

# HEALTH AND SAFETY POLICY and Associated Procedures

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1.0	New Policy	MSCSU
2.0	Policy updated to include the following procedures: <ul style="list-style-type: none"> <li>• Flowchart for Health and Safety Responsibilities</li> <li>• Office Safety Procedure</li> <li>• Display Screen Equipment Procedure</li> <li>• Lone Working Procedure</li> <li>• Fire Safety Procedure</li> </ul>	MLCSU
2.1	No change following review	MLCSU
3.0	Updated by CSU to reflect best Practice Includes six ICB in Staffordshire	Jane Chapman
4.0	Adapted for the Integrated Care Board	Jane Chapman

## Contents

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY .....	1
1.0 Introduction .....	2
2.0 Scope .....	2
3.1 Roles and Responsibilities .....	2
3.2 The Chief Executive Officer .....	3
3.3 The ICB Integrated Care Board & Governance Lead .....	3
3.4 Governance Managers.....	3
3.5 Competent Person .....	3
3.5.Executive and Senior Team .....	4
3.6 Line managers .....	4
3.7 Staff duties and responsibilities.....	4
4.0 Health and Safety Representatives & Consultation .....	5
5.1 General Arrangements for Health and Safety .....	5
5.2 Risk Assessments .....	5
5.3 Occupational Health.....	6
5.3.1 Alcohol / Drugs .....	6
5.3.2 Dedicated Policy.....	6
5.3.3 Smoking .....	6
5.2.3 Working Time Regulations .....	6
5.3 Building maintenance.....	6
5.4 Incident and Incident and Accident Reporting.....	7
5.5 Driving Vehicles.....	7
5.6 Mobile Telephones .....	7
5.7 Training .....	8
5.8 Third party contractors .....	8
6.0 References.....	9
Appendix 1 - Organisational Flowchart Showing Health & Safety Lines of Communication .	
10 Appendix 2 - Office Safety Procedure.....	11
Appendix 3 - Display Screen Equipment Procedure.....	21
Appendix 4 - Lone Working Guidelines.....	33
Appendix 5 - Fire Safety Procedures .....	36

## **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

The NHS Staffordshire & Stoke-on-Trent ICB and the Chief Executive Officer are committed to achieving high standards of health and safety management.

The ICB expect all staff, visitors, contractors and other employers who work at the ICB to share this commitment by complying with the ICB's policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

The ICB intend to ensure the health and safety of all persons who may be affected by activities are maintained by ensuring that, in so far as is reasonably practicable:

- A safe working environment is provided, along with adequate welfare arrangements and facilities;
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by the ICB;
- All systems of work are safe and without unnecessary risks to health and safety;
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled;
- Ensuring that control measures and emergency procedures are: in place; effective; properly used; monitored and maintained;
- Provide suitable and sufficient information, instruction, training and supervision at all levels necessary to ensure that staff are competent to undertake their work activities;
- Consulting with and involving our staff in matters relating to their own health and safety;
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Contractors undertaking work on behalf of the ICB, are competent to do so;

The ICB will continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not negatively affect the health and safety of any staff, contractors, visitors or members of the public.

## 1.0 Introduction

NHS Staffordshire & Stoke-on-Trent Integrated Care Board are fully committed to protecting the health, safety and welfare of its entire staff. The ICB will provide the leadership to ensure that exemplary health and safety practices are firmly embedded throughout the organisation to provide a secure and healthy environment in which to work.

The ICB appoints the Chief Executive Officer to co-ordinate matters of Health and Safety management. The Chief Executive Officer has delegated-day-to-day responsibility to the Director of Corporate Governance. This role does not detract from the responsibilities of the Board and other Executives for specific areas of Health and Safety management. The organisation has clear lines of accountability and responsibility in place in compliance with the Health & Safety at Work at 1974 and associated Regulations made under the Act.

### **Corporate Manslaughter and Corporate Homicide Act 2007**

The Corporate Manslaughter and Corporate Homicide Act came into force on 6<sup>th</sup> April 2008. It was introduced so that companies, including large organisations can be held liable where serious failures in management systems result in a fatality. The Act does not create new duties – they are already owed in the civil law of negligence and the new offence is based on these.

Although the Corporate Manslaughter Act should not make any difference to the ICB, who are effectively managing risk, the introduction of this Act has seen a rise in the number of cases filed for prosecution. This means that the implications of the Act need to be recognised as part of good health and safety management practices. The police will certainly be carrying out more investigations under the Act and if they feel there are gross management failings they will consider prosecution, involving the HSE as appropriate.

A particular area that may be tested in the courts will be occupational road risk and this could impact on otherwise low-risk organisations that have people who drive for work.

## 2.0 Scope

This policy applies to all employees of the ICB, including bank, locum and agency and subcontracted staff. Managers at all levels are expected to take an active lead to ensure that health and safety, including systems of internal control are of the highest standard and are integral to the operation of the ICB. Managers will also seek expert advice and guidance from the organisations competent persons, should it be required.

The ICB will ensure that adequate resources and provision are provided to meet legal health and safety standards and provide sufficient information, instruction and training to enable staff to carry out their work safely.

This policy clearly outlines Health & Safety responsibilities within this organisation. This will also include outlining the arrangements in place for monitoring its Health & Safety documentation and control measures.

## 3.0 Roles and Responsibilities

Health & Safety Legislation requires an organisation to identify key accountabilities and responsibilities for managing Health & Safety risk.

### **3.1 The Chief Executive Officer**

The Chief Executive Officer has overall accountability and responsibility for all matters involving health, safety, welfare and fire appertaining to the organisation and has responsibility for:

- Ensuring that adequate resources are available to implement the Health and Safety Policy and any control measures that may be required;
- Ensuring that health and safety performance is regularly reviewed at Integrated Care Board Level. This will be achieved via a quarterly report from the People, Culture & Integration Committee, where Health and Safety is discussed;
- Gaining assurance from the Board & Competent Person that the Health & Safety Policy is implemented effectively, via written annual reports
- Ensuring that this policy is reviewed at least every three years unless due to a legislative change, or lessons learnt changing practice and policy or change in personnel or structure, whichever is the sooner.

### **3.2 The ICB Governing Bodies & Governance Lead**

The ICB's Board are responsible for ensuring the organisation has internal systems in place for controlling Health and Safety Management. These systems should ensure that the requirements of Health & Safety legislation are met. The Director of Corporate Governance will work with the Board to gain assurance of this through the People, Culture & Inclusion Committee. This can then be fed back to the Chief Executive Officer. The Director of Corporate Governance delegates some of these responsibilities to members of the senior management team. The Board will ensure that Key Performance Indicators are set and monitored on a quarterly basis.

