

Royal Albert Dock Liverpool Charitable Foundation



Health and Safety Policy and Procedures

Reviewed November 2022

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1. Albert Dock Charitable Foundation Health and Safety Policy Statement

The policy applies in respect of any person to whom Albert Dock Charitable Foundation owes a duty of care. It is noted that Albert Dock Charitable Foundation employ 1 member of staff direct and that daily management of H&S of the estate is supplied direct via its managing agent – CBRE. Individual pavilion owners manage internal H&S policies & procedures in accordance with their own requirements and in accordance to the Health & Safety at Work Act 197. Albert Dock Charitable Foundation recognises, and fully accepts, its statutory and moral responsibilities to provide the required standard of health and safety and protection for those who take part in the foundations activity. Foundation placements within a tenanted demise fall under the health and safety procedures of the individual business. Albert Dock Charitable Foundation will ensure these protocols are suitable for young / vulnerable persons placements.

Albert Dock Charitable Foundation is dedicated to ensuring:

- The health, safety and welfare of those who work under our control & guidance
- The safety of all participants who use or have access to the estate
- That the way in which we develop our undertaking contributes to the well-being of the community at large;

In order to meet these aims Albert Dock Charitable Foundation shall:

- Keep up to date with best practice in relation to health and safety and endeavour to comply with all relevant legislation and authoritative guidance;
- To ensure, so far as is reasonably practicable, those who undertake placements on our behalf apply the highest standards of health and safety for their employees and the Community in general;
- Co-operate actively with local authorities, statutory bodies and public services in the interest of public safety and the safeguarding of the environment;
- Maintain to a high standard the working practices in respect of all the participants
- Give a high priority to health and safety in all endeavours
- Co-operate with, and monitor, the performance of partners who work with us;
- Provide the necessary resources to implement our policies and keep them up to date;
- Consult with, and involve, those who work on our behalf in matters affecting their health and safety;
- Provide the necessary equipment and training and guidance for the tasks to be performed;
- Where necessary supplement our resources;
- Enlist specialist support to keep our policies and procedures up to date.

We require the full and active participation of all those partners who participate in placements on our behalf, in order that the principles outlined in this policy statement may be achieved. The statutory duties placed Albert Dock Charitable Foundation and providers of services are to be regarded as minimum standards. We aim to achieve best practice in terms of health and safety in all that we do.

SIGNED.....

CHAIRMAN..... DATE.....
(Albert Dock Charitable Foundation)

Albert Dock Charitable Foundation Health and Safety Policy

2. Organisation

This section outlines the organisational structure that Albert Dock Charitable Foundation has in place to achieve the Statement of Principles as outlined in Part 1 of this Policy Statement. The contributions to be made by Albert Dock Charitable Foundation are summarised below:

2.1 Responsibilities

2.1.1 Albert Dock Charitable Foundation

The committee is appointed to oversee the proper management of its responsibilities through the executive functions of The Albert Dock Charitable Foundation. The Chairman has been designated as the Foundation Member with overall responsibility for Health and Safety within the Foundation. The Chairman is responsible for ensuring that Albert Dock Charitable Foundation Health and Safety Policy is applied throughout and for ensuring that all relevant matters are brought to the attention of, and considered by the Foundation. The Chairman will ensure via specialist support that all business' taking part in Foundation activities do so in accordance with all relevant statutory regulations.

2.1.2 Committee members

This section applies to Committee members, members are initially and ultimately responsible for the effective management of Health and Safety within the foundation.

They must: -

- By leadership and personal example, foster positive attitudes towards health and Safety throughout the foundation. Members will ensure that health and safety is given the same priority and importance as any other Albert Dock Charitable Foundation objectives.
- Consider the health and safety implications to committee members, foundation employee's, participants and members of the public of decisions made at either a strategic or operational level and act accordingly via liaison with individual tenants as they participate or in accordance with the estate H&S policies of the Managing Agents.
- Ensure that all staff & committee members of Albert Dock Charitable Foundation know and understand that they are held accountable for their individual responsibilities under Albert Dock Charitable Foundation Health and Safety Policy through policies and management processes.
- Ensure that any participants have the appropriate resources in place In order to fulfil their health and safety responsibilities including the provision of information, instruction and training
- Ensure that appropriate arrangements and resources are in place for the day to day management of the foundation as per the foundations Policy.
- Establish appropriate mechanisms to allow the dissemination of information, and the communication and consultation on matters which affect the health and safety of participants (e.g. findings and implementation of risk assessments)
- Ensure that health and safety risk assessments are carried out for all work activities involving participants and the relevant processes are in place to ensure that measures identified are implemented, their effectiveness monitored and reviewed at a timely intervals by those business' taking part in foundation activities.

2.1.3 Collaboration with the on-Site Estate Manager

The Estate Manager is responsible for co-ordinating health and safety arrangements on the estates external areas.

