

Health and Safety Policy

1. Purpose of this policy

- 1.1 To provide adequate control of the health and safety risks arising from GMFA's activities.
- 1.2 To consult with GMFA employees on matters of health and safety.
- 1.3 To provide and maintain a safe office and equipment.
- 1.4 To provide information, instruction and supervision for employees with regard to health and safety.
- 1.5 To ensure all employees are competent to do their tasks, and give them adequate training.
- 1.6 To prevent accidents and cases of work related ill health.
- 1.7 To maintain safe and healthy working conditions.

2. Responsibilities

- 2.1 Overall and final responsibility for health and safety is that of the Board of Directors.
- 2.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Executive.
- 2.3 To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Finance and Office Manager	Act as the Health and Safety Officer to: implement this policy; advising employees on potential hazards; consult with employees; conduct risk assessments; and make health and safety reports to the Board of Directors.
----------------------------	--

Head of Programmes	Deputise for the Health and Safety Officer.
--------------------	---

Chief Executive	Ensure the implementation of any health and safety changes as recommended by the Board of Directors.
-----------------	--

- 2.4 All employees and volunteers have to:
 - 2.4.1 Co-operate with the Health and Safety Officer and line managers on health and safety matters.
 - 2.4.2 Not interfere with anything provided to safeguard their health and safety.
 - 2.4.3 Take reasonable care of their own health and safety.
 - 2.4.4 Report all health and safety concerns to the Health and Safety Officer.

3. Failure to comply with this policy

- 3.1 Failure to comply with this policy may be regarded as gross misconduct and can lead to dismissal.

4. Health and safety risks arising from GMFA activities

- 4.1 Risk assessments will be carried out by the Health and Safety Officer (see appendix 1).
- 4.2 The findings of the risk assessment will be reported to the Board of Directors
- 4.3 Action required to remove/control risks will be approved by the Board of Directors.
- 4.4 The Chief Executive will be responsible for ensuring the action required is implemented.
- 4.5 The Health and Safety Officer will check that the implemented actions have removed/reduced the risks.
- 4.6 Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

5. Consultation with employees

- 5.1 Consultation with employees is provided through Staff Association meetings or staff emails.

6. Office Equipment

- 6.1 The Health and Safety Officer will be responsible for identifying all equipment needing maintenance.
- 6.2 The Finance and Office Manager is responsible for ensuring that all identified maintenance is implemented.
- 6.3 Any problems found with office equipment should be reported to the Health and Safety Officer.
- 6.4 The Health and Safety Officer will check that new equipment meets health and safety standards before it is purchased.

7. Safe handling and use of substances

- 7.1 The Health and Safety Officer will be responsible for identifying all substances which need a "Control of Substances Hazardous to Health" (COSHH) assessment.

- 7.2 The Health and Safety Officer will be responsible for undertaking COSHH assessments.
- 7.3 The Chief Executive will be responsible for ensuring that all actions identified in the assessment are implemented.
- 7.4 The Health and Safety Officer will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- 7.5 The Health and Safety Officer will ensure that new substances can be used safely before they are purchased.
- 7.6 Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

8. Information, instruction and supervision

- 8.1 The Health and Safety Law poster is displayed at the entrance to unit 42.
- 8.2 Health and safety advice is available from either the Health and Safety Officer or from one of the following:
 - 8.2.1 Health and Safety Executive Infoline on 08701 545500.
 - 8.2.2 Health and Safety Executive website at www.hse.gov.uk.
 - 8.2.3 Health and Safety Executive direct at www.hsedirect.com.
- 8.3 Supervision of employee will be arranged and undertaken by the Head of Programmes or the Chief Executive.
- 8.4 The Health and Safety Officer is responsible for ensuring that GMFA employees and volunteers working at locations under the control of other employers, are given relevant health and safety information.

9. Health and Safety competencies for tasks and training

- 9.1 Induction training will be provided for employees by the Head of Programmes.
- 9.2 Training records are kept by the Chief Executive.
- 9.3 Training will be identified, arranged and monitored by the Health and Safety Officer.

10. Accidents, first aid and work-related ill health

- 10.1 The first aid box is kept above the fuse box in unit 43.
- 10.2 The appointed first aider is Carl Burnell.
- 10.3 All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept above the fuse box in unit 43.
- 10.4 The Health and safety officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing agency.

11. Monitoring

- 11.1 To check GMFA's working conditions, and ensure GMFA's safe working practices are being followed, the Health and Safety Officer will check the offices once a year and report to the Board of Directors.
- 11.2 The Health and safety Officer is responsible for investigating accidents.
- 11.3 The line managers are responsible for investigating work-related causes of sickness absences.
- 11.4 The Chief Executive is responsible for reporting accidents to the Board of Directors and acting on investigation findings to prevent a recurrence.

12. Emergency Procedures – Fire and Evacuation

- 12.1 The Health and Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented.
- 12.2 Escape routes are checked by the Health and Safety Officer every two months.
- 12.3 Fire extinguishers are maintained and checked by JSK every year.
- 12.4 Alarms are tested by Unit Management every three months.
- 12.5 Emergency evacuation will be tested every year.

13. Dissemination of policy

- 13.1 This policy will go to all employees and be included in any employees induction.

14. Review

- 19.1 This policy will be reviewed every four years.
- 19.2 This policy was passed on 15/4/04.
- 19.3 This policy was updated on 26/10/06.
- 19.4 This policy was reviewed and amended on 27/02/08.