### **3.3 Director of Corporate Governance**

The Director of Corporate Governance has been nominated on behalf of the Board with the overall co-ordination and monitoring of the implementation of this policy in the organisation. As part of this role, the Director should receive the correct level of Health and Safety Training in order to give them an overview of the measures that should be in place. Responsibilities include ensuring:

- The organisations Health and Safety Policy reflects current priorities and is monitored, reviewed and revised as necessary;
- This is an effective organisation, with clearly defined responsibilities, and arrangements for implementing the policy;
- The organisations Integrated Care Board Members and Managers are provided with competent health, safety and welfare advice to assist with the provision of protective and preventive measures and the implementation of health and safety legislation;
- There is a safety forum and/or other arrangements for consulting with trade union or employees' safety representatives
- Using Training Needs Analysis to identify whether any further training is needed to effectively manage health and safety requirements. Ensuring the right people have the correct level of competency
- Significant health and safety issues which cannot be resolved are escalated to the Governance Lead.

### **3.4 Competent Person**

The role of the competent person is currently provided by Midlands and Lancashire Commissioning Support Unit (MLCSU). They are responsible for providing the organisation with health safety and welfare advice and guidance in order to assist in complying with Health & Safety legislation. Their role includes:

- Act as the organisations competent person for Health & Safety and Fire safety in order to comply with statutory requirements.

- Carry out quarterly audits for each main premises the organisation occupies in order to assess compliance and provide a written assessment and action plan to the Governance Leads.
- Liaise with landlords to gain assurance from them around the buildings Health & Safety requirements and compliance checks.
- Attendance at the People, Culture & Inclusion Committee on a quarterly basis.
- Investigate H&S related incidents and produce reports and witness statements.
- To assist the organisation with an enforcement agency, visit or the outcomes of such a visit.
- Provide Health & Safety and Fire training to the organisation as required.

Current Contact Details for the MLCSU are

Sarah Hunter – Health, Safety, Fire & Security Officer (offering the day to day Health & Safety support, covering ICB within the midlands area)  
[Sarahhunter2@nhs.net](mailto:Sarahhunter2@nhs.net) or tel: 07919 303749

Mark Jump – Health & Safety Manager (SH line manager & overall Health & Safety Manager for the MLCSU)  
[mark.jump@nhs.net](mailto:mark.jump@nhs.net) or tel: 07771 996217.

Andy Collins – Resilience and Estates Lead (Overall lead for the MLCSU Health & Safety Team)  
[andy.collins1@nhs.net](mailto:andy.collins1@nhs.net) or tel: 07823 537353

### **3.5. *Executive and Senior Team***

Executives and senior managers will support the Director of Corporate Governance and carry direct responsibility for the implementation of Health and Safety related policies within their areas of control. They will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare in their areas of control.

### **3.6 *Line managers***

Line managers are responsible for ensuring their staff receives all necessary Health and Safety training, instruction and information and that such activities are properly recorded and records maintained, and must:

- Organise the department, section or workplace so that operations or work carried out is to a satisfactory standard of safety, resulting in minimal risk to people, equipment and materials.
- Plan and maintain good house-keeping.
- Co-operate with safety advisors as necessary.
- Review operating and work instructions and specific related hazards to staff transferred into the department and/or new staff.
- Ensure all accidents are reported to the relevant person so that they may be recorded.
- Ensure all staff are aware of Health and Safety procedures.
- Encourage the good behaviours required by staff by setting a good example with respect to Health and Safety.

### **3.7 *Staff duties and responsibilities***

All staff whilst at work have a legal duty to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions. Staff must also co-operate fully with the arrangements made by management to meet its legal responsibilities for Health and Safety as in Section 7 of the Health & Safety at Work Act 1974.

Staff have a responsibility for bringing to the immediate attention of their Manager any failings that could be detrimental to themselves and others, including visitors.

Specific responsibilities of staff are to:

- Comply with local fire procedures.
- Comply with local first aid procedures.
- Not to bring personal mains electrical equipment into work.
- Report to the ICB, any obstructions to any walkways, entrances and exit areas and avoid creating such obstacles.
- Report any building and/or equipment defects and/or shortfalls in cleanliness to the local competent person.
- Set a good personal example with respect to Health and Safety.

#### **4.0 Health and Safety Representatives & Consultation**

The ICB should have in place arrangements to consult with staff on matters of health and safety as per the Health and Safety (Consultation with Employees) Regulations 1996. Where Health & Safety representatives are in place, whether they are Trade Union or non- Trade Union appointments, full co-operation should be given to the requirements of their role in the workplace. This is overseen by the Communications, Engagement, Employment and Equality Committee. This should include allowing them sufficient paid time to undertake this duty.

A Safety representative should be kept informed of the hazards relating to the organisation. They should also be consulted on new and updated policies, or any changes to processes that may affect staffs safety. They should have the ability to attend relevant safety meetings, in the capacity of safety representative.

Any member of staff may make representation to Safety Representatives or Staff Representatives on any matter relating to their Health, Safety or Welfare.

#### **5.0 General Arrangements for Health and Safety**

The ICB is mainly home/office based and the day to day operations are relatively low risk. There is still a need to have policies and procedures in place in order to comply with the various specific statutory obligations or particular hazards, applicable to its work activities.

On each main site the ICB's staff work from, there should be relevant Health & Safety information displayed, this should include as a minimum, the Health & Safety law poster, a copy of the Health & Safety Policy's general statement and information on the fire and first aid arrangements.

##### **5.1 Risk Assessments**

The Management of Health and Safety at Work Regulations 1999 outline the general duties placed on employers with regards to managing risks. In order to meet with the regulatory requirements, the ICB will ensure:

- Any significant or foreseeable risks are identified
- Risk assessments are carried out for those risks in order to evaluate and then identify adequate control measures;
- Risk assessments are recorded in writing, on the appropriate form, in accordance with the organisations Risk Management Policy;
- Arrangements are made for putting into practice the preventative and protective measures that follow from the risk assessment;
- Risk assessments are regularly monitored and reviewed to ensure they remain 'live' documents. Where they are monitored will depend on the level of risk. Lower risk can be monitored locally, within a team. For corporate risk assessments and ones scoring red

or amber, these will be on the risk register and monitored through the People, Culture & Inclusion Committee;

- The outcomes of risk assessments will be readily available and communicated to staff. Staff will receive instructions and/or training associated with the level of risk identified and the control measures taken to prevent or control risks;

Safety training will be provided in safe systems of work and relevant training will be given to employees when:

- They commence employment with the ICB.
- They change job role or are given increased responsibility.
- There are changes in work methods/practice, equipment, legislation or guidance.