The Foundation shall work with the Estate Manager to allow them too:-

- Ensure that the facilities are equipped and laid out in a manner that provides for the safety of workers and members of the public.
- Co-ordinate fire and other emergency procedures for the site and cooperate with other occupiers.
- Keep fire risk assessments under review to ensure that they are kept up to date.
- Ensure that any statutory inspection of plant and equipment as required by law is carried out at the correct frequencies e.g. lifts, pressure systems.
- Arrange for defects or complaints in relation to health and safety on site be dealt with promptly.
- Arrange for periodic checks, inspections or audits of health and safety of the estate.
- Report any Health and Safety issues that are considered to need an update of existing policies or to be dealt with through existing arrangements.
- Periodically check condition of the common areas to identify health and safety defects and arrange for such defects to be remedied.
- Assist in the investigation of accidents and incidents in conjunction with a competent person.
- Ensure that local health and safety arrangements for disabled employees or visitors address any special needs.
- Ensure that Health and Safety information notices are kept up to date and are displayed in the appropriate manner.

2.1.4 All participants

All participants over the age of 18 carry a legal obligation to take reasonable care for their own health and safety and for that of others who may be affected by their acts or omissions. This duty of care extends to everyone who could be at risk from his or her actions.

Young persons and student placements under the age of 18 fall under the duty of care of the responsible person whose organisation undertakes their employment or placement. This is governed by the following regulations as part of the Health & Safety at Work Act 1974

1. The Health and Safety (Young Persons) Regulations 1997
2. Health and Safety at Work Regulations in 1999
3. The Education Act 1996
4. The Working Time Regulations 2002 (amended WEF 6th April 2003) These implemented restrictions on the working time of adolescents – those aged between 15 and 18, who are over compulsory school age, referred to as 'young workers' – and the circumstances in which they may work during night-time.

Specific responsibilities include:

- Complying with safe working methods, instructions and training given.

- Reporting hazards found on the premises or site.
- Reporting any accidents or other potentially serious incidents in which they are involved or that they become aware of.
- Complying with guidelines on the proper use of equipment and personal protective Equipment -when permitted.
- Complying with local health and safety procedures while on the premises.
- Remaining alert to health, safety and security risks while at work and acting Accordingly.
- Not interfere with or misuse any article provided in the interest of health and safety.

2.1.5 External Specialist Support in Health and Safety

Albert Dock Charitable Foundation will, from time to time, appoint competent external specialist support to assist with the adequate discharge of its responsibilities for health and safety. The committee shall make any such arrangements in order that they may undertake their monitoring role under this policy.

3 Arrangements and Procedures

This part of the Policy Statement outlines the key arrangements and procedures for health and safety.

3.1 Fire Safety

Fire represents a hazard to health and safety in every premise. It is particularly important that fire safety is adequately addressed in premises where they are occupied by multiple occupiers.

3.1.1 Fire Risk Assessments

Fire risk assessments will be reviewed, where necessary by a competent third party for any work place / participating business where Albert Dock Charitable Foundation has personnel under their duty of care in place.

3.1.2 Fire Marshals internal premises

Each placement / participant must be made aware of all fire safety procedures within each tenanted demise. This is the responsibility of the individual business with the foundation responsible for ensuring these procedures are disseminated and inducted to each participant / placement.

3.1.3 Fire Safety Equipment

All tenanted demised areas are fitted with the relevant firefighting equipment & systems suitable to their business as laid down in the Fire – Regulatory Reform Order 2005. Fire extinguishers are provided primarily to assist with ensuring that the escape route is available in each business and should only be used by participants / placements in exceptional circumstances where life may depend on their use. The priority for participants is to raise the alarm on discovering a fire and leave the building by the nearest available fire exit.

It is the responsibility of the individual business to induct placements / participants in their business fire safety procedures. The foundation will ask for copies of these documents before placement begins.

3.1.4 Means of Escape

It is the responsibility of the individual business to induct placements / participants in their business' fire evacuation procedure's, the committee will ask for proof of this training / induction.

3.1.5 Fire Alarm Tests and Fire Drills

There is a landlord operated Fire Alarm contained within management suite / security control room in each of the pavilions, the alarm will be raised by audible sounder and by shouting "FIRE". Muster points are to be listed and all staff must be trained and practiced in the evacuation procedures. There are fire alarm tests carried out across the estate event Tuesday. It must be considered that all other activations outside these times are treated as actual fire evacuations unless informed otherwise, placement personnel will be made aware of all evacuation procedures on the first day in any of the participating business'

3.1.6 Action in Case of Fire

A fire action notice will be displayed adjacent to fire points. Placements / Participants must familiarise themselves with the procedures under the guidance of the business' responsible person. In the event of a fire the first priority is to raise the alarm then escape from the building and to assemble at the designated assembly point for that particular tenant and if required and able to call the fire brigade by dialling 999.

NEVER re-enter the building until instructed to do so by the Fire Brigade Officer in charge.

3.1.7 Records

The individual business and head lease holders are responsible for maintaining appropriate fire safety within their demise areas, the Estate Manager - GSE – CBRE is responsible for ensuring all occupiers feed into the estate fire & emergency plans and abide by the relevant appointed muster location for evacuations records including the fire risk assessment and test and examination of fire safety equipment.

