

**OVERWORLD**

# **HEALTH & SAFETY POLICY & PROCEDURES**

SEPTEMBER 2023

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## **POLICY STATEMENT**

The Organisation recognises its responsibilities as 'the Employer' as specified in the Health & Safety at Work etc. Act 1974 & in all subsequent legislation & directives, which are relevant to the workplace of Overworld AMP Ltd.

The Organisation will seek to ensure, as far as reasonably practicable, the health & safety of employees, children & young people (CYP), visitors, & others directly affected by the activities of the Organisation by:

- ✓ Providing adequate control of the health & safety risks arising from our activities
- ✓ Consulting with our employees on matters affecting their health & safety.
- ✓ Providing & maintaining safe premises, plant, & equipment
- ✓ Providing adequate supervision, information, instruction, & training
- ✓ Committing to provide adequate resources to health & safety.
- ✓ Working to prevent accidents & cases of work-related ill health.
- ✓ Maintaining safe & healthy working conditions
- ✓ Committing to set health & safety objectives to drive continual improvement.
- ✓ Reviewing & revising this policy as necessary at regular intervals & at least annually

The promotion of health & safety is a team effort & each member of the Organisation is part of the team that is to be responsible for achieving a safe environment.

## **RESPONSIBILITIES**

Overall & final responsibility for health & safety are **Mark & Julie Pickering** as Directors of Overworld AMP Ltd. They may delegate the following duties to Senior members of staff as necessary:

Safety, risk assessments, consulting employees, accidents, first aid & work-related ill health, monitoring, accident & ill health investigation, emergency procedures, fire & evacuation, maintaining equipment, information, instruction & supervision, training.

**Alfa Laval Ltd** [camberley.facilities@alfalaval.com](mailto:camberley.facilities@alfalaval.com)

- ✓ Overall safety of the building & site
- ✓ Completion of the Fire Risk Assessment, water testing & fixed electrical inspections
- ✓ Ensuring the fire alarm, emergency lighting & firefighting equipment (& other fire safety measures if found) is serviced by a competent person
- ✓ Organising & conducting Evacuation Drills

**Steve Mitchell**, [steve.mitchell@overworld-amp.uk](mailto:steve.mitchell@overworld-amp.uk)

- Primary First Aider, Fire Marshal & responsible for Risk management

**Simon Bradley** [simon.bradley@overworld-amp.uk](mailto:simon.bradley@overworld-amp.uk)

- Business Continuity Plan, near misses & RIDDOR reporting

#### **All employees MUST:**

- Co-operate with managers on health & safety matters;
- Take reasonable care of their own health & safety; &
- Report all health & safety concerns to an appropriate person (as detailed above)
- Ensure the safety of CYP in our care

#### **All parent/carers & CYP MUST**

- Co-operate with managers on health & safety matters;
- Are not permitted to enter the Alfa Level yard even if the gate is open

### **HEALTH & SAFETY ARRANGEMENTS**

This section of the policy explains the Organisation's health & safety arrangements.

#### **1. Accident/Incident Recording/Reporting**

##### **1.1. CYP**

All accidents to CYP involving injury are to be recorded. In addition, any reportable incident will be reported to RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations). Reportable incidents include

- fatality,
- any major injury, which is a break/fracture of any bone except for a toe or finger
- any injury where the individual is taken direct from site to hospital, whether by ambulance, member of staff or relative, & receives treatment.

The injury must result from a failure in work practices or equipment or the condition of premises but not because of the normal rough & tumble of sports activities for example. For further details on notification & reporting of injuries & dangerous occurrences refer to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

##### **1.2. Staff**

All accidents to staff are to be recorded & this will be done by completing the Accident Book located in the Senior's Office in Alfa House. Accidents are reported to RIDDOR as required (see above).

##### **1.3. Visitors**

All accidents to visitors are to be recorded in the Accident Book.

##### **1.4. Near Miss Incidents**

A near miss incident is an incident with the potential to have caused injury to a person or damage to property. All significant accidents or incidents that are dangerous or near-miss situations are to be reported to the Directors & Steve

Mitchell. An investigation will be initiated to identify the cause & measures which can be taken to prevent a reoccurrence. The findings should be notified to the Chief Operating Officer, Simon Bradley

## **2. Asbestos**

The Organisation's building is leased from Alfa Laval who have responsibility for the physical upkeep & all records for this building including asbestos checks & work undertaken.

