



## HEALTH AND SAFETY Policy and Procedures

## **Contents**

### **General Policy**

A declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

### **Organisation and Responsibilities**

This section sets out the health and safety responsibilities of key personnel within the organisation.

### **Safety Arrangements**

This section explains the systems and procedures that will be used to form the basis of our health and safety regime.

## **Health and Safety Policy**

### **General Policy**

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and Safety is an integral part of how we do business as a responsible employer, and we have put in place the necessary organisation and arrangements to achieve this.

### **Health and Safety General Policy Statement**

This is a declaration of our intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of employees and volunteers towards achieving these goals. The General Policy statement is brought to the attention of all employees and volunteers as part of their induction and regular reminders thereafter. A note of the policy is on our notice boards in our premises.

### **Organisation**

This part of the policy details the health and safety responsibilities of key personnel within our organisation. These responsibilities are fulfilled by completion of various Safety Record, pro-forma and records in relation to on-going maintenance activities, training, accident reporting, and investigation, and actions that have taken place.

### **Safety Arrangements**

This part of the Policy explains the systems and procedures in place for managing individual topics or subjects for which our business is responsible.

## Health and Safety General Policy Statement

At VASL we recognise and accept our duties under current health and safety legislation and we will ensure all reasonable precautions are taken to provide and maintain working conditions are safe, health and comply with statutory requirements and codes of practice and to ensure the health and safety of any person who may be affected by the operations of VASL.

Our trustees, managers and staff are informed of their responsibilities.

VASL recognises our duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees and volunteers on matters affecting their health and safety;
- to provide and maintain equipment;
- to ensure the safe handling;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work-related ill health;
- to actively manage and supervise health and safety at work;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy;
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work;
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees and volunteers recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our health and safety procedure.

In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature .....

Date .....

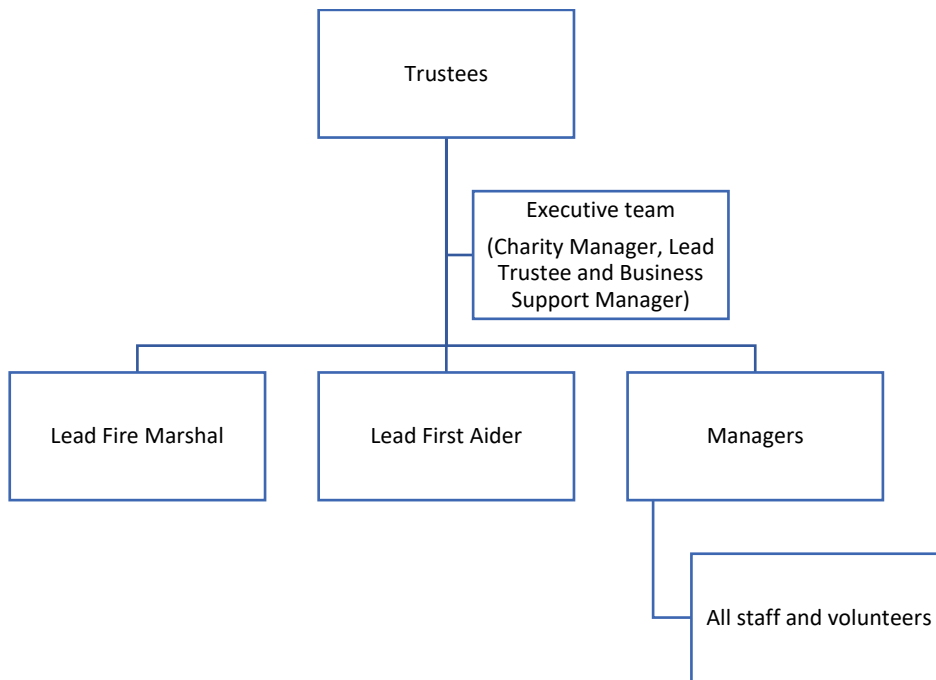
Position .....

Date for Review.....

## Organisation Responsibilities

Although the Trustees have overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for particular health and safety issues is shown in the Responsibility Chart which appears later in this document.



## **Health and Safety Management Responsibilities**

The Trustees have recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees, volunteers and others.