3.2 Security Alerts

3.2.1 General

Albert Dock Charitable Foundation regards the safety & security of its staff and its participants as a high priority for attention to operating procedures. The Albert Dock Charitable Foundation will work with the estate management team & individual business taking part in ensuring that all policies are adhered too and disseminated to each participant. Placement or staff member

3.2.2 Suspicious Packages

All staff, participants, placements are to Keep a look out for unclaimed packages, bags luggage and suspicious objects deposited in their working area. If they do come across a suspect package you need to assess whether it is:

- Hidden? - Have you found the object that has been hidden?
- Obvious? - Is the object obviously suspicious?
- Is it giving off a chemical smell?
- Is it a peculiar shape?
- Are there protruding wires visible?
- Is it making a noise?
- Is it typical?
- Would you normally find this type of object here?
- Does it look suspicious in its location?

DO NOT TOUCH IT! REPORT IT! MOVE AWAY FROM IT! PREVENT OTHERS GOING NEAR IT!

Ask business staff members if they know who owns it.

Request for assistance.

Do not use radio equipment in the location.

3.2.4 Evacuation Procedures for Estate

Depending on the nature of the threat or package, an assessment will be made and workers will be informed of what action to take this will only be commenced on the instruction of the senior emergency services commander in charge during any emergency.

Emergency services will set up an Incident Control will be established to deal with the incident in the affected areas, to coordinate an evacuation where necessary and liaise with the emergency services and other site users.

In some cases, evacuation may not be the best option due to the nature of the threat. If the building is to be evacuated, participants / placements will be told which route to take out of the building and where to assemble after evacuating the building.

They must not assemble at the fire assembly point unless told to do so as secondary muster points have been identified and may be used in preference to fire assembly points. Under no circumstances must the fire alarm be activated.

Buildings must not be re entered unless instructed to do so by the Estate Manager or the Senior Person in control of the Emergency Services.

3.3 Accidents and First Aid

This section covers the arrangements for the treatment of injuries at Albert Dock Charitable Foundation office and sites for the reporting of accidents and incidents. The statutory duty to report certain accidents to the Health and Safety Enforcing Authority is also covered.

3.3.1 First Aid Provision

It is Albert Dock Charitable Foundation policy to enquire and ensure that participating business' and estate management teams are trained to deliver first aid. Training will be provided by the individual organisations as approved by the HSE. Each participating business will have an Appointed First Aider on duty. The name(s) of Appointed Persons will be posted on notice boards where possible within each business demise. There will be an appropriate number of First Aid Boxes kept on site, as default the estate management team are trained as first responders under the request of the individual business, and will be maintained to comply with the statutory requirements.

Materials other than those specified in the First Aid at Work Regulations, may not be kept in any First Aid Box.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability. The foundation will ensure that any specific medical requirements for an individual participant is communicated to the participating business in order to allow them to prepare fully or make the relevant provisions to do so.

Although there is no statutory requirement to provide first aid to members of the public, first aid qualified staff may be called on to provide first aid in such cases.

Foundation staff members. Guests & visitors to the foundation office will abide by the first aid policy and procedure of the estate management.

3.3.2 External Medical Assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the individual business' manager or first aider should seek assistance by dialling 999 from the nearest available telephone.

The following information should be given:

- Type and seriousness of injury or illness
- Location and directions for vehicle access
- Brief description of accident and any special rescue equipment needed

The foundation will ensure that each participating business has this procedure in place and that relevant personal information & documentation regards the participant is readily at hand.

3.3.3 Recording and Reporting Accidents

Details of any injury received at work must be entered on to Accident Report Forms relevant to the individual business and copies will be retained by the foundation, Foundation staff will follow the procedures of the estate management team.

The records should include accidents to staff, participants, visitors, members of the public or contractors whom are working, visiting or accessing parts of the premises under the invite or instruction of the foundation.

In addition to reporting the accident on the accident report form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These incidents will be reported by the individual business' and copies passed to the foundation. Foundation staff involved in incidents requiring RIDDOR must pass all details to the estate management team.

The Site Estate Manager must be informed by telephone as soon as is possible of any injury to a worker, visitor, member of the public or contractor that requires external medical assistance, or in the case that a worker is unable to continue normal duties as a result of an accident at work.

This also applies if the injured person continues to work but then reports unfit for work the following working day. The individual business will make any necessary arrangements for notification to the Health and Safety Enforcing Authority under RIDDOR and will also pass on any information needed by the employers of visitors injured while on Albert Dock Charitable Foundation duty, so that they may discharge their responsibility to report.

The detailed categories of injury, dangerous occurrence or ill health that are reportable under RIDDOR are quite complex and detailed, A detailed list can be found on the HSE website - <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Albert Dock Charitable Foundations required to report all relevant injuries, dangerous occurrences, or work related ill health wherever they occur, However this duty will be discharged when it involves a placement under the direct care of the individual business, it is accepted that the participating business will report vis RIDDOR and allow details to be passed to the foundation for purpose of record keeping.

