



whitewater

**HEALTH &
SAFETY POLICY**
2022



whitewater

Table of Contents:

1. Policy Statement	1
1.1 Responsibilities	1
1.2 Consultation with Employees	2
1.3 Reporting	2
1.4 Monitoring Health and Safety	3
1.5 Security	3
2. Fire and Emergencies	4
2.1 On Discovering a Fire	4
2.2 On Hearing the Alarm	4
2.3 If Assisting with the Evacuation	4
3. Fire Fighting Equipment	4
3.1 General Rules for Fighting a Fire	4
3.2 Employee Eye Care	5
4. Use of Display Screen Equipment	5
4.1 What are the Regulations?	5
4.2 What are the possible ill health effects?	5
4.3 What Duties are placed on Whitewater Display Limited	6
4.4 What can I do to help myself?	6
4.5 What are the Subjects Dealt with in the Risk Assessments?	6
Review	7
Useful Contacts	7
Health & Safety Officers	7
Fire Wardens	7



whitewater

HEALTH & SAFETY POLICY

1. Policy Statement

Whitewater Display Limited organisation will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its employees, volunteers, customers and visitors.

For staff and volunteers who undertake activity away from the office, Whitewater Display Limited Organisation will implement Health and Safety policy and the relevant procedures and ensure that staff and volunteers are aware of their responsibilities.

The Whitewater Display Limited Organisation statement of general policy is:

- To provide adequate control of the health and safety risks arising out of its work activities
- To consult with employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

1.1 Responsibilities

The Board of Trustees has overall responsibility for all aspects of health and safety at Whitewater Display Limited organisation and for ensuring appropriate arrangements are made to comply with all statutory requirements.

The Chief Executive is responsible for ensuring that the policy is implemented. Day-to-day responsibility for ensuring the policy is put into practice is delegated to the First Stop Information Manager and each service manager will have responsibility for ensuring a healthy and safe environment for staff, volunteers and service users.

All employees must:

- Co-operate with managers and co-ordinators on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of other people who may be



whitewater

affected by their acts or omissions at work

- Familiarise themselves and comply with the charity's procedures on health and safety
- Work to the highest possible standards of safety with regard to customers
- Report all health and safety concerns to their Line Manager, the Health and Safety Officer or as detailed in this policy
- Report all accidents or injury that are caused by the working environment are reported to their Line Manager
- Report to their line manager if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment
- A breach of the Health and Safety policy or procedures could result in disciplinary action being taken

Whitewater Display Limited organisation will ensure:

- The provision and maintenance of a working environment for its employees, volunteers, customers and visitors that is safe, without risks to health and with adequate facilities
- A safe means of access to and exit from the workplace
- The provision and maintenance of equipment and systems of work that are safe and without undue risks to health
- Safety in the use, handling, storage and transport of articles and substances
- The provision of information, instruction, training and supervision necessary to ensure the health and safety of its employees, volunteers and service users

1.2 Consultation with Employees

Employees will be consulted on health and safety matters, through the Health and Safety Officer or during staff meetings. Whitewater Display Limited organisation will act on any legitimate concerns expressed by any interested party.

1.3 Reporting

By law, we must keep records of all accidents involving staff or visitors. You must tell your Line Manager immediately about any accident that has occurred, no matter how minor it may seem. The Line Manager will then complete the accident book which will detail the circumstances of the accident in question.

The law requires us to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons affected are not exposed to risks to their health or safety. This includes providing essential welfare facilities for employees.

If you are nearby when an accident happens, you must immediately seek first aid from the appointed first aiders. Act quickly and sympathetically.



whitewater

Those employees trained in first aid are already listed in this manual as well as being displayed on your notice boards. Always observe safety regulations and make sure that neither you nor your colleagues are exposed to danger.

The First Aid boxes may be found in the kitchen. The Company's nominated First Aiders are listed for you on the staff notice boards and you must familiarise yourself as to who the nominated individuals are.

The Directors must report any work-related deaths, and certain work-related injuries, cases of disease, and near misses involving our employees wherever they are working. Online reporting can be found at <http://www.hse.gov.uk/riddor/report.htm#online>

All hazards in the office should be reported to the First Stop Information Manager. Potential hazards in services should be reported to the service manager or coordinator. Once notified, action should be taken to clear the hazard. All accidents whilst at work must be recorded in the Accident book and the Line Manager notified.

The Chief Executive has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

1.4 Monitoring Health and Safety

Responsibility for carrying out monthly Health and Safety inspections will be delegated to Ian Bell. The checklist for conducting inspections is in Appendix 3. The [Name of Manager] should report findings of the inspections to the Chief Executive. The [Name of Manager] or Chief Executive will also do occasional health and safety spot checks.

Accidents will be investigated by the Chief Executive and the safety systems will be reviewed to try and prevent a recurrence. Sick leave will be reviewed by the Deputy Chief Executive who will investigate any work-related absences.

1.5 Security

Members of staff are asked to see that all windows and blinds in their rooms are closed at the end of business each day, and that all confidential papers and files are placed in filing cabinets or the safe.

With the exception of the main entrance doors, all other doors in the offices are to be kept shut at all times. Staff should question unidentified persons found in the offices or warehouse, but should not take personal risks.

If people visit the premises outside normal working hours, they should only be admitted if they have the name of the person they are seeing and that person is in the building. Under no circumstances should people just be allowed access and to go where they please.



whitewater

All visitors to the offices and warehouse must check in to reception first and sign the visitor's book. They will not be permitted to enter the rest of the site until the person they are visiting collects them personally from the reception area.

