

# ASA HEALTH AND SAFETY POLICY



## Policy statement

The ASA places great importance on the health and safety of all its employees, visitors and the general public. Temporary staff, contractors and visitors will be required to adhere to all health and safety requirements whilst on the ASA's premises.

To this end, the ASA will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

## Responsibility for health and safety

The overall legal responsibility for health and safety is with the Chief Executive. Operationally, this duty rests with the Director of Corporate Services. They will ensure, so far as is practicable, that the ASA's policy on health and safety is effectively implemented. This is done by delegating the day to day responsibilities of managing health and safety to the Facilities Manager who is accountable for the maintenance of safety records, accident investigations, risk assessments and inspections and all relevant health and safety legislation.

All employees have a responsibility to co-operate with managers on health and safety matters. Employees should not interfere with anything provided to safeguard their health and safety. It is an offence to do so. Employees should take reasonable care of their own health and safety and report any concerns to the Facilities Manager.

## Management and supervision

Directors, Heads and Managers are responsible for the management and supervision of staff at the ASA and are expected to promote a positive health and safety culture. They must ensure that tasks carried out by staff are performed with the utmost regard for the health and safety of all involved. Those with management responsibility are required to:

- Ensure that on joining the company all new employees are given training in health and safety appropriate to their duties, including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes.
- Provide adequate information, instruction, training and supervision to ensure the health and safety of employees.
- Ensure the maintenance of good housekeeping standards.
- Review the safe operation of all work equipment.

## **All staff**

As an employee you have a responsibility to do all you can to prevent an injury to yourself, your colleagues and others affected by your actions or omissions at work and co-operate with the ASA on matters of health, safety and welfare. You must familiarise yourself with, and conform to, the Health and Safety Policy, and company procedures and rules. You should report any potential hazard or danger to your manager.

## **First aid and accident reporting**

A first aid box is available and is maintained by the Facilities team. Members of staff are trained as qualified first-aiders and staff will be kept informed of their names and point of contact. At present, these first-aiders are:

[REDACTED]

[REDACTED]

All accidents, however minor, must be reported to the Facilities Manager who will assist you to complete an accident report form. Near misses, potential hazards and damage must be reported immediately. All accidents, near misses, etc will be investigated by the Facilities Manager, who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence and notify the appropriate authorities when necessary.

## **Fire precautions**

Potential fire risks need not be dangerous provided that all employees observe some simple but important precautions:

- Memorise the evacuation procedure, your emergency exit and your assembly point.
- Familiarise yourself with the position of the fire fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire fighting equipment clear of obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas that are not easily accessible; e.g. under desks.
- If you see anything that may be a fire hazard, correct it yourself if it is easy to do so, or report it immediately if not; do not wait for someone else to do something about it.

## **Code of safe conduct**

All staff are expected to comply with the following:

- Conform to the Health and Safety Policy, all health and safety rules and signs, fire precautions and emergency procedures.
- Report all accidents, near misses, potential hazards and damage immediately.
- Do not act in a way that could endanger either yourself or others; do not play practical jokes.
- Do not run, especially on stairs or steps; use the handrails provided.
- Keep your work area tidy and clear of obstructions.
- If you handle heavy or bulky objects, lift or move only what you can easily manage; always bend your knees and keep your back straight: take the stress in your legs, not your back. Get assistance if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder.

Electrical equipment is regularly checked and is normally safe when properly used, but:

- Never touch electrical equipment with wet hands.
- Never attempt electrical repairs yourself.
- Always keep electrical supply cables away from where they can be walked on.
- Always switch off equipment that is not in use.

## **Display screen equipment - Precautions**

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor and use a document holder if necessary.
- Adjust the VDU screen to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for individual preference. Position the screen at a 90-degree angle to windows if possible.
- Adjust the blinds if necessary but do not make the room too dark.
- Look into the distance periodically - at something at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.

- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

## **Eyesight tests**

The ASA has a duty to ensure the provision, on request, of an appropriate eyesight test to all employees who use VDUs. We ask that you provide a receipt, which will be reimbursed. We will also pay £20 toward the cost of corrective appliances and we reserve the right to ask for written confirmation from your optician that they are for specific VDU use. We advise that you use a registered optician and reserve the right to ask employees to visit an optician recommended by the ASA in the future.

## **Information and training**

On joining the ASA, you will be informed of the general health and safety aspects of your employment and any specific information appropriate to your role.

You will be informed about, and trained in, health and safety matters including exposure to any identified risks. This information and training will be given in the event of there being a change in circumstances affecting health and safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

## **Risk assessment**

The ASA commissioned an independent consultant to carry out an initial risk assessment of its Mid City Place offices and to devise a system for monitoring and recording the result of inspections and remedial work performed.

Regular and systematic inspections and risk assessment of all potential hazards and work activities will be made by, or under the authority of, the Facilities Manager and will take into account all the relevant regulations and codes of practice.

More specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically, significant findings will be recorded and appropriate preventative measures taken.

Staff who organise social and/or sporting events must ensure that they read and understand the control measures set out in the relevant risk assessment for their event.

## **Occupational health**

It is the ASA's policy to protect its employees as far as practicable from any health risk that may arise from work or the working environment by:

- Identifying possible health hazards within the working environment.

- Developing occupational health procedures and ensuring that policies are current and relate to the organisation's needs.
- Providing an efficient first aid service.

The ASA has an employee assistance programme and offers flu vaccinations through our company medical advisor, eyesight tests and private health care (BUPA).

### **Working from home**

The ASA is responsible for ensuring that staff who regularly work from home are given appropriate health and safety information and training. Staff who work from home are required to read and adhere to the company policy on working from home and demonstrate their competency to carry out a home working risk assessment.

### **Alcohol and drug abuse**

Alcohol or drug misuse can lead to dependency issues and resultant health problems. It can impair an individual's performance at work and adversely affect the efficiency of the organisation.

If an employee admits to having a problem of this nature and agrees to undergo treatment for it, the ASA will regard the matter in the same way as any other illness and will support the individual's efforts to overcome the problem.

This policy in no way relieves an employee from the requirement not to be drunk or under the influence of drugs on the ASA's premises. Failure to comply with this rule is likely to result in dismissal without notice.



**Guy Parker**

Chief Executive

**May 2017**

Rev	Date	Amendment	Content Owner	Use Mandated By
6	May 17	First aiders updated. Sports and Social events risk assessment note added.	James Humphreys	Guy Parker