Any subsequent buildings/premises bought by or leased by the company the Overworld organisation will have an asbestos survey undertaken before any use of said building.

## **3. Contractors on the premises**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site e.g. cleaning staff & building contractors who work on an 'as & when' basis.

## **4. Service Contractors**

Service contractors have access to premises as specified by a contract e.g., to service boilers, check fire extinguishers, cleaning staff etc. Their personnel will follow their own safe systems of work, but their working methods will need to meet our own requirements & consider how they will impact upon staff, CYP, & other visitors on site.

## **5. Building Contractors**

These are contractors who attend the premises to undertake building works, which can vary from simply replacing a broken equipment/fabric to remodelling a room or building a new area. Procedures for small scale works are covered in the contractor's method statements & risk assessment for minor building works & repairs. These projects are often subject to the requirements of the Construction Design & Management (CDM) Regulations & carry their own project-based risk assessments & method statements which are agreed at the prestart meeting.

## **6. Contractor Competence**

To ensure that contractors use safe systems of work & are insured, contractors used will produce evidence of public liability insurance & have evidence that they are competent to carry out remedial & larger project works. Health & Safety issues & agreed arrangements will be made prior to the commencement of any works.

## **7. Consultation with Employees**

The Organisation complies with the Health & Safety (Consultation with Employees) Regulations 1996 by having regular discussion with employees & volunteers regarding Health & Safety arrangements.

## 8. Competency

All staff are competent to perform the tasks they are given. Specifically with regards to Health & Safety competency is viewed as one of the key elements of risk management.

## 9. E-Safety

The Organisation has an *E-Safety Policy*. This policy confirms that there is a whole operation approach to E-safety & details the ways ICT can & cannot be used by the networks users.

## 10. First Aid

The number of trained first aiders at the Organisation meets the necessary number required in a workplace of this size. A list of staff who hold a first aid at work certificate is recorded by Julie Pickering.

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are in each first aid box & disposal aprons are available if required.

First aid boxes are located at both the ground floor & upstairs kitchen areas. The first aid boxes are regularly checked by a designated First Aider in accordance with our *First Aid Policy*.

## 11. Bodily Fluids & Clinical Waste Procedures

The Organisation has arrangement for the safe removal for bodily fluids & clinical waste in Appendix 4 - *Cleaning Procedures for Bodily Fluids & Vomit*.

## 12. Infectious Diseases

The Organisation follows the national guidance produced by the Health Protection Agency, which is summarised on their poster, '*Guidance on infection Control in Schools & other Child Care Settings*.' The Organisation follows all government advice regarding protecting against the spread of Covid 19 including cleaning of shared equipment between users & advising regular hand washing/hand sanitiser use.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

## 13. Medical Needs

Where a person has a known medical/disability/mental health need arrangements will be made to ensure that a risk assessment reflects how this can be best managed.

## 14. General Maintenance & Premises

All equipment on the premises will be maintained in efficient working order to ensure that it is safe to use.

- 13.1 Electrical Installation** The fixed electrical installation is tested by a qualified electrical contractors every 5 years as required by the Electricity at Work Legislation 1989. Following this check a certificate is issued to confirm the electrical installation is safe.
- 13.2 Fire Alarm System & Extinguishers** The fire alarm system is tested every Wednesday morning & regularly serviced. Fire extinguishers are subject to an annual check & certification by an independent contractor. A designated Fire Warden will make weekly checks of firefighting equipment & any faulty equipment replaced.
- 13.3 Portable Electrical Equipment** Portable electrical equipment is to be visually checked by staff before use & if any defects are noted the item is to be put out of use. PAT (Portable Appliance Testing) will be carried out annually on electrical equipment >4yrs old.
- 13.4 Gas Installations** There is no gas to the premises
- 13.5 Good Housekeeping** Tidiness, cleanliness & efficiency are essential factors in the promotion of health & safety. Accidents can be prevented by following the guidelines listed below:
- ✓ Keep corridors & passageways unobstructed
  - ✓ Ensure items on shelves & in store areas are neatly stacked & not overloaded.
  - ✓ Ensure the safe use of steps to reach high shelves
  - ✓ Keep floors clean
  - ✓ Do not obstruct emergency exits
  - ✓ Combustible items are kept away from sources of ignition

## 15. Premises

Alfa House has small car parking areas immediately outside. Where there is risk for slips, trips & falls, this is mitigated, as far as reasonably possible, by preventative maintenance & early identification for which corrective action can be taken.

