

<p><b>WOOSTER &amp; STOCK LTD.</b> <b>Health and Safety Policy</b></p>
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## **Introduction**

The legal basis for health and safety in the workplace is primarily the Health and Safety at Work Act 1974 (HASAW) and a large number of regulations made under the act. In addition there are 'Approved Codes of Practice' issued to help employees comply with the legislation. Wooster & Stock fully accepts its legal obligation to obey all of this legislation. The policy, which follows, reflects that acceptance and covers the main areas of concern.

## **Statement of Intent**

Wooster & Stock is fully committed to providing and ensuring that its staff and contractors have a safe and healthy place in which to work and train.

It is our aim to:

- ◆ establish standards which take account of legal, statutory and other requirements
- ◆ establish and maintain interest in, and awareness of, those standards and provide training which will maintain those standards
- ◆ require the commitment of all company personnel to exercise personal responsibility to do everything possible to prevent injury to themselves, other employees and members of the public.

.....

Luke Wooster  
Managing Director

Dated: .....

## **Responsibilities for Safety**

### **Overall Responsibility**

Luke Wooster has overall responsibility for company health and safety.

In Luke Wooster's absence, the other members of the management team assume his responsibilities and thus overall responsibility.

### **Day to Day Responsibility – The Safety Officer**

The company endeavours to have a nominated member of staff as Safety Officer (category A). They act as Luke Wooster's representative for research and maintenance of health and safety. They are responsible for Health and Safety review and adoption of good practice both on the company premises and at work provider's placements. Health and Safety issues, both of a routine and a major nature, should be raised immediately with the Health and Safety Officer.

The Company's Health and Safety Officer is **Zoë Matheson**.

Responsibilities include:

- establishment and maintenance of fire procedures for all premises
- establishment and maintenance of First Aid provision
- establishment and maintenance of accident reporting procedures
- ensuring healthy and safe working areas in company offices, project sites, and off-site areas where appropriate
- establishing procedures for discovering and removing hazards
- arranging training for staff, including induction training
- encouraging involvement of staff in Health & Safety developments
- ensuring that this Health & Safety policy is reviewed annually
- ensuring that the company keeps abreast with legislative developments

### **Staff Specific Responsibilities**

All staff have legal responsibilities under the Health and Safety at Work Act of 1974 to ensure the health, safety and welfare of themselves, their colleagues and visitors.

#### **First Aiders**

First Aiders should be trained to a suitable level. For low risk environments this means 1 person trained on the accredited 4 day first aiders course for every 50 people. The following staff members are trained first aiders:

#### **Miles Croft**

First Aiders are responsible for checking and restocking the first aid kits and taking charge after any accidents (i.e. administering first aid and co-ordinating any emergency services).

#### **Fire Wardens**

Fire wardens need to be trained in evacuation techniques and co-ordinating emergency services in the event of a fire. One fire warden is required for each area of the premises. The current list of trained fire wardens is as follows:

1. Sophie Neild
2. Linda Denney

## **General Arrangements**

### **Risk Assessment**

Risks to the health and safety of staff and visitors will be assessed at each Wooster & Stock location. The findings of the assessment will be recorded in writing. Any significant findings that staff need to know to ensure their health and safety will be communicated.

Assessments will be reviewed annually or when they are no longer valid due to staffing, process or site changes.

### **Accidents**

All accidents, which occur at work, no matter how trivial they seem, must be reported to Luke Wooster. There is an accident book for this purpose filed in Office Manager's filing cabinet under Health & Safety.

### **Attacks**

Particularly where staff are working on their own there is always a risk of personal attack. Wooster & Stock is committed to avoiding situations where staff would be isolated.

### **Cleaning**

The cleanliness and tidiness of offices is an important contributory factor towards safety. The organisation will ensure that all its offices are cleaned on a regular basis and are kept at an adequate level of cleanliness and tidiness.

### **Temperature**

Wooster & Stock will ensure that during working hours the temperature in offices is reasonable and does not fall below 16 degrees Celsius.

### **Lighting**

Every Wooster & Stock office will have suitable and sufficient lighting. Lights should not be allowed to become obscured, for example by filing cabinets.

**Water**

Where drinking water cannot be obtained by means of a tap from a mains supply, Wooster & Stock will provide drinking water in refillable containers.

**Electrical Equipment**

Electrical equipment is a potential health hazard. Nobody shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he/she possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard of the nature of the work. This provision needs to be interpreted to err on the side of caution. Nobody should attempt to carry out the simplest electrical work such as fitting plugs or changing light bulbs unless they are competent to do so.

**Fire Hazard**

Fire is a considerable hazard in office accommodation where there are large quantities of inflammable materials such as paper. The following general provisions will apply to all Wooster & Stock offices.