### **General**

- Provide a suitable means of consultation with employees on health and safety matters.
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained.
- Ensure that health and safety implications are considered when acquiring new equipment
- Ensure that contractors (when employed) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees are provided with appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

### **Occupational Health**

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

### **Accidents, Incidents and First Aid**

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

### **Fire and Emergency Arrangements**

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

### **Risk Assessment**

Ensure that;

- Risk assessments are undertaken and documented.
- The outcomes of risk assessments are communicated effectively to employees and others.

### **Premises**

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.

- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

### **Equipment**

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.

### **Cleaning Substances**

Ensure that;

- All cleaning substances are appropriately stored.

The Responsibility Table on the next page identifies the specific health and safety responsibilities and identifies the individuals they are allocated to. Employees with allocated responsibilities should refer to the associated procedures set out later in this policy document.

### **Monitoring**

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists.

The Trustees have overall responsibility for this, but some of the routine tasks may be delegated.

Monitoring and review help us to check the effectiveness of our Safety Management System.

## **Responsibilities**

### **The Trustees**

The Trustees of VASL have the following responsibilities:

- the provision and maintenance of a safe place of work with safe access to and egress from it
- a working environment that is free from hazard and risk to health
- equipment and systems of work that are safe and free from risk to health
- such information, instruction, training and supervision as is necessary to ensure the health and safety of employees at work
- formal systems for identifying hazards
- adequate first aid facilities
- adequate means of preventing and fighting fires
- the monitoring and review of the implementation of the health and safety policy.

### **Executive team**

The Trustees have overall responsibility for the implementation of the Health and Safety Policy. The Trustees have delegated responsibility to the Charity Manager, Business Support Manager and lead trustee.

They will maintain safety records, conduct accident investigations, assessments and inspections and ensure the health and safety policy is implemented and adhered to. They will familiarise themselves with all the relevant health and safety legislation in order to advise the Trustees.

### **Managers**

Managers are responsible for the health and safety of their staff and will:

- Ensure that on joining VASL all new employees and volunteers are given training in health and safety matters appropriate to their duties, including accident reporting, emergency procedures, fire precautions, code of safe conduct and location of first aid box.
- Ensure that all employees and volunteers are provided with adequate information, instruction, training and supervision to ensure health and safety of employees and volunteers.
- Ensure that all employees and volunteers are familiar with health and safety at work policy.
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections.
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for health and safety of employees, check work methods and practices to ensure safe systems of work.

### **Business Support**

- They are responsible for identifying and highlighting if there is any shortfalls or items out of date with the first aid box

- Supporting the other first aiders
- Record keeping and investigating any accidents in the workplace

### **Lead fire marshal**

- Ensuring that all staff are trained and aware of what to do in the event of a fire
- They are responsible for identifying and highlighting if there is any shortfalls or items out of date with the fire equipment

### **All Employees and Volunteers**

The success of the Health and Safety Policy and its implementation cannot be ensured unless there is active co-operation from the employees and volunteers. All employees have a statutory duty to promote their health and safety and the health and safety of others who may be affected by their actions. Employees will:

- Make themselves familiar with and conform to the Health and Safety Policy and observe safety rules at all times.
- Work safely and efficiently and with due regard for the health, safety and welfare of others including the public.
- Report accidents and incidents promptly that may lead to injuries.
- Report all unsafe conditions that may arise.
- Co-operate with management when accidents require investigation.
- Comply with statutory obligations and requirements of the codes of practice.
- Not interfere with or misuse anything provided in the interests of safety.
- Use any equipment provided in accordance with the training and instruction that they have received.

