

The Dockland Settlements

Health & Safety Policy

Accident reporting procedures

All accidents, incidents and work-related ill-health must be recorded on The Dockland Settlements accident referral procedure book and sent to the safety advisor. These include:

1. Accidents to staff, including minor injuries
2. Accidents involving third parties, ie non-employees, students, visitors, contractors etc
3. Incidents where no one is injured but there is a potential for injury
4. Physical assaults or verbal abuse of DS employees
5. Dangerous occurrences such as fires, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in any person being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists, etc
6. Work-related ill-health such as dermatitis from use of chemicals, occupational asthma, musculo-skeletal pain as of result of using computers or manual handling etc

What should be reported?

- A. Any incident that results in a serious injury to an includes:
7. a break or fracture of any bone except those of the fingers or toes;
 8. any amputation;
 9. dislocation of the shoulder, hip, knee or spine;
 10. loss of sight (whether temporary or permanent);
 11. chemical or hot metal burn to the eye or any penetrating injury to the eye;
 12. an injury resulting from electric shock or electrical burns;
 13. an injury that leads to a loss of consciousness or requires resuscitation;
 14. an injury that requires the injured employee to be hospitalised for more than 24 hours.

- B. Any accident or incident, connected with arising out of work activity, that results in a 'third party', ie someone who is not an employee, being taken from the scene of the accident to hospital. This is regardless of whether or not they are admitted to hospital
- C. Any dangerous occurrence
- D. Specified diseases associated with certain work activities, or exposure to certain substances.

If you are in any doubt about what should be reported contact, Ben North, Operations Director.

Communicating health and safety information

- 15. The health and safety coordinator will be responsible for disseminating information on health and safety issues within their department or service. The department or service's local policy statement should state how staff can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire.
- 16. Health and safety should also be a regular item on the agenda of team/management meetings.
- 17. The Health and Safety Law poster will be displayed in prominent position in all work places.
- 18. Where appropriate, signs and posters will be used to communicate health and safety information in order to keep the community updated on the preventive and protective measures taken by the Settlement.
- 19. Human resources will ensure that all new employees know where to find copies of the health and safety policy.

Consulting on health and safety issues

- 20. The Dockland Settlement is obliged by the Safety Representatives and Safety Committee Regulations 1977 Safety and Health and Safety (Consultation with Employees) Regulations 1996 to have arrangements for consulting with its employees. The Settlement will discharge this duty through the operation of health and safety officer.

Electrical safety

21. Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training.
22. The DS will arrange for fixed electrical installations to be tested every three years. All installations will conform to the requirements to the latest edition of the Institution of Electrical Engineers' Regulations for Electrical Installations, and all work must be carried out in accordance with the Electricity at Work Regulations.
23. Electrical socket outlets must not be overloaded and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading.
24. Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects.
25. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Fire Safety

Fire risk assessments

26. The DS will arrange for fire risk assessments to be undertaken of DS premises.
27. All persons who work in or use the premises will be informed of the outcome of fire risk assessments and the measures recommended to control fire risks.

Fire Safety Information

28. All employees shall receive appropriate information and instruction to ensure that they understand fire precautions and the action to be taken in the event of fire.
29. Fire training will be included in health and safety induction programmes.
30. DS is responsible for ensuring that any visitors evacuate safely in the event of a fire. The DS will ensure that anyone working on site knows what action to take in the event of fire and evacuate the building when the alarm sounds.
31. Fire action notices will be posted in all offices/teaching rooms, and in lobbies and adjacent to fire exits.

32. Action to take in the event of a fire – see separate Fire Evacuation Policy.

Fire equipment and fire safety systems

The DS is responsible for providing and maintaining fire fighting equipment, fire detection and fire systems, and structural fire protection, such as fire doors, fire protected escape routes etc on the site.

It is a criminal offence to misuse or tamper with any fire safety system. Therefore persons must not:

33. recklessly discharge or misuse any fire extinguishers;
34. block fire escape routes, as this may result in persons being unable to exit the building safely in the event of a fire; or
35. wedge open fire doors, as these are designated to protect escape routes and prevent the spread of toxic smoke and fumes. (The majority of deaths in fires are the result of inhalation of toxic smoke and fumes.)

Fire prevention

Everyone has a role to play in reducing the risk of fire:

36. Do not overload electrical sockets, or tamper with plug fuses
37. Take care with portable heating appliances. Radiant heaters, ie fires with an exposed element or flame, must not be used. LPG heaters must not be used without the permission of the safety adviser.
38. Observe the 'no-smoking' signs. Smoking is not permitted anywhere in the building. Make sure that they are safely extinguished in a suitable receptacle before entering any building.
39. If smoke is discovered coming from underneath a door or where a door or handle is hot, do not open the door, but sound the alarm and summon the fire brigade.

First aid

The DS has a duty as an employer/landlord to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements.

