

**ISTITUTO MARANGONI LTD**



**Health and Safety Handbook**

**worknest**  
H&S

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## INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Istituto Marangoni Ltd takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees and faculty staff and Faculty staff. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.

Safety is everyone's responsibility and that includes you.

HEALTH AND SAFETY POLICY STATEMENT  
ENVIRONMENTAL POLICY STATEMENT

## HEALTH AND SAFETY POLICY STATEMENT

The management of Istituto Marangoni Ltd recognises that it has a legal duty of care towards protecting the health and safety of its employees and faculty staff and others who may be affected by the Organisation's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Handbook to the attention of all employees and faculty staff
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees and faculty staff on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees and faculty staff are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees and faculty staff
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Handbook will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Handbook will be brought to the attention of all employees and faculty staff.

**Signed:**

**Dated:**

**25/10/2023**



**Name:** Valérie Berdah-Levy

**Position:** London School Director

## ENVIRONMENTAL POLICY STATEMENT

The management of Istituto Marangoni Ltd recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

- bring this Environmental Policy Statement to the attention of all stakeholders
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable.

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

**Signed:**

**Dated:**

**25/10/2023**



**Name:** Valérie Berdah-Levy

**Position:** London School Director

RESPONSIBILITIES AND RULES



## RESPONSIBILITIES AND RULES

### Employee Responsibilities

It is the responsibility of all employees and faculty staff to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees and faculty staff have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974.

Employees and faculty staff must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## **Health and Safety Rules**

### **General**

- It is the duty of all employees and faculty staff to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees and faculty staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees and faculty staff are required to notify management of any unsafe activity, item or situation.

### **Working Practices**

- Employees and faculty staff must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees and faculty staff must make full and proper use of all equipment guarding.
- Employees and faculty staff must not clean any moving item of plant or equipment.
- Employees and faculty staff must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees and faculty staff must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees and faculty staff must not smoke except in prescribed areas.

### **Hazard / Warning Signs and Notices**

- Employees and faculty staff must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions / Environment**

- Employees and faculty staff must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees and faculty staff must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees and faculty staff must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees and faculty staff must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees and faculty staff must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective Clothing and Equipment**

As per specific assessment of the risks, those who have been identified to require wearing personal protective equipment (e.g. Faculty staff), must:

- use all items of protective clothing/equipment provided as instructed.
- store and maintain protective clothing/equipment in the approved manner.
- report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire Precautions**

- Employees and faculty staff must comply with all laid down emergency procedures.
- Employees and faculty staff must not obstruct any fire escape route, fire equipment or fire doors.
- Employees and faculty staff must not misuse any fire fighting equipment provided.
- Employees and faculty staff must report any use of fire fighting equipment to their supervisor.

## **Accidents**

- Employees and faculty staff must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees and faculty staff must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees and faculty staff must notify management of any incident in which damage is caused to property.

## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction.

ARRANGEMENTS FOR HEALTH AND SAFETY

## ARRANGEMENTS FOR HEALTH AND SAFETY

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Organisation.

### **Reporting**

All accidents resulting in personal injury must be recorded in the Organisation's Accident Book, which is located in the At the reception. Employees and faculty staff must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your Manager or Supervisor.

### Asbestos

The Organisation will protect employees and faculty staff and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.



## **Classes and activities**

All efforts are made so the activities within the classes, (e.g. Art and Design exhibition spaces and Higher Education) the arrangement of such practical works and the setting within and around the classes are safe, suitable and practical. Teachers, technicians and other members of the staff will be officially issued with their responsibilities including but not limited to safeguarding the students as per the school's policy and to report any accident, incident or concern to their manager/supervisor (or the available responsible person) immediately. Teachers/technicians will be responsible to supervise the students especially during the school sessions in order to ascertain the safe, correct and orderly use of all equipment and to report any defect in a timely manner. Following steps will also be taken to remove or reduce the likelihood and severity of accidents, undesirable incidents and dangerous near misses:

- Activities available in the school are carefully designed, scheduled and provided in order to minimise the likelihood of accident and injury to so far as is reasonably practicable
- Istituto Marangoni will ensure that the teachers/technicians are qualified, experienced and competent in safe use of the equipment, accessories and machinery in the classes and the need to check them before and after each use and to have them regularly maintained by a competent person (e.g. engineers)
- Teachers and technicians will be responsible and competent to carry out suitable and sufficient risk assessment(s) of the area of their control, the use of the equipment/machinery and the specific activities which would present a realistic level of risk to harm people. Findings of the risk assessments will be reported to the supervisors, H&S coordinator and HR for further review
- Students will undergo a comprehensive induction and further refresher and will be sufficiently familiarised with the available activities, the safety measures, the equipment, the environment, the restrictions, the risks / hazards involved (and the steps to avert them) and the emergency protocols. Students will be particularly informed and regularly reminded of the specific areas of concern regarding the structural aspects of the building, specific machinery or certain activities etc.
- The students will also be made aware as to whom to report any concern regarding the activities, the staff, the equipment or any other personal need or assistance
- The school will further train the students in the correct and safe use of the equipment which they're allowed to use.
- Students will be made aware of the equipment which they're prohibited to use (high risk re equipment and machinery). Such equipment will be visibly signed and the students will be communicated with, so they will be reminded not use them
- Suitable and adequate system of supervision will be in place so the activities and equipment provided will only be utilised under appropriate supervision
- The teachers and technicians in charge will regularly inspect the area of their control including the machinery / equipment to ensure they remain safe and in good working condition. All such inspections will be recorded, and the records will be obtained for at least 2 years
- As per the finding of the risk assessment, provision and wearing of the necessary PPE and REP will be carried out where and when required
- All equipment and machinery will undergo regular test and thorough examination (where applicable) and frequent maintenance in accordance with manufacturer's recommendations.