Full co-operation will be given where work areas are shared with other organisations to ensure the exchange of necessary health and safety information. Joint consultation will be actively encouraged on all health and safety risk management issues.

## **5.2 Occupational Health**

### **5.2.1 Alcohol / Drugs**

The use and misuse of alcohol or drugs can have a detrimental effect on work performance. The use and misuse of alcohol or drugs can impair the capacity to make effective decisions, which may have a knock on effect on patient services and the individual's capacity to work safely. For these reasons the consumption or misuse of drugs or alcohol in the working environment, or while on call, is prohibited.

### **5.2.2 Dedicated Policy**

The ICB has a dedicated Policy with the aim of the promotion of the general health of the ICB's employees, to avoid unnecessary sickness absence, to ensure effective work performance and to provide a working environment which ensures, as far as possible, the health and safety of all patients, visitors and staff. Please see the Full Health and Wellbeing policy for details.

### **5.2.3 Smoking**

Smoking - Second hand smoke is both a public and workplace hazard. The ICB seek to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke – free legislation. Adequate signage will be displayed to inform employees and visitors of the smoke – free status of the ICB.

For the purpose of this policy, E-cigarettes are to be considered as 'smoking' and the same rules should apply to these as with traditional smoking. Staff with E-Cigarettes should not use the chargers in ICB premises or vehicles due to the risk of fire or explosion (Estates & Facilities Safety Alert – EFA 2014 002).

For advice on stopping smoking please consult your GP or refer to the following website; <https://www.nhs.uk/livewell/smoking>

### **5.2.3 Working Time Regulations**

Managers must ensure that they and their staff are aware of the limits on working time and entitlements provided for in the Working Time Regulations 1998 (as amended). HR can advise further and the link below gives HSE guidance on the issue.

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

## **5.3 Building maintenance**

All main bases for this organisation should have planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold-water supplies, lighting, cleaning, fire equipment and alarm systems, lifts and lifting equipment, security systems,

sanitary facilities and general decoration. Responsibility for arranging these will lie with the landlord which in most cases for this organisation is the local Council.

Service Level Agreements will be put in place for such maintenance and appropriate records will be kept of all maintenance, breakdowns and repairs.

Essential information for use in the event of emergency breakdowns should be available to all designated responsible persons at each site.

The competent person will act on behalf of the ICB to gain assurance that these measures are put in place by the landlord.

#### **5.4 Incident and Incident and Accident Reporting**

In the event of an accident, staff will ensure that a detailed entry of the event is logged onto Datix via the Governance Manager who will subsequently determine, in conjunction with the Competent Person, if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Records must be kept of the actions taken to ensure and maintain first aid provision. Records of accidents must be kept for a minimum of three years.

Where a serious accident has occurred it may be necessary to carry out a further risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration of the method of work or additional control measures are necessary. This must be written down and the conclusions clearly defined and acted upon. Any incidents that are RIDDOR reportable must be investigated, and any relevant risk assessments reviewed to reflect any changes if applicable.

#### **5.5 Driving Vehicles**

All employees who drive vehicles as part of their duties are expected to be in possession of a full, valid and current driving licence for the category of vehicle they are driving.

The ICB expect drivers to observe the Highway Code and all road traffic laws, and to drive with due consideration and courtesy to other drivers at all times. Managers should ensure that their staff are allowed adequate time for travel, ensuring opportunity to take breaks, especially if travelling long distances.

All drivers should be adequately fit and healthy, and should bring to the organisations attention any reason why they may not to fit to drive.

Drivers must not be under the influence of drugs or alcohol whilst driving.

All vehicles, including employees own vehicles, should be kept in a roadworthy condition at all times and have a current, valid MOT certificate (where applicable). All drivers should be adequately insured including 'business use'. The ICB should check the individuals MOT, business insurance and Driving License at Local Induction and on expiration of these documents. Staff should provide copies of replacement documents for inspection by their Line Manager prior to claiming travel expenses.

#### **5.6 Mobile Telephones**

The use of hand held mobile phone whilst driving is prohibited. It is the advice and strong recommendation of the ICB that mobile phones, even when legally used, should not be used when driving wherever possible and preference should be given to only using mobile phones when stationary. If a mobile phone must be used when driving it should only ever be through hands-free methods.

Consideration must be given to proper rest breaks and staff should not be contacted involuntarily outside normal working hours, mobile phone users are therefore entitled to switch off their phones during rest breaks, whilst driving and when they are not working.

Mobile phones must not be used in any situation where their use is locally prohibited or where they may cause risk including outside the car whilst on petrol station forecourts, due to the risk of sparking a fuel ignition or in hospitals where their use may affect medical equipment.

## 5.7 Training

In order to secure the health and safety of all employees, the ICB provide health and safety training to new employees, which will be incorporated into general induction training.

Induction training will commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work. The person responsible for this will always be the Line Manager.

The health and safety component of induction training will contain the following:

- **ICB's health and safety policy** — the contents of the policy statement will be covered in detail, including the responsibilities set out in the policy, this will enable the employee to become acquainted with the organizational arrangements.
- **Accident reporting procedures/first aid** — this will cover the action to be taken when an accident has occurred, the person to be informed and where to acquire first aid treatment (this section will also cover the ICB procedure as to the investigation of accidents: the reporting procedure will be explained so that the employee is aware as to what will happen when an accident occurs).
- **Fire procedures and precautions** — this section covers action to be taken in a fire situation and will include:
  - the location of the fire exit;
  - the assembly point;
  - the responsible person the employee must report to;
  - further instructions on the action to be taken in the event of discovering a fire;
  - what to do with machinery or processes left prior to evacuating an area.
- **Safety rules** — this section will cover ICB and local safety rules.
- **Safety procedures** — items for discussion in this section could include;
  - use of display screen equipment;
  - safe manual handling of loads.

Once the induction training has been completed, a record of the training will be kept. The name of the employee, the date and subjects covered should be included.

A training needs analysis will be completed, following the Organisation Development Policy, to establish if additional training is required for staff with specific roles or those that may have elements of their work that carry additional risks due to their role.

