

# **Health and Safety Policy**

## Competition Service

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# 1 Policy Statement

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The Competition Service (the Service) aims to achieve and maintain health, safety and welfare to high standards within its operations for all staff.

The Service recognises and accepts its responsibilities for health and safety and requires management at all levels to manage health and safety effectively in the discharge of their responsibilities.

The Service asks for co-operation from its staff in matters of health and safety and for them to take reasonable care for their own safety and the safety of others.

The Service will view the neglect of health and safety requirements as a serious matter.

The Registrar has overall and final responsibility for health and safety. Day-to-day tasks are carried out by the appointed Health and Safety Officer.

## **It is the intention of the Service to ensure that:**

- a) The provision and maintenance of plant and systems of work are safe and without risks to health.
- b) Arrangements for use, handling, storage and transport of substances for use at work are safe and without risks to health.
- c) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risks to health.
- d) The provision of information, instruction, training and supervision as is necessary to ensure the health & safety of all employees.
- e) With regard to any premises under our control or operations on which we are working, the maintenance of all plant, machinery and equipment so that they are safe.
- f) The working environment is safe and without risks to health and that adequate provision is made for facilities and welfare at work.
- g) The Health & Safety Policy is reviewed and updated as necessary. Communication of any changes will be made to all employees.

## **It is the duty of every employee at work to:**

- a) Take care of their own health & safety and any person who may be affected by their acts or omissions.
- b) To co-operate with the employer in all health & safety matters.
- c) Not to deliberately interfere with any provision made for their safety.

This policy is subject to review annually or if any significant change to the business or its operation occurs that would make the old policy out of date.

## **2 Accidents and Dangerous Occurrences**

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All accidents must be recorded in the “company accident book” which is held by the Service’ Health and Safety Officer. All major accidents and incidents will be investigated by the Health and Safety Officer.

Completed accident records shall be kept secure according to the Data Protection Act guidelines.

The company will report all accidents covered by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). For details on how to report an accident check the Health and Safety Executive website (<http://www.hse.gov.uk/riddor/>).

All staff must report accidents/incidents, whether onsite or offsite, to the Health and Safety Officer.

### **3 Contractors and Visitors**

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In the event of an evacuation the member of staff responsible for the visitor shall ensure that they are evacuated safely and that any missing persons are reported to the emergency Services on their arrival.

Certificates of competency shall be requested from all contractors prior to work beginning.

Where contractors may be engaged in dangerous activities the Service shall request a risk assessment or safe system of work from the contractor before work may commence.

All contractors or visitors must take time to check on the Service's safety procedures in place before commencing work.

All safety rules shall be brought to the attention of visitors and contractors on entering the building.

All visitors are to book in and out at the main reception to ensure that an accurate record is maintained of who is in the building.

Any visitor to the Service's premises, who is victim of an accident, must report it to the Health and Safety Officer.

## **4 Electrical Equipment**

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All electrical equipment should be visually checked by the operator before use.

The Service shall ensure that all electrical equipment shall be inspected and tested by a competent person as per Health and Safety Executive guidelines.

No employee shall engage in any work or repair on electrical equipment unless competent to do so.

No employee shall engage in any work on live electrical equipment.

Under no circumstances shall faulty electrical equipment be used. If an employee notices faulty equipment they should immediately stop using it and label it as out of use.

Any faults in equipment or mains supply shall be reported immediately to the Health and Safety Officer.

## **5 Fire**

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All Service employees working at Victoria House, Bloomsbury Place, shall receive adequate training to allow them to evacuate the building safely in the event of a fire or other evacuation becoming necessary.

In the event of a fire, employees should help in the evacuation of any non-employee visiting the Service.

## **6 First Aid**

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First aid supplies shall be kept in the first aid box in the main part of the office and in each court room. The Health and Safety Officer is responsible for ensuring the boxes are fully stocked and in date.

The Service first aid box shall contain at least the following supplies:

- 1 of 1<sup>st</sup> aid book
- 20 of Self adhesive, sterile, individually wrapped plasters
- 4 of Triangular bandages
- 6 of Medium sterile unmedicated dressings
- 2 of Large sterile unmedicated dressings
- 2 of Eye pads
- 1 of Scissors
- 6 of Antiseptic wipes
- 2 of Pairs of gloves
- 1 of Paper bag
- 1 of Employee list

The Service shall ensure there will be at least one first aider on site at all times.



## 7 Hazardous Substances

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COSHH is the law that requires employers to **Control Substances** that are **Hazardous to Health**.

COSHH data sheets shall be held by the Service for all chemicals that contain a Haz-Chem symbol.

COSHH risks assessments shall be conducted and recorded on all items having a Haz-Chem symbol.

No employee shall use any chemical unless it has been assessed first.

Employees should read the risk assessments before using a chemical for the first time.

All employees shall handle and store all chemicals used by the Service according to the guidelines laid down in the COSHH data sheets.

No contractor is allowed to bring COSHH assessable substances onto the Service's premises without the express permission of the Service. All such substances shall be accompanied by a COSHH risk assessment and data sheet.

The Service has been assessed for the following:

- Asbestos. The results are that no asbestos exists on site.
- Likelihood of Legionella infection. The results are that no header tank, evaporator or any other sort of cooling system currently exists on site, so the risk is negligible.
- Lead at work. No lead could be found in the building, as far as can be seen all drinking water pipes are copper; therefore there is no risk from lead at work.

