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Dacorum Communities for Learning

HEALTH AND SAFETY GUIDELINES



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HEALTH AND SAFETY POLICY

In accordance with the Health and Safety at Work Act (etc) 1974 and the Shops, Offices and Railway Premises Act 1963

GENERAL

Dacorum Communities for Learning (hereafter DCFL) delivers its services from and at various third party venues. It is our policy that all venues have satisfactory and appropriate insurance, that H&S policies are in place and practised, and that risk assessments have been undertaken by the venue management and any risks addressed.

We are committed to the safety, health and welfare of our volunteers, staff, associates, learners and others in the course of undertaking our commitments. Every effort is made to ensure that everyone has safe working conditions. The Health and Safety at Work Act etc., 1974 places a duty on every one to:-

- take reasonable care for the Health and Safety of themselves and others
- co-operate in meeting the duties and requirements of the relevant statutory provisions.

Everyone will abide by the Health and Safety policies of the venue from which they are operating. It is recognised that any Health and Safety policies applicable within venues will always take precedence over any similar policies operated by DCFL.

DCFL RESPONSIBILITIES

DCFL have overall responsibility for ensuring that appropriate health and safety arrangements are in place at venues, which are used by all staff.

All parties have a responsibility to work within the policies in place and to ensure, as far as is reasonably practicable, that neither themselves nor others are exposed to risks to their health and safety. Everyone will exercise reasonable care in not putting themselves or others at risk.

DCFL will ensure that a risk assessment has been carried out in all venues from which DCFL operates. They will also arrange for regular confirmation from all venue managers that appropriate checks of fire and electrical equipment has been made.

In the context of this document all references to staff will include employees, volunteers, committee members and any person working for DCFL.

DCFL has a 'Learning for All' policy, which explains what to do if someone with learning difficulties, disabilities, or language difficulties registers as a learner, and how best to support them in terms of their safety.

GUIDELINES

Community centres, that DCFL operate in, will maintain appropriate insurance cover for the protection of relevant parties.

There will be health and safety induction (written or oral) for all new volunteers and staff.

Appropriate Health and safety directions (written or oral) will be given to all learners prior to the start of a course. DCFL will risk assess any learner declaring a disability or a learning difficulty before they commence on their training, to ensure their safety, and complete a personal risk assessment form.

Staff, learners and others from DCFL must exercise reasonable care to avoid risk to themselves or others.

A copy of this Policy Document will be available to all staff. The document will be reviewed regularly and/or as circumstances dictate and all staff must make themselves aware of the contents that may be in place from time to time.

No-one may interfere with, or misuse, anything provided in the interests of health or safety. Breach of this rule or any faulty equipment must be reported immediately to the DCFL Manager (or) Chairperson.

Any health and safety-related incidents (or "near misses") must be reported to the Manager or Chairperson and entered in the **incident report** by staff on duty at the time. DCFL will review these reports on a regular basis and will take any such instances into consideration when reviewing policy, risk assessments or actions necessary. A copy of such Incident Report will be forwarded immediately to the Chairperson or DCFL Manager and be available for inspection at any time.

The appropriate Venue manager will be advised also and provided with a copy of such incident report to ensure that any necessary/appropriate action/records are maintained in order to comply with their responsibilities under the Health and Safety at Work etc., Act 1974.

If anyone is dissatisfied with the action taken as a result of a report in the Incident Report, they then have the right to seek the opinion of the local Environmental Health Officer.

A copy of these Health and Safety Policy and Procedures will be maintained by the DCFL Manager and will be available for inspection at any time.

Definitions

Venues - any location used for courses, meetings or other approved applications

Parties - groups or individuals including DCFL, management committee members, staff, volunteers, learners and others who are attending events at recognised venues.

Associates – members of organisations contributing to the activity of DCFL, including organisations with partnership agreements, fund providers, government offices, etc

Staff – paid or unpaid persons executing any activity on behalf of DCFL, including employees, volunteers, committee members etc.