## Responsibility table

|                                                                       | Trustee | Executive team | Managers | All staff / volunteers | Lead Fire Marshal |
|-----------------------------------------------------------------------|---------|----------------|----------|------------------------|-------------------|
| Managing Safety & Health at work: general                             | X       | X              |          |                        |                   |
| Managing Violence in the workplace                                    |         | X              | X        | X                      |                   |
| First aid: Accident, Incident, ill health reporting and investigation |         | X              | X        | X                      |                   |
| Risk Assessment                                                       |         | X              | X        | X                      |                   |
| Occupational Health and Health Surveillance                           |         | X              | X        | X                      |                   |
| Substance and Alcohol abuse                                           |         | X              | X        | X                      |                   |
| Smoking                                                               |         | X              | X        | X                      |                   |
| New and expectant mothers                                             |         | X              | X        |                        |                   |
| Lone Working                                                          |         | X              | X        | X                      |                   |
| Home Working                                                          |         | X              | X        | X                      |                   |
| Health and safety training                                            |         | X              | X        | X                      |                   |
| Health & Safety of visitors                                           |         |                | X        | X                      |                   |
| Equality and discrimination compliance                                |         | X              | X        | X                      |                   |
| H&S Information for Employees                                         |         | X              | X        | X                      |                   |
| Fire Safety – Arrangements and Procedures                             |         | X              |          | X                      | X                 |
| Housekeeping and cleaning                                             |         | X              |          |                        |                   |
| Building Services                                                     |         | X              |          |                        |                   |
| Office equipment                                                      |         | X              | X        |                        |                   |
| Stress in the workplace                                               |         | X              | X        | X                      |                   |
| Display screen equipment and DSE user tests and spectacles            |         | X              | X        | X                      |                   |
| Manual Handling                                                       |         | X              | X        | X                      |                   |
| Occupation road safety                                                |         |                | X        | X                      |                   |
| Events                                                                |         |                | X        | X                      |                   |
| Lifts                                                                 |         |                | X        |                        |                   |
| Slips trips and falls                                                 |         | X              | X        | X                      | X                 |
| Storage of chemicals (cleaning)                                       |         | X              |          |                        |                   |
| Electrical Safety                                                     |         | X              |          |                        |                   |
| Gas Safety                                                            |         | X              |          |                        |                   |
| Workplace signs                                                       |         | X              |          |                        |                   |
| Building Security                                                     |         | X              | X        | X                      | X                 |

## **Safety arrangement procedures**

### **Managing Safety & Health at work**

- Review the Health and Safety policy and procedures on an annual basis
- Employers' liability Insurance for over £10 million
- Monthly walk arounds with a checklist to ensure H&S of the building
- Bi-monthly agenda with all staff about any health and safety concerns

### **Managing Violence in the workplace**

It is the policy of VASL to ensure that everyone in the organisation is aware of and fulfils their responsibilities for safety from violence at work. To this end, VASL is committed to:

- Conducting a regular analysis within the organisation to identify risk, hazards, problems or patterns or other issues.
- Introducing, as necessary, preventative measures to minimise the risk of violence at work.
- Making all new members of staff aware of the personal safety policy and their responsibilities within it.
- Providing after-care procedures such as counselling and time off work.
- Training staff to ensure that they can fulfill their responsibilities under the policy and protect them at work.

All employees and volunteers must:

- Take reasonable care of themselves and other people who may be affected by their acts or omission.
- Use sensible measures to ensure their safety when working alone or travelling to keep appointments with people they have never met.
- Attend any relevant training events provided.
- Not endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards fellow employees or members of the public.
- Not put at risk his or her life or the lives of others whilst attempting to prevent an act of violence.
- Ensure that the police/emergency services are summoned, in an emergency.
- Complete a report form at the earliest possible opportunity and return it to their manager if subjected to any violence whatsoever (including verbal abuse, threats and actual physical assault),

### **First aid: Accident, Incident, ill health reporting and investigation**

During the induction employees and volunteers will be shown where the first aid box is available at the office and where the accident book is kept

They will also be made aware of VASL's first aiders and how to contact them. A list of the names and first aid certificates is on the office notice board.

Each project will have at least one member of staff who is first aid trained at events and if using external premises, the first aider will make the other staff/volunteers aware where the first aid box is kept.

## Accident Reporting

- All accidents, however minor, must be reported to a first aider, who will complete an accident report form (near misses, potential hazards and any damage must also be reported immediately).
- All accidents (near misses, potential hazards and any damage) will be investigated by the first aider and charity manager, who will take responsibility for ensuring that corrective action is taken, where appropriate, to prevent a recurrence.
- The charity manager has overall responsible for health and safety will notify the appropriate authorities where necessary.
- All completed accident forms are stored in a locked cabinet or online in a secure folder.

