavour to avoid the need for manual handling activities, so far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned. Employees and volunteers will be given appropriate and adequate on-line training on health and safety aspects of this work.

The following controls are in place and will reduce the risk of accident or injury to the lowest extent reasonably practicable:

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable and necessary. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet or greasy patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping
- Employees and volunteers should not attempt to lift or move a load which is too heavy to manage comfortably. Assistance should be sought if there is any danger of strain
- Where team lifting or moving is necessary one person should act as co-ordinator
- When lifting an object off the ground, employees and volunteers should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Display Screen Equipment (DSE) Users

DSE is any work equipment having a screen that displays information e.g. computer screens, often called monitors or VDUs.

The Health and Safety (Display Screen Equipment) Regulations aim to protect the health of people who work with DSE.

Under these regulations:

- YE will make a risk assessment of all workstations which might be used by DSE 'users' employed by them.
- YE will reduce risks to the lowest reasonably practicable level.
- Daily work routines of 'users' must be planned so that DSE work is periodically interrupted by rest breaks or other types of work.
- If they wish, 'users' are entitled to an eye test paid for by YE. If it shows that glasses or lenses are needed for DSE work, YE will contribute towards the cost of prescription glasses up to a maximum of £30.00.
- YE will provide 'users' with health and safety training on the use of their workstation and with information on the risks and the measures to control risks.

Control of substances hazardous to health (COSHH)

Within the working environment, many substances are routinely used that could potentially be injurious to health if not properly stored, handled or used correctly. The Charity is required by law to assess the risks from the use of substances at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based upon manufacturers' and suppliers' health and safety guidance, the Charity's own knowledge of the work process and any relevant information or guidance made available by the Health and Safety Executive.

The Charity will ensure that exposure of employees and volunteers to hazardous substances is minimised and adequately controlled in all cases. Those identified as likely to come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically whenever there is a substantial modification to the work process.

Employees and volunteers at special risk

The Charity recognises that some employees and volunteers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Charity therefore requires that all employees and volunteers advise their line manager/regional manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

Fire Safety Precautions for office-based employees

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service. YE has a Fire Action Plan including risk assessments for every office.

Each YE Office has a Fire Safety Marshal. The Fire Safety Marshal is responsible for liaising with the responsible party for the maintenance and testing of fire alarms and firefighting, prevention and detection equipment in buildings which the Charity lease. Where the Charity is hosted by another organisation, it is the responsibility of the Business Unit Manager to liaise directly with the Fire Safety person of the hosting office and ensure that up to date information is passed on relating to the current staff complement and that YE employees are clear on fire evacuation procedures.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Employees are advised not to use electric fires and other heaters. Employees are not permitted to bring in to the workplace their own

heating equipment. Employees must report any faulty electric cable or loose connection immediately to their line manager. All electrical equipment which does not require continuous operation should be switched off when not in use. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves and should not use dual or other socket outlets unless these have been properly authorised by their line manager. All electrical equipment of this type must be subject to portable appliance testing.

Line managers are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. Online training is provided in this regard.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. In some areas, automatic sprinkler systems activated by automatic detection systems have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open. Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space. Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts should not be used in the case of an emergency evacuation. Employees should ensure that they are familiar with the position of the nearest firefighting equipment, alarms and emergency exits.

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. The designated assembly points for each department will be notified to all employees.

Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

YE Smoking Policy

Public health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke free. YE complies with the current legislation, and smoking is not permitted in any YE office.

Risk Assessments

Operational risk assessments must be completed or obtained and reviewed for all YE Activities that take place offsite, including trade fairs, workshops and competition finals.

Risk Assessment Templates are available on the YE SharePoint for completion. All completed risk assessments should be signed off by a member of YE Staff responsible for the event before the activity takes place. Copies of the completed Risk Assessments should be filed under Risk Assessment Folder under the relevant Business Unit.

Risk Assessments for YE Activities taking place at an educational establishment (formal and informal) should be undertaken by the educational establishment and reviewed by YE Staff in advance of the activity taking place.

All Risk Assessments, when completed, are not to be destroyed or removed from the YE SharePoint.

Employee Maternity Risk Assessments will be filed on the individual's personnel record.

Risk Assessments for YE offices are conducted annually by the responsible person at each location, and are filed in the Risk Assessment folder on the YE SharePoint.