## **8 Housekeeping Arrangements**

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Floors and access routes shall be kept clear at all times.

Dust and debris should not be allowed to accumulate to a level that poses fire risk.

All waste bins shall be emptied at the end of the day.

Any defect with the building or its contents must be reported to the Health and Safety Officer as soon as possible.

## **9 Information, Instruction and Training**

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All staff must be familiar with health and safety rules.

Specific training shall be organised for:

1. COSHH – cleaners only (through managed service contract)
2. Basic health and safety
3. First aid
4. Fire evacuation
5. Manual handling
6. Fire marshal

## **10 Manual Handling**

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All employees should be aware that poor manual handling might cause significant injury. Whenever possible large or heavy loads should not be lifted alone – always ask for assistance.

Lifting equipment is provided by the Service and should be used at all times to move heavy loads.

The Service shall conduct manual handling risk assessments as required on large or heavy items prior to handling.

Regular manual handling training is provided to all employees.

## 11 Medical Emergency

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In the event of a serious accident or health condition the Service will phone for the emergency services immediately; the appointed first aider should assist as necessary at the scene.

For less serious medical situations, the appointed first aider on duty should assess the nature and extent of the emergency and take the appropriate action.

In the event of a member of staff or visitor requiring hospital treatment, they should be accompanied to hospital wherever possible.

Service's employees are not permitted to administer or dispense medicines or drugs of any sort.

Any accident to a non-employee, whilst on the premises, that requires medical treatment at hospital, must be reported under RIDDOR. To enable this to happen any such accident should be reported to the Health and Safety Officer without delay.

## **12 Monitoring and Review**

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This policy shall be reviewed annually or following any significant change.

The Health and Safety Officer shall be responsible for reviewing the ongoing arrangements.

Following any significant accident or incident the Service shall conduct an accident investigation to prevent the situation re-occurring.

An annual general risk assessment shall be conducted and brought to the attention of all staff.

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

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It is not anticipated that any employee of the Service will be required to wear PPE. However, if the situation arises, then the following precautions will apply.

- The Service will provide all necessary PPE free of charge.
- All employees shall wear PPE provided whenever required – failure to wear PPE is a criminal offence.
- Any faulty PPE should be reported immediately to the Health and Safety Officer.
- Employees should take reasonable care of any PPE that has been provided, keep it clean and store it correctly.

## **14 Risk Assessment**

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The following risk assessments shall be completed by the Service or Victoria House building management:

1. Fire risk assessment – annually.
2. Visual display equipment (VDE) risk assessments – as needed.
3. COSHH risk assessments – as needed.
4. Manual Handling – as needed.
5. General site safety audit.
6. Young workers – as needed.



## **15 Safe Systems of Work**

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Whilst working at Victoria House, Bloomsbury Place, all employees will follow the prescribed safe way of working. All employees shall be instructed in safe systems of work upon first starting a new job.

All Service employees are reminded of their duty under Section 3 of the Health and Safety at Work Act 1974 to ensure the safety of non employees.

Employees are reminded of their legal obligation under Section 7 of the Health & Safety at Work Act 1974 which states that they must take reasonable care of their own safety and co-operate with the employer at all times to allow the employer to fulfil his legal requirements.

Any employee who deliberately fails to ensure their own safety or affects the safety of others may be subject to disciplinary action.

## **16 Serious and Imminent Danger**

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All employees shall as far as is possible prevent situations arising that could cause harm to themselves or others.

In the event of an employee being in a position of danger, they are expected to remove themselves from such danger and report the problem immediately.

Employees are reminded of section 7 of the Health and Safety at Work Act 1974; this requires employees never to place themselves in a position of danger. Employees knowingly working in unsafe conditions may be subject to disciplinary action.

In the event of a security alert, all employees shall follow the safe system of conduct that has been devised for these instances.

## **17 Visual Display Screen Equipment (DSE)**

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All employees who use computers or laptops shall complete a workstation assessment.

The Service will complete a workstation analysis and ensure that all workstations comply with the schedule to the Regulations.

All employees using computers shall ensure that they take regular and frequent rest breaks from screen work.

The Service will provide health and safety training on all aspects of computer work to all employees.

The Service will reimburse cost of eyesight test every two years. If as a result of the eyesight test, the optician advises that special glasses for DSE viewing distance are required, the Service will meet the cost of prescription glasses up to a maximum of £60.00.

Any employee who experiences aches or pains from using a computer should report this immediately to the Health and Safety Officer.

## **18 Violence, Bullying and Discrimination**

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The Service is committed to a policy of equality to all employees and visitors.

Violence or bullying by any member of staff will be considered to be a disciplinary matter and may result in disciplinary action being taken.

The Service is also committed to a policy of non-discrimination.

Any instance of discrimination on any grounds of race, sex, religion, ethnic group or any other sector may result in disciplinary action.

As far as is reasonable and practical, the Service shall comply with the Equality Act 2010 and shall take every measure to allow free and equal access to all of its services

## **19 Workplace and Welfare**

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The Service shall provide facilities that are suitable and sufficient.

Separate male and female toilets are available, and it is expected that employees should keep the facilities clean at all times.

The company operates a no smoking policy within the building itself. All smoking must take place outside the building. This is not designed to discriminate against smokers, but is to prevent the risk of fire and to protect the health of non-smokers under the Health Act 2006.

Drinking water is available at the tea point.