Events – any activity organised by DCFL

STAFF RESPONSIBILITIES

1. Whilst working in (or attending) any other premises, necessary to fulfil the functions and objectives of DCFL, **all staff are subject to the Health and Safety requirements and arrangements in place at that particular venue or where DCFL's requirements exceed those of the venue, to this policy..**

2. Staff **must comply with any and all reasonable instructions given by the senior member of staff at the venue where they are working.**
3. All incidents **of whatever nature** should be reported to the most senior person on duty at the particular venue for them to take whatever action may be appropriate. Staff must also inform the manager of DCFL, completing and issuing them with a copy of the incident form.
4. On first attending a particular venue, and on regular occasions thereafter, staff **must ensure that they are aware** of the following:
 - a. The whereabouts of Fire exits, and that all exits are clearly signed and kept unobstructed and that there is emergency lighting where appropriate.
 - b. The fire, bomb and evacuation procedures in place at the relevant venue. In particular the location and use of fire blanket and fire extinguishers, and action to be taken in the event of fire.
 - c. Reporting procedures for accidents, emergencies, bomb threats and suspicious packages, including the whereabouts of any Accident Book.
 - d. The location of the first aid box and the name of the designated venue first aid officer on duty from time to time. Any obvious deficit should be reported to the Manager or Chairperson (orally or via the incident report).
 - e. Reporting procedures for violent incidents, theft and any other unacceptable behaviour.
5. Tutors should review the risk assessment of the venue provided by the office, and sign off that the risk assessment has been reviewed for that particular course delivery.
6. In addition to the venue requirements all staff **must make themselves aware of the contents of this document.** If/where there is any conflict between the contents and the individual Health and Safety Requirements, Regulations or Arrangements in place at the relevant venue then those at the relevant Venue take precedence, **with the exception of** incident reporting as detailed hereafter.
7. For any/all incidents, **whether notifiable or not**, an Incident Report must be completed and sent to the DCFL Manager, with a copy provided to the most senior person at the relevant venue.
8. On a regular basis the nominated Manager or member of staff responsible for an individual venue, will ensure that Workplace assessments are carried out and a report submitted to the DCFL Manager.
9. In the interim (between formal assessments) it is the responsibility of all staff to bring any concerns to the attention of the DCFL Manager.
10. Staff should not operate alone at any venue unless a risk assessment has been undertaken and appropriate risk avoidance measures taken.
11. Items offering personal risk to staff (e.g. firearms, razors, chains, broken bottles, knives, syringes, needles, etc) are prohibited anywhere at any venue.
12. Smoking on any premises, is prohibited.

To assist the venue staff etc., in carrying out their responsibilities and duties under the Health and Safety Regulations that may be in existence from time to time all staff will:

13. Introduce themselves to the senior member of staff of the relevant venue when attending for the purpose of carrying out any/all requirements of their role(s).
14. If required, sign and date the appropriate visitor's book both when entering and leaving the premises

INCIDENT REPORTING

A copy of the incident form at the **back of this document** must be filled in by the most 'senior' member of staff on site at the time of any incident occurring, whether this is notifiable or not. A copy of the incident report should be given to the appropriate authorised official at the relevant venue and,

where appropriate, an entry should be made in the relevant Accident Book at the venue where the incident occurred.

Guidelines for Report of an injury or dangerous occurrence

NB These guidelines are only a summation and reference should be made to the relevant HSE documentation held by the venue, where appropriate.

Types of reportable incidents

Deaths and reportable injuries
Occupational diseases
Dangerous occurrences
Gas incidents

Deaths and reportable injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, a RIDDOR report is required only when:

The accident is work-related; and

It results in an injury of a type which is reportable.

Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body; or
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours;

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitations

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Infoline is HSE's public enquiry contact centre and is your first point of contact with HSE for advice and guidance.

You can contact HSE Infoline on:

Telephone: 0845 300 9923

Web Address is: www.hse.gov.uk



Incident Reporting Form

Name of individual reporting incident and contact telephone number	
Name of venue manager and contact telephone number	
Name and address of venue at which incident occurred	
Date and time of incident	
Name, address and telephone number of any other individual involved/affected by the incident	
In what capacity was the individual attending the venue? (e.g., Tutor, Learner, Volunteer etc.)	
Where appropriate, date and time entered in venue's accident book	
Entry in accident book made by Whom?	
Full description of incident (continue on separate sheet if necessary)	

If a reportable injury or dangerous occurrence (see guidelines)

HSE Form F2508 necessary? Y/N https://extranet.hse.gov.uk/lfserver/external/F2508DOE	If yes – date completed:
Date submitted to DCFL Manager	By whom?
Signature	Date

APPENDIX

The following information is intended for those individuals who are working with computer equipment; in particular those individuals delivering or helping on DCFL provided ICT courses

A Guide to using Display Screen Equipment(DSEs)

INTRODUCTION

The following information has been reproduced from Health & Safety publications and is intended, primarily, for DCFL's staff in assessing the work stations used in venues. Given the short duration of most of our training sessions issues should rarely arise. It is however incumbent upon everyone to ensure a safe working environment.

