

---

# HEALTH & SAFETY POLICY

---

*September 2017*

---

*Issue 7*

**idea**



---

# CONTENTS

---

<b><i>Scope of the Health &amp; Safety Policy</i></b>	<b>4</b>
<b><i>General Responsibilities</i></b>	<b>6</b>
<b><i>In-House Policy &amp; Procedure</i></b>	<b>8</b>
<i>Accident, Dangerous Occurrences</i>	8
<i>First Aid</i>	8
<i>Alcohol &amp; Drugs</i>	8
<i>Smoking</i>	8
<i>Eyesight</i>	8
<i>Lone Workers</i>	8-9
<i>Hazards / Work Equipment</i>	9
<i>Flammable Material</i>	9
<i>Personal Protective Equipment (PPE)</i>	9
<i>Health &amp; Safety Information, Instruction, Training</i>	9
<i>Manual Handling &amp; Lifting</i>	10
<i>Health &amp; Safety on Site</i>	10
<i>General Housekeeping</i>	10
<i>Visitors</i>	10
<b><i>Fire &amp; Emergency Safety Procedures</i></b>	<b>11</b>
<i>If You Discover a Fire</i>	11
<i>When The Alarm Sounds</i>	11
<i>Fire Drill</i>	11
<i>Testing Alarms</i>	11
<i>Fire Extinguishers</i>	11-12

---

---

<b><i>Electrical Safety</i></b>	<b>13</b>
<i>Installations</i>	13
<i>Inspection</i>	13
<i>Safe Systems of Work</i>	13
<i>Live Work</i>	13-14
<i>Overhead &amp; Underground Cables</i>	14
<i>Equipment</i>	14
<b><i>Health &amp; Safety Personnel</i></b>	<b>15</b>

---

---

# SCOPE

---

Our aim at iDEA is to maintain and improve safe and healthy working conditions for all employees (including contractors) on our site, to regularly monitor and improve health and safety, to ensure compliance with legal requirements and regulations, to provide information and training to all employees. Health and Safety is a joint venture between management and employees and a working Group will meet regularly to discuss and improve health and safety matters.

---



**William Dunne**

01/19/17



---

# GENERAL RESPONSIBILITIES

---

**Employees** shall ensure the following:

- Make themselves familiar with and conform to the Health & Safety Policy at all times.
- Observe all safety and fire rules at all times.
- Wear appropriate safety equipment and use appropriate safety devices at all times, e.g. safety clothing and footwear.
- Conform to all instructions given by managers, safety officers and others with the responsibility for health and safety.
- In the interest of safety and accident prevention, report any defect or apparent health hazard to their Health & Safety Officer.
- Report all accidents, damage to machinery/equipment and property to the Health & Safety Officer whether persons are injured or not.
- Make suggestions to improve health and safety in the company to the Health & Safety Officer.
- Report all hazards to the Health & Safety Officer.
- Maintain good standards of personal housekeeping within their working area at all times.
- Fully understand the fire and emergency procedures.
- Work in a manner as not to injure themselves or others.

**Health & Safety Officer** shall ensure the following:

- Immediately report to management any hazardous conditions coming to their notice.
- Co-operate with management in accident investigation.
- Fully familiarise themselves with the company safety policy and any subsequent modifications.
- Attend all Safety Group meetings when requested.
- Pass on health and safety information gained from whatever source to the employees they represent, using the weekly office meeting as a forum.
- Promote safe working practices amongst the employees.
- Be aware of the correct emergency action to take in the event of accident or fire.
- Demonstrate a personal interest in all matters concerning health, safety and welfare.
- Co-operate with management to ensure a high standard of safety and housekeeping is maintained throughout the office.
- Perform duties as required by Health and Safety At work Act 1974.
- Assist with Safety Audits.

***Any Other Persons on Company Premises*** shall ensure the following:

- Work in areas or on machines only as specified.
- Observe the company safety rules and the instructions given by persons enforcing the company safety policy.
- Not work on the premises until the relevant safety rules are read, understood and accepted.
- Not work on the premises until covered by insurance against risk.
- Not undertake any work, which could endanger others.
- Not work in any area until they have reported to the Health & Safety Officer.
- Maintain a high standard of housekeeping whilst in the office.