Parent/carers & CYP are not permitted to enter the Alfa Level yard even if the gate is open due hazardous material & constant use of heavy plant machinery.

## 16. Risk Assessments

Risk is the potential for harm to an individual, group of individuals or to an organisation arising from a situation or set of circumstances or behaviours. The gravity of the risk will vary according to the seriousness of the potential harm. The assessment & management of those risks is necessary for the protection & wellbeing of CYP, employees, volunteers, visitors, & contractors. The Organisation's risk assessment process is ongoing & dynamic to changing circumstance. It is based on:

- ✓ generic information, whether in the form of model risk assessments, model procedures or national standards, which are then checked to ensure they are appropriate to Overworld or amended to make them site specific
- ✓ Individual & unique assessment specific to an activity & individual young people such as:

- Trips, outings, & activities including
- Facilities, maintenance & building work
- Young people with identified challenging behaviour
- Employee risk management when working with challenging behaviour
- Work experience

## 17. Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations 1992, which lays down specific requirements for workstations incorporating computers etc., must complete a 'Display Screen equipment (DSE) workstation checklist' where they work: a 'user' being someone who is habitually employed to work on a computer. CYP will be set up in the same way & encouraged to take regular screen breaks.

## 18. Fire

Safety from the risk of fire for CYP, staff & visitors is paramount. The Organisation's *Fire Safety Policy & Procedures* covers procedures, actions, systems, & responsibilities which are in place to minimise the risk of fire & ensure safe evacuation in the event of fire.

All staff receive fire action & evacuation instruction as part of their induction.

## 19. Hazardous Substances

When using harmful substances, whether they be material or chemical, all staff must ensure that adequate precautions are taken to prevent injury to health. The requirement to assess hazardous substances in use is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations 2002. Hazardous substances are those identified as corrosive, irritant, toxic, harmful & any with a Workplace Exposure Limit (WEL), which will include dusts. Hazardous chemicals brought into use must be assessed using a COSHH assessment form & stored safely. Safety data sheets are placed in the kitchen areas.

## 20. Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff may undertake an element of manual handling in their work but any frequent operations & any involving even occasional movement of awkward or heavy items, are covered under the manual handling risk assessment. All staff must ask themselves the question when considering undertaking any manual handling operation "**can I move the objects where I need to safely & without risks to health?**" Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

## 21. Noise

The noise at work legislation 2006 identifies specific noise levels at which specified action is required & a general duty to reduce noise levels. In general noise assessments in the workplace have identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. Staff are therefore



asked to undertake a noise assessment & agree with the line manager to introduce noise reduction measures as appropriate.

## **22. Security**

The Organisation's security measures are taken to safeguard all users & to keep the building & its contents secure. We have CCTV in operation. See also the *Procedure for Meeting Visitors to The Organisation*

## **23. Water Hygiene**

A risk assessment done by a specialist water hygiene company has been completed on the hot & cold-water systems & measures are in place to manage the risk of legionella & general water quality. This is the direct responsibility of Alfa Laval

## **24. Workplace**

To maintain the workplace & premises & in compliance with building regulations, expert advice is sought from chartered surveyors &/or architects when carrying out refurbishment works & to identify defects & suggest the correct course of corrective & preventative action. All staff have the responsibility to report defects & damage & if safe to do so make good or remove such items. Defects & damage are to be reported to Julie Pickering who will then organise repair, removal, or replacement.

## **25. Work at Height**

Work at height legislation 2005 identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach & any work where access equipment is needed, e.g., step ladders, ladders, & scaffolds. Should staff need or are required to work at height HSE advise Working at Height brief guidance will be followed.

## **26. Safeguarding**

The Organisation has the following Policies to refer to *Safeguarding Policy & Procedures* & *Child Protection Policy & Procedures* & designated officers have been appointed.

## **27. Transport**

Staff will at times transport CYP to & from their home & to other destinations. See *Appendix 13 Transporting CYP* within the *Child Protection Policy & Procedures*

## **28. Staff Induction & Training**

Induction & training are part of keeping staff safe & competent in their roles. All staff receive induction in Health & Safety, internal & external training specific their role.