On-going Health and Safety training is a statutory requirement of legislation and therefore mandatory for all staff of the ICB. Provision will be made to ensure staff receives adequate information, instruction and training with respect to Health and Safety where appropriate. Training can be delivered either face to face, or online

## 5.8 Third party contractors

Any buildings works is likely to be commissioned through the landlord. However, if the ICB does seek work from third party contractors (not management contractors) they are required to submit a copy of their safety documentation such as, The Health and Safety Policy, liability insurance and risk assessments/method statements along with their tender, in order for the organisation to ensure the contract includes appropriate measures of Health and Safety.

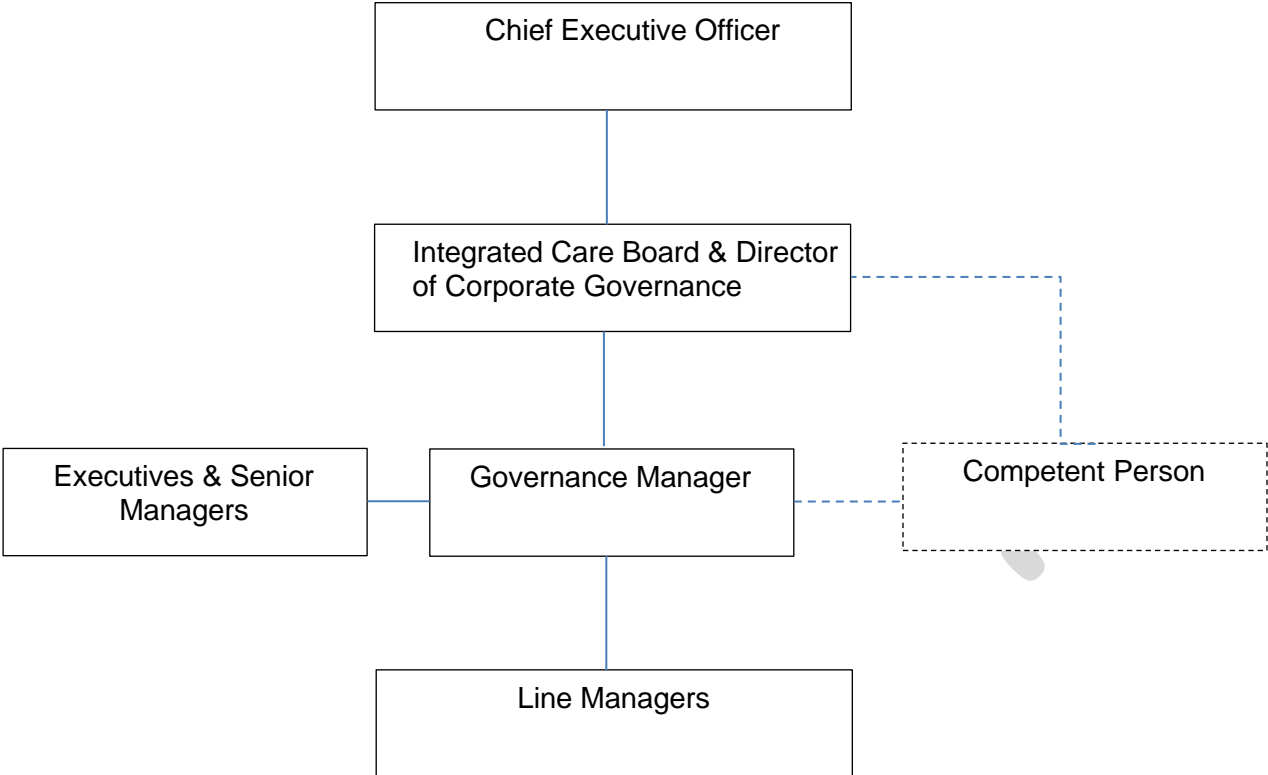
Third party contractors will be supplied with a copy of the ICB's Health and Safety policy and will be expected to abide by the policy unless a variation has been explicitly agreed.

All contractors that attend an ICB site will be provided with information on local Health and Safety arrangements and will be issued with permits for work where applicable.

## **6.0 References**

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Workplace (Health, Safety & Welfare) Regulations 1992.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Manual Handling Operations Regulations 1992.
- The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995.
- The Control of Substances Hazardous to Health Regulations 2004.
- The Regulatory Reform (Fire Safety) Order 2005.
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- The Safety Representatives and Safety Committees Regulations 1977 (as amended).
- The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Management of Health & Safety at Work HSG65
- The Provision and Use of Work Equipment Regulations 1992 (PUWER)

**APPENDIX 1 - Organisational Flowchart Showing Health & Safety Lines of Communication**



## APPENDIX 2 - Office Safety Procedure

### CONTENTS

Section	Section title	Page number
1.0	Introduction	16
2.0	Purpose	16
3.0	General Housekeeping	16
4.0	Electrical Risk	17
4.1	Fixed Wiring Systems	17
4.2	Portable Appliances	17
5.0	Lighting	17
6.0	Ventilation and Air Quality	18
7.0	Temperatures	18
8.0	Adequate Space to Work	18
9.0	First Aid Arrangements	18
10.0	Manual Handling	19
11.0	Welfare Facilities	19
12.0	ICB Workplace Inspection	20
13.0	COSHH	20
14.0	Office Lone Working	20
15.0	Young Person	21
16.0	Expectant and New Mothers	21
17.0	Contractors and Visitors	22
	Appendices: Appendix A: First Aid Requirements Guidance	23

## **1.0 Introduction**

NHS Staffordshire & Stoke-on-Trent Integrated Care Board (ICB) wishes to ensure that all office environments within their operations are both managed and used in a manner that is conducive to the safety of all the ICB's employees and other parties who may have cause to work in the offices, for whatever reason. For the purposes of this procedure, they will be referred to as 'the ICB'. Responsibilities for the Health & Safety in office environments are identified in the organisations Health and Safety Policy.

The ICB recognises its statutory responsibilities as described within the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 and other relevant legislation and guidance. They will do all that they can to ensure staff and others are not exposed to unacceptable risk. More specific detail is contained in the Workplace (Health, Safety and Welfare) Regulations 1992, which specify standards for the general office environment, including issues such as temperature, seating, space and lighting levels. Other legislations applicable to offices are the, First Aid at Work Regulations, Manual Handling Operations Regulations, Display Screen Equipment Regulations, Electricity at Work Regulations, The Provision and Use of Work Equipment Regulations and The Regulatory Reform (Fire Safety) Order.