3.3.4 Follow-up Action to Prevent a Recurrence of Accidents

In all cases it is important that accidents are investigated to see if there is action that needs to be taken to prevent a recurrence. The responsibility for investigating accidents rests with the individual business with the foundation being kept fully informed, the foundation may also use a third party competent person to assist with any investigations. In the case of an accident reportable under RIDDOR, the completed RIDDOR form along with supporting evidence (accident reports, investigation reports, witness statements, photos etc) should be reported to the HSE online at www.hse.gov.uk/riddor/online or it can be reported by telephone on 0845 300 99 23, copies are to be provided to the foundation by any business taking part in the scheme.

3.4 Risk Assessment

Albert Dock Charitable Foundation will ensure that risk assessments are undertaken by participating individual business to identify any hazards on site and to determine the precautions that need to be taken to safeguard placements health, safety & wellbeing. The assessments must take into account the special needs of vulnerable groups eg disabilities and also specifically consider fire risks, the foundation will provide all relevant information for individuals to participating business in order to allow correct and accurate assessments to be made.

External specialist assistance will be made available if needed to support foundation staff in making assessments where this is deemed to be necessary. A summary record shall be kept to show the outcome of the assessment and any action that needs to be taken.

Albert Dock Charitable Foundation also has a duty to ensure that when it contracts out work to external organisations they are competent to undertake the work safely. Independent advice on the appointment of these contractors / advisors will be sought in each instance.

3.5 Training

Where necessary, foundation staff will be provided with training, information and instructions to deal with site specific risks in the course of their work. The process of risk assessment will be used as a means of identifying training needs unique to particular areas or locations.

3.6 Office Safety

Foundation staff will spend a proportion of their working time in an office environment; therefore, office safety is very important. ANNEX C gives some basic guidelines. Tidy working and good practice in the storage of goods and paperwork are at the heart of safe working. In particular they are crucial to fire safety and the maintenance of security. Albert Dock Charitable Foundation will ensure that all display screen users are provided with equipment and furniture which is compliant with the display screen equipment, Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. Guidance on regulations.

3.6.1 Display Screen Equipment

Some workers use display screen equipment for at least part of their work. Proper layout and management of the working area is vital for comfort and the avoidance of health-related problems. ANNEX D gives some practical guidance on layout of the workstation. All workers will be required to have a DSE work station assessment, which must be completed by their employer.

3.6.2 Manual Handling

Manual handling is a cause of many work-related injuries and this applies even in offices. Particular care is needed when placing or retrieving items from shelves or stooping to pick items directly from the floor.

Proper access stools or steps should be used for reaching items above a comfortable handling height. Never stand on wheeled chairs to gain access to items stored on high shelves. Staff should avoid the need to lift or move loads, where this is not possible then mechanical aides such as trolleys or sack barrows should be used to lift and move goods around the office or site. Staff can also reduce the risk of injury by reducing the weight of loads by making the loads smaller or by asking for assistance.

3.7 Working Alone

Occasionally it may be required that staff are required to work away from the office to carry out their normal duties. This may include visits to other workplaces, Before embarking on work away from the office you will need to consider the implications for your health and safety and ensure that appropriate arrangements have been made to protect you against risk.

It is important that you always let somebody know where you are going and your expected time of return. A formal checking in and checking out system or buddy system should be employed. If you are undertaking lone working you should always carry a mobile phone so that you can raise the alarm in the event

of an emergency or difficulty. In certain circumstances it may be necessary to double up on visits or arrange to meet someone on site. Avoid getting into dangerous situations in the first place! Remember you are empowered to walk away from a situation where you feel your health and safety is being compromised.

When working on premises under the control of other employers it is important to follow any local health and safety rules that have been established. Make sure that you have checked in at any reception or security point so that they are aware that you are working on site. If personal protective equipment (PPE) requirements are imposed for the site you must comply. Ask to be provided with any items that you do not have with you. You must not breach local working rules if the necessary equipment is not available to you.

Where there is regular work entailing special risks, or precautions the appropriate arrangements for your protection will be made. This will be done on the basis of a risk assessment.

3.8 Dealing with Aggression and Violence

Foundation staff and placement personnel need to be alert to the potential for aggression and violence, particularly when working alone and or interacting with members of the public. Albert Dock Charitable Foundation is not an organisation that is prone to threats but in today's society it must be remembered that activist groups, such as those who may disagree with development proposals, may pose a threat.

ANNEX E gives general advice on avoiding and dealing with threats of aggression and violence. Foundation staff should also make reference to additional guidance on lone working.

3.9 Protective Equipment and Clothing

Foundation staff & placement personnel are expected to wear clothing that is appropriate to the tasks they carry out. E.g. sensible footwear and clothing. There may, however, be occasions when Personal Protective Equipment (PPE) is required, for example, cold weather. Construction areas, kitchens etc. In such cases, the participating business must provide this. Workers who visit construction sites or undertake construction activities on site must wear as a minimum:

- Hard hat
- Reflective jacket
- Protective foot wear with a protected toe and mid sole.