Also refer to staff handbook about reporting illnesses

## **Risk Assessment**

All potential hazards faced by VASL staff and volunteers are assessed and any arising risk is evaluated so that appropriate and effective control measures can be implemented. Taking advice as appropriate, managers and/or members of the executive team, upon identifying or being made aware of a potential hazard will:

- Determine the severity of the hazard and the likelihood of it occurring
- Evaluate the level of risk
- Agree and implement appropriate steps to control the risk
- Record their findings

All such risk assessments will be reviewed within a reasonable timeframe; following new information being made available about a particular hazard; following a major change to a work activity; or following an incident.

For more information please see the relevant risk assessment.

## **Occupational Health and Health Surveillance**

Refer to supervision and appraisal policy and procedure

## **Substance and Alcohol abuse**

Over-indulgence in alcohol and drugs can lead to dependency and resultant health problems. It can impair an individual's performance at work, adversely affecting the efficiency of the organisation and jeopardizing the safety of others.

Supervisors who identify potential sufferers are required to advise the Charity Manager (or trustee if it is about the Charity Manager) of their suspicions.

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

Should the individual not co-operate with treatment or suffer a relapse, or if it appears that recovery is unlikely, a warning will be issued to the employee requiring a full recovery. If recovery does not materialise, then dismissal is likely.

This policy in no way relieves an employee from the requirement not to consume alcohol or drugs, nor be under their influence, on the organisation's premises. Failure to comply with this rule is likely to result in dismissal without notice.

### **Smoking**

Smoking is not permitted at Voluntary Action South Leicestershire offices. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

### **New and expectant mothers**

Refer to the maternity policy and procedure

### **Lone Working**

Refer to the lone working policy

### **Home Working**

Refer to the home working policy and procedures

### **Health and safety training**

On joining the organisation, all employees and volunteers will be informed of the general health and safety aspects of their employment and of any specific information appropriate to them as part of their staff/volunteer induction.

All employees will be informed about, and trained in, health and safety matters including exposure to any identified risks. Such 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 if at all possible.

Refer to the training policy and procedure

### **Health & Safety of visitors**

All visitors are to sign the visiting log

Visitors will be notified on arrival where the toilets are, the fire exits and if there are any planned fire evacuations

### **Equality and discrimination compliance**

Refer to the equality and diversity policy

Special note: Job applicants and existing employees who have an infectious condition will be treated in the same way as any other person, except in so far as it puts the health and safety of themselves or others at risk or otherwise adversely affects their ability to perform their duties.

### **Fire Safety – Arrangements and Procedures**

#### **Precautions**

Potential fire risks need not be dangerous provided that some simple but important precautions are required to be observed by all employees and volunteers.

- Memorise the evacuation procedure, the emergency exits and assembly point in case of fire.
- Become familiar with the position of firefighting 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 firefighting equipment clear from any obstructions; do not wedge fire doors open.
- Keep your working areas free of waste as far as possible and, in particular, those areas which are not easily accessible, e.g. under desks, behind radiators, etc. Keep all combustible materials at a safe distance from heating appliances and do not place anything on heaters.
- There is to be **NO SMOKING** on the premises.
- If anything is seen which may be a fire hazard, correct it if it is easy and safe to do so, or report it immediately.

All fire equipment, emergency lighting and fire alarm testing are regularly carried out by the landlords. VASL regularly checks these logs with the landlord to ensure that they are in date and being carried out as part of the regular health and safety checks

In the event of a fire, please refer to fire evacuation procedure, which is also printed and displayed around the office. Fire notices and VASL's appointed marshals are clearly displayed around the office

#### If there is a fire

1. Sound the Alarm
2. Leave the building as quickly as possible (without running) by the nearest exit and go straight to your assembly point (car park at the front of the building).  
**DO NOT** stop to collect your personal belongings.  
**DO NOT** use the lift  
**DO NOT** re-enter the building until advised by the Fire Service or a senior member of staff that it is safe to do so.
3. Ensure that the Fire Service have been called.

In addition, please ensure that:

- You are aware of the location of all exits.
- You know the location of the fire alarm and fire appliances and how to use them.
- You know where to assemble in the event of an evacuation.

Refer to Fire Evacuation Procedure.

#### Welfare, staff amenities, rest rooms and working environment

##### **Housekeeping and cleaning**

Refer to cleaning policy and procedures in Staff Handbook.