GENERAL

There is no difference between a VDU, a VDT, a Monitor and Display Screen Equipment. A display screen usually forms part of a computer and shows text, numbers or graphics. The following advice applies to working with all such screens

DSEs are often blamed for a wide range of health problems. In fact, only a small proportion of VDU users actually suffer ill health as a result of using DSEs. Where problems do occur, they are generally caused by **the way** in which DSEs are being used, rather than the DSEs themselves. Problems can invariably be avoided by good workstation design, and by the way a DSE is used.

Repetitive Stress/Upper limb disorders: Some DSE users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted DSE work. Problems can often be avoided by good workstation design, ensure that the position is comfortable, and that good working practices (like taking frequent short breaks from the DSE) are in place. Prevention is easiest if action is taken early, before the problem has become serious.

Eyesight: Extensive research has found no evidence that DSEs can cause disease or permanent damage to eyes. But long spells at a DSE can lead to tired eyes and discomfort. Also, by giving eyes a more demanding task, it might make an existing eyesight problem more noticeable. Eyes can be helped by ensuring the DSE is well positioned and properly adjusted, and that the lighting is suitable. The heat generated by computers and other equipment can also make the air seem drier, and some **contact lens** wearers find this uncomfortable. If this is a problem but the wearer doesn't want to change to spectacles, try blinking more often or using tear substitute drops. Steps can also be taken to increase the humidity (e.g., installing a humidifier). People with **bifocal spectacles** may find them less than ideal for DSEs. It is important to be able to see the screen easily without having to raise or lower the head. If a bifocal wearer cannot do this comfortably then they may need different type of spectacles. An optician or doctor should be consulted if in doubt.

Headaches: Headaches may result from several things that occur with DSE work, such as:

- screen glare;
- poor image quality;
- a need for different spectacles;
- reading the screen for long periods without a break;

- poor posture; or
- a combination of these.

Many of these things can easily be put right once the cause of the problem has been found.

There are no specific guidelines as to how long one should work on a DSE but long spells of DSE work need to be broken up. How long some-one works without a break depends on what the DSE is being used for. For 'good orders sake' learners should be encouraged to take a break from the screen on an hourly basis.

Skin disorders: Some people may experience irritation, rashes or other skin problems when working with a DSE. The exact cause is not known, but it seems possible that a combination of dry air, static electricity and individual susceptibility may be involved. If this is the case, increasing the humidity or allowing more fresh air into the room may help.

Epilepsy: Most people with epilepsy are completely unaffected by DSEs. A few who suffer from photosensitive epilepsy and are susceptible to flickering lights and striped patterns may be affected in some circumstances. But even they can often use DSEs without provoking an attack. If in doubt they should consult a Doctor.

Portable computers: Laptops and other portables have to be compact and easy to carry. The resulting design features, like small keyboards, can make prolonged use uncomfortable, unless steps are taken to avoid problems, e.g. by using a docking station or a separate, full-size, keyboard. Like other DSE users, people who habitually use a portable should know how to minimise risks. This includes sitting comfortably, angling the screen so it can be seen clearly with minimal reflections, and taking frequent breaks. Wherever possible, portables should be placed on a firm surface, at the right height for keying. Laptops are frequently used with temporary power cables. When this occurs all cables should be suitably positioned to ensure that they do not constitute a hazard and where cabling crosses a floor it should be laid in a cable protector or covered by a cable mat.

Mouse problems: Long and/or intensive use of a mouse, trackball, or similar pointing device may give rise to aches and pains in the fingers, hands, wrists, arms or shoulders. This can also happen with a keyboard, but mouse work concentrates activity on one hand and arm (and one or two fingers), and this may make problems more likely. Adopting a good posture and technique can reduce risks. Take frequent breaks - even short pauses to relax the arm can help, as can spells using the keyboard. Ensure that the mouse is placed so it can be used with a relaxed arm and straight wrist. Support your arm, for example on the desk surface or arm of a Chair. If using a mouse still remains awkward, consider a different shaped or sized one, or another device such as a trackball.

PRACTICAL CHECKS

First – comfort

- Ensure the chair and DSE is in the most comfortable position. As a broad guide, the forearms should be approximately horizontal and the eyes the same height as the top of the DSE.
- Make sure there is enough workspace to take whatever documents, or other equipment, needed.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and DSE to avoid glare, or bright reflections on the screen. This will be easiest if neither the individual nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under the desk to move the legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of the seat on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

Second – using the keyboard

- Adjust the keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Check that the 'legs' at the back of the keyboard are down.
- Ensure that the wrists are kept straight when keying, that a soft touch is maintained on the keys and the fingers are not overstretched. Good keyboard technique is important.