---

# IN-HOUSE POLICY & PROCEDURES

---

## ***Accident, Dangerous Occurrences***

The responsibility for reporting notifiable accidents etc lies with the employer (iDEA Management). All accidents must be reported directly to your first aid personnel, who will then report to the Health & Safety Officer.

## ***First Aid***

The names of first aid personnel are displayed on a notice located in the Office Service area. If you have an accident, however small the injury, you must report it to a trained first aid staff member, who will treat you where possible or arrange for you to be taken to the Casualty Department at Royal Shrewsbury Hospital. 'Near misses' should also be reported. All accidents must be entered into the accident book, which is located in the Kitchen. The first aid box is also located in the kitchen.

## ***Alcohol & Drugs***

Drinking while at work is permitted in moderation; it should however not affect your ability to work. The consumption or possession of illegal drugs on iDEA property is a criminal offence and will be treated as gross misconduct. iDEA recognises that its employees may experience difficulties with alcoholism or addition to drugs. We aim to provide pertinent support, i.e. assistance and guidance to such employees and in appropriate cases will allow sickness absence for relevant treatment.

## ***Smoking Policy***

In compliance with the Health Act 2006 iDEA operates a strict no smoking policy, and smoking is prohibited through the entire workplace and includes company vehicles. This policy applies to all employees, consultants, contractors, customers, and visitors.

## ***Working with VDU's***

In accordance with the Health & Safety (Display Screen Equipment) regulations 1992 (as amended in 2002) employees are entitled to have an eye test once every two years at the companies expense. These are provided to ensure that users can comfortably see the screen and work effectively without visual fatigue. If tests show that you require glasses specifically for VDU work, the company will pay for a basic pair of frames and lenses. March 2010/Issue5/SF052 4 Further information and advice on working with VDU's can be obtained from The FAQ Manager. After arranging an eye test you should inform the FAQ Manager so that it can be recorded in your Personnel File.

## ***Lone Workers***

We recognise that lone workers should not be more at risk than other employees. There may be occasions when you are working alone in the office and the following precautions must be observed on each occasion:



- Agree with a Director that lone working is necessary
- Regular contact to be maintained between Director and lone worker
- Agree working hours with Director and advise Director when you arrive and leave the office
- Park on The Mill car park
- Premises doors to remain locked and not be opened to callers
- Open all internal doors on arrival
- Carry a DECT telephone handset at all times
- In the event of any suspicious activity you must call the Emergency Services and a Director
- ***In the event of a fire:*** If it is a small fire and there is no personal danger, use the appropriate extinguisher to put out the fire, otherwise operate the fire alarm, call the Emergency Services and leave the building by the nearest safe exit. Do not attempt to re-enter the building without the permission of the Fire Services. Contact a Director to advise events.
- If you become ill contact the Emergency Services where appropriate, and a Director

### ***Lone Workers on Site***

You must complete a site Health & Safety induction before any lone working commences. If this induction has not taken place, you should not commence work and you must report back to a Director.

### ***Hazards / Work Equipment***

All possible efforts are made to reduce hazards to a minimum, therefore we insist

that all equipment used is reported if defective to enable us to replace it. Please report any instances to your Health & Safety Officer. No in-house repairs to be undertaken.

### ***Flammable Material***

All flammable substances e.g. aerosol sprays, glues, paint, white spirits, cleaning materials must be stored in the Metal box located in the Library.

### ***Personal Protective Equipment (PPE)***

PPE is supplied by the company and must be maintained. Any damaged or defective equipment must be reported to the Health & Safety Officer for renewal, by the person who discovers the damage / defect.