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

## **Disabled Persons**

The Organisation will give full and proper consideration to the needs of disabled employees and faculty staff and visitors.

To achieve this, the Organisation will:

- treat all disabled employees and faculty staff and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation’s facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees and faculty staff with special needs to suggest any premises or task improvements to their line managers
- discipline any employees and faculty staff found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.



## **Display Screen Equipment**

All reasonable steps will be taken by the Organisation to secure the health and safety of employees and faculty staff who work with display screen equipment.

To achieve this objective the Organisation will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Employees and faculty staff must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

## **Eye Tests and Corrective Appliances**

Insurance plans covering eye tests and corrective lenses are offered to all full-time employees. Within these, a maximum spend may apply to the cost of the eye test and lenses in order to be eligible for a refund.

## **Training**

Employees and faculty staff working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

## **Health**

Employees and faculty staff should inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition they should also report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

## **Drugs and Alcohol**

This section of the Handbook contains a summary of the Organisation's stand on the consumption of alcohol and drugs. For further details, please refer to the Staff Handbook policies for further details.

### **Alcohol**

Employees and faculty staff must not drink alcohol on the Organisation's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the Organisation's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Organisation's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the Organisation's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the Organisation suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Organisation reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Reasonable Grounds**

A senior member of staff is empowered to search storage, a locker, bag, or other IML property where that member of staff has reasonable cause to believe it contains unlawful items including but not limited to drugs, weapons, explosives, contrabands etc.

A member of staff is not empowered to search the physical person of an individual, and individuals should be encouraged to produce concealed items voluntarily. Where an individual is suspected of concealing illegal items the police will be called.

Whenever a search is made, a witness should always be present, and a written receipt given for any item removed. Any searches undertaken should be brought to the attention of the Safeguarding Lead/Deputy Safeguarding Lead or HR Manager and/or the School Director as soon as is practical. Wherever possible, the Safeguarding Lead/Deputy Safeguarding Lead or HR Manager should be present at the time of the search if this is appropriate.

Any suspected illegal items can be lawfully seized by senior staff and retained in locked storage pending the arrival of police. Staff seizing suspected drugs should avoid any skin contact with the drugs if possible and preserve any relevant packaging.

Whenever a search of IML premises is requested by the School Director, it is encouraged to assist wherever is practical, unless student welfare is considered to be placed at risk.

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees and faculty staff who use, operate or maintain electrical equipment.

Employees and faculty staff must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless competent to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Organisation premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- not carry out any live working unless authorised to do so under a permit-to-work.



## **Environment**

All reasonable steps will be taken to protect the environment and all employees and faculty staff are expected to cooperate with the Organisation in ensuring that:

- any pollution to land, air or water is avoided
- water and energy usage is kept to a minimum
- surplus materials and waste are recycled using the facilities provided
- any incidents of pollution or wastage are reported.

## **Environmental complaints procedure**

On receipt of a complaint about any environmental related matter the following procedure will be implemented:

- the name, address and contact details will be taken from the complainant along with details of the complaint including dates, times, frequency, impact and location
- full details of the complaint will be recorded and passed a Senior Manager or Director for an investigation to be instigated
- investigations will be commenced at the earliest opportunity
- where the complaint is found to be justified immediate measures will be taken to remedy the problem as far as is reasonably practicable
- results of all investigations will be recorded and copied to the complainant and a Senior Manager or Director
- the complainant will be kept advised of the results of any investigation and the measures being taken to seek a solution; including details of the proposed timescales where immediate resolution is not possible.

All employees and faculty staff are responsible for working towards the objectives contained within this policy.

## Fire


































All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Organisation does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuation signal is given. All occupants, on evacuation, should report to the predetermined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees and faculty staff are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

The following types of fire extinguisher are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart								
Extinguisher		Class of Fire						Special Notes
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	
 Red	Water	 Yes	 No	 No	 No	 No	 No	Dangerous if used on 'liquid fires' or live electricity.
 Cream	Foam	 Yes	 Yes	 No	 No	 No	 No	Not practical for home use.
 Black	Carbon Dioxide (CO <sub>2</sub> )	 No	 Yes	 No	 No	 Yes	 No	Safe on high and low voltages
Colour	Type	 Solids	 Flammable Liquids	 Flammable Gases	 Flammable Metals	 Electrical Contact	 Cooking Oils & Fats	Special Notes

## **Fire and Emergency Evacuation**

### **IF YOU DISCOVER A FIRE:**

**Operate the nearest fire alarm call point.**



IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

### **ON HEARING THE ALARM:**

The fire alarm sound is a **Standard alarm sound**.



**Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you

**Go to assembly point**



Report to the person in charge of your assembly point

The assembly point is located:

**Christ Church Gardens**



**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT**

**DO NOT USE LIFT UNLESS AUTHORISED TO DO SO**

## **VISITORS**

All visitors should be escorted to the assembly point by their host. It is important that they do not leave the area before notifying the senior person present.

## **LIAISING WITH EMERGENCY SERVICES**

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

## First Aid

The Organisation is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective the Organisation will appoint and train a suitable number of first aid personnel to cover all work patterns and communicate their identities to all staff. If you are interested in becoming a first aider or appointed person, please inform your manager/supervisor.



Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.

## First Aid supplies

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents. Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted.

## Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and faculty staff to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Organisation will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.



Employees and faculty staff should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.



## Health, Safety and Welfare

The Organisation is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees and faculty staff work requires this
- appropriate first aid provision

- appropriate emergency, fire and evacuation equipment and procedures.

The Organisation recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or head office.

### **Health records**

Health records are required to and will be retained for a minimum of 40 years if/when acquired. Employees and faculty staff will be allowed reasonable access to their health records and a copy offered to individuals when they leave the Organisation.

### **Home Working**

Home workers are subject to the same health and safety requirements as workers based on Organisation premises and their health and safety will be managed accordingly.

If you are a home worker, then you will be required to complete an assessment annually to review any requirements identified.

The assessment will review (but not limited to), equipment supplied, electrical testing, training, interaction with colleagues, communication.

### **Training**

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

### **Infection Control**

For some work activities, staff may be at risk of infection or of spreading infection. The Organisation aims to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees and faculty staff must:

- follow any procedures set out and good hygiene practices
- wear personal protective equipment (PPE) as directed.

### **Vaccination**

Employees and faculty staff at risk of infection will where possible be offered vaccinations without charge. Please contact your manager/supervisor to make arrangements.

### **Training and Information**

Training and information will be provided to all employees and faculty staff who are identified from the risk assessment as being potentially exposed to infections. Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

### **Staff Illness and Reporting**



It is important to remember that infection can also be passed onto people from staff. Staff should notify their manager if they develop any infectious disease that may affect work or people around them, for example:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, Covid-19, TB)
- severe diarrhoea
- jaundice
- hepatitis
- chicken pox, measles, mumps, rubella
- norovirus
- gastroenteritis

Managers will need to discuss with the individual suitable controls. In some cases, employees and faculty staff may need to be referred to an Occupational Doctor or their GP for advice.

Staff should also report any illness or disease which has been contracted through work. In some circumstances if a staff member contracts a disease whilst at work, this is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Certain diseases including Leptospirosis, Hepatitis, TB, and Tetanus are specifically required to be reported.

### **Confidentiality**

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

### **Pandemics and Epidemics**

When notified that the country is experiencing a pandemic or epidemic, the Organisation will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

Employees and faculty staff must:

- assist the Organisation with implementing measures specified by government agencies, including adopting alternative methods of working such as home working where needed,
- use any required personal protective equipment (PPE) as instructed,
- ensure that they inform the Organisation about any relevant changes to their medical circumstances, and
- adopt good hygiene practices.

## Lasers

The Organisation requires all employees and faculty staff to comply with the general controls and the specific that are required for each class of laser.

Laser radiation within the 400nm to 700nm wavelength is visible to the eye, but laser equipment operating below 400nm or above 700nm will also produce invisible laser radiation. All laser equipment will be correctly labelled and these labels will specifically identify if it produces visible and/or invisible laser radiation. Employees and faculty staff should ask their line manager **before** using the laser equipment if they are unsure about its operating wavelength or classification.

Employees and faculty staff are also required to inform the Organisation if they have any medical conditions that may worsen with exposure to light, or if they are using any medication that may react badly with light.

Employees and faculty staff must remember that the classification system is designed to help identify and control the risks from laser radiation. It has no bearing on the electrical or mechanical risks from laser equipment. Employees and faculty staff are obliged to treat all laser equipment with equal care and not regard a piece of laser equipment as being less dangerous merely because it has a lower laser classification.

Employees and faculty staff or other persons must **NOT** look directly into the laser (whether by looking directly at the emitter or by looking directly at its reflection in a mirror/glass etc.). Looking directly into a laser of class 2M or higher will cause injury immediately, and looking into a class 2 laser for more than 0.25s (the time it takes to flinch away) will also cause immediate damage. It is not possible to flinch or blink fast enough to avoid damage from a class 3R, 3B or 4 laser.

All incidents where a person's eye has been exposed to a laser must be reported to a line manager or first aider without delay. Any incidents where a person's skin has been exposed at extremely close range to a laser, or been exposed at any range to a class 3R or higher laser, must also be reported without delay.

## **First Aid**

If an employee or other person is taken to hospital as a result of exposure to a laser (whether as a precaution or for treatment), the injured person or the person accompanying them must give the following information to the hospital staff or ambulance crew:

- the length of the time that the injured person may have been exposed to the laser beam
- the method of exposure (e.g. looking directly into the beam or through a reflection)
- the power output of the laser
- the classification of the laser
- the wavelength of the laser
- any other relevant information specified by the manufacturer of the laser equipment.

## Legionnaires' Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the Organisation will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained.

### **Lone Working**

The Organisation will ensure, so far as is reasonably practicable, that employees and faculty staff and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

IM adopts a no lone-working policy and will take reasonable steps to prevent the need for anyone to work alone, where possible.

Employees and faculty staff and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees and faculty staff will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager.

### **Machinery Maintenance**

The Organisation will take all reasonable steps to ensure the safety of all employees and faculty staff maintaining the machinery as well as the safety of those affected by the maintenance work. The Organisation will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely

The Organisation will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery.

No employee must carry out any repair or operate any machinery for which they have not been trained.

## **Manual Handling**

To prevent injuries and long term ill-health from manual handling the Organisation will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Tasks which present manual handling injuries are identified and where reasonable, commissioned to professional contractors and external movers. Where it is not practical the Organisation will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

High risk tasks, where and when people could be exposed to risk of injuries as a result of manual handling, will be outsourced to professional contractors.