## **29. Wellbeing**

The wellbeing of staff is seen as an integral part of the Organisation's responsibilities. The Organisation has a statutory obligation under a duty of care

but also wish to promote an ethos of mutual respect & support across the staff team. All staff have the right to a reasonable work life balance & to expect appropriate support or intervention when they experience health or personal difficulties. All staff are required to undertake BrightHR's eLearning on Mental Health. Staff are encouraged to raise any concerns with their line manager &/or the Directors.

### **30. Lone Working**

Appendix 2 details the Organisation's *Lone Working Policy*. It is in place for staff required to carry out lone working for both off site & on site.

## **APPENDIX 1 – SMOKING AT WORK POLICY**

This Policy relates to the staff team & visitors to Overworld AMP Ltd

### **Aim**

To create a smoke-free setting & comply with current legislation

### **Objectives**

To provide a smoke-free environment, a consistent message regarding smoking & to protect non-smokers from the adverse health effects of smoking in the workplace. The definition of smoking includes all tobacco & vape/ e-cigarette products for the purposes of this policy

### **General statement**

To comply with the legal requirement to have a smoke-free workplace, (from 1st July 2007) the premises, internal & external including the areas outside the main & rear entrance are always 'no smoking' including during social hours.

### **Visitors**

This policy extends to all visitors including parents, carers, children & young people, visiting professionals, contractors, volunteers on site & any other third parties.

### **Transporting Children & Young People**

Staff using their own vehicles to transport a CYP are not allowed to smoke in their presence.

### **Smoking off site**

Smoking is not allowed off site whilst staff are with a CYP.

### **Smoking in office hours**

- ✓ Those staff who do smoke may smoke in the designated smoking area (visitor car park) during agreed rest breaks
- ✓ Staff may not smoke anywhere else on site at any other time
- ✓ Staff should not remain in the designated smoking area for longer than is necessary

- ✓ Cigarette butts & smoking debris must be placed in the receptacle provided. This must be emptied into the bin every Friday by someone using the designated smoking area
- ✓ Staff must ensure that cigarettes are properly extinguished

**Breach of policy**

A breach of this policy including staff smoking at times other than that agreed may result in disciplinary action.

**Assistance for smokers**

We recognise that there may be members of staff who would like to give up smoking but need help in doing so. If this is the case, then help via the NHS can be found at: NHS smoking helpline 0800 169 0169 (free call) Text the words GIVE UP with your full postcode to 88088 for your local support group Visit the NHS dedicated website at [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk)

## APPENDIX 2 - LONE WORKING POLICY

Under the Health & Safety at Work Act 1974 employers have a legal & moral responsibility to effectively manage the risks associated with individual members of staff working on their own. Also, to ensure that employees receive such information, induction, training, & supervision as is necessary.

Employees have responsibilities to take reasonable care of themselves & other people affected by their work.

Under the current Management of Health & Safety at Work Regulations employees are also responsible to inform their employers of any situation or condition, which they consider a danger & any shortcomings in the employer's health & safety arrangements.

This policy applies to all situations involving lone working both off site & on site. "Lone Working" is inclusive of: those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other e.g., in various locations
- People work outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue
- One worker is making a home visit to an individual/family
- One worker is working from his or her own home.

### Aims

The aim of the policy is to:

- ✓ Increase staff awareness of safety issues relating to lone working
- ✓ Ensure that the risk of lone working is assessed regularly, & that safe systems & methods of work are put in place to reduce the risk as far as is reasonably practicable
- ✓ Ensure that the necessary support & training is available to all staff providing practical advice on safety when working alone
- ✓ Encourage full reporting & recording of all incidents, including near misses, relating to lone working. It is not intended to raise unnecessarily anxiety but to provide an appropriate framework for managing risk & avoiding conflict.

### Managers are responsible for:

- ✓ Ensuring that all staff are familiar with the policy & understand the requirements at induction stage
- ✓ Ensuring that risk assessments are undertaken as necessary & reviewed at regular intervals
- ✓ Ensuring procedures & safe systems of work are designed to eliminate or reduce the risks associated with working alone
- ✓ Ensuring that staff have access to appropriate information, instruction, & training, updating, & refreshing this training, as necessary

- ✓ Ensuring there is an effective system of reporting, investigating, & recording incidents & near misses
- ✓ Ensuring that appropriate support is given to staff involved in any incident or near miss
- ✓ Providing equipment to enable staff to work safely alone

