

# HealthProm

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Supporting children, women, and families disadvantaged  
by poor health, disability, and social exclusion

## **Health and Safety Policy**

## **Registered Charity 1100459**

### **HEALTH AND SAFETY POLICY**

Under the Health and Safety at Work Act both HealthProm as an employer, and all staff as employees, have a duty to ensure, as far as is reasonably practicable, their own safety, that of their colleagues and of others who have access to HealthProm's premises.

#### **Accidents**

All accidents, however slight, which takes place while a member of staff or volunteer is at work must be reported to the appointed first aider or to the Director of Operations.

A record will then be made in the Accident Record Book, and the circumstances of the accident investigated to ensure that any unsafe conditions are remedied. In addition, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), more serious accidents will be reported immediately to the Enforcing Authority by telephone and followed up within ten days by a completed accident report form.

#### **Employer's Liability Insurance**

Statutory cover is provided through the HealthProm office insurance policy with Towergate Insurance, policy number POF0002052. A copy of the certificate is displayed on the notice board.

#### **General safety**

##### **Hazardous substances**

Photocopier and printer cartridges should be stored in their sealed units in either the photocopier cabinet or stationery cupboard. Old ones waiting for collection to be recycled should be resealed, marked up and stored near the photocopier waiting for collection.

##### **Lifting**

No member of staff is required to lift, carry or move a load so heavy as to be likely to cause them injury.

##### **Rubbish accumulation**

Empty boxes should be flattened and put in an appropriate place immediately by the person who empties them. Loose rubbish is a fire hazard - clearing it away is essential.

##### **Stacked boxes etc.**

Boxes, furniture and recent deliveries must not be left in places where they cause an obstruction. An item left even for a short time in the wrong place can cause an accident or prevent escape in the case of fire. The exit must be kept clear at all times.

##### **Shelving, cupboards and doors**

No shelving or wall brackets should be stacked such that material could fall off or cause injury.

Doors and draws, especially filing cabinet draws should not be left open.

### Temperature

The minimum temperature allowed under the Office , Shops and Railways Premises Act is 16' C (60.80F) VAI offers air conditioned offices and rooms and these are set automatically to moderate a constant 22 degrees. If there is an issue with air conditioning in any of the rooms, these can be controlled manually. Contact the Office Coordinator if there is any issue with room temperature.

### Wires and cables

All telephone wires and computer cables should not be left in such a position that someone could trip over them.

### Visual Display Units (VDU)

These guidelines have been produced to assist staff to work with due regard for their own and others' health and safety. The Guidelines are intended to provide all staff members with guidance on healthy, strain-free working with computers.

HealthProm will provide equipment and furniture from reputable suppliers. When selecting equipment priority will be given to the health and safety aspects of its design. Screens and keyboards will receive particular attention.

To reduce the possibility of eyestrain, employees should look up from the screen/keyboard at frequent intervals, and take regular breaks.

HealthProm IT officer is not based in the office. Therefore it is the responsibility of the user to notify the Finance and Administration Officer if problems occur, for example faulty image, including a flickering screen or an unusual noise. The Finance and Administration Officer will, if necessary, contact the IT officer. Users have responsibility for cleaning their own screens.

All users must have a well-arranged workstation, which makes for comfortable working. The most important aspect is adjustability to allow a flexible arrangement of screen, keyboard, documents and related equipment. HealthProm will, therefore, provide VDU users where required with anti-glare screens and document holders.

While it is the Finance and Administration Officer responsibility to ensure that staff work in appropriate conditions, users are expected to make adjustments at the work place to make their conditions easy and comfortable. If problems persist, the employee should discuss the matter with their line manager.

VDUs will be positioned so that neither the screen nor the user is facing a window. Where necessary, windows will be fitted with blinds or curtains, to avoid glare or reflections on the screen.