All H&S legislation is part of statute law, and breaches of the laws and regulations are criminal offences under the umbrella of the Health and Safety at Work etc. Act 1974. Penalties for breaches of H&S legislation can be severe.

## **2.0 Purpose**

This procedure applies to all employees of the ICB, including partner agencies, visitors, contactors, agency and subcontracted staff. Its aim is to provide information on the key areas of Health & Safety that apply to an office environment. Managers at all levels are expected to ensure that these measures are applied in their work areas and strive to create a positive Health & Safety culture. All employees are expected to have due regard for their own health and safety and that of their colleagues and other persons. If safe systems of work have been introduced, employees are expected to follow them, and any other relevant instructions.

## **3.0 General Housekeeping**

Poor housekeeping is a common cause of accidents especially slips, trips and falls and fires in the workplace. In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements should be adhered to by all employees:

- Check that the workplace is free from hazards at the beginning of each day;
- Clear up any spillages or spills etc. immediately as per local procedures;
- Report to the building manager or landlord any loose carpet or any damaged floor coverings;
- Do not allow objects to protrude into walkways;
- Ensure that waste materials are properly stored and are removed on a regular basis;
- Ensure that special arrangements are made for the removal of unusual or extra-large items;
- Ensure that your work area is kept tidy at all times;
- Trailing leads will be avoided wherever possible or otherwise ramped or protected to avoid potential tripping hazards;
- The bottom drawers of filing cabinets should be filled first and, in the absence of safety devices to prevent it toppling, only one drawer at a time should be opened to avoid the risk of toppling;

- Chairs - routinely inspect chairs for condition, do not use chairs for climbing – a stepping stool or step ladder only should be used.

#### **4.0 Electrical Risks**

Electrical accidents can have very serious consequences. To help prevent them, remember these three basic rules:

- Always check electrical equipment visually before use, look out for any scorch marks or damage to casings or wires.
- Report faulty or damaged equipment; do not attempt to use it;
- Do not try to repair faulty equipment; leave it to a competent person;

##### **4.1 Fixed Wiring Systems**

The integrity and safety of the electrical installation from supply into the building to the electrical socket outlet is the responsibility of the Landlord which in most cases for this organisation is the local council. Fixed wiring is subject to routine examination and testing by a NICEIC (National Inspection Council for Electrical Installation Contracting) accredited company at a minimum of every five years. Work on fixed systems must only be done by persons who are competent to do this.

##### **4.2 Portable Appliances**

The responsibility for the safety of equipment from the electrical socket to the equipment is the responsibility of this organisation.

This means that the ICB will purchase electrical appliances and equipment from reputable suppliers, manufactured to an appropriate standard and where possible they must be CE marked. The equipment should be used correctly and the equipment should be periodically subject to a Portable Appliance Test. The ICB will, ensure that all portable appliance equipment is tested in accordance with current guidelines. Long or coiled extension leads are to be avoided wherever possible. If their use is unavoidable, ensure that the connector is manufactured to BS EN 60309. No unauthorised electrical equipment is permitted without authorisation.

Any defects should be reported immediately and the equipment is to be taken out of use straight way.

**Note: Plug in Block Adaptors are prohibited in all ICB occupied premises.**

#### **5.0 Lighting**

Offices require sufficient light to enable work to be undertaken without risks to the occupants. There are standards contained in Health & Safety Executive publications that offer guidance to the lighting levels in office environments. The provision of adequate light can be by natural or artificial means. Where possible natural light should be utilised, but because the quality of light in this country is variable, and often poor during the autumn and winter months, there is a great reliance on artificial means. Any artificial lighting should be fully diffused where DSE equipment is in use. The quality of light is important and a mixture of good natural light and artificial systems is the best method of providing the correct lighting level. There are ways of measuring lighting levels so if staff have any concerns, they can raise this with Managers or the competent person.

## **6.0 Ventilation/Air Quality**

Ventilation refers to the rate of exchange of air in a specified area of a building. This can either be through natural means, such as opening windows or mechanical. If staff have any concerns around ventilation in their work area they can raise this with their Manager or the competent person.

## **7.0 Temperature**

Thermal comfort is subjective but describes an individual's satisfaction with their temperature environment. There are a number of factors that can affect thermal comfort including air movement, humidity, type and amount of clothing worn, and the type of work being undertaken.

The temperature in workrooms should normally be at least 16 degrees Celsius unless much of the work involves high levels of physical effort in which case the temperature should be at least 13 degrees Celsius. This is according to guidance from the Health & Safety Executive, although the Regulation itself does not specify an upper or lower temperature. If staff feel there is an issue with the temperature in their office they can raise this with their Manager or the competent person.

## **8.0 Adequate Space to Work**

Offices will have enough free space to allow people to get to and from workstations and to move within the room, with ease. The number of people who may work in any particular room at any one time will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment, and on the layout of the room.

Health & Safety Guidance states that in an office environment, each desk space should have a minimum of 11m<sup>3</sup>. This can be measured by multiplying the width x length x height of the room and then dividing by 11. This should then give you the recommended number of desks that should be in the room. The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture etc.

The floor space per person indicated above will not always give sufficient unoccupied space, as required by the Regulations. Rooms may need to be larger, or to have fewer people working in them, depending on such factors as the contents and layout of the room and the nature of the work. Where space is limited careful planning of the workplace is particularly important.

## **9.0 First Aid Arrangements**

The organisation ensures that there are adequate first aid provisions for employees who may become ill or are injured at work. A suitable person must be appointed to take responsibility for first aid provision and maintenance of the first aid box under the Health and Safety (First Aid) Regulations 1981 (as amended).

The ICB consider the nature of activities at the workplace when determining the number and types of first aiders to appoint. As a minimum, a low-risk workplace such as a small office should have a first-aid box and a person appointed to take charge of first-aid arrangements, such as calling the emergency services if necessary.

Employees are informed of arrangements, which have been made for first aid, including the location of equipment, facilities and appointed personnel.

Further information and guidance on First Aid requirements can be found at Appendix A

## **10.0 Manual Handling**

Poor lifting and carrying techniques can contribute to manual handling related injuries to staff. Good technique is vital and there is training available via the Skills for Health online training website or face to face training can be provided by the Competent Person. If the object to be lifted is large, awkward or heavy then an assessment should be undertaken. The first part of any assessment will consider whether the object needs to be lifted at all. Engineering methods e.g. lifting appliances, or trolleys etc., are considered next, if this is not possible a method for manual lifting with the assistance of other staff can be used.

