

RIVER Africa

Rural Investment in Vocational Education and Rehabilitation Health & Safety Policy

Introduction

RIVER is committed to providing a safe working environment. We recognize that the co-operation and involvement of staff, volunteers and visitors is essential to maintain health and safety.

Statement of Intent

RIVER will:

- Offer training on health and safety issues for staff and volunteers as appropriate;
- Install, maintain and inspect equipment as necessary to ensure health and safety in the workplace;
- Provide safe premises and systems of work;
- Provide safe access to and exit from a place of work;
- Provide procedures to follow in an emergency.

RIVER will expect its staff, volunteers and visitors to:

- Work safely at all times;
- Adhere to health and safety guidelines;
- Report promptly any faulty equipment or other potential hazards;
- Report injuries and near accidents (whether staff, volunteers or members of the public);
- Co-operate in the investigation of injuries and/or accidents in order to prevent any recurrence.

Duties and Responsibilities

The Health and Safety at Work Act lays down certain duties for all employees. In particular, staff have a duty to:

- Work safely and without endangering the health and safety of themselves, their colleagues or visitors;
- Adhere to all safety procedures laid down by the organization;

- Report all accidents, near misses and any other hazardous situations to the Health & Safety Officer
- Meet any other statutory safety obligations including those laid down in Section 8 of the Act which states that *no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.*

Duties of the Health and Safety Officer

The duties of the health and safety officer are:

- To implement health and safety policy and practices;
- To review policy and practices annually;
- To carry out assessments as required;
- To inspect the workplace at least once a year;
- To investigate potential hazards and dangerous occurrences;
- To make sure hazards are dealt with and equipment replaced as necessary;
- To advise employees on job safety;
- To ensure regular testing of fire alarms and emergency lighting;
- To carry out fire drills every three months;
- To inspect the first aid boxes at least every six months and replace missing items;
- To ensure new staff members receive information on fire procedures and general health and safety issues as part of their induction.

Hazards

There are certain hazards within an office environment which can be minimized by taking note of the following good practices:

Fire

- ✓ Ensure all waste material is placed in appropriate bins
- ✓ Observe the no-smoking rule at all times
- ✓ All corridors, break glass points and fire exits must be kept clear at all times
- ✓ Stairwells must not be used for storage
- ✓ Know how to raise the alarm in the event of a fire and how to evacuate the building

Slips, trips and falls

- ✓ Keep all corridors, work areas and stairs free of obstruction at all times
- ✓ Clear up any spills immediately
- ✓ Don't allow trailing cables
- ✓ Use steps or kick stools to access high storage

Electrical hazards

- ✓ Ensure all portable electrical appliances are regularly inspected by a competent person
- ✓ Switch off all non-essential equipment at the end of the day
- ✓ Report to the Health and Safety Officer any electrical equipment which is not working properly

Manual Handling

- ✓ Make full use of handling aids
- ✓ Exercise due care at all times, giving consideration to yourself and others
- ✓ Ask for assistance with heavy or awkward loads
- ✓ Let others know if you have a physical condition which may affect your ability to undertake manual handling operations safely

Display Screen Equipment

- ✓ Ensure that your workstation has been assessed by the Health and Safety Officer
- ✓ Ensure you take regular rest breaks

First Aid

- ✓ Ensure you know who the First Aiders are
- ✓ Ensure you know how to summon first aid

COSHH

- ✓ Use cleaning products, toner, inks, etc. wisely

Accident Procedures and Reporting

- ✓ All accidents must be recorded in the accident book which is kept

- _____

In the event of an accident

Call for a qualified First Aider. If necessary call 999 for an ambulance.

Accident Report

The following information should be recorded:

- Date and time of accident
- Name, sex, age and occupation of the injured person
- A brief description of the injury and where it happened
- The name and signature of the person recording the accident

- The name and signature of any witness

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1985 the following has to be reported to the Health and Safety Executive immediately:

- If someone dies or is seriously injured in an accident
- If there is a “dangerous occurrence”
- If anyone is off work for more than 3 days as a result of an accident.

In the event of a fire:

- Raise the alarm
 - Call the fire brigade (999)
 - Leave the building by the nearest fire exit.
Report to the assembly point_____
- Do not return to the building unless you are authorized to do so by the Fire Brigade.

Only use the fire extinguishers provided as a means to aid your escape. **Do not** attempt to tackle any blaze yourself.

Implementation Date: 01/11/2010

Review Date: 30/10/2011