### ***Health and Safety Information, Instruction, Training***

For all information you must, in the first instance, approach your Health & Safety Officer. All new staff must undertake an induction for iDEA systems and procedures. This induction is to include:

- Safety procedures (including rules and company policy).
- Location of fire fighting equipment, fire exits and fire drill.
- Location of PPE.
- Introduction to first aiders and first aid procedures.
- Training in safe techniques of manual lifting and handling.
- Standards of conduct within the company and at any other location on iDEA business.

***Manual Handling***

Manual Handling assessments will be carried out by the Health & Safety officer, in line with HSE leaflet 'The Manual Handling Operations Regulations 1992, as amended in 2002'. If any additional information is required please see the Health & Safety officer.

***Health and Safety On Site***

Health and Safety issues on site whilst conducting company business are the responsibility of the individual and they should not put themselves or their colleagues at risk. All employees of iDEA must adhere to the request of the contractor unless in their view it endangers their well-being.

If this is the case the employee must report it to their Director. A Health and Safety Site Induction must always be undertaken before any work commences. If this induction does not take place the employee should not commence work and must report to their Director.

***General Housekeeping***

As a company we maintain that a clean, tidy workplace is a safer working environment. Therefore it is requested that all staff maintain a good standard of housekeeping. Return all Library materials to the Library, keeping personal work areas clear and tidy at all times. The Health and Safety Group will meet on a quarterly basis. The Group members are: FAQ Manager, Associate, and Librarian.

***Visitors***

Visitors must sign in and out at Reception and their safety and conduct is the responsibility of the member of staff they are visiting. Staff must notify Reception if they are expecting a visitor.

---

# FIRE & EMERGENCY SAFETY PROCEDURES

---

## ***If you discover a fire:***

- Operate the fire alarm (break the glass on the small, red fire alarm box - they are located throughout the building).
- Inform the FAQ Manager so that a call can be made to the Emergency Services.
- If it is a small fire and there is no personal danger, use the appropriate extinguisher to put out the fire. Report any action to the Health & Safety Officer.

## ***When the alarm sounds:***

- Leave lights on.
- Walk out of the building by the nearest safe exit.
- Do not stop to collect personal belongings.
- Close doors and windows where possible.
- Proceed directly to the area by the gates of Dower House, opposite The Mill Cottage car park.
- Report your presence immediately to the Fire Marshall/s for role call.
- Do not leave the assembly point without the permission of the Fire Marshall/s.
- Do not attempt to move vehicles located immediately outside the building unless advised to do so by a member of the Fire Services.
- Do not attempt to re-enter the building without the permission of the Fire Services and Fire Marshall.

The Fire Marshall/s will check all locations including toilets and storerooms to ensure they are clear of personnel. It is important that all contractors and visitors are accounted for.

## ***Fire Drill***

Fire drills will take place at least six monthly to ensure that procedures in the event of evacuation are adhered to.

## ***Testing Alarms***

Alarms are tested weekly, on a rotational basis and the date of the test recorded on the fire alarm test-recording sheet located in the Reception area.

## ***Fire Extinguishers***

- Water Extinguisher (Red)
- Foam Extinguisher (Cream)
- CO2 Extinguisher (Black)
- Powder Extinguisher (Blue)



---

***Class of Fire***

- 'A' Solid (wood, paper, straw, textiles, coal etc.)
- 'B' Liquid (petrol, fats, oils, paints, ether, paraffin etc.)
- 'C' Gas (methane, propane, hydrogen, acetylene, gas etc.)
- 'D' Metal (magnesium, lithium, sodium, potassium & their alloys etc.)
- 'F' Cooking oil (combustion of cooking oil)
- Electrical (electrical faults)

---

***Fire Extinguisher      Class of Fire***


---

Water Extinguisher	A
Foam Extinguisher	A & B
CO2 Extinguisher	B & Electrical
Powder Extinguisher	A, B, C & Electrical

---

***Location of Fire Extinguishers***

Ground Floor:

- Foam Extinguisher
- CO2 Extinguisher

2nd Floor Reception:

- Foam Extinguisher
- CO2 Extinguisher

Top Floor:

- Foam Extinguisher
- CO2 Extinguisher

Meeting Rooms:

- Foam Extinguisher

Service Area:

- Foam Extinguisher
  - CO2 Extinguisher
-

---

# ELECTRICAL SAFETY

---

The Electricity at Work Regulations 1989, require that all electrical systems and all work on or near electrical systems are planned and maintained to prevent danger. The Regulations define danger as risk of injury from electrical shock, electrical burning, explosions or arcing of electrical equipment or fire or explosion initiated by an electrical energy.