## **Information and Training**

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution.

## **Health**

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Employees and faculty staff who have a medical condition that may prevent them undertaking a task should notify their Manager / Supervisor beforehand. Should you become injured whilst handling anything then this must be reported to your Manager/Supervisor so it can be suitably investigated.

## **New and Expectant Mothers**

The Organisation recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your manager at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

## **Noise**

The Organisation will take all reasonable steps necessary to ensure that the risk of hearing damage to employees and faculty staff who work with noisy equipment or in a noisy environment is reduced to a minimum, if and when applicable.

If and when an employee is found to be subject to high levels of noise, as well as hearing protection, they will be provided with:

- information, instruction and training about the harmful effects of noise
- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the organisation's policy
- training on procedures in place and how to use equipment correctly.

Employees and faculty staff must report promptly any defects or deficiencies to their manager/supervisor.

## **Hearing Protection Zones**

The Organisation will designate and mark out hearing protection zones, which may include particular areas, operations or pieces of equipment. All personnel entering these zones will be required to wear ear protectors.



## **Audiometric Testing**

If/when employees and faculty staff are exposed to risk from high noise levels, the Organisation will adopt a programme to monitor the hearing of employees and faculty staff subject to high levels of noise ensuring the organisation's noise control policy is effective and that employees and faculty staff' hearing is not being adversely affected. Should this become applicable, this will involve regular audiometric tests carried out by properly trained personnel and pre-employment audiometric tests for new employees and faculty staff.

## **Overseas Work**

The Organisation will take all reasonable steps necessary to ensure that the risk of employees and faculty staff travelling for work is reduced to a minimum.

All overseas work will be subject to risk assessment which will consider health, communications, accommodation, travel, security, emergencies, work to be done and equipment required.

## **Country Advice**

Employees and faculty staff travelling for work should seek advice from their GP / Nurse on suitable medications and vaccinations for travel. Advice can also be sought from the World Health Organisation ([www.who.int](http://www.who.int)) and Foreign and Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk)) for any precautions that should be taken.

## **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees and faculty staff, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Employees and faculty staff working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees and faculty staff experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

## **Personal Protective Equipment**

The Organisation provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Employees and faculty staff provided with PPE must:

- wear the PPE as instructed or where indicated by signage
- maintain it in good condition
- report any defects to your supervisor/manager
- ensure the PPE fits correctly, is comfortable and fully adjusted.



Employees and faculty staff may also be required to remove jewellery or other small items when using PPE. Employees and faculty staff must remove such items as instructed; employees and faculty staff with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their supervisor.

## **Radiation**

The Organisation recognises that as a result of its activities the health of employees and faculty staff may be at risk from radiation. Radiation is managed by the Organisation in accordance with the regulations.

Employees and faculty staff who work with or may be subject to radiation will be provided with training and information.

Employees and faculty staff are expected to assist the Organisation with controlling the risks from exposure to radiation and must:

- alert the Organisation if they use any implanted or body-worn medical devices that could be affected by radiation, such as pacemakers or insulin pumps
- alert the Organisation if they have any medical conditions that make them more vulnerable to radiation or if they are pregnant
- comply with the requirements of any monitoring system that the Organisation has put in place to measure the levels of exposure

## **Risk Assessment**

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity, and evaluating the extent of the risks involved to employees and faculty staff and others, taking into account existing precautions and their effectiveness. The Organisation will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Employees and faculty staff will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level. Employees and faculty staff are expected to support the risk assessment process and adopt any changed controls implemented to reduce risk to an acceptable level.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Organisation that all of its workplaces are smoke-free and that all employees and faculty staff have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Organisation vehicles that are used by more than one employee. If you have a Organisation car that is designated for your sole use and that is never used by other employees and faculty staff then you can smoke in it if you wish – but the Organisation recommends that you do not do so. This policy applies to all employees and faculty staff, customers and visitors.



## **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Organisation will ensure that all employees and faculty staff and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Organisation vehicles that are covered by the law.

## **Stress at Work**

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable Organisation, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees and faculty staff who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Organisation’s grievance procedure. If deemed appropriate, the Organisation will provide access to confidential counselling for employees and faculty staff affected by stress caused either by work or external factors

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.



## **Temporary Employees and faculty staff**

The Organisation will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

To achieve this, the Organisation will provide temporary employees and faculty staff with the following information prior to starting work:

- details of the qualifications and skills required to do the work safely
- the health surveillance to be provided under statutory provisions
- a risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary workers will be assessed to ensure they are capable of working safely.

## **Vibration**

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome (HAVS) or whole body vibration (WBV).

Activities which may give rise to HAVS or WBV will be assessed and you will be informed of any measures necessary and given appropriate training and instruction. Regular health assessments may be necessary and should you develop any of the symptoms as explained during training then you should notify your manager / supervisor immediately.

## **Violence to Staff**

The Organisation recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees and faculty staff.

All staff must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager / supervisor so that this can be recorded and investigated. The Organisation will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

## **Visitors**

In the interest of safety and security, the Organisation will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees and faculty staff hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees and faculty staff aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## **Waste Management**

The Organisation will instigate a waste management plan for any work carried out when required to by law. Employees and faculty staff must ensure that they are aware of the waste management plan, fill in appropriate documentation and place waste into appropriate recycling containers, bins, skips or drums.