##### **Office equipment**

- Do not buy any office equipment from "back of the lorry" untrusted retailer or second hand

- Where possible buy products that have guarantees, warranties or service included
- Ensure they are regularly tested. Do not use any equipment that is faulty or looks damaged
- Ensure old or broken equipment is correctly disposed of, preferably recycled

## **Stress in the workplace**

It is the aim of VASL to ensure that all employees and volunteers are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practices or a detrimental working environment which might, if unchecked, cause the employee stress. It is also the aim of VASL to identify and assist those employees who are suffering from stress, for whatever reason, and finding it difficult to cope by offering reasonably practical alternatives and support mechanisms.

VASL encourages staff to talk about any stressful conversations or situations immediately afterwards rather than wait until break time. All staff members are encouraged to support their colleagues and we have an active Mental Health First Aider (MHFA), details can be found on the staff noticeboard. The role of the MHFA is to actively listen whilst identifying signs and symptoms of a range of mental health conditions. They will listen without judgement and signpost to appropriate professional help. The MHFA holds discussions confidentially unless there is a clear safeguarding issue. Any staff member can seek the assistance of the MHFA directly at any time during working hours.

VASL also has Employee Assistance program (0800 047 4097) a 24/7 confidential helpline.

Employees and volunteers may seek help themselves from a GP, counsellor or colleague. If it is the employee's belief that their work or the working environment is the problem, the employee is encouraged to raise it with his/her Manager. Any such complaint will be dealt with sympathetically, maintaining confidentiality as appropriate, fully investigated and appropriate steps taken to assist.

An employee or volunteer may initially not recognise the symptoms of stress. There are a variety of symptoms which may indicate a tendency to stress which have an adverse impact on the employee's work. A supervisor may recognise symptoms associated with stress and discuss these in confidence with the employee. If an employee is prone to accidents, constantly feeling drowsy, has an inability to concentrate, feels or becomes violent or aggressive, experience mood swings or erratic behavior or depression, these may be signs of stress. The employee or volunteer is encouraged to seek help to identify the cause and take appropriate steps to deal with it.

## **Display screen equipment and DSE user tests and spectacles**

### Precautions

It is the policy of VASL to optimise use and application of DSE whilst safeguarding the health, welfare and job satisfaction of those involved in operating such equipment. The following should be observed:

- Employees engaged in intensive Display Screen Equipment (DSE) work will be allowed a 10-minute break following 2 hours of continuous DSE operation.
- Where the employee's workload includes the operation of a DSE as well as other duties, they should organise their working time so that DSE work is interspersed with other activities whilst maintaining an acceptable level of efficiency and productivity.

- Upon recruitment to a job that involves a significant amount of DSE work, employees will be advised to have an eye test, the cost of which will be reimbursed to the employee to a maximum of £25. Where an employee is advised that glasses are needed, these must be obtained and worn. This procedure will also apply to current employees.
- All DSE users are reminded that regular check-ups are advisable and should not be neglected.
- In certain circumstances, it may be necessary for an employee to obtain spectacles for use in DSE work that differ from those worn at other times. Where this is the case, VASL will meet the cost of the spectacles obtained for use at work to a maximum of £40. There must be written evidence from an ophthalmologist that the prescription issued is solely for DSE work and not for reading etc. VASL will also need confirmation of the distance the DSE screen should be set at for the employee if a specialist prescription is issued.

Employees should:

- Adapt the furniture to fit their body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary. Adjust the DSE to increase their comfort. The top should be just below eye level. Contrast and brightness may be adjusted for their individual preference. Position the DSE at a 90° angle to windows if possible.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Look into the distance periodically – at something at least 20 feet away.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers).

DSE assessments are carried out annually, when a new member of staff joins VASL or if there is a desk move.

If the member of staff works at home and in the office, DSE assessments are required to be carried out both at home and in the office.

VASL strives to ensure that every member of staff is comfortable in their workplace within reasonable expectations. All completed DSEs are discussed at the managers meeting and actions prioritised.

## Manual Handling

Lifting and handling loads incorrectly can cause serious injury including twisted and torn muscles, dislocation and bone fractures, slipped discs and hernias in addition to general fatigue.

All employees and volunteers should observe the following good handling techniques:

- **Examine the object** for size, shape and weight. Decide how and where to hold it. Check for grease, oil and sharp edges.
- **Clear your path** – of obstructions and tripping hazards.
- **Know** – where and how you will let the object down.
- **Get help** – if you have any doubts about lifting objects.
- Employees and volunteers should be aware of their own limitations. Lifting or moving an object should not be attempted unless the employee or volunteer is absolutely sure that it is within his/her capabilities. When under pressure at work it is easy to take on more than you can safely handle.

