

## Health and Safety Handbook

### 1. Access and Egress

Safe access and egress includes movement of persons, equipment and vehicles into around and out of the place of work.

Associated hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven/obstructed floor
- Trailing cables
- Opening in the floor
- Unsuitable/insufficient lighting

Employees responsibilities:

- Follow advice and information given by the employer in relation to safe access and egress
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

### 2. Accident reporting

Hazards are present in all areas. Control measures put into place should reduce those hazards to an acceptable level to prevent accidents and cases of ill health. An accident is an unplanned event that results in personal injury or damage to property or equipment. Certain accidents are reportable to the HSE under the reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)

Employee's responsibilities:

- Any employee who is involved in, or aware of, an accident at work must follow the accident reporting procedure and inform the office staff either verbally, or in writing as soon as possible after the accident occurs. The responsible person around will complete the necessary documentation including the accident book entry, investigation and comply with any notification and reporting requirements.

### 3. **Blood borne viruses**

The transmission of blood-borne pathogens includes hepatitis and HIV.

Associated hazards

- Direct contact with infected blood
- Spills and contact with body fluids

Employees responsibilities:

- To report to practitioners leading a Soundabout session if a person attending has a risk of blood borne viruses
- Supply wipes and gloves for use by staff to prevent the spread of the virus if there is a risk
- Ask carers to ensure all procedures are adhered to at all times
- Provide risk assessment for blood borne viruses

### 4. **Disciplinary rules**

Soundabout believes that health and safety is a critical factor that needs to be taken into account.

Employee's responsibilities:

- To take care of the health and safety of themselves and others
- To cooperate with the risk assessments and health and safety notices at all times
- To not misuse or interfere with anything provided for health, safety and welfare
- To report any identified hazards to the office
- To comply with clearly indicated and specific safety rules
- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else

### 5. **Display screen equipment**

Display screen equipment (DSE) based work can have potentially serious effects on health.

Associated hazards

- Musculo skeletal injuries
- Repetitive strain injury
- Work related upper limb disorders
- Visual fatigue
- Stress
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Employee's responsibilities:

- To inform the employer in confidence as soon as possible if a health problem arises through the use of DSU
- To work in accordance with any advice or guidance given by the employer
- To familiarise themselves with the contents of the relevant risk assessments

## 6. Driving at work

### Associated hazards

- The driver- competency, training, fitness and health
- The vehicle- suitability, condition, safety equipment (safety belts), and ergonomic considerations
- Than journey- routes, scheduling, time, distance, weather conditions

### Employee's responsibilities:

- Employees must follow advice, information, instruction and training given by the employer
- All employees who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- All employees who are driving on behalf of Soundabout must show their licence to the Soundabout office annually and report any driving convictions
- Drivers must ensure, so far as is practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition
- Drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving
- Employees must inform the office if they become aware of any medical condition or take medication that might affect their ability to drive
- Use boot safe if transporting heavy pieces of equipment, especially resonance boards

## 7. Electricity

The safe management of electrical installations and equipment is essential.

### Associated hazards

- Contact with live parts, causing shock and burns
- Faults that could cause fires
- Fire or explosion where electricity could be the source of ignition
- Trips and falls

### Employee's responsibilities:-

- Co-operate with office arrangements for electrical safety in 2 Elizabeth House
- Use the protective and safety equipment provided
- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including wiring, plugs, casing and any guarding
- Immediately stop use if faults are found and report any defects to the office
- Do not carry out any repairs or adjustments to equipment unless trained to do so
- Take care of the equipment that has been provided
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection
- Not endanger themselves or others
- Report hazardous or dangerous operations
- Ensure all electrical equipment has a PAT annually and not use if it has not had one
- Not use private electrical equipment without authorisation from the office and a PAT

## 8. Fire

Fire prevention is an important obligation for all businesses.

Soundabout has a responsibility for ensuring the health, safety and welfare of all employees, service users and others who may have access to the workplace. This responsibility extends to the adjoining businesses and premises. These general duties include safety in relation to fire hazards arising from the work processes and activities as well as general fire safety in the workplace.

Associated hazards:-

- Smoke and toxic fumes
- Reduced oxygen
- Flames and heat
- Collapse of buildings

The three main causes of fire are:

- Arson
- Faulty or misused electrical wiring and equipment, inc. plugs and adaptors
- Smoking or smoking materials

Employee's responsibilities:

- Attend basic training in fire prevention and the action to take in the event of fire
- Co-operate with office arrangements for fire prevention in the workplace.
- Be aware of:
  - The actions to be taken in the discovery of fire and on hearing the alarm
  - The location of fire alarm call points within the premises and the method of operation
  - The location of fire fighting equipment within the premises and the method of operation of all escape routes within the premises
  - Evacuation procedures from the premises and the location of the assembly point
- Practice and promote fire prevention
- Ensure that all fire fighting equipment or fire escapes are always available
- Report any concerns regarding fire safety to the office, so that any shortfalls can be investigated and remedial action taken
- Immediately raise the alarm on discovery, or suspicion, of a fire
- Keep all fire doors closed at all times

**Employees are not expected to fight fires.**

**On no account should a closed room be opened to fight a fire.**

## 9. Fire Action

### **If you discover a fire:**

Immediately operate the nearest alarm call point or notify the senior person present  
Attack the fire (only if trained and if safe to do so) with appliances provided. Do not take personal risks.