Typically the following wastes will be placed into separate waste containers:

- metal
- hard core e.g. bricks, broken concrete
- wood
- plasterboard
- glass
- paper and card
- waste oils
- waste chemicals
- fluorescent light bulbs, typically containing mercury e.g. energy efficient light bulbs
- batteries
- printer cartridges
- electrical appliances
- food waste
- gardening waste
- general waste (e.g. only suitable for landfill).

## **Window Restrictors**

The fitting and use of window restrictors within Organisation premises is used to ensure the safety and security of members of staff and visitors. The Organisation is particularly concerned with preventing persons from falling from height, and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

If you discover a window restrictor that is damaged or broken you must report it to your line manager or the supervisor. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but you must ensure that you leave the window locked and do not open it until repairs are carried out. If the repair will not take place for more than a day, temporary signage should be put in place to indicate that the window should not be used.

## **Work At Height**

The Organisation will take all reasonable steps to provide a safe working environment for all employees and faculty staff who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the Organisation will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- the task has been assessed by the responsible person
- suitable safety measures are in place
- any equipment being used has been erected by a competent person and is safe to use
- you only use equipment for which you have been trained and are authorised to use.

Ladders are permitted for light, short duration work only and must be checked in advance of use and be secured to prevent displacement.

## **Work Equipment**

The Organisation will provide a safe working environment in relation to work equipment safety and ensure all employees and faculty staff receive appropriate safety information and training in their work equipment.

Employees and faculty staff must

- only use work equipment for which they have received information and training for
- not undertake any maintenance work unless competent and authorised to do so
- not interfere with or remove anything which has been provided for safety reasons
- report defects immediately to their manager/supervisor

- use any personal protective equipment as required.

### **Working time regulations**

The Organisation will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Organisation will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish, by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and to make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17-week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 30 days paid holiday per year (in addition to statutory holidays) for full time workers (pro-rata for part time workers)
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlements to a rest break if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal workplace, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased to 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

### **Further information**

All employees should refer to the HR Employee Policy for full details of the Organisation's policy on working times, holidays and other benefits.

### **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons

- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their activities and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment.

GUIDANCE

## GUIDANCE

### Asbestos

Asbestos fibres are present in the environment in Great Britain so people are exposed to very low levels of fibres. However, a key factor in the risk of developing an asbestos-related disease is the total number of fibres breathed in.

Working on or near damaged asbestos-containing materials or breathing in high levels of asbestos fibres, which may be many hundreds of times that of environmental levels could increase your chances of getting an asbestos-related disease.

When these fibres are inhaled they can cause serious diseases which are responsible for around 4000 deaths a year. There are three main diseases caused by asbestos: mesothelioma (which is always fatal), lung cancer (almost always fatal) and asbestosis (not always fatal, but it can be very debilitating).

Remember, these diseases will not affect you immediately but later on in life, so there is a need for you to protect yourself now to prevent you contracting an asbestos-related disease in the future.

It is also important to remember that people who smoke and are also exposed to asbestos fibres are at a much greater risk of developing lung cancer.

#### **You are mostly at risk when:**

- you are working on an unfamiliar site
- the building you are working on was built before the year 2000
- asbestos-containing materials were not identified before the job was started
- asbestos-containing materials were identified but this information was not passed on by the people in charge to the people doing the work
- you don't know how to recognise and work safely with asbestos
- you know how to work safely with asbestos but you choose to put yourself at risk by not following proper precautions, perhaps to save time or because no one else is following proper procedures.

Remember, as long as the asbestos is not damaged or located somewhere where it can be easily damaged it won't be a risk to you.

- you can't see or smell asbestos fibres in the air
- the effects of asbestos take many years to show up - avoid breathing it in now
- smoking increases the risk many times
- asbestos is only a danger when fibres are made airborne.

### What to do if you suspect Asbestos

- DO NOT disturb the material
- check the design specification (details asbestos procedure)
- notify the responsible person on the site
- ask to see the site asbestos log / survey report
- DO NOT carry out any drilling or removal of the suspect material until it has been declared safe by an approved specialist or the material has been safely removed by a licensed contractor.

### How do I identify Asbestos?

There is no clear way of identifying asbestos by just looking at it but the following images do clarify the main areas you are likely to find it and what it looks like.



Asbestos textured coating



Asbestos containing ceiling tiles



Asbestos cement drainage pipe (downpipe)



Pieces of Asbestos Insulating Board (AIB)





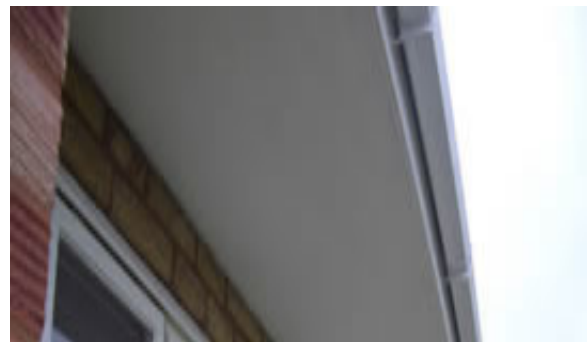
Suspended Asbestos Insulating Board tiles in a corridor



Asbestos cement downpipe, hopper and profile sheet



Asbestos rope used as insulation on a pipe



Pieces of Asbestos Insulating Board (AIB)



Asbestos panelling around a gas meter



Asbestos containing floor tiles in a corridor

This list is not exhaustive and is a basic example of products which you may come into contact with.