---

## ***Installations***

Electrical installations must be adequate for the task, e.g. heavy duty equipment will need a greater supply system than that required by most office equipment. The minimum standards for electrical installations (IEE Wiring Regulations) require that they are:

- Constructed to be safe.
- Equipped with readily accessible means of isolation.
- Checked and adequately maintained.
- Electrical installations and equipment must not be used beyond their capabilities and consideration must be given to the effects of adverse or hazardous environments, the adequacy of the insulation of the cables and other conductors and the adequacy of the earthing of plant and equipment. Excess current flow must be controlled by means of preventing abnormal currents, e.g. through the use of fuses or circuit breakers.

## ***Inspection***

Electrical systems should undergo regular inspection at a suitable frequency.

Consideration should be given to factors such as the age and condition of the building and the working environment.

## ***Safe System of Work***

Work on or near electrical systems must be carried out using a safe system of work.

Factors to be considered include:

- Ensuring means of isolating the electricity supply and locking it off.
- Providing adequate space and lighting to undertake the work with a minimum of danger.
- Supplying any necessary protective equipment.

## ***Live Work***

Work on live installations and equipment must be avoided wherever possible and should only be carried out under strict guidance and according to a suitable safe system of work, such as a permit-to-work system. Work should only be carried out on live equipment when:

- It is unreasonable to carry out the work on “dead” equipment.

- It is reasonable to carry out the work “live”.
- All necessary precautions have been taken to prevent danger.

### ***Overhead and Underground Cables***

Overhead or underground cables can pose a hazard to employees working near them. The Electricity Regulations require that: “ Every work activity, including work near a system shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger”.

---

## ***Equipment***

---

### ***Suitability***

When selecting suitable electrical equipment, the following factors should be considered:

- Compliance – e.g. does the equipment comply with the relevant EC Product Directives?
- Requirements – e.g. would heavy-duty appliances be more appropriate than those built to a domestic standard? Is equipment required to come into contact with water?
- Environment – e.g. will the equipment be used outdoors? Will the equipment be used in hazardous environments such as potentially explosive atmospheres?
- Operator – e.g. will any specialist training be required? Are there particular risks to young persons?

### ***Inspection and Testing***

Electrical equipment should be subjected to regular inspection or testing. There are three main types of test, which can be carried out:

- A simple check by the users.
- A formal visual inspection.
- A full combined inspection and test.

Simple visual checks should be undertaken by users before the equipment is used. Formal visual inspection and full testing should be carried out at regular intervals, which should be determined by considering:

- The risks posed by the use of the equipment
- The intended use of the equipment
- The environment in which the equipment is used.

Inspections should be carried out by a competent person using specialist test equipment.

### ***Information and Training***

All staff should be trained in the safe use of electrical equipment, which they are expected to use.

### ***Reporting***

Any faulty or damaged equipment must be reported immediately to the Facilities Management Director, or to any other Director in his absence, and taken out of use. Records should be kept of all reports, inspections and repairs.



---

# HEALTH & SAFETY PERSONNEL

---

## ***Overall Responsibility for Health & Safety***

- Managing Director

## ***Safety Officers***

- FAQ Manager
- Librarian

## ***Health & Safety Group***

- FAQ Manager
- Associate
- Librarian

## ***First Aid Personnel***

- Names located in the services area

## ***Fire Marshall***

- FAQ Manager

---

# iDEA

---

The Mill, Longnor,  
Shropshire SY5 7PZ  
**+44 (0)1743 719070**

West Wing, Somerset House,  
London WC2 R1LA  
**+44 (0)207 6130273**

@designedbyidea  
***idea.eu***