

Health and Safety Policy and Procedures

It is the policy of CREST to maintain high standards of Health and Safety at for all its employees, volunteers and users

- In pursuance of this policy CREST will, so far as is reasonable practicable, provide and maintain plant and systems of work that are safe and without risks to health
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, volunteers and users
- Maintain places of work under its control in conditions that are safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work

The manager will regularly consult with the management team and employees with a view to assisting CREST and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety of its employees, volunteers and users and to monitor the effectiveness of such measures

CREST seeks the co-operation of every employee in the implementation of this policy. In particular every employee, whilst at work, is required to:

- Take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- Co-operate with CREST to enable it to perform or comply with any duty or requirement imposed on it by or under relevant legislation
- Use any equipment or facilities provided in the interest of health, safety or welfare and not intentionally or recklessly to interfere with or misuse such equipment or facilities
- Report to the manager, without delay, any accident or injury sustained at work
- Assist in the investigation of accidents with a view to preventing, or minimising the risk of, a recurrence
- Report to the manager any matters, including defects or working practices, which may create a risk to the health and safety of employees

Organisation and Arrangements for Implementing the Health and Safety Policy

Management

- CREST Management Committee is primarily responsible for implementing the policy in accordance with its Health and Safety Policy Statement
- The manager has overall responsibility for health and safety. Service Managers are responsible to the manager for ensuring compliance with the policy within their own areas of responsibility
- Service Managers have particular responsibility for the employees reporting directly to them and for the departments and workplaces under their direct control

- In addition to the general duty to promote good working practice in regard to health and safety, Service Managers are responsible for ensuring that all employees reporting to them or under their control:
 - are aware of the health and safety policy and safety rules and have received instruction in emergency procedures
 - are aware of the hazards and the precautions to be taken in the use of any plant, machinery or process and in the use, handling, or storage of substances they may use in the course of their work
 - are aware of their own duties and responsibilities for health and safety at work and have sufficient information and training to fulfill those duties and responsibilities

Office Services

The manager has particular responsibility for ensuring that:

- Office accommodation is maintained in a safe condition
- The premises are maintained in a clean and healthy state
- Electrical equipment is tested and registered

First Aid Officer

The first aid officers are responsible for:

- Ensuring that notices about first aid arrangements are posted on all main notice boards within all work locations and that such notices are kept up to date
- Ensuring that adequately stocked first aid boxes are maintained in suitable locations on each site and that the contents are regularly checked

Emergency Evacuation Procedures

If it becomes advisable or necessary to evacuate buildings that CREST are responsible for, because of fire or another emergency, the alarm will be sounded by the general fire alarm system. On hearing the alarm:

- All employees, volunteers and users must leave the building immediately in a orderly manner by the nearest possible exit
- They must not stop or collect their belongings
- Employees, volunteers and users must assemble at their designated Assembly Point
- They must not return to the building until instructed by their Service Manager otherwise leave the Assembly Point until they have been accounted for

Assembly Points

In the event of evacuation, employees, volunteers and users should immediately go to the Assembly Point as designated for the specific location that they are at.

Fire Procedures

- If an employee, volunteer or user discovers a fire, they should try to put it out by using the nearest suitable fire extinguisher, provided they can do so without risks to their own safety
- If the fire cannot be extinguished immediately, then the fire alarm must be activated. All employees and volunteers should learn where the fire alarm points and fire extinguishers are and how to operate them. Also find out the location of the designated Assembly Point and alternative routes to it

Fire Precautions Act 1971

- It is a requirement of the Fire Precautions Act 1971 and the Health and Safety at Work Act 1974 that all employees are familiar with the procedure in the event of a fire. Notices giving instructions on the actions to be taken in the event of a fire on the premises are displayed on all main notice boards in CREST buildings. Employees should ensure they fully understand these instructions and raise any queries with the manager

Fire Alarm Tests

- The CREST office fire alarm is tested on a regular basis. Currently the system is tested at 9.30am on the first Monday of each month, or a week later if the first Monday falls on a public holiday.
- Employees are responsible for ensuring that they are aware when the fire alarms are tested at their specific work location
- Tests of the evacuation procedure are held periodically, in consultation with the Fire Brigade