- Lift smoothly, avoid jerky motions and look for alternatives for lifting, pushing or pulling. Wherever necessary use a mechanical aid. Stop work if you feel strain and report to your supervisor immediately.
- Wherever possible try to break down a heavy load, which can be handled more easily. However, it should be noted that several lighter loads may increase the risk if awkward movements have to be repeated.
- Where the center of gravity is not in the middle of the load it must be handled more carefully to avoid injury. Before you attempt to handle an unfamiliar load try to get an idea of its weight distribution so that it can be handled more safely. The best way to test the load is by lifting up a corner or rocking it.
- Where a load is bulky or unwieldy, for example where it is too large to fit between your knees when you crouch to pick it up from the floor, then it will probably be necessary to get help. Generally, if a load exceeds 75cm in diameter, assistance should be sought, as there is an increased risk of injury. It may be possible to break down the load into smaller loads. It must be remembered that both repetitive handling and team handling have their own risks.

### **Handling Techniques**

- Place the feet: Stand close to the object – feet should be a little way apart and the leading leg as far forward as is comfortable. This should give a stable and balanced base for lifting.
- Adopt a good posture: Stand with shoulders facing the same direction as hips. The back should be straight, knees bent, and the load grasped with both hands as near to waist level as possible. Lean forwards a little over the load if necessary to get a good grip.
- Get a good grip: Grasp the object firmly, always try to hook fingers under the load to make sure your grip won't slip as this is less fatiguing than keeping fingers straight.
- Lift with the legs: Stand up slowly and slowly straighten legs. After they are straight, bring the back to a vertical position. Lift smoothly and avoid jerky motions.
- Hold the object close: Keep the heaviest part of the load as close to the body as possible. When changing direction, move the feet rather than twisting the body.
- Put down before adjusting: Place load and then move into the desired position.
- Lifting Overhead - Avoid lifting objects above shoulder height. Where it is necessary to lift objects overhead, a platform or sturdy ladder should be used. Never use a chair or a box. If in doubt, always get help.
- Lifting Heavy Objects – If an object is too heavy, large or hard to handle, get help. Ensure that one person is the leader, that moving the object is done one step at a time and the load is distributed evenly. On a stairway, the carrier of the lower end of the load should take most of the weight. This is especially hazardous if he or she is also walking backwards.

### **Occupation road safety**

Refer to Employees using their own vehicles on VASL business procedure.

Special note about mobile phones: When travelling, staff should be free from using the phone and mobile phones should, therefore, be switched off whilst driving a car. Use of the mobile phone with a hands-free facility is also not recommended as it can cause distraction and lack of concentration. The phones can be set up to take messages, which can then be checked at the start or end of a journey when the car is parked.

### **Events**

All managers are responsible for ensuring that a risk assessment is completed for any VASL event.

### **Lifts**

Review logs from landlord that the lift is regularly serviced and maintained

### **Slips trips and falls**

- Everyone is responsible for making sure there are no objects left in the walkways
- Make sure there are no loose wires under and around desks
- Handbags and other items secured under chairs
- Do not use the metal fire escape when wet
- After cleaning the floors, hazard signs will be displayed

### **Electrical Safety**

All electrical appliances are PAT tested every other year

Review logs from landlord that the hard-wired electrics are regularly serviced and maintained

### **Gas Safe**

All Gas Appliance comply with Gas Safety (Installation and Use) Regulations 1998.

Review logs from landlord that Gas appliances are regularly serviced and maintained

### **Workplace Signs**

On display:

- Health and Safety law poster
- Manual handling poster
- Fire procedure and assembly point
- Torch opening and closing procedure
- Details of First Aiders
- Details of Fire Marshalls
- Details of Mental Health First Aider (MHFA)
- Clear signs for the different offices
- Location of first aid box
- Exit signs
- Employers' liability insurance policy

### **Building Security**

Refer to Torch opening and closing procedures.

### **Working with food**

See VASLs Food Safety procedure.

At least one person in VASL must be qualified to know the safe procedures in preparing & storing food