3.10 Temporary Workers Including Consultants & Visitors

It is Albert Dock Charitable Foundation policy that all staff should be treated on an equal footing for health and safety, whether or not they are full time or part time. This applies also to temporary staff and consultants. Foundation staff must ensure that placement personnel foundation staff, consultants and visitors are given the support and information they need from all participating business' in order comply with this policy and that they are considered in the participants risk assessments for their area of responsibility.

In particular all placement members and consultants must be informed through the induction process, of the emergency arrangements in place at the location of the participating business and of any arrangements to deal with specific risks, and precautions to be applied, in relation to the work they are to do. The individual business' are responsible

for completing the induction checklist for ALL new starters and the information is to be shared with the Foundation prior to placement start.

As a matter of general policy all visitors, Consultants and placement's will be met on arrival and supervised (either by the participating business staff or foundation staff) throughout the duration of their visit. The responsibility for the visitor, placement or consultant or contractor rests with the tenants whose demise they are operating in.

3.12 Legionella

Albert Dock Charitable Foundation have no remit for the implementation of H&S statutory management within tenanted demised areas, however it will reasonably assume that that the risks associated with Legionella proliferation are prevented or controlled so far as is the responsibility of each individual participating business.

3.13 Estate Management

Albert Dock Charitable Foundation works closely with GSE who owns and controls the Albert Dock common areas including car parks, walkways and footpaths and bridge surfaces primarily inherited from the old development corporations. In addition to inherited sites. CBRE are the appointed managing agents to carry out this role and in turn have a dedicated-on site estate manager responsible for estates overall H&S. The estate may not only be a risk to Albert Dock Charitable Foundation placements & staff but also to members of the public who may access the land or trespass, in particular children. The estate is managed and maintained to ensure that any significant risks to all persons are eliminated or reduced so far as is reasonably practicable. Responsibilities for health and safety on site may be unclear especially multi occupancy premises or sites. It is therefore imperative that health and safety responsibilities are clarified between duty holders at the earliest stage possible, the foundation will ensure these roles are documented before each placement begins. In terms of buildings occupied by other head lease holders or tenants, the responsibility for health and safety will rest with those organisations. Regardless of the split of responsibilities, there is a collective responsibility on all occupiers to co ordinate their activities and co operate with each other.

3.19.1 Fixed Electrical Installations

Albert Dock Charitable Foundation hold no remit for the statutory testing of fixed electrical items, this is the responsibility of the participating business.

3.19.2 Portable electrical appliances

Albert Dock Charitable Foundation are responsible for the statutory testing of portable electrical appliances that are used by their staff members. Equipment used by foundation placements is the responsibility of the participating business.

Portable electrical appliances (any electrical item fitted with a three-pin plug) will receive a combined inspection and test on an annual basis. Battery operated or extra low voltage

equipment will not be subject to routine tests. This will be monitored and organised by a relevant & competent person duly appointed by the foundation.

New portable electrical appliances brought from a reputable supplier already fitted with a moulded three pin plug should not need to be tested before being put into use for the first time; however, it is important that it is visually checked. Details of the new appliances should be entered on the Portable Appliance Register which is maintained by the foundation staff responsible.

Personal equipment should not be brought into work for use at work.

Used equipment purchased from another employer must be tested before being put into use for the first time and logged on to the Portable Appliance Register. Please note that there are some stringent duties placed on both the purchaser and supplier of second hand work equipment under health and safety law so it is important that competent advice is sought prior to making such purchases. As well as tests carried out by a competent person, staff should check equipment before use apart from fairly static equipment such as PC's and photocopiers.

Most portable appliances used by Albert Dock Charitable Foundation workers are used within an office environment. If it is intended to use portable electrical equipment in areas where equipment may be subject to wet and damp environments e.g. outside or in locations where there is the potential for flammable atmospheres, then the equipment must be suitable for use in such environments.

Competent health and safety advice should be sought in such cases.

Under no circumstances must staff carry out repairs to electrical equipment. Defective equipment must be taken out of use immediately and the defect reported to the Facilities Manager.

3.20 ASBESTOS

Asbestos Management is controlled solely by the head lease holders in each pavilion and do not generally affect the operation of the foundation, it's staff or placement personnel. All placement personnel will be kept away from any areas thought to contain controlled asbestos. Placement personnel with not operate in any area that is undergoing build/demolition/reconstruction.

3.21 HAZARDOUS SUBSTANCES

Albert Dock Foundation will ensure that exposure to hazardous substances is prevented at all times, participating business' will ensure that placement personnel are not exposed to hazardous substance as far as is reasonably practicable.

ANNEX A

IT IS A STATUTORY REQUIREMENT THAT CERTAIN INCIDENTS / ACCIDENTS ARE REPORTED TO THE HEALTH AND SAFETY EXECUTIVE WITHIN SPECIFIC TIMESCALES. FAILURE TO DO SO MAY RESULT IN THE AGENCY AND/OR EMPLOYEES BEING PROSECUTED. FOR FURTHER INFORMATION SEE HSE WEBSITE FOR ADVICE AND GUIDANCE.