**Employees responsibilities include:**

- ✓ Ensuring they have read & understood the policy & are satisfied with safety measures put in place
- ✓ Taking reasonable precautions to ensure their own safety i.e., checking directions for their destination, ensuring car is road worthy, ensuring items such as laptops, mobile phones are carried discreetly & avoiding poorly lit or deserted areas
- ✓ Following guidance & procedures designed for safe working
- ✓ Taking personal responsibility for sharing information regarding their whereabouts
- ✓ Reporting all incidents that may affect the health & safety of themselves or others & asking for guidance as appropriate
- ✓ Taking part in training designed to meet the requirements of the policy
- ✓ Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone

**Working Alone Off-Site Lone Working/ Personal Safety Awareness Practice Guidance**

Check list for newly appointed staff, any staff member who may undertake home visits/meeting off site & potentially alone

- ✓ Copy of car insurance kept on file – to cover business use if necessary.
- ✓ Copy of this policy & any risk assessment undertaken.
- ✓ Check available dates for Lone Worker/Personal Safety training for those lone working with families in your area & secure a place when available (courses normally run by Surrey CC). Renew the training as recommended but after 3 years as a maximum
- ✓ Confirm DBS (Disclosure & Barring Services) is current

**Before setting out**

- ✓ Always make an appointment by email or telephone – never cold call
- ✓ Gather as much information as possible about the family & location you are visiting before attending appointment
- ✓ Consider either joint working or public area for appointment if information is limited
- ✓ Email details of each visit before leaving site to the relevant person as designated in the risk assessment
  - Details of visit
  - contact name & address of destination

- Your mobile number of staff member who will be at the meeting
- What time you will be expected at the destination
- What time you will expected to leave the destination
- Any other agreed destinations while out
- What time you expected to be back at the office or home
- Your car registration
- A “code word or phrase” you will to text or say by phone to your Line Manager or Director if you need help & are not able to speak freely
- ✓ Electronic diary to be kept up to date outlining brief details of the visit
- ✓ Check mobile phone is in working order, charged & with credit
- ✓ ID badge on person (consider vulnerability if worn around the neck)
- ✓ Only carry what you need whilst working & do not draw attention to yourself by overtly displaying valuables
- ✓ Plan your route, if driving check, you have sufficient fuel for the journey
- ✓ Give thought to clothes & footwear – avoid any that may hinder your movements in an emergency
- ✓ Give thought to appropriate dress when visiting areas & families & be sensitive to circumstances & culture.

### **Your appointment – on arrival**

- ✓ Where possible always attempt to park your car facing the way you intend to drive out
- ✓ Assess the area – are you happy to continue? Never enter any location you have assessed as unsafe
- ✓ Call in to relevant person at the office to alert staff of your arrival
- ✓ If your itinerary changes call in & make the relevant staff aware
- ✓ Separate car keys from your other belongings
- ✓ Only take in with you the minimum amount of material belongings required
- ✓ Once you have knocked on the door or rang the doorbell stand clear of the doorway & be aware of personal space. Looking through letterboxes is confrontational & invades the families’ personal space
- ✓ Be mindful of any indication of alcohol or substance misuse from anyone present. Do not continue appointment if either factor has been identified
- ✓ If any animal present makes you uncomfortable, ask respectfully if they can be placed in a separate room. If this is not acknowledged reschedule your appointment for a different venue
- ✓ If anyone present is inappropriately dressed do not continue with your appointment. Leave the building until the situation has been rectified. Again, if this is not possible reschedule your appointment for an alternative venue

- ✓ Always be the last to enter the building & situate yourself closest to the exit, making a mental note of alternative exit routes
- ✓ Throughout your visit be aware of signs or signals that could indicate a potential problem. Your personal safety is paramount, & your ongoing (dynamic) assessment of the situation is crucial

**Your appointment – on leaving**

- ✓ Call in to relevant person alert staff that your visit has now finished
- ✓ If writing up notes in your car, do not park remotely & always lock your doors

**On your return**

- ✓ Review your risk assessment & make additional notes if you feel this is necessary
- ✓ Raise any serious concerns with your Line Manager & if agreed take separate action i.e., complete incident report, attach warning note to an individual's file & share any relevant information in the appropriate way
- ✓ When completing incident report forms make sure you include all relevant details linked to the incident i.e., time, date, location, surroundings, people present, reason for visit, other extenuating circumstances. Try to keep factual & limit opinion-based content

**If a member of staff does not report in as expected**

an agreed plan of action should be put into operation. The following response to be initiated:

- ✓ Phone colleague's mobile
- ✓ Call colleague at home (up to date personal information is vital)
- ✓ Contact appointments in reverse order
- ✓ Contact line manager
- ✓ Call police

**Working Alone On-Site Lone Working/ Personal Safety Awareness  
Practice Guidance**

Staff may find themselves, from time to time, working in an area of the premises on their own particularly at night or outside usual working hours. Any member of staff working outside normal hours should try to ensure that at least one other colleague/member of staff is also on site.