- Move the keyboard out of the way if it is not being used

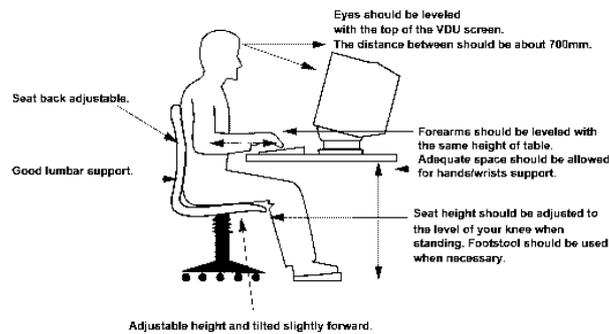
Third - Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Ensure that the individual is sitting upright and close to the desk, so they don't have to work with the mouse arm stretched.
- Ensure that the mouse sits in the palm of the hand with the fore and index fingers resting lightly on the mouse buttons.
- Ensure that the mouse is not being gripped too tightly.

Fourth – using the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the DSE may need servicing or adjustment.

Fifth - Posture



Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation). Take regular breaks from the screen and computer. Frequent short breaks are better than fewer long ones.

Guidelines for Work Station Risk Assessments

DISPLAY SCREEN EQUIPMENT (VDUs/DSEs/Laptops)

Assessment criteria	GREEN	AMBER	RED
DAILY DURATION OF USE	1 TO 2 HOURS	6 – 8 HOURS	OVER 8 HOURS
BREAKS AWAY FROM SCREEN	FREQUENT	INFREQUENT	NONE
POSITION OF SCREEN	IN FRONT	TO SIDE	
FLICKER/REFLECTION ON SCREEN	NONE	MINIMAL	YES
SCREEN CLEANLINESS	CLEAN	MARKED	DIRTY
SCREEN BRIGHTNESS & CONTRASTS	ADJUSTABLE	NON ADJUSTABLE	
FOOTREST IF REQUIRED	AVAILABLE	NOT AVAILABLE	
KEYBOARD HEIGHT	ADJUSTABLE	NOT ADJUSTABLE	
KEYBOARD ANGLE	ADJUSTABLE	NOT ADJUSTABLE	
DESK SPACE	CLEAR	CLUTTERED	CRAMPED
DESK HEIGHT	ADEQUATE	TOO LOW/HIGH	
LEG ROOM	COMFORTABLE	CRAMPED	
CHAIR (5 STAR)	FULLY	HEIGHT	FIXED POSITION

	ADJUSTABLE	ADJUSTABLE	
TEMPERATURE	COMFORTABLE	WARM/HUMID	HOT/COLD
LIGHTING	COMFORTABLE	BRIGHT	DULL
NOISE LEVELS	LOW/QUIET	ANNOYING	HIGH

All staff have a responsibility to monitor work stations in the relevant venues. Where there is perceived to be an issue with a workstation/venue (i.e., an assessment moves into **Red** then the venue manager and the Project Manager should be advised immediately, together with a note of the problem. An immediate inspection will be arranged. Instructions as to how the categorisations are to be used are:

1. **Red** indicates High Risk, **Amber** Medium Risk, **Green** indicates Low/Nil Risk
2. **Red**: indicates that remedial action is necessary and should be reported immediately.
3. **Amber**: Requires review and remedy where possible

Health and Safety Guidelines for the use of Projectors

In order to ensure absolute safety when using projectors it is recommended that:

- It is made clear to all users that no one should stare directly into the beam of the projector.
- All presenters and learners are encouraged to stand to the side of the beam when working with a class.
- When entering the beam, users do not look towards the audience for more than a few seconds.
- Users are encouraged that, wherever possible, they should keep their backs to the projector beam when standing in it
- Learners should be supervised at all times when a projector is being used.
- All leads, cables etc. should be safely located, and learners should be discouraged from walking around the back of working areas which have cables.

Fixed projectors are far less prone to cause concern than mobile projectors, as they are less likely to be at eye level and can be at an angle which does not point the beam directly into the retina. If you are using mobile projectors, ensure that they are placed securely on a flat surface and that wires are not a health and safety hazard. Try to position the projector so that the beam is not at pupil eye level (e.g. place slightly higher and angle the projector downwards)



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