### **Call the fire brigade immediately by:**

- Phoning 999
- Giving the operator the telephone number and asking for the fire brigade

### **When the fire brigade reply, give the response distinctly:**

- 'We have a fire at 2 Elizabeth House' and if there are people with learning disabilities =/- wheelchair users on the premises. Give the full address including HP18 9PH as post code
- Do not replace the receiver before the fire brigade have confirmed the details

### **On notification of the fire**

- One person take charge of the evacuation of all on the premises using signing in sheet to account for everyone.
- Do not open a door that is not essential or prop any doors open
- Proceed to the fire assembly point in the car park
- Nominate one person present to liaise with the fire officer in attendance and arrange such assistance as the fire brigade may require
  
- **Do not stop to collect personal belongings**
- **Do not re-enter the building until told to do so by the senior Fire Officer**
- **In the event of a fire, the safety of a life should over ride all other considerations, such as saving property and extinguishing the fire**

## **10. First Aid in the Workplace**

People at work can sustain an injury or become ill. It could be an employee or service user or other and it doesn't matter whether the injury is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called for any serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated hazards:

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from a height
- Illnesses: asthma, diabetes, epilepsy, etc

First aiders are responsible for:

- Ensuring that their First Aid certificate is up to date
- Undertaking HSE approved training. A refresher course prior to the expiry of the certificate will keep this training current.
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe.
- Administering first aid as required and within their capabilities.
- Calling for medical aid if required. Manage the situation while waiting for medical aid to arrive.

## 11. Hazard Reporting

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated Hazards:

- Tripping or trailing wires
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes

Near misses are hazardous incidents with the potential to cause an injury, eg employee tripped over a trailing cable but no injury occurred.

Employee's responsibilities:

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided.

When a hazard has been identified it must be reported immediately to the office. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply:-

- Complete the 'Hazard detection report' and distribute copies to relevant staff
- Liaise with the office who will carry out the necessary remedial action.

## 12. Housekeeping

Poor standards of housekeeping area common cause of injury and damage at work and can create potential fire hazards.

Associated hazards:

- Fire
- Slipping, tripping/falling over
- Poor cleanliness
- Dirt equipment
- Cluttered pedestrian gangways

Employee's responsibilities:

- Co-operate with office arrangements for good housekeeping in the workplace
- Follow any guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situations
- Read and act risk assessments

### 13. Lone Working

Lone workers can be anyone who works by his/herself without direct contact or supervision.

Associated hazards:

- Accidents
- Fire
- Inadequate provision of rest
- Violence while at work
- Manual handling activities
- Transport breakdown/accident en route
- Severe weather conditions

Employee's responsibilities:

- Co-operate with the lone worker's policy in the staff handbook
- Keep front door locked when alone in the office upstairs at 2 Elizabeth House with key nearby in case of fire
- Report all incidents relating to lone working using the Hazard Reporting system

### 14. Manual handling

Manual handling injuries can occur wherever people are at work. Manual labour, awkward posture, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated hazards:

- Sprains, strains
- Hernias
- Damage to the joints, ligaments, muscles and vertebrae
- Slips, trips and falls

Employee's responsibilities:-

- Attend lifting and handling courses and act on the training
- Follow the safe system of work introduced by Soundabout and not deviate without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists or they believe is beyond their capability
- Assist and co-operate with the process of the assessment of risk.
- Make use of all equipment provided to help with manual handling.
- Report all accidents, injuries and near misses involving manual handling activities- however trivial
- Inform the office if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition

## **15. Risk assessment**

A properly conducted risk assessment is an important step in protecting employees and business as well as complying with the law. Often straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated Hazards:

- Physical, chemical and biological agents
- Working conditions and processes
- Manual handling activities
- Work related stress
- Long working hours
- Workstations and posture

Employee's responsibilities:

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training information guidance and instruction given by the employer
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the office immediately

## **16. Stacking and storage**

Many accidents are associated with the stacking and storage of goods including falls.

Associated hazards:

- Falling goods
- Overloading shelves leading to collapse
- Unsafe methods of stock retrieval

Employee's responsibilities:

- Not attempt to access, place goods on or retrieve goods or materials from the storage system in an unsafe manner
- Co-operate with the office in management arrangements for the safe use of storage systems
- Report a defect to the office
- Follow any training, instruction and information given by the employer
- Make proper use of any equipment provided by Soundabout

***Please sign and return the form below to the office after reading this document and annually thereafter.***

**Receipt of Health and Safety Handbook**

I confirm that I have read and understand the employee health and safety handbook and will comply with all the rules that are imposed in the interest of safety.

Name:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Date:- \_\_\_\_\_