## Control of Substances Hazardous to Health (COSHH)

There are a range of Hazardous Substances to which the regulations apply. These include:










- those classified and shown with warning label
- substances with Occupational Exposure Limits
- biological agents e.g. Legionella bacteria
- any kind of dust
- substances generated by work processes e.g. various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes.

### Hazard Labelling

Hazardous substances may be defined as being toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases stored under pressure.

Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard.

Hazardous substances can be readily identified by their label:

	<b>Health Hazard</b>		<b>Corrosive</b>		<b>Toxic</b>
	<b>Flammable</b>		<b>Oxidising</b>		<b>Harmful to the environment</b>
	<b>Serious Health Hazard</b>		<b>Explosive</b>		<b>Gases under pressure</b>

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled. You will be informed of any hazardous substances generated by the company's work processes.

### Exposure Routes

Exposure to hazardous substances may be via:

- inhalation e.g. dust/ particulate or vapours/ fumes
- contact with eyes or cuts
- absorption through the skin

- ingestion
- injection.

### **Hazard Effects**

Effects on health may be short-term or long-term and will generally vary according to levels and duration of exposure. Effects of substances also vary with some having an accumulative effect and some that will have only temporary health effects.

### **Control Principles**

The principles applied to substances to control exposure are:

1. elimination e.g. don't use the substance
2. substitution e.g. a less hazardous substances
3. engineering controls e.g. Local Exhaust Ventilation
4. information, instruction, supervision and training
5. Personal Protective Equipment (PPE) e.g. gloves, glasses, overalls.

### **Working with Hazardous Substances**

Prior to working:

- ensure you understand the risks of working with any hazardous substances and the controls in place
- ensure you know the location of the material safety data sheets and risk assessments
- ensure the controls specified in the risk assessment, including any items for emergencies are:
  - in place
  - fully operational
  - available.
- ensure you understand how to operate or use any control measures safely and have received training prior to starting work.

Whilst working

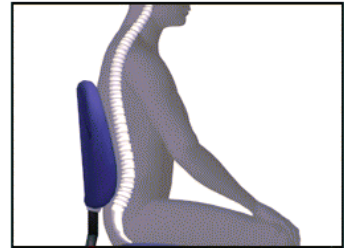
- ensure regular check controls are effective
- clean up any spillages etc
- report any problems or defects immediately to your manager
- report any ill-health or accidents to your manager.

## Display Screen Equipment (DSE)/Visual Display Unit (VDU)

### Some practical tips:

#### Getting Comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your lumbar should be supported by the seat cushion, forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.



#### Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

#### Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

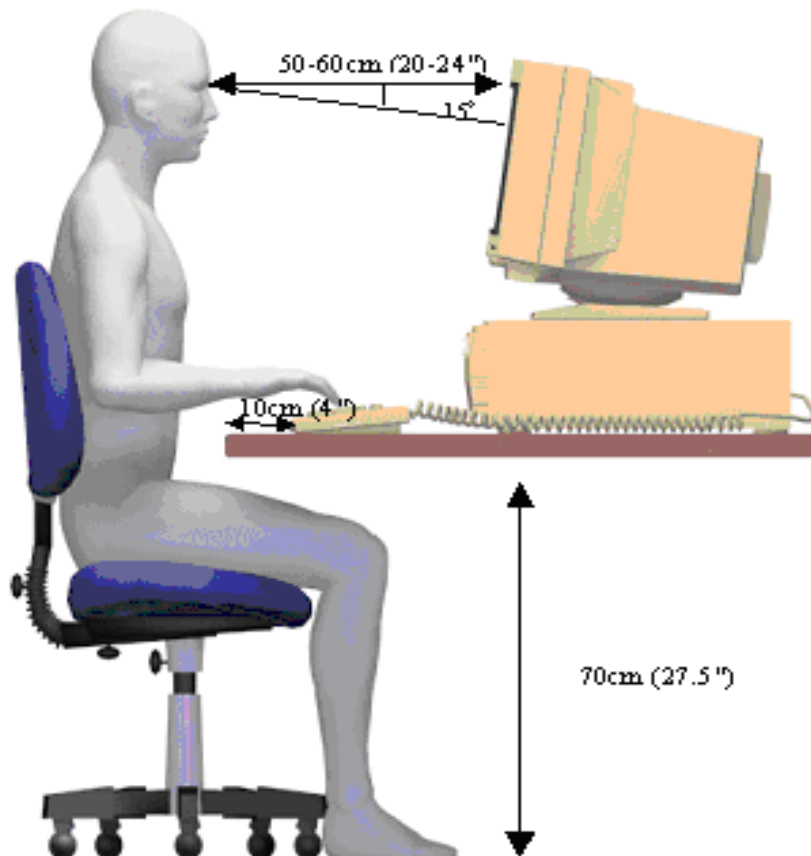
#### Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.

- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

### Posture and Breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.



## Electrical Safety

### What are the hazards?

The main hazards are:

- contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- faults which could cause fires
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth

Ensure that:

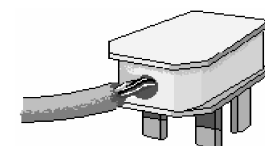
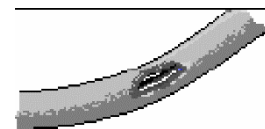
- suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
- where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- equipment is switched off and/or unplugged before cleaning or making adjustments.

### Visual checks on electrical equipment

1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the Organisation, though the responsibility for undertaking visual checks falls to all employees and faculty staff.