If you arrive at the premises outside of normal hours, find another colleague (if possible) in the building & let them know you are on site. When you are about to leave the building, let them know you are going. If you work alone in the premises, you should take these precautions:

- ✓ Check the security of the building, lock doors & close window to prevent intruders

- ✓ Do not work at height on a ladder or steps
- ✓ Do not go into lofts or any other space in which you might become trapped
- ✓ Do not do any tasks involving hazardous tools or materials
- ✓ Know the location of your nearest fire exit & how to open it in an emergency
- ✓ Know the location of the nearest first aid kit
- ✓ Ensure that you have suitable means of communicating with colleagues in the event of an emergency, such as mobile phone
- ✓ If working after dark, have a torch available in case of power failure
- ✓ Park your car close to where there is an external light &/or move it there whilst there are still others on site if you are planning to work late
- ✓ When leaving, limit the amount you are carrying to have one hand free
- ✓ When you leave ensure that all doors & windows are shut & locked if required, alarm to be activated when the building is not in use
- ✓ Ensure someone knows where you are & your estimated time of arrival home
- ✓ If you arrive at the premises & find any sign of intruders or vandals, call the police
- ✓ Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- ✓ When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise & the nature of the task.



### APPENDIX 3 - EYE CARE POLICY

This Policy is in place to provide staff with relevant information & guidance to ensure they are aware of the risks associated with the use of personal computers as well as to comply with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992.

All "Users" of display screen equipment at work are affected by the Code of Practice which can be defined as *"anyone who habitually uses display screen equipment as a significant part of normal working practice"*.

If you satisfy all or most of the following criteria, you are deemed to be a "User" of Display Screen Equipment:

- ✓ carrying out the work depends on the use of DSE
- ✓ there is no discretion as to the use of DSE
- ✓ significant training & particular skills are required in the use of DSE
- ✓ there is continuous or near-continuous use of DSE for spells of an hour or more at a time
- ✓ use is daily
- ✓ there is a quick transfer of information to or from the screen
- ✓ a high level of attention & concentration is required.

All staff who are deemed users shall therefore ensure they complete a workstation checklist/risk assessment on commencing employment or at any point that they begin to feel discomfort, usually because of a change in workstation set-up or working arrangements. A checklist for this can be found on the Health & Safety Executive (HSE) web site; <http://www.hse.gov/pubns/ck1.htm>

This can be downloaded for free, once complete it is employer & your duty to make any necessary alterations to the workstation so to ensure a comfortable & suitable area for work purposes.

**APPENDIX 4 - CLEANING PROCEDURES FOR BODILY FLUIDS & VOMIT**

- Clean any spillages of blood, faeces, saliva, vomit, nasal discharges immediately, wearing Personal Protective Equipment (PPE)
  - Use gloves which can be found in either kitchen area & in the First Aid boxes
  - Risk assess the need for an apron or facial and eye protection
- Clean using a product which combines detergent and disinfectant that is effective against both bacteria and viruses.
  - Cleaning products are in the locked cupboard in the upstairs kitchen, the key is by Julie Pickering's desk.
  - Manufacturer's guidance should always be followed when using chemicals, please also see the COSHH guidance printed in each kitchen.
  - Clean with detergent followed by a disinfectant.
  - It should be noted that some agents, such as NaDCC (Sodium Dichloroisocyanurate or Troclosene Sodium, a form of chlorine used for disinfection), cannot be used on urine.
- Buckets can be found in either kitchen area
  - Dispose of the liquid down the toilet
  - Thoroughly clean the bucket prior to the next use
- Use disposable paper towels or cloths & dispose of immediately.
  - For large clean-ups use a new bin liner
  - Seal & throw the bin bag immediately into the outside bins once the clean-up is complete.