- (a) Wherever required by law a fire certificate will be held.
- (b) Fire extinguishers will be provided and maintained in an efficient working order in all offices
- (c) In no circumstances may fire extinguishers be used as door wedges.
- (d) In no circumstances may fire doors be propped open.
- (e) Fire exit routes should be kept clear at all times.
- (f) Clear fire action procedures will be posted in all buildings.
- (g) Regular fire practices will be held not less frequently than twice a year.

**IN THE EVENT OF A FIRE**

Keep calm

- ◆ do not run
- ◆ do not stop to collect belongings
- ◆ do not try to be a hero

### **Staff function for fire drills**

If you discover a fire the procedure below should be followed in the order as stated:

1. Alert all staff immediately
2. Do not allow people to collect belongings when alerted to a fire. Evacuation must be immediate
3. Once you are sure the room is cleared of people, close the door
4. Check other rooms in the building to ensure that they have been vacated and then close the door
5. Instruct all personnel to go to assembly point and wait there until told otherwise
6. Remember that fire will spread very quickly creating smoke and extreme heat.
7. As soon as you arrive at assembly point conduct a head count of personnel and establish if anyone is missing
8. Report anyone missing to Fire Marshal (or person acting as). Tell them if you are sure the person has left the building. In such cases we do not want firemen searching burning buildings for people who are no longer there.
9. No one is permitted to re-enter the premises until the alarm is turned off and management has given approval.

If staff consider the fire can be put out easily using a fire extinguisher (e.g. smouldering photocopier), they can attempt to extinguish the fire if no personal risk is taken. The correct type of fire extinguisher must be available and your exit remain clear at all times. Other people must not put at risk. **If in doubt do not attempt it.**



**First Aid**

All Wooster & Stock sites will be provided with a first aid box equipped in accordance with statutory requirements. This will include company vehicles. The location of the box will be clearly indicated on the 'Health and Safety Provisions' notice, which will be displayed in each Wooster & Stock building.

The boxes will contain bandages, lint, cotton wool and scissors.

In all cases where staff may feel medication is necessary, expert medical opinion should be sought (doctor, pharmacist).

Staff who are qualified first aiders have their names displayed on the boards at each premises.

Where there are more than 50 staff in an office at least one person will be trained as a qualified first aider. An additional first aider will be provided for each additional 50 people in the building. However, this is a minimum standard and as an ideal every office should have a first aider available.

**Lifting**

Work in an office inevitably requires the occasional lifting and moving of furniture, equipment, stationery and so forth. However there is no expectation of staff to move equipment and staff must not take the risk of straining themselves. Staff should consult their manager whenever there are problems with moving things.

If lifting is regularly required by staff they will be properly trained.

**Smoking**

Smoking is both a hazard to health and a fire risk. Wooster & Stock forbids smoking in all its sites.

**Toilets**

Toilets and washing facilities will be provided in all buildings in accordance with statutory requirements.

**HIV and AIDS**

Wooster & Stock recognises that an employee who has HIV or AIDS does not present a risk to other staff. It is difficult to contract AIDS and there is no risk whatsoever of contracting it through normal social contacts such as would occur in your place of work. There is no known possibility of the disease being spread through the sharing of cups, cutlery, toilet facilities etc.

Staff with HIV or AIDS will be treated in the same way as people with any other life threatening illness, such as cancer or heart diseases.

**Display Screen Equipment (DSE)**

Working at DSE can be stressful causing both eyestrain and repetitive strain injuries. In order to minimise the adverse affects from these the following rules must be complied with in all cases:

- a) All workstations will be assessed for risks to health and safety. Any risk will be reduced as quickly as possible.
- b) All DSE and associated equipment must be kept clean and be properly maintained.
- c) A proper amount of space must be available around the workstation to enable staff to work comfortably.
- d) All DSE and associated equipment must be located on furniture which provides a proper solid basis.
- e) All workstations must be provided with properly adjustable chairs.
- f) Screens must be able to be moved on their base from side to side and up and down. Keyboards must be height adjustable.
- g) There must be adequate ventilation and lighting provided in all cases.
- h) Staff who habitually use VDUs will be entitled, upon request, to an eye and eyesight test. If spectacles are then prescribed for work on the VDU Wooster & Stock will pay for the cost of basic lenses and frames.

### **Training**

Wooster & Stock will provide adequate training in health and safety, which will cover the following areas:

- a) Communicating Wooster & Stock health and safety rules to employees
- b) Ensuring that managers are aware of their responsibilities
- c) Providing appropriate training for staff with specific duties relating to health and safety e.g. First aiders, fire officers.
- d) Assessment and reduction of risks associated with the use of DSE