Some tips on efficient lifting:

- Is it necessary to lift the load? If not – don't!
- Assess the lift and decide if help is needed.
- Obtain a firm grip on the load (use gloves if necessary).
- Bend at the knees not from the waist.
- Keep your head up as you bend – this will help to keep a straight back.
- Use your legs not your back to thrust upwards (the leg muscles were designed for power and strength).
- Keep the load near to your body.
- Do not twist your spine when lifting or carrying loads.

Assessments are reviewed when conditions change.

Further advice and guidance on Manual Handling Operations can be sought through the Competent Person.

## **11.0 Welfare Facilities**

Welfare facilities include the provision of adequate toilet and washing facilities. The six ICB ensure that there are adequate toilets and that they are clean, well maintained and have adequate ventilation. Hot and cold water, soap and hand drying facilities are also in place. The provision of suitable drinking water is also a statutory requirement and is available (this does not have to be water coolers and can be tap water)

Part of the requirements under welfare facilities is having facilities to prepare food & drink. There should be kitchen facilities in place where staff can make hot drinks.

Further advice and guidance on Welfare Facilities can be sought through the Competent Person

## **12.0 ICB Workplace Inspections**

The ICB will undertake a quarterly Health, Safety, Fire & Security audit. This will be carried out by the Competent Person, with support from Governance Manager where required. A report will be prepared and submitted to the Governance Lead for action.

## **13.0 Control of Substances Hazardous to Health (COSHH)**

The ICB are based in a low risk office environment with very few hazardous substances present.

Where necessary, risk assessments are undertaken to ensure staff do not become harmed in any way from exposure to hazardous substances in the workplace. Where elimination of that substance is not possible, a substitute is found to lower the risk and if a substitute cannot be found, then other control measures are put into place.

Any potentially hazardous substances identified are suitably stored and labelled correctly. Appropriate information is readily available relating to the natural characteristics of a particular substance, and suitable control measures and contingency plans are put in place to ensure appropriate action is taken in the event of an accident or injury.

Full training and information is given to all staff that are required to handle such substances.

Protective personal equipment is provided where appropriate, and a full review of substances is carried out at regular intervals.

Further advice and guidance on using COSHH can be sourced from the Competent Person.

#### **14.0 Office Lone Working**

It is often necessary for employees of the organisation to have to work on their own. In the vast majority of cases, this poses no problem. The ICB is committed to the safety of all employees as far as is reasonable practicable and will ensure that measures are in place to manage staff who may be lone working and to minimise any foreseeable resultant risks to those staff.

Lone Working can involve employees in premises where:

- the person is in the building on their own;
- the person works separately from others in the same building; or
- the person works outside normal hours

Lone working is specifically **not** permitted within the ICB for employees under the age of 18 or expectant mothers in the later stages of pregnancy.

From time to time there may be a need for staff to be within a building on their own. The following in particular should be taken into account:

- Regular checks should be arranged by other staff to ensure the well-being of the lone worker;
- The room layout should be designed to ensure that wherever possible and practical there is an adequate physical barrier between personnel and any potential attacker;
- The room layout should have clear and accessible escape routes from the area;
- Where personnel are alone in a building they should where possible lock all entry doors, although they should ensure that they still have a means of escape in the event of a fire.

Line Managers of lone workers have a duty to:

- Undertake a suitable and sufficient risk assessment of the hazards to which the lone worker may be exposed;
- Put control measures in place to reduce the risk, and;
- Monitor the effectiveness of the control measures applied.

Employees have a duty to:

- Follow all procedures and arrangements made for lone workers, and;
- Report all incidents or near misses relating to lone working.

Please see Appendix 4, Lone Work Procedures.

#### **15.0 Young Persons**

Under the Management of Health and Safety at Work Regulations, the ICB should carry out risk assessments specific to the employment of young persons, before they start work. This will apply to all young people including long-term employees, temporary staff, those on government-funded schemes and those on work experience programmes. The extent of the risk will determine whether the work of young people should be restricted. In the case of young people under the minimum school leaving age, their parents (or those having the parental responsibility) will be informed of the key findings of the risk assessment and the control measures taken.

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to by line managers to ensure their safety.

- Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence;
- Both the young person and the Line manager should pay careful attention to any restrictions placed on the type of work, which may be undertaken.

## **16.0 New and Expectant Mothers**

The ICB accept their responsibilities as set out within the Management of Health and Safety at Work Regulations to protect new, expectant and breastfeeding mothers.

Line managers are responsible for completing a New and Expectant Mothers risk assessment to ensure that the employee and the unborn child are not exposed to any significant risk.

The organisation will provide suitable facilities for nursing mothers to rest, express milk and store milk within a dedicated fridge. This facility must be situated conveniently in relation to sanitary facilities.

Further information and guidance can be obtained from the HR department.

## **17.1 Contractors and Visitors**

Visitors must report to reception and be escorted to their destination. They should be made aware of any local safety procedures and, in the event of fire evacuation, escorted out of the premises to the assembly points.

If contractors or visitors are seen acting unsafely this should be reported to the building manager or landlord so that the matter may be raised with the individual or company concerned.

## Appendix A

### First Aid Requirements Guidance

The aim of first aid is to reduce the effects of injury or illness suffered at work caused either by the work itself or by some other factor outside the organisations control. First aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first aid personnel and facilities should be available to:

- Give immediate assistance to casualties with common injuries or illness and injuries likely to arise from specific hazards at work;
- Provide first aid and offer assistance to a member of the public, resident, guest or service user who is on the organisations premises, including those visiting or attending any ICB events; and;
- Summon an ambulance or other professional help.

The extent of the first aid provision required depends on the circumstances in each workplace.

As with risk assessments, first aid assessments shall be reviewed on a regular basis, that is, every year and whenever there is a material change either to the amount and type of work carried out or to the number of staff members employed on the site.