2. FIRE AND EMERGENCIES

Actions to be carried out in the event of a fire

2.1 On Discovering a Fire:

- Raise the alarm without delay
- If trained in the safe operation of the available fire fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the Designated Person on the assembly area

2.2 On Hearing the Alarm:

- Leave by the nearest fire exit taking any visitors with you. Do not delay your exit to collect your belongings
- Close windows and doors behind you
- Go immediately to the assembly area and ensure that you are accounted for
- Do not re-enter the building until the all clear has been given

2.3 If Assisting with the Evacuation:

- Commence the sweep from the furthest point away from your fire exit so that you are always moving towards a place of safety
- Thoroughly check the area to ensure that all occupants have evacuated. Checks on toilet areas should include a check on each individual cubicle
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand
- If you encounter any persons present they should be instructed to evacuate immediately
- All visitors and members of the general public should be ushered to an exit - not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Designated Person accordingly upon your arrival at the assembly area

3. FIRE FIGHTING EQUIPMENT

3.1 General Rules for Fighting a Fire:



whitewater

- Always raise the alarm first
- Only attempt to tackle a fire if you have received training in the safe operation of the fire fighting equipment and only if it is safe to do so
- Do not attempt to fight a fire that you have not previously sighted
- Ensure you select the correct type of extinguisher. Do not fight a fire if you are unsure what is burning or if you have any doubts about using the equipment. Remember, fire extinguishers are intended for small fires in their early stages
- Always tackle the fire from the furthest distance possible, and always keep a means of escape available to you. Never allow the fire to get between you and your means of escape
- If the fire continues to grow despite your efforts to extinguish it, or if it is becoming too hazardous to remain, abandon it
- Irrespective of the outcome, wherever possible close the door on the room
- Always report the outcome of your attempt immediately to the Designated Person

3.2 Employee Eye Care

The Company will pay for eye tests if and only if the following are complied with:

- A “DSE Workstation Assessment” form has been completed by the employee prior to the appointment and subsequently by the Optician
- An “Eye Examination” form has been completed by the employee prior to the appointment and subsequently by the Optician

4. USE OF DISPLAY SCREEN EQUIPMENT

4.1 What are the Regulations?

The Display Screen Equipment (DSE) Regulations 1992 came into force on the 1st January 1993.

They affect employees and the self employed who habitually use visual display units (VDUs) for a significant part of their normal work. These personnel are given the designation - ‘user’.

4.2 What are the possible ill health effects?

A range of conditions, associated with the arm, hand or shoulder areas, are now described as work related upper limb disorders (WRULD).

These range from temporary fatigue in the fingers or wrist to chronic tissue disorders, such as:

- Carpal tunnel syndrome or musculoskeletal problems stemming from poor posture
- Temporary visual fatigue leading to headaches, impaired visual performance and redsore eyes
- Fatigue and stress caused by the task being completed, poor job design or poor organisation of the work



whitewater

4.3 What Duties are placed on Whitewater Display Limited?

The general objectives to be met by Whitewater Display Limited, are:

- Analyse the workstations of employees covered by the Regulations, assess and reduce any relevant health and safety risks to the lowest level reasonably practicable
- Ensure that workstations meet the minimum requirements
- Plan the work of employees so there are suitable breaks in the work or the possibility of changes in activity throughout a normal working day
- On request arrange eye and eyesight tests for 'users' as per Whitewater Display Limited
- Provide sufficient information, instruction and training as is necessary to ensure the health and safety of their employees, for example ensuring that employees know how to adjust their work chair to gain a comfortable position or the arrangements for breaks in the workplace

4.4 What can I do to help myself?

- Adjust your chair and VDU to gain the most comfortable position. As a guide your arms should be roughly horizontal, and your eyes should be in line with the top of your screen
- Ensure there is enough space under your desk to allow you to move your legs freely
- Avoid reaching or twisting, especially to move or pick up items, which will put excess pressure on your back and neck
- Move about - don't sit in the same position for long periods. Take advantage of breaks
- Adjust your keyboard using the feet underneath. Remember space in front of the keyboard is helpful for resting hands and wrists
- Try different layouts on your desktop to find one that best suits you
- Try and arrange your desk and screen so that bright lights are not reflected in your screen. You shouldn't be directly facing windows or bright lights. You can use curtains or blinds if this is not practicable

DO NOT attempt to make any equipment changes or modifications unless you are specifically trained and instructed to do so, and cooperate with the health and safety arrangements provided by Whitewater Display Limited.

4.5 What are the Subjects Dealt with in Risk Assessments?

1. Adequate lighting
2. Adequate contrast, no glare or distracting reflections
3. Minimisation of distracting noise
4. Legroom and space to allow for postural changes
5. Window coverings to dispel glare or heat build up
6. The software. Is it appropriate for the task? Is it adapted for the user? Does it cause any interface problems?
7. Has the screen got a stable image, is it adjustable, readable and is it glare or reflection free?
8. Has the keyboard got a matt surface? Are all keys legible? Can it be adjusted?
9. Does the work surface allow for easy manipulation of the equipment? Is there sufficient



whitewater

space?

10. Is the work chair adjustable in both seat height and back height / tilt?

11. Does the operator have a footrest (if required)?

Review

The Health and Safety policy and procedures will be reviewed every three years or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

Useful Contacts

Further advice on Health and Safety can be obtained from the Health and Safety Executive on 01284 334480 or email hse.infoline@connaught.plc.uk

THE HEALTH AND SAFETY OFFICERS ARE:

James Boughton
Simon Pollard
Laura Yearley
Adam Danbury

THE FIRE WARDENS ARE:

James Boughton
Simon Pollard

Signed

A Connacher, Director