Below is a summary of the definition of major injuries, dangerous occurrences and diseases specified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). If an accident occurs in your area of responsibility which falls into any of the categories listed below you must report it to the Health and Safety Manager immediately. If in doubt, ask!

REPORTABLE MAJOR INJURIES

- Any fracture, other than to the fingers, thumbs or toes
- Any amputation
- *Dislocation of the shoulder, hip, knee or spine*
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye
- Any injury resulting from electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or to unconsciousness
- Any injury requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Loss of consciousness or acute illness requiring medical treatment due exposure to a harmful substance or biological agent
- Loss of consciousness due to oxygen deficient atmosphere

DANGEROUS OCCURENCES (Relevant Dangerous Occurrences)

- The collapse, overturning or failure of a load bearing part of a lift, hoist, crane derrick, mobile powered access platform, access cradle, excavator, fork lift truck or pile driving rig.
- The explosion, collapse or bursting of any closed vessel or tank (e.g. compressor receivers, boilers)
- Failure of any freight container or a load-bearing part thereof
- Contact with uninsulated electric overhead wires in excess of 200 volts or electrical discharge caused by coming in close proximity
- *Electrical short circuit causing fire or explosion*
- *Unintentional explosion or ignition of explosives*
- Release or escape of a biological agent (including needle stick injuries)
- Malfunction of breathing apparatus
- Collapse of scaffold
- Uncontrolled accidental escape of anything from, or into, a pipeline with potential to cause death or major injury, or shutdown of the pipeline for more than 24 hours
- Damage to, or change in position of, a pipeline with potential to cause death or major injury.

- Ignition of anything in a pipeline
- Failure of pipeline equipment / works or safety device which has the potential to cause death or major injury, or causes the shutdown of the pipeline for more than 24 hours
- The collapse or failure of any load-bearing part of fairground equipment; any part designed to support or restrain passengers; or the derailment or the unintended collision of cars or trains
- Unintentional collapse of a floor or wall of any building used as a place of work, or the unintentional collapse of a building or structure under construction, alteration or demolition which involves a fall of more than 5 tonnes of material
- Any fire or explosion resulting in stoppage of plant or suspension of normal work for more than 24 hours
- Escape of any substance in a quantity sufficient to cause death, major injury or ill health

REPORTABLE DISEASES (*Further information and advice to be obtained from the Health and Safety Manager*)

- Certain poisonings (*Full list of chemicals causing these conditions are available on request*)
- Skin diseases such as skin cancer; dermatitis; chrome ulcer; oil folliculitis /acne
- Lung diseases, such as, occupational asthma; farmers lung; pneumoconiosis; asbestosis and mesothelioma
- Infections such as, leptospirosis; hepatitis; tuberculosis and anthrax. Any illness caused by a pathogen
- Other conditions such as occupational cancer; cataracts; decompression sickness and vibration white finger

ANNEX B GUIDELINES ON RISK ASSESSMENT

Introduction

Most UK legislation on health and safety now requires the organisations to base health and safety arrangements on a risk assessment approach. In this way the organisation has the freedom to make suitable arrangements appropriate to their particular circumstances, rather than having prescriptive standards imposed by law.

This Annex covers the general requirement to make a risk assessment of all risks at the workplace. It is on the basis of this general (basic) assessment that the need for more detailed or specialised assessments, under specific regulations or for particularly hazardous activities, will be identified.

For most office type activities, and for many other activities carried out by Albert Dock Charitable Foundation a basic risk assessment will suffice. Its purpose is to decide if the hazards are currently being properly controlled or, if not, what more needs to be done.

NB ** Albert Dock Charitable Foundation does not carry out risk assessments for participating business' **

Hazard and Risk

Most activities, equipment or materials have some potential for harm, i.e. present a hazard. In an office there is the potential for harm from slips, trips and falls or from lifting and carrying heavy items, e.g. furniture. These hazards affect everyone.

But for most people in a well-regulated office the potential for harm should not be realised, i.e. accidents don't happen. In other words, the probability of an accident being caused by the hazard is low, i.e. the risk is low.

In a risk assessment all we are doing is identifying the hazards and then making a judgement as to whether the way we work is sufficient to control the risk as far as we reasonably can. In order to prioritise our actions, and to help inform our decisions about "acceptable risk" we need to include a consideration of two other factors. The first is how many people are at risk.

For fire it will be everyone, including visitors, for cuts from a particular piece of equipment, e.g. a guillotine, it will be a small number. Fire is therefore a priority risk from the point of view of its importance to overall safety. The second point is "severity of injury". Again using the same examples, the potential of death from fire is of greater concern than a minor cut from a guillotine. These two factors need to be balanced when determining whether we need to do more to minimise risk.