Reporting of incidents, diseases and dangerous occurrences regulations (RIDDOR)

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, the Charity views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the line manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eye witnesses
- The time, date and location of the incident
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the HOVS who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem at the site in question and elsewhere. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Line managers/regional managers are responsible for reporting all cases of accident and contagious disease to the Head of Volunteer Support or Operations Director.

First Aid

First aid stations are located in relevant areas of all YE offices. All first aid stations are clearly marked and are easily accessible by all employees during working hours. Where YE leases the building, one person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station. Where YE is hosted within a building, it is the responsibility of the Business Unit Manager to ensure that employees who work within the office know where the first aid station is and how to contact the named first aider responsible, for the proper use and maintenance of the first aid station.

First aid kits are provided for all employees who work from home.

Those working at schools, off-site events etc should ensure they are aware of the first aid provisions at those locations.

Housekeeping

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely
- All combustible waste materials must be discarded in sealed metal containers

- All holes must be covered when not in use and clearly marked with warning signs when in use
- All materials must be properly and safely used, and when not in use, properly and safely secured.

Access and egress

- Walkways and passageways must be kept clear from obstructions at all times
- If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material. Any liquid spilt on the floor should be wiped up immediately
- Trailing cables are a trip hazard and should not be left in any passageway
- Any change in the floor elevation of any walkway or passageway must be clearly marked
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery, an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

Other Risks

Young Enterprise will keep under review from time to time new and emerging risks and safety situation that may be brought to light in the sector and respond to these accordingly at the time following a risk assessment of the same.

Glossary

COSHH – Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) – Regulations that apply to the control of hazardous substances at work.

Health & Safety at Work etc. Act 1974 – The primary piece of legislation covering occupational health & safety in the United Kingdom.

Health & Safety (Consultation with Employees) Regulations 1996 (as amended) – The legislation covering the legal obligation of employers to consult with their employees or employee representatives on:

- the introduction of any measure which may substantially affect their health and safety at work
- arrangements for getting competent people to help them comply with health and safety laws
- the information on the risks and dangers arising from an employee's work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - this puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Appendix 1

YE Health and Safety Committee Members Contact Details

Contact details for the current Committee members can be found in the Health & Safety section on SharePoint.

Appendix 2 – live versions of Risk Assessments can be found on SharePoint

Office Risk Assessment – Home Workers

Date of assessment: **EXAMPLE**

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 who?	Action by when?	Done
Working environment	Staff may suffer adverse effects if the environment in which home-working takes place is not suitable for that purpose.	Staff are advised of the following: General good housekeeping should be carried out. The area should be well lit. Trailing leads or cables should be moved or protected. Work areas should be kept clear. There is sufficient storage space to safely store work related items. There should be sufficient separation from distractions, e.g. children, pets, family members.				
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Deliveries of literature are broken down into manageable amounts. Heavy items are stored at an appropriate height.				
Health of workers who work from home	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a manager (or external helpline) if they are feeling unwell or ill-at-ease about things at work. Change is managed and communicated effectively.				
Computers, laptops and similar 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.	Provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases) Ensure any workstation/work environment related concerns expressed by staff are followed up.				

Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Staff are advised to have a fire escape plan for their home environment.				
Work equipment	Staff could get electrical shocks or burns from using faulty equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs or damaged cables. Defective equipment taken out of use and safely and promptly replaced. Regular PAT testing.				
Young persons, disabled or pregnant workers	Vulnerable workers may be at greater risk of harm from low-risk hazards.	Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the home office. Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.				
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting funders' offices.	Staff keep calendars fully updated with details of whereabouts and contact details. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. Whereabouts of staff 'out of the office' to be monitored by line managers.				

Office Risk Assessment – Peterley House

Date of assessment: **EXAMPLE**

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 who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit. Trailing leads or cables are moved or protected. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Staff to mop up or report spillages.				
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Trolley used to move heavy items where appropriate Heavy items are stored/accessible at the appropriate height.				
Working at height	Falls from any height can cause bruising and fractures.	Appropriate step ladder available for use if necessary.				
Health of workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a manager (or external helpline) if they are feeling unwell or ill-at-ease about things at work. Change is managed and communicated effectively.				
Computers, laptops and similar 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.	Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases) Ensure any workstation/work environment related concerns expressed by staff are followed up.				