In assessing needs, the following need to be taken into account:

- Workplace hazards and risks;
- The number of staff members employed on the site;
- The accident record of the site;
- The nature and distribution of the workforce;
- The remoteness of the site from emergency medical services;
- The needs of travelling, remote and lone workers;
- Annual leave and other absences of First Aiders and, if applicable, appointed persons

### Suggested numbers of first –aid personnel to be available at all times people are at work

Degree of Hazard	How many employees	What First Aid personnel are recommended
Low Hazard e.g. offices	Less than 25	At least one appointed person
	25 -50	At least one first – aider trained in Emergency First Aid at Work (EFAW)
	More than 50	At least one first – aider trained in First Aid at Work (FAW) for every 100 employed (or part thereof)

### Appointed Person

When an employer's first-aid needs assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

### Emergency First Aid at Work (EFAW)

Provides basic lifesaving first aid including:

- Understanding of Health and safety (first aid) regulations;
- Managing an incident;
- The priorities of first aid;

- Treatment of an unconscious casualty;
- Resuscitation;
- Shock;
- Choking;
- Seizures;
- Bleeding;
- Common workplace injuries.

### **First Aid at Work (FAW)**

Provides comprehensive set of practical skills for first aid situations including:

- Accidents and illness;
- Treatment of an unconscious casualty;
- Heart attacks;
- Resuscitation;
- Shock;
- Choking;
- Bleeding;
- Burns and scalds;
- Poisoning;
- Fractures;
- Seizures;
- Asthma;
- Severe allergic reaction;
- Eye injuries;
- Low blood sugar;
- Fainting.

Qualified physicians and nurses can act as fully qualified First Aiders without having to attend specific training courses. To be counted as part of the organisations complement of first aiders a doctor or nurse must:

- be in clinical practice;
- maintain competency in resuscitation techniques;
- be willing to attend incidents on request;
- be included on lists of first aiders;

### **First Aid equipment**

There is no mandatory list of items that should be included in a first aid kit (only a suggested contents card as a minimum). As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet No 6, *Basic Advice on First Aid at Work*);
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work;
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized individually wrapped sterile unmedicated wound dressings – approximately 12 cm x 12 cm;

- two large sterile individually wrapped unmedicated wound dressings – approximately 18 cm x 18cm;
- one pair of disposable gloves.

This is a suggested contents list only; equivalent but different items will be considered acceptable.

Additional materials and equipment may be necessary, for example scissors (blunt nose type), disposable aprons, and individually wrapped moist wipes. These may be kept in the first aid kit container, if there is room, but they may be stored separately as long as they are available for use if required.

The nominated first aider must check the first aid box on a regular basis to ensure that it is still fully stocked and the items have not expired.

## APPENDIX 3 - Display Screen Equipment Procedure

### Contents

Section	Section title	Page number
1.0	Introduction	3
2.0	Purpose	3
3.0	Scope	3
4.0	Definitions	3
5.0	Responsibilities	4
6.0	Workstation Assessment	5
7.0	Breaks	6
8.0	Eye & Eye Tests	6
9.0	Information and Training	7
10.0	Dealing with Safety Issues	7
11.0	Use of Laptops	7
12.0	iPads & Tablets etc.	8
13.0	Addition Monitors / Screens	8
14.0	Radiation and Pregnancy	8
15.0	References	

#### APPENDICES:

Appendix A – Health and Safety Guidance for working with Display Screen Equipment and laptop computers

## **1.0 introduction**

- 1.1 The main risks that may arise from working with Display Screen Equipment (DSE) are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress. While the risks to individual users are often low, they can still be significant if good practice is not followed. DSE workers are also so numerous that the amount of ill health associated with work such is significant and tackling it is important.
- 1.2 The Health and Safety (Display Screen Equipment) Regulations 1992 requires an analysis of workstations for the purpose of assessing risks. In particular, the risks of musculoskeletal discomfort, visual disturbance and mental stress should be assessed. Any risks highlighted must be rectified as far as is reasonably practicable at the earliest opportunity.
- 1.3 Many employees use Display Screen Equipment (DSE) as part of their work. In order to comply with current Health and Safety law, the ICB has compiled a procedure to ensure that staff are not subjected to unacceptable levels of risk to their health or safety when using DSE.

## **2.0 Purpose**

- 2.1 Employees who use DSE may be at risk of developing adverse health effects if their workstation is not set up correctly, and if they are unaware of how adverse health effects are caused. The Health and Safety (Display Screen Equipment) Regulations 1992 place duties on employers to ensure that risks to health and safety from DSE use are controlled and that employee are aware of the potential risks to their health and safety from DSE use, together with the actions they can take to reduce these risks.
- 2.2 All employees have the right not to be harmed by their work activities. This extends to the use of DSE. The ICB will therefore take action to prevent adverse health risks to any employee using the DSE as part of their work, and to inform and train them as appropriate.

## **3.0 Scope**

- 3.1 This procedure applies to all employees of the six ICB who use DSE as part of their work, and employees of partner agencies whose employees use the ICB's DSE.

## **4.0 Definitions**

- 4.1 Under the Health and Safety (Display Screen Equipment) Regulations 1992
- 4.2 Display Screen Equipment – DSE; DSE means any alphanumeric or graphic display screen, regardless of the display process involved.
- 4.3 User; A 'User' is an employee who habitually uses display screen equipment as a significant part of normal work.
  - 4.3.1 An employee will generally be classified as a 'User' if:
    - He/she depends on the use of display screen equipment to do their job as alternative means are not readily available for achieving the same results;
    - He/she has no discretion as to whether they use display screen equipment;
    - He/she needs significant training and/or particular skills in the use of display screen equipment to do the job;

- He/she more or less uses display screen equipment daily for continuous spells of an hour or more at a time. (Continuous spells should include short breaks of 5 to 10 minutes away from the screen every hour);
- The fast transfer of information between the 'User' and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the 'User', for example where the consequences of error may be critical.

4.4 Workstation means; an assembly comprising:

- display screen equipment (whether provided with software determining the interface between the equipment and its operator or user, a keyboard or any other input device);
- any optional accessories to the display screen equipment;
- any disk drive, telephone, printer, document holder, work chair, work desk; work surface or other peripheral items to the display screen equipment, and
- the immediate work environment around the display screen equipment.

4.5 Lap Top Computers; for the purposes of this policy, laptop computers fall within the scope of this policy where they are used for more than 2 hours at a time.

4.5.1 Online DSE Training: This training is to be completed by any worker who uses DSE as part of their work. Any issues that are raised will be followed up with a paper form and advice will be given by a member of MLCSU's Health and Safety team.

