

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

HEALTH AND SAFETY POLICY

Issue Date: November 2014

PURPOSE

It is the policy of ELATT to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. The health and safety objective of ELATT is to minimise the number of instances of occupational accidents and illnesses.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above objective.

ELATT recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary workers, as well as any visiting members of the public.

While ELATT will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the organisation.

SCOPE

The procedure will apply to all ELATTs' operations, staff, learners, volunteers and any associated visitors to the premises. They do not take into account follow-on action in the light of major loss or catastrophe.

It is clearly recognised that each emergency situation will have its own features that cannot be completely anticipated here. This document gives the general structure for the management of a variety of foreseeable emergency situations. It will therefore be an integral tool to reference in order to ensure safe practices are implemented in each of ELATT operations.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

RESPONSIBILITIES

Employees will:

- co-operate at all times in the implementation of and adherence to health and safety policy and procedures;
- take reasonable care for their own safety and for the safety of others who may foreseeably be affected by their actions at work;
- not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work;
- report all health and safety concerns to managers;
- assist with the completion of any risk assessment programme.

ELATT will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the person responsible for health and safety. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of him or herself or any other person.

ELATT will make available such finances and resources as are deemed reasonable to implement this policy.

ELATT recognises the need to ensure that all staff adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.

HEALTH AND SAFETY RISK ASSESSMENT

As a requirement of the Management of Health and Safety at Work Act Regulations 1999, a Risk Assessment must be prepared to determine the risk and adequacy of the measures provided.

This assessment is available upon request from the Health and Safety Manager, Mia Wylie. Risk assessments can also be found in H&S folder in Reception at Kingsland Road as well as on shared drive.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

ACCIDENT REPORTING

All injuries, however small, sustained by a person at our workplace (staff, learners, contractors, visitors, etc) must be reported to managers. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Any employee who supervises the initial treatment of an injured person must complete the entry in the Accident Book.

The Accident Book is located;

- In the main office at Kingsland Road (First Aid cupboard)
- In Main Reception at Montefiore Centre

On completion of the entry into the accident book, the employee must notify the Manager with responsibility for Health and Safety (Mia Wylie) within 1 day of the accident.

Serious incidents

Fatality, major or serious accident/injuries, assaults or hospitalisation must be reported to the Manager with responsibility for Health and Safety within the same day as the incident, either by telephone or by email.

RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

If the accident is reportable under the RIDDOR in the cases of death, specific major injuries, "over 3 day accidents" and "dangerous occurrences", the HMSO Accident report form (F2508) must be completed and sent to the local Environment Health Officer; alternatively contact the Incident Contact Centre on 0845 300 9923 immediately and follow their advice.

Confidentiality

Accidents Reports fall under the Data Protection Act and are confidential.

LONE AND OUT OF HOURS WORK

The hours of expected building occupancy in ELATT is 8.30 to 18.00, Monday to Friday. All work outside these hours is subject to our Health and Safety Policy.

It is essential that staff sign in and out of the staff register which is located at the main entrance of our building if they are working outside the hours of expected building occupancy, at the weekend, or on public holidays.

Staff who are working on their own must also identify a "buddy" to text at the point that the lone worker leaves ELATT's premises.

Lone working staff should also fill in a risk assessment form for lone working.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

VISUAL DISPLAY SCREEN EQUIPMENT

It is the company's duty to ensure that staff are aware of the display screen equipment regulations and entitlements.

The IT Support Team is responsible and accountable for:

- Ensuring employees understand and apply these guidelines
- Encouraging employees to seek assistance in resolving problems associated with their working with Visual Display Units (VDUs)
- Responding quickly and positively to any such problems
- Referring unresolved problems through the Grievance Procedure
- Providing employees with adequate training on the use of VDUs
- Making available wrist rests document holders and foot rests if requested

Employees Using VDUs are responsible and accountable for:

- Assisting and co-operating with the implementation of these guidelines
- Working in a manner which does not affect their own health or the health of others

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

GENERAL SAFETY PRECAUTIONS/AWARENESS

To ensure a safe working environment, each individual must employ common sense, know physical limitations, display an attentive attitude towards their surroundings, and become aware of applicable compliance codes. The following are common safety related hazards and compliance to help ensure a safe environment.