Appendix 1

Guidelines for the Health and Safety Officer

Risk assessment

This is the chief audit mechanism for monitoring the implementation of agreed H&S procedures. The report will include:

- 1) Results of check on fabric of the building, equipment, layout and cleanliness, hazardous substances.
- 2) Details of Health & Safety concerns raised by employees and volunteers; the date that employees were last canvassed about their concerns; steps taken or planned to address concerns raised.
- 3) Details of any relevant incidents which have occurred during the reporting period.
- 4) Details of any major Health & Safety issues that need attention or which need to be discussed at Board level.
- 5) Results of most recent work station assessments.
- 6) State of furniture and equipment.
- 7) Results of check on contents of First Aid box.
- 8) Confirmation that we have two first aiders and that any training needs they have identified have been met.

Duties during a fire drill

- 1) Provided there is no substantial risk to your own safety, you must check that all employees, volunteers and visitors have left the GMFA premises.
- 2) Once out of the premises, carry out a register of employees, volunteers etc. to ensure that all are accounted for.
- 3) Take responsibility for ensuring that the fire brigade is called.
- 4) Give employees and volunteers the all clear and permission to re-enter the building when the danger is past.

Appendix 2

Guidelines for Employees and Volunteers

Fire Drills

If you discover a fire:

- 1) Activate the nearest fire alarm
- 2) Inform everyone in the office immediately
- 3) Tackle the fire ONLY if it is safe to do so.
- 4) If you are unsure or if the fire spreads, do not endanger yourself. Leave it to the professionals.

On being told of a fire:

- 1) Leave the building immediately by the nearest exit, taking with you any volunteer or visitor from the GMFA office whom you may see.
- 2) Assemble immediately on the pavement area outside the Eurolink Centre on Effra Rd and stay there so that everyone can be accounted for by the Health and Safety Officer.
- 3) For your own safety do not delay in leaving the building. Terminate any telephone calls immediately. Do not stop to collect your belongings. Do not re-enter the building until you have been advised by the Health and Safety Officer that it is safe to do so.

Use of computer equipment

GMFA will provide the following:

- 1) Adjustable chair, with back;
- 2) Enough leg room to enable change of seating position;
- 3) Sufficient space for equipment, documents, etc;
- 4) Foot rest, where needed; wrist support, if required; document holder
- 5) No glare or strong reflections on screen and a contrast between the screen and background behind the screen;
- 6) No bright lights, including from windows in direct line of vision behind screen;
- 7) Eye tests and cost of lenses: All employees are entitled to an annual eye test paid for by GMFA. This will be made clear to all new employees during induction and the Health and Safety Officer will issue a reminder annually to employees to take up their free eye tests.

Regular breaks should be taken away from computer screens, i.e. you should undertake non- keyboard/computer screen work for 10 minutes for every 50 minutes spent at your computer.

Computer screens should be situated so as to be free of reflective glare or other reflections liable to cause discomfort to the user.

Computer screens must have clear definition with no flickering or other forms of instability. The environment lighting should be such that an appropriate contrast is obtainable between the screen and the background, taking into account the type of work and the user's vision requirements.

The screen must be adjustable to suit the needs of the user.

Any noise, heat and radiation emitted by computer equipment should be kept to a minimum to prevent disturbance of work or discomfort.

Accident and hazard reporting

It is essential that all accidents that happen at GMFA, no matter how small, are reported. This should be done, even if no apparent injury was received. In addition to reporting an actual accident, it is equally important that employees and volunteers report a 'near miss' or potential hazard, so that GMFA can deal with it and help prevent another employees or volunteer from suffering an injury.

The accident must be reported to the Health and Safety Officer as soon as possible. The details which should be recorded are as follows:

- 1) Where the accident occurred, giving the time and place
- 2) What occurred
- 3) If known, how it happened
- 4) The person who has suffered the accident should complete an accident report form confirming these details which should be given to the Health and Safety Officer who maintains the official accident book

Where appropriate, the accident/hazard will be brought to the attention of all employees and volunteers to prevent recurrence.

This procedure should also be employed to report a near miss or hazard.

Office security

Employees and volunteers should remember the following points:

- 1) Always make sure that all three office doors are locked (there are two locks for every door) when leaving the offices. Alarms for every unit must be set before leaving the office. Make sure windows are shut and the lights, photocopier and computer and other electrical equipment are turned off (except the server).
- 2) Take great care of your personal belongings. Items of value should be locked in a desk or cupboard. GMFA cannot accept responsibility for the loss of these items.
- 3) No strangers should ever be left unaccompanied in the office. Always ask to know the identity of people you do not know who do not appear to be

accompanied in the office. Ask for the identity cards of anyone claiming to be a service engineer.

General health of employees

All employees should have a regular lunch break of a minimum of half an hour. GMFA is obliged to ensure that employees take adequate lunch breaks.

Employees should pace themselves in their work activities and utilise the flexitime system where appropriate.

GMFA operates a no smoking policy in all of its offices.

Situations causing stress should be monitored and necessary action taken to alleviate causes.

Employees will be allowed time off work utilising the flexitime system to attend medical and dental appointments where these cannot be arranged outside work hours. Line managers will have the right to require confirmation of appointments.

Employees are expected not to attend work when ill and particularly if the illness is contagious.

Personal safety

If employees and volunteers are concerned in any way about their personal safety in the course of their work for GMFA, they should discuss the matter with the Health and Safety Officer immediately. On no account should employees put themselves at risk.

Employees and volunteers concerned about working alone, travelling or leaving the building at night may request a personal alarm, which will be provided by GMFA.