2. Around 95% of all faults or damage can be found by visual checks and this will involve checking:

- for damage to the cable covering, such as cuts and abrasions, apart from light scuffing, or non-standard repairs e.g. cable wrapped with electrical tape
- where the cable enters the plug. Internal wires - those covered by the outer sheath may be exposed or the cable may be loose and move within the plug
- for damage to the plug, such as the cracked casing, bent pins, evidence of overheating i.e. burn marks or discoloration
- for damage to the sockets, switches, etc. e.g. cracked or broken casing
- that equipment has been used in conditions for which it is not suitable, e.g. a wet or dusty workplace or has damage to the outer cover of the equipment or has obvious loose parts or screws
- cables are routed safely, with the one extension lead used per socket. Where there is a risk of tripping over cables and they cannot be re-routed, cable strips must be fitted.



## Hand Washing

It is important to look after your skin. Wash hands using steps below to remove any contamination from your skin promptly, and remember to thoroughly dry your skin after washing. Using moisturising creams can also help to protect your skin.



Regularly check your skin for dermatitis. Look for signs of dryness, itching and redness. If you think you may have dermatitis, report it to your supervisor.

## Ladders and Stepladders

In order to use a ladder or stepladder, you should be competent to:

- know when to use a ladder
- decide how to go about selecting the right sort of ladder for the particular job
- understand how to use it
- know how to look after it (maintain & inspect it regularly and check it before & after each use)
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment
- where a handhold is available on the ladder or stepladder
- where you can maintain three points of contact (hands and feet) at the working position.

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

- on firm ground or spread the load (e.g. use a board)
- on level ground - for stepladders refer to the manufacturer's instructions, for ladders the maximum safe ground slopes on a suitable surface (unless the manufacturer states otherwise) are as follows:
  - side slope 16° – but the rungs still need to be levelled
  - back slope 6°
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination.

Never stand ladders or step ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

You should **only** use ladders or stepladders:

- where they will not be struck by vehicles, by protecting them with suitable barriers or cones



- where they will not be pushed over by other hazards such as doors or windows, by securing doors (not fire exits) and windows where possible. If this is impractical, have a person standing guard at a doorway, or inform building occupants not to open windows until they are told it is safe to do so
- where pedestrians are prevented from walking under them or near them, by using barriers, cones or, as a last resort, a person standing guard at the base.

#### Safety in use – ladders

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the **THREE POINTS OF CONTACT RULE** – 2 hands and 1 foot or 2 feet and 1 hand **MUST BE** on the ladder at all times when climbing and descending.

Ladders must be erected at an angle of 75°. To judge the angle use the angle indicator marked on the stiles of some ladders or the 1 in 4 rule (1 unit out for every 4 units up).

Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

#### Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or step ladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use EN 131 Professional ladders or step ladders at work because Non-Professional ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

## Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc)
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground
- all the screws, bolts and hinges are secure
- on a stepladder, that the “spreaders” on the ladder can be locked into place
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed

## Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'.

## **Lone Working**

IM adopts a no lone-working policy and will take reasonable steps to prevent the need for anyone to work alone, where possible. If you think that the job cannot or should not be done safely alone, discuss it with your manager or supervisor prior to starting.

Working alone can involve a number of scenarios. However, the following practical tips will apply to all of these:

- always tell someone, record where you are going, when you are going and your expected time of return
- take a mobile phone with you and ensure that it is charged in case you need to use it
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or managers.

## **INTERVIEWING IN OFFICES**

There is a potential for violent crime against staff at all times, not least when interviewing or meeting members of the public in offices. The following general advice is given:

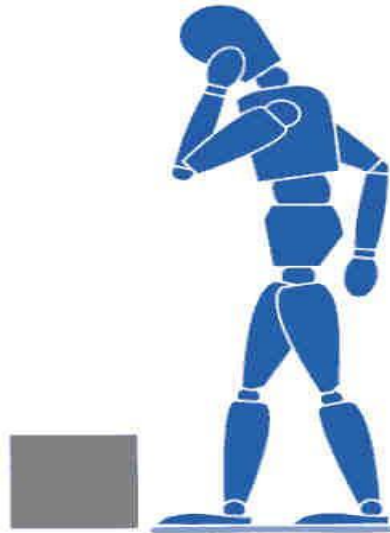
- ensure your manager or colleagues have a record of your mobile telephone number
- keep valuables / cash to a minimum
- maintain regular contact with colleagues or your manager
- assess the client prior to the meeting
- notify staff in your department, recording who and where you are interviewing
- ensure that there are always other members of staff available
- if you have any doubts or fears do not interview alone, ask for another member of staff to assist
- be constantly alert to signs of tension, frustration or aggression
- when using any interview room ensure that your exit to the door is not impeded, always seat yourself nearest to the exit
- prior to using an interview room ensure that there are no loose objects available which could be used as weapons
- know how to summon help and ensure this remains accessible.

## Manual Handling

### PRINCIPLES OF GOOD HANDLING TECHNIQUE

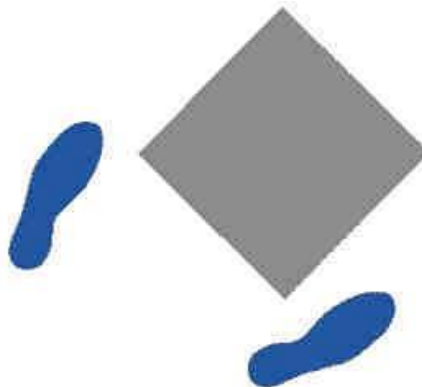
#### 1 Planning

Plan the lift and consider: where the load is to be placed, what are the distances involved, are there any obstructions such as closed doors, is assistance required, and can handling aids or equipment be used?