The Process of Risk Assessment

The law requires us to make a "suitable and sufficient" assessment. This means that we spend more time and effort on high risk/high severity situations affecting many and less on minor risks. A progressive programme of risk assessment and review should also achieve a situation where the lesser risks are the only ones that are left – in our pursuit of high

standards we would still wish to attack them but the same amount of time, trouble and money would not be expected to be expended on them.

The process of assessment can be broken down into a number of basic questions that lead from identifying the hazard to deciding on any further action:

- What activity/process/area does this assessment cover? (You should choose an area to be assessed that is manageable).
- What hazards exist? (Discount their chance of happening at this stage).
- Who is at risk? (Employees, contractors, visitors, others – don't forget vulnerable groups e.g. people with disabilities, elderly).
- What is the severity of the maximum credible outcome?
- What arrangements do we have to prevent the hazard being realised in the way we now work?
- What is the residual risk – do we need to do more? (If so specify what needs to be done – it may be necessary to seek expert help if the solutions are not evident).
- What is our priority for taking action/when should we review the assessment?

The assessment should be recorded in writing to show the significant findings. It should be signed to show who takes responsibility for it and dated.

Responsibility for Making Risk Assessments

The only people who can provide all the necessary input about the way work is done and the foreseeable problems that might arise, e.g. in unusual circumstances, are those involved in the work. Risk assessing for participating business is the responsibilities of that business' competent person who needs to be alert to any change in circumstances that may invalidate the original assessment, e.g. changes in equipment, materials, work routines, personnel etc., For contracted-out works it is the contractor who should do the assessment. The responsibility of Albert Dock Charitable Foundation as client is to ensure that it is done to a "suitable and sufficient" standard.

ANNEX C - SAFE WORKING IN THE OFFICE

Workers including contractors should wear clothing and footwear appropriate to their tasks. Where particular tasks require the wearing of special protective clothing must be provided by the workers employer. (PPE)

The following do's and don'ts represent some of the most common causes of accidents in the office situation but there are others:

- Do not place obstructions in gangways, on stairs or at points of access to fire fighting equipment or means of escape.
- Do use handrails when ascending or descending stairs.
- Do not run or carry items that are unstable or too heavy for easy carriage.
- Do use the trolleys and other handling aids for moving heavy items. Ask for assistance of a colleague.
- Do not allow waste, work materials and equipment to accumulate unnecessarily on, under, or between desks.
- If you need access to materials stored at height use the proper kick-stools or steps provided.
- Do not store heavy or unstable items on top of cupboards where they may fall.
- Ensure that cables for telephone, portable electrical appliances etc are properly in position where they will not present a tripping hazard and where they will not cause the items to which they are attached to be dislodged by people moving about the office.
- Close filing drawers and cabinets after use. Open only one drawer at a time if there is a risk of the cabinet becoming unstable. Put the heaviest items in the bottom drawer.
- Use proper equipment for cutting, punching or binding paper. Do not leave open blades where they may cause injury.
- Keep combustible materials, including clothing, away from portable heaters, hot surfaces or other potential sources of ignition that might catch fire.
- Waste paper bins must not be used for cigarette ends when entering office premises.
- Do not place items on window ledges where they may fall out and injure somebody below. Before opening windows make sure that it is safe to do so.
- Keep a check on electrical equipment to detect any signs of damage or discoloration due to overheating. Switch off any equipment that you think might be faulty.
- Switch off non-essential equipment at night before leaving the office.
- Never put chemicals or any other hazardous materials in containers that have misleading labels, especially food containers.
- If you spill any liquids clean them up or ensure that the area is signed to indicate any slipping hazard.
- Do not remove the casing from office equipment except in so far as is necessary to carry out routine operations described in the supplier's handbook. Be aware that parts of office equipment may be hot when first switched off.
- Ensure that you know the emergency procedures for the area in which you work.
- Do not prop open fire doors or move fire equipment from its proper location.
- Report anything that you think presents a hazard so that action can be taken to safeguard everyone.

ANNEX D - GUIDELINES ON SAFE WORKING WITH VISUAL DISPLAY UNITS

Introduction

Personal Computers are used by most office workers. They are an efficient means of carrying out many tasks but they can present hazards if not properly used. The following notes represent simple actions you can take to help yourself.

Setting up your VDU Workstation and screen (Not applicable for users of lap top computers)

- Make sure that you have sufficient free space on the desk to locate the equipment properly and to lay out the work you are doing.
- Position the screen to avoid glare and reflection from lights and windows. Close the blinds if necessary.
- Set the screen at a suitable distance for clear and comfortable vision. Ensure that the top of the screen is more or less in line with eyes. It may be necessary to raise the screen to achieve this.
- Set the angle of the screen to give a comfortable (neutral) position for the head and neck, without tension in the neck and shoulder muscles.