Service Managers

- Service Managers are responsible for ensuring that their employees, volunteers and users are kept informed of the locations of Evacuation Assembly Points
- In the event of the fire alarm sounding, Service Managers or their appointed deputy, are required to proceed to the locations Assembly Point, check that employees, volunteers and users are present and notify the manager or deputy whether or not all are present
- Service Managers are recommended to have a register of the employees and any guest in their areas readily available in the event of an evacuation

First Aid

- The arrangements for first aid are displayed on all main notice boards in CREST buildings
- Employees should ensure they are familiar with these arrangements so that they are aware of facilities and procedures available in case of an emergency
- Any injuries sustained, whether or not on CREST premises, should be recorded in the Accident Book which is held at each location

Cleaning and Storage

- A cleaner is employed to clean the CREST offices and meeting rooms. Any member of staff who finds deficiencies in the standards of cleaning should report them to the manager

- Employees should ensure that offices and corridors are kept clear of obstructions, such as boxes or equipment which could cause an accident or impede evacuation in an emergency
- Particular care should be taken in the storage of combustible materials, such as paper, which must not be stored near sources of heat. Rubbish should be disposed of carefully and promptly to reduce fire risk
- Chemicals and solvents should only be stored in their original containers which must be clearly labeled. If it is necessary to decant fluids into smaller containers, these containers must be properly labeled with the name of the fluid and any warnings or precautions detailed on the manufacturer's suppliers labels

Display Screen Equipment

- The health and safety Display Screen Equipment Regulations came into force on 1st January 1993. The regulations set out minimum standards for workstations and computer equipment which apply immediately to new workstations and hardware.
- The manager assesses such matters as the layout, seating, lighting and requirements for foot and or hand rests for all its existing workstations and takes the necessary steps to ensure that statutory standards are met
- Under the regulations, those employees who fall within the definition of "habitual" users of display screen equipment are entitled, on request, to have an eye test. There is a further entitlement to the provision of spectacles where these need to be prescribed specifically for VDU use. Individuals whose work requires the "habitually" to use display screen equipment can obtain further information on CREST's arrangements for eye tests from the manager

Electrical Appliances

- All electrical equipment within CREST facilities is tested regularly to ensure its compliance with statutory safety standards
- New items of electrical equipment, or items which do not carry a test record, should not be used without the authority of the manager
- All employees should take care to prevent electrical cables trailing in such a manner as to constitute a hazard

Photocopying

- Access to the photocopier is restricted to those members of staff who are required to use it and those who are authorised by the manager
- Chemicals and equipment for the photocopier unit may only be used by individuals authorised to do so and then strictly in accordance with instructions issued by the manufacturer and or supplier

Safety Rules

- Employees are asked to read carefully the following rules and discuss with their manager any points they do not fully understand. These rules are designed to minimise the risks of injury to staff and to visitors to the CREST buildings and therefore apply to all employees. Breach of any of these rules may result in action being taken under the disciplinary procedures

- Because of their potentially serious consequences, the offences described below will normally constitute gross misconduct and may result in summary dismissal i.e. without notice
 - Intentionally or recklessly interfering with or misusing any equipment or facilities, for example fire fighting equipment provided in the interests of health and safety
 - Deliberately or recklessly contravening safety rules, procedures, or instructions
 - Seriously endangering the health and safety of themselves, or that of other employees or visitors either deliberately or through serious negligence
 - Dangerous horseplay
 - Smoking in an area designated a No Smoking area because of fire risk for example where highly flammable substances are used or stored
 - Being under the influence of alcohol or non prescribed drugs whilst on any CREST premises

Other Rules

Employees are required to observe any safety rules, procedures and instructions issued by their Service Manager for the type of work on which they are engaged at any particular time

- If an employee sustains an injury at work, or witnesses an accident, they must report it to their Service Manager either immediately or as soon as any necessary first aid had been administered. Employees are also required to co operate in any investigation by CREST and or an inspector of a statutory body into the causes of an accident
- If employees observe any situation or practice which may create a risk to health and safety they are to report it to a Service Manager without delay
- Electrical work may only be carried out by appropriately qualified and authorized personnel and in accordance with "permit to work" procedures
- All safety and personal protective equipment PPE e.g. safety helmets, safety footwear, eye and ear protection issued to you must be worn and or used at all times where the use of such equipment is appropriate and considered good practice