#### 2 Feet

The feet should be positioned a shoulder width apart, one foot ahead of the other in the direction of the intended movement.



#### 3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles.

#### 4 Back

The back should be straight (not necessarily vertical, 15 - 20° from vertical is alright) keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

## 5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



## 6 Hands

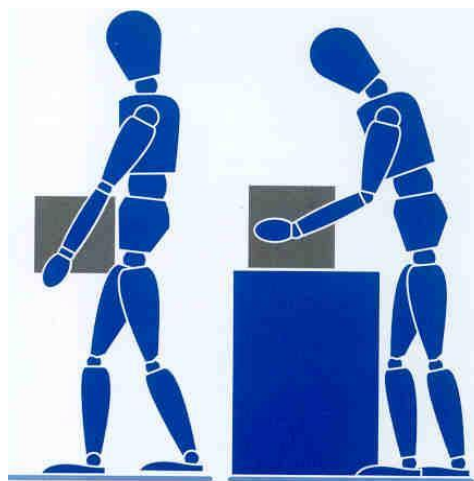
Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

## 7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

## 8 Moving the Load

Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.



- Lift smoothly
- Move the feet not the trunk when turning to the side i.e. don't twist.
- Put the load down and then slide the load into the required position if necessary.

## 9 Team handling

Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, it is preferable to use handling techniques which allow the use of relatively strong leg muscles rather than those of the back, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

## Violence and Aggression

Work-related violence has serious consequences for employees and faculty staff and the Organisation. Victims may suffer not only physical injury, but also psychological effects, such as anxiety and stress. The Organisation will take reasonable measures to protect you from acts of violence and aggression.

### What is meant by violence?

An act of violence can be defined as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees and faculty staff.



### How will the Organisation support you?

There are a wide range of measures that the Organisation will follow to reduce the risk of violence at work to employees and faculty staff. The Organisation will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees and faculty staff of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees and faculty staff
- train employees and faculty staff who may be exposed to violence or challenging behaviour situations
- support any employees and faculty staff involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees and faculty staff
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

### Diffusing the situation

In the event of violent or aggressive behaviour towards you there are several steps that you can try to diffuse the situation:

- **Act in control:** Even if you feel anxious or scared when confronted by an aggressor, try to give the impression that you are confident and in control of the situation. Anxiety is an entirely reasonable reaction to violent or aggressive behaviour, but if an aggressor notices it then it may increase their level of aggression.





- **Adopt a calm approach:**
  - Talk to the aggressor in a calm and respectful manner, and keep the tone of your voice low.
  - If you have been summoned to assist with a violent or aggressive customer or person that you don't know, introduce yourself to the aggressor and ask what you can do to help.
  - Maintain a non-judgmental attitude and focus your attention on the aggressor at all times
  - Let the aggressor talk without interruption, and acknowledge how they are feeling. Remember that your aim is to calm them down, not to make sense of their complaint or issue.
  
- **Use body language:** Body language can reinforce or undermine the impression that you are trying to give.
  - Maintain neutral eye contact with the aggressor, but try not to stare. Break eye contact every so often if necessary
  - Keep your face relaxed, but don't smile. The aggressor will respond badly if they think that you are laughing at them or making light of the situation.
  - Keep your body language open and don't cross your arms or gesture with anything that could be perceived as a weapon. Stand a safe distance away from the aggressor and be aware of your nearest exit at all times.
  
- **Work towards a solution:** Wait for the aggressor to calm down. Explain the consequences of their aggressive behaviour respectfully but firmly. Suggest ways in which the situation could be resolved without conflict, and try to give the aggressor more than one solution so that they have some control over the situation.

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager/supervisor so that this can be recorded and investigated. The Organisation will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

## **Work At Height**

Work at Height means work in any place from which a person can fall and includes work at ground level where there is the potential to fall below ground level such as into fragile roof/surface, excavations, manholes, pits etc. Apart from occasional short use of ladder/stepladders, works at height are commissioned to competent, experienced and professional contractors.

Permanent staircases, raised walkways and high level work areas are NOT deemed to be work at height if they have appropriate balustrades, guard-rails, parapet walls etc. to prevent falls unless work is being done which raises the person sufficiently for them to fall. The potential hazards relating to falls from a height are usually quite obvious and can be found in most workplaces.

There are many hazardous situations which could result in falls from a height such as:

- unprotected elevated workplaces such as flat roofs, gantries, walkways etc
- fragile surfaces such as pitched roofs, skylights on flat roofs etc
- unprotected openings such as manholes, excavations, shafts, pits etc
- use of unsuitable equipment such as chairs, tables, ladders etc
- use of unstable equipment such as ladders, stepladders, mobile tower etc
- failure to wear or use fall arrest equipment.

## **Ladders**

Many people fall from ladders while attempting to work as they are primarily designed to provide suitable access and egress. However ladders are sometimes used as a working platform if the other options mentioned above are not reasonably practicable and the work is short duration (a maximum of 15 - 30 minutes work at a single position before it is moved).

At least one handhold must be available and used at all times; any work involving the use of both hands at the same time will require a different type of solution such as those mentioned above e.g. platform with guardrails etc.

## HEALTH AND SAFETY HANDBOOK ACKNOWLEDGEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees and faculty staff to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your employer and sign this form.

***I have read the Health and Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_