Setting up your keyboard and mouse

- The keyboard and mouse should be positioned to give you space for operation of each one without stretching your arms or fingers. There should be room to rest the hands in front of your keyboard.
- Keyboard wrist supports should only be used to rest hands when not typing.
- Adjust the angle of the keyboard to suit (ideally the key board should be placed in the flat rather than raised position) Your forearms should be approximately horizontal, and your hands level with your arms – avoid any bending of the wrist!
- The position of the keyboard should be set so that you are working 'square on' to the screen, without a twisted back or neck.
- When using a pointing device, such as, a mouse or trackball, ensure that your elbow and forearm is adequately supported by your desk. Ensure your forearm is in line with your hand and avoid bending of the wrist

Posture and Position

- Adjust your chair height to give a horizontal arm/wrist position that avoids tension in arm, shoulder and neck muscles (you need to be aiming for an angle of 90 degrees on your elbow.)
- Adjust the back of your chair to support the lower back.
- Ensure that there is space to move your legs under the desk with the chair adjusted.
- Use a footstool if it is necessary to get a comfortable and stable position for your feet with the chair height correctly adjusted. There should be no undue pressure from the chair on the back of the thighs.
- Re-adjust your workstation to different tasks e.g. for closer attention to the screen for fine work.
- Ideally when seated your hips should be slightly higher than your knees.

Work Routine

- Ensure that you do not spend too long without a break from keyboard work, using the mouse, or work requiring close attention to the screen.
- Frequent short breaks are preferable to long periods of work with a longer break at the end. At least 5 minutes in every hour should be spent away from work on the screen and keyboard.
- Change positions periodically to prevent tension building up in any set of muscles.
- Relax your hands and stretch the arms and fingers.
- Give your eyes a break from focusing on the screen – focus on something at a distance.

Avoiding headaches and eye strain

- Lighting needs to be suitable for the task. Avoid excessive lighting or too little lighting. Use task lighting if necessary for work on, or from, documents.
- Use a document holder positioned at the same distance as the screen to avoid excessive re-focusing of the eyes.
- Ensure that you do not have glare and reflections from furniture and objects nearby as well as from lights and windows.
- Adjust the brightness and contrast of your screen image.
- Wear spectacles or lenses if necessary, especially any that are provided specifically for VDU use.
- Avoid sitting near to hot radiators, or in draughts, that may dry the skin and eyes.

Workers who use laptops will be provided with docking stations (where appropriate) so that the best possible positioning can be achieved to ensure personal comfort and compliance with the Display Screen Equipment Regulations 1992.

The use of a laptop where a docking station is not available is only acceptable in temporary circumstances and for limited use. Users of laptops when not using a docking station need longer and more frequent breaks with regular changes in activity to compensate for poorer working conditions.

Lap top users also need to be aware of the risks of theft or mugging. Avoid using or carrying laptops when working alone in circumstances where there may be the potential for theft. Do not leave the laptop in view or use in a parked car, and take extra care in public places. Never leave your laptop unattended unless securely locked to a desk.

Manual handling can also be another risk associated with the use of laptops. Avoid the need to carry equipment or papers unless they are really necessary. Consider using a back pack or wheeled luggage carriers to help move loads.

Further Help

If despite taking the above precautions, you still have problems with headaches, eyestrain or muscle pains seek help through your manager.

ANNEX E - HANDLING AGGRESSION AND VIOLENCE THE DO'S AND DON'TS

- If you anticipate aggression or violence try to remain calm or at least give the impression that you are calm. Always try to be aware of those situations that might involve aggression or violence and avoid them in the first place.
- Try to give an angry person your full attention and be willing to give them the time to sort things out.
- If you act first and ask questions afterwards the situation is likely to deteriorate. Ask what is wrong and listen to what they say. Acknowledge their anger and focus on it. Agree if you think they have a right to be angry.
- Try not to take a violent outburst personally even if the abuse is racist or sexist. Often you are in the line of attack because you are the only person on whom they can vent anger. Taking it personally will reduce your ability to make a controlled response.
- Try to avoid making the person feel powerless, as physical attack may then seem to be the only avenue open to them. Avoid a conflict of will and avoid physical contact. Even if you win the point the other person may harbour a grudge and try to get back at you, or others, later. Don't patronise, ridicule or belittle the aggressor.
- Be honest about what you are able to do and what you will do about the situation. If you agree to do something you must do it! If you are able to give information at an early stage it may help to head off a developing situation. Explain what you are doing.
- Try always to have a colleague nearby if you anticipate aggression. It helps you to feel less threatened and more able to meet the situation.
- Avoid physical force unless absolutely necessary, for example, if you are attacked and have to defend your self or to breakaway from your aggressor. If you use force you may encourage the other person to feel that it is acceptable and you are likely to find it used in return.
- If possible separate the angry person from an audience or from the situation causing anger. Do this only if you can do it without increasing the tension in the situation.
- Be alert to any signs that the person may have been taking alcohol or drugs as they both act to increase the risk of physical violence and unpredictable behaviour.
- Monitor the situation and keep asking yourself the question 'Has the situation reached the position where I need to seek help or to effect an escape.?' If it has then seek help or try to escape from the situation. Always try to position yourself to prepare for a possible need to affect an escape – try not to let the aggressor get between you and the route of escape.