Fire Exits and Drills

All walkways and fire exits must be kept clear of obstructions at all times.

Details of site fire drill procedures are displayed on site notice boards. All staff must familiarise themselves with these procedures.

Electrical Safety

All mains powered electrical equipment must be inspected; any item not formally checked for electrical safety (look for a BBK sticker with a date on it) must be reported to the technicians who will arrange for the item to be tested in due course. Any item suspected of being defective because of age, appearance or damage must be taken out of service and the item reported to the technicians. The technician will arrange for the item to be tested and/or replaced.

ELATT undergoes PAT Testing of all electrical equipment (both on and offsite) annually, and commissions full testing of electrical wiring every five years.

Food and Drink

Eating and drinking in any teaching area is strictly forbidden.

Cleanliness and Hygiene

In the interest of health and hygiene generally, it is essential that all staff and learners observe basic requirements for cleanliness and hygiene in toilets and bistros and throughout the premises. Where cooking appliances are provided, such appliances must be kept clean and free from any waste food debris.

Waste food should not be deposited in general containers such as waste paper bins. Specific bins are allocated in the kitchen area for this purpose.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

SPECIFIC THREATS

Bomb Threat

In the instance of a bomb threat call the Police immediately on 999, seek their advice and act upon it.

Suspicious packages

Any member of staff who believes they have detected a suspicious package or a package with suspicious contents should:

- Leave it alone – do not handle to investigate it further.
- Clear and secure the immediate area.
- Call the Police immediately on 999

Non-Physical Encounters

A risk assessment should identify all staff that are likely to be confronted with difficult or abusive learners or members of the public, and will be suitably trained. In such situations, staff should follow the “three c’s”:

Containing

- Your first goal is to contain and calm the anger. This may mean ‘talking the level of the encounter down’. Match the energy but not the anger.
- Encourage them to explain what they see as the problem.
- Acknowledge their feelings and your interest in helping.
- Listen hard and spot the points in their account that you can respond to.
- Hear them out, without offering any assessment of solution at this stage.
- Watch for changes in their behaviour which suggest calming.
- Do not pull rank or status; do not argue, but try to get them to relate to you as a person.

Communicating

- This second goal is to commence the exchange of information, having contained and calmed the anger.

Calming

- The third goal is to achieve calming of all parties involved and learn lessons valuable for the future.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

FIRE - EMERGENCY EVACUATION

It is ELATT's duty to make all staff aware of the fire emergency procedures. ELATT must remind employees of these instructions periodically. In addition employees must read the instructions when they join.

In the event of a fire or other emergency in the place of work all staff, learners, visitors and contractors must be evacuated to a place of safety. It is the responsibility of all staff to be aware of and to follow these instructions.

In accordance with the fire precautions (workplace) regulations a Fire Risk Assessment is carried out annually to identify risks.

ELATTs' target for emergency evacuation of all its premises is to achieve complete clearance of the building within two minutes.

GENERAL GUIDELINES

Employees must make sure they know the location of:

- Fire Exits
- Fire Exit routes
- Fire Extinguishers
- Fire Alarm Call Points
- Assembly Points

Employees must ensure:

- Fire doors are kept closed
- All Fire Exit doors and doors leading to an exit are easily openable without the use of a key
- All corridors and gangways leading to a Fire Exit are clear from obstructions
- A fire evacuation drill is carried out a minimum of once a year

IF YOU DISCOVER A FIRE

- **Alert the Fire Co-ordinator** Mia Wylie, Janet Usoro or Hilary Roden.

IN THE EVENT OF A FIRE REQUIRING THE ATTENDANCE OF THE FIRE BRIGADE DIAL 999

NEVER ATTEMPT TO FIGHT A FIRE USING THE FIRE EXTINGUISHERS OR OTHER APPLIANCES UNLESS THE FIRE IS SMALL, AND ONLY IF YOU CAN DO SO WITHOUT RISK TO YOURSELF OR OTHERS AND YOU HAVE BEEN TRAINED IN THE USE OF EXTINGUISHERS.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

DURING AN EVACUATION

During an evacuation **NEVER**:

- Use lifts or escalators
- Stop to collect personal belongings
- Smoke anywhere in the vicinity
- Re-enter the building until OFFICIALLY told that it is safe to do so. Turning off the alarm DOES NOT mean that it is safe to re-enter the building
- Attempt to leave the Assembly Points unless instructed to do so
- Use any of the approach roads during the emergency - they will be needed by the Emergency Services to gain access to the building

FIRE CO-ORDINATOR AND FIRE STEWARDS

The Fire Coordinator MUST take the following action:

- Phone 999 immediately.
- Move people away from exits to the assembly area on the corner of **Dunston Road**
- As Fire Stewards report areas are clear, mark off the road sheet noting any problems.
- Station stewards at ALL entrances to prevent re-entry until the 'all clear' is given.
- Report to the Fire Brigade (in the event of a real fire) on the evacuation state of the building.
- After the practice (or fire) advise all stewards to 'stand down' and file the report sheet in the Health and Safety folder.

The Fire Stewards MUST take the following action:

- Check that all rooms have been vacated including toilets.
- Close the doors of the rooms that have been checked.
- Make their way to the assembly area encouraging all persons in corridors and on stairways to proceed there in an orderly but speedy manner.
- Report that your area is clear or otherwise to the Fire Coordinator.
- MUST not attempt to return to any checked area unless they can do so quickly and ensuring that it is completely safe to do so.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

FIRE CO-ORDINATOR AND FIRE STEWARDS

Fire Co-ordinator	Mia Wylie
Deputy Co-ordinator	Janet Usoro
Fire Stewards	Janet Usoro Hilary Roden Julia Louis Orla Donnelly Oran Blackwood Bridget O'Mahony Deepa Chawla

When a Fire Co-ordinator and Deputy are absent, their duties must be carried out by the most senior person present in the following order:

1. **(plan B)** Janet Usoro
2. **(plan C)** Hilary Roden
3. **(plan D)** Julia Louis
4. **(plan E)** Orla Donnelly
5. **(plan F)** Oran Blackwood
6. **(plan G)** Bridget O'Mahony
7. **(plan H)** Deepa Chawla

CARE OF CASUALTIES

If you are not qualified in first aid yourself, send for the nearest available First Aider, who will take charge of the situation.

IF NO QUALIFIED FIRST AIDER IS AVAILABLE CALL 999.

REPORTING

In due course all staff who witness an accident/incident must report the incident using the Accident Book. See Accident Reporting.

ELATT STAFF HANDBOOK

POLICIES, RULES AND PROCEDURES

FIRST AID

It is the company's duty to provide guidance on first aid in the event of someone requiring first aid:

- Where there are less than 50 employees one person must be appointed to be responsible for the First Aid Box.
- First Aid arrangements are the responsibility of the Student Support Co-ordinator, Janet Usoro. Janet Usoro is also the Lead First Aider, responsible for the First Aid Box and replenishment of First Aid contents as detailed below. The First Aid Box must be available at all times.

CONTENTS OF THE FIRST AID BOX (LESS THAN 50 EMPLOYEES)

- Guidance card
- 60x individually wrapped sterile adhesive dressings (assorted sizes)
- 6x sterile eye pads, with bandage
- 8x individually wrapped triangular bandages
- 12x safety pins
- 12x medium sized individually wrapped sterile unmedicated wound dressings (10cm x 8cm)
- 4x large sterile individually wrapped unmedicated wound dressings (28cm x 17.5cm)
- 20x Cleansing wipes
- 3x pair of disposable gloves

Spillage Kits

A kit for clearing up and disinfecting spillages of blood or other body fluids must be available in every building.

Kits should contain absorbent granules, a disinfectant (unless incorporated in the granules), gloves & a scoop for picking up the granules.

Emergency Assistance

IN THE EVENT OF AN INJURY BEYOND THE SCOPE OF FIRST AID ASSISTANCE, CALL AN AMBULANCE IMMEDIATELY ON 999. REMAIN WITH THE CASUALTY UNTIL THE AMBULANCE ARRIVES.

Accident Reporting

An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident.

CURRENT FIRST AIDERS

You can find a list of ELATT's current trained first aiders at: Q:\Staff Handbook\Staff Policy and Procedure\13 Health and Safety\Health and Safety at Work\First Aid Certificates (all staff are encouraged to take up first aid training).