At present there are two categories of first-aiders:

40. A designated 'first-aider' who holds a current first aid at work certificate
41. An appointed person who has received training (normally a one-day course) on the emergency treatment of casualties and who will be able, in the absence of a designated first aider, to take charge of a situation, ie call an ambulance, administer resuscitation, or control bleeding.

The DS has at least one qualified first-aider on duty for every shift. The DS will record the names of the first-aiders for their building in the main office. As a minimum, occupants should always have access to an appointed person. Enough persons will be nominated to ensure that there is cover for leave, sickness and other absences.

Line managers and supervisors must cooperate with the efforts to recruit and retain sufficient numbers of first-aiders. This cooperation relates to both assisting in the recruitment of volunteers and releasing staff to attend training and perform their duties as first-aiders.

DS will ensure that their department has a sufficiently stocked first-aid box. They or another nominated person should be tasked with ensuring that the contents of the first-aid boxes are replenished as and when necessary.

A record should be kept of first aid given and this should be kept alongside the first aid box.

Hazard reporting

If you identify a hazard or an unsafe system of work you should report it in the first instance to the centre caretaker. If for any reason these are not available you should report it to the site manager or member of DS staff.

Health and safety training

The DS health and safety advisor will develop a comprehensive training strategy to ensure that staff receive appropriate and adequate training to enable them to acquire the skills and knowledge to make them competent in the health and safety aspects of their work, whatever their position in the organisation.

Line managers must ensure that all reasonable efforts are made to release staff to attend health and safety training.

Induction training

All new entrants should attend induction sessions organised by the DS safety advisor to ensure that they receive adequate information on the DS arrangements for health and safety, including fire precautions.

First day induction

Line managers must ensure that new employees, volunteers, work experience trainees, agency staff and other temporary staff are immediately aware of the DS health and safety policy and any departmental health and safety procedures.

Other health and safety training

Will be provided as required. Risk assessments and analysis of accidents will be used to identify training needs and target resources.

Where appropriate, job and task analysis will be used to identify the needs for individual work activities

Lone working

42. Line managers must ensure that there are arrangements in place to address any health and safety issue arising from employees undertaking 'lone working'. In this context 'lone working' means someone working on their own without access to immediate support from colleagues and / or supervisors and could include staff working from home.
43. Line managers should identify which members of their staff are required to work on their own for the whole or part of their working time.
44. As part of the risk assessment of any given work activity, line managers must consider whether 'lone working' or increases or creates additional risks.
45. Arrangements for lone working should include, where applicable, means of monitoring and communicating with the lone-working employee, both routinely and in emergencies, eg a system of logging in and regular checking on the condition of lone workers, especially those who are required to work outside normal hours. They should also include arrangements for dealing with emergencies, eg how the lone worker raises the alarm and summons assistance.
46. Staff working on their own in their offices or on premises out of hours', ie after 7pm on weekdays or any time at weekends, should inform security staff on the main office, so that caretakers are aware of their location in the event of an emergency.

Manual handling

47. Health and safety coordinators and line managers will arrange for risk assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling and holding.
48. The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from the floor or above shoulder height, the need to twist, stretch or stoop while manual handling.
49. Action will be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and re-designing work operations.
50. Checklists on risk factors giving rise to manual injuries will be available here.
51. Staff nominated to undertake manual handling risk assessments will receive sufficient training. Staff undertaking manual handling tasks will also receive training in safe handling techniques.

Risk assessments

The DS has a duty under a Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities in order to identify significant risks, and determine what measures are required to manage these risks.

DS management is charged with ensuring that risk assessments are undertaken in the areas for which they are responsible. Any occupational health and safety risk assessment should follow the process set out below:

52. Identify significant hazards, ie factors with potential to cause harm, arising from a work activity
53. Identify who can be harmed and how
54. Assess the risk, ie the likelihood of the harm being realised
55. Decide what measures need to be taken to eliminate, reduce or control the risk to an acceptable level
56. Implement the control measures and make sure all those involved in or affected by the work activity are aware of what must be done to control the risk. This includes, where appropriate, contractors, students etc
57. Keep the assessment under review to ensure that the control measures are working as planned.

When deciding what must be done to control a particular risk, assessors must have regard to what is called the 'hierarchy of risk control' or the principles of prevention, which in practice means the following:

58. Trying to avoid giving rise to the risk in the first place by avoiding the activity or doing the work in a different way
59. Combating the risk at source, eg repairing defective flooring rather than posting warning notices
60. Adapting the work to the requirements of the individual rather than making the individual adapt to suit the work, eg position work equipment so that it can be assessed without awkward stretching.
61. Utilising technical progress, eg where possible introduce mechanical aids that remove the need for excessive lifting, carrying.
62. Giving priority to measures that protect the whole workplace, eg remove processes that give rise to dust rather than issue dust masks.
63. Protective clothing should be considered the last resort, where the risk cannot be controlled by any other means.

The risk assessment should be reviewed at regular intervals, or when circumstances change that may cause the original assessment to be invalid, such as changes in personnel, work patterns, or work equipment.