Fire	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/burns.</p>	<p>Fire risk assessment has been completed and adequate fire safety measures are in place. Evacuation plan has been implemented and tested. Fire alarm tested regularly. Fire drills carried out at least once a year. Regular checks made to ensure escape routes and fire exit doors are not obstructed. Staff in/out board and visitors book in place to allow for quick view of those on the premises. Follow up issues identified during alarm testing/fire drills.</p>				
Work equipment	<p>Staff could get electrical shocks or burns from using faulty equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.</p>	<p>All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cables. Defective equipment taken out of use and safely and promptly replaced. Regular PAT testing.</p>				
Cleaning	<p>Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.</p>	<p>Cleaning products marked 'irritant' have been replaced by milder alternatives where available. Mops, brushes and protective gloves are provided and used. Cleaning materials are properly stored. Managers ensure that where cleaning contractors are employed, each side understands its responsibilities.</p>				

<p>Young persons, disabled or pregnant workers</p>	<p>Vulnerable workers may be at greater risk of harm from low-risk hazards.</p>	<p>Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office. Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.</p>				
<p>Lone working and visiting</p>	<p>Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting funders' offices.</p>	<p>Staff keep calendars fully updated with details of whereabouts and contact details. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. Whereabouts of staff 'out of the office' to be monitored by office based staff.</p>				
<p>Asbestos</p>	<p>Staff and others carrying out normal activities, are at very low risk providing the ACM (Asbestos containing material) is maintained in good condition. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.</p>	<p>Establish whether asbestos may be present in premises. Consult lease agreement/landlord and establish who is responsible wholly or partly for maintenance including asbestos duties.</p>				

Office Risk Assessment – Coram Campus

Date of assessment: **EXAMPLE**

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 who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit. Trailing leads or cables are moved or protected. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Staff to mop up or report spillages.				
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Trolley used to move heavy items where appropriate Heavy items are stored/accessible at the appropriate height.				
Working at height	Falls from any height can cause bruising and fractures.	Appropriate step ladder available for use if necessary.				
Health of workers in the office environment	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a manager (or external helpline) if they are feeling unwell or ill-at-ease about things at work. Change is managed and communicated effectively.				
Computers, laptops and similar 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.	Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases) Ensure any workstation/work environment related concerns expressed by staff are followed up.				

<p>Fire</p>	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/burns.</p>	<p>Fire risk assessment has been completed and adequate fire safety measures are in place. Evacuation plan has been implemented and tested. Fire alarm tested regularly. Fire drills carried out at least once a year. Regular checks made to ensure escape routes and fire exit doors are not obstructed. Staff in/out board and visitors book in place to allow for quick view of those on the premises. Follow up issues identified during alarm testing/fire drills.</p>				
<p>Work equipment</p>	<p>Staff could get electrical shocks or burns from using faulty equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.</p>	<p>All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cables. Defective equipment taken out of use and safely and promptly replaced. Regular PAT testing.</p>	<p>No</p>			
<p>Cleaning</p>	<p>Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.</p>	<p>Cleaning products marked 'irritant' have been replaced by milder alternatives where available. Mops, brushes and protective gloves are provided and used. Cleaning materials are properly stored. Managers ensure that where cleaning contractors are employed, each side understands its responsibilities.</p>	<p>No</p>			

<p>Young persons, disabled or pregnant workers</p>	<p>Vulnerable workers may be at greater risk of harm from low-risk hazards.</p>	<p>Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, e.g. asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office. Processes/working conditions altered when necessary to reduce risks to new or expectant mothers. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.</p>				
<p>Lone working and visiting</p>	<p>Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. when visiting funders' offices.</p>	<p>Staff keep calendars fully updated with details of whereabouts and contact details. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. Whereabouts of staff 'out of the office' to be monitored by office-based staff.</p>				
<p>Asbestos</p>	<p>Staff and others carrying out normal activities, are at very low risk providing the ACM (Asbestos containing material) is maintained in good condition. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.</p>	<p>Establish whether asbestos may be present in premises. Consult lease agreement/landlord and establish who is responsible wholly or partly for maintenance including asbestos duties.</p>				

Appendix 5

Risk Assessment - Volunteers

_____ Date of assessment: **EXAMPLE**

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 who?	Action by when?	Done
Manual handling	Volunteers risk injuries or back pain from handling heavy/bulky objects, e.g. helping to move merchandise for a team	Deliveries broken down into manageable amounts. Heavy items stored at an appropriate height (below shoulder level) Moving objects task shared				
Lone working and visiting	Volunteers could suffer injury or ill health while working alone or travelling to a meeting or event	Volunteers to inform someone of their expected whereabouts and contact details.				