## **5.0 Responsibilities**

5.1 The responsibility for securing the health and safety of employees rests with the ICB who are responsible for ensuring compliance with legal standards and for monitoring progress on implementation of this procedure. Employees have an obligation to comply with policies and procedures put in place for their health and safety

5.2 **Line Managers' will, in consultation with employees be responsible for:**

- Implementing this procedure throughout their areas of control;
- Identifying all ICB employees and employees of Partner Organisations who use the DSE;
- Ensuring that DSE Assessments are carried out for each member of staff and are to include the display screen equipment, furniture and the working environment;
- Where health and safety issues have been highlighted in the DSE Assessment, managers are to ensure that appropriate remedial action is taken to reduce any identified risks;
- Liaising with Occupational Health and Human resources where there are specific issues making this necessary e.g. pre-existing relevant medical conditions, return to work;
- Maintaining records of all DSE self-assessments and risk assessments;
- Managers are to encourage the early reporting by User(s) of any symptoms which may be related to display screen work, e.g. with posture or vision;
- In circumstances where an injury/ill health associated with DSE use is identified, managers' are to ensure that an incident report/accident report is completed;
- Written Display Screen Equipment Assessments will be reviewed annually in conjunction with the User(s), or earlier if circumstances change, as above;
- Planning the activities of the User(s) so that short/frequent breaks are taken to prevent intensive periods of on-screen activity. 5-10 minute breaks are advised for each hour of display screen equipment work.

### **5.3 Employees' Responsibilities**

5.3.1 As an identified User, individual employees must co-operate with management to reduce the risk of injury from the use of DSE, and:

- Co-operation with the completion of the workstation DSE assessment and all measures/training given to promote safe working practice;
- Using equipment in the intended manner, ensuring they are comfortable as possible at their workstation;
- Adopting the advice of their line manager to plan work ensuring changes in activity within the working day to prevent intensive periods of on-screen activity;
- Using any corrective glasses prescribed specifically for working with DSE;
- Employees must inform their line manager immediately if they experience any problems or ill health which could affect their capability to work with DSE;

5.3.2 All Staff are responsible for keeping themselves informed and up to date about changes to the procedural documents, particularly Policy changes. This information will be provided via e-mail, intranet, staff meetings and professional forums.

### **6.0 Workstation Assessment**

6.1 Line managers are responsible for ensuring a suitable and sufficient assessment is carried out by all their staff of the workstations they use, taking into account all aspects of the working environment. The first stage of the risk assessment requires any employee who uses DSE as part of their work, to complete the DSE online training. This should be completed at induction for new employees. All employees should review their training annually, or when there are significant changes to their workstation.

6.2 Workstation DSE Assessments should be repeated/reviewed where there is:

- a change in the display screen worker population;
- a change in the individual's capabilities;
- a major change to the software used;
- a major change to the display screen equipment or furniture, including remedial work;
- a change in workstation location;
- a substantial increase in the amount of time required to be spent using display screen equipment;
- modification to the lighting;
- if requested by the user;

6.3 The findings should be recorded in written form or in some other retrievable manner. All necessary steps will be taken to remedy any risks highlighted as a result of the risk assessment. Further assistance and guidance on workstation assessments can be requested from the Commissioning Support Unit's Health and Safety Advisor.

6.4 A workstation DSE assessment should also be undertaken for all DSE users using laptops and for homeworkers.

6.5.1 Guidance on the minimum requirements for workstations can be found at Appendix A.

### **7.0 Breaks**

7.1 The key purpose of a break from working with DSE is to prevent the onset of fatigue. To achieve this, the ICB will endeavour to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given discretion to decide the timing and extent of off-screen tasks. Any employee who believes that their DSE workload does not permit adequate breaks should bring this to the attention of their line manager. The work

break in the context of DSE means a break in the DSE work routine; for example, sorting paperwork, going to a printer, etc.

7.2 Users of DSE are encouraged, and will be expected, to take opportunities for breaks in their work routine.

### 7.3 General guidance on breaks

- Breaks should be taken before the onset of fatigue when performance is at a maximum and before productivity suffers. The timing of the break is more important than its length.
- Breaks or changes of activity should be included in working time. They should reduce the workload at the screen; that is, having been introduced they should not result in a higher pace or intensity of work to compensate for the time taken for the break.
- Short, frequent breaks of routine are more satisfactory than occasional, longer breaks; for example, a five–ten minute break after 50–60 minutes continuous screen and/or keyboard work is likely to be more beneficial than a 15 minute break every two hours.
- If possible, work routine and rest breaks should be taken away from the screen/workstation.
- It appears, from research evidence, that informal breaks, that is time spent not viewing the screen (for example, on other tasks), are more effective in relieving visual fatigue than formal rest breaks.
- Wherever practicable, users should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

## 8.0 **Eye and Eyesight Tests**

8.1 Employees expected to use DSE as the main element of their day-to-day work should be encouraged to have an eye and eyesight test. This can be undertaken by an Optometrist. The cost of this test will be refunded to the user by the ICB, up to a maximum of **£25**, and up to a maximum of **£60** for glasses or contact lenses that may be required, upon presentation of official receipts. Claims need to be submitted within four weeks of the test having taken place and reimbursement will be via the ICB's expenses system.

8.2 Employees are encouraged to ensure future testing should they, with the support of their managers, determine that this is appropriate. (This will normally be over a two year period).

8.3 The ICB will contribute towards the costs involved where the change of lenses or new glasses are required to correct vision defects at the viewing distances or distances used specifically for DSE work concerned. The Optometrist will be requested to provide written confirmation of this fact and for the breakdown of the associated costs.

8.4 The ICB are only obliged to pay for basic frames and lenses. They will pay up to **£60** in total, as this is considered to cover the cost of basic frames and lenses. The DSE user may if they wish contribute to the cost to purchase a more costly appliance.

8.5 Contact lenses are considered by the Association of Optometrists as being 'very suitable' for DSE users. However, contact lenses correct specific vision problems so wearers may need single lens glasses in addition to or instead of contact lenses to operate their display screens."

## **9.0 Information and Training**

- 9.1 The ICB will provide information and training for all employees that use DSE. This shall include statutory requirements, the employee's role in the recognition of hazard and risks, the need to take regular breaks, employees' contribution to assessments, set up of the workstation, their ergonomic use of DSE to facilitate good posture and personal comfort, and their obligation to report any health concerns to their manager.
- 9.2 Further information, including guidance leaflets, and advice on the scope of training can be obtained from the HSE web site: <http://www.hse.gov.uk/msd/dse/>

## **10.0 Dealing with Health and Safety Issues**

- 10.1 Where an issue is raised by an employee on the use of DSE, the Line Manager will investigate the circumstances, take any necessary corrective action and inform the employee of the action taken.
- 10.2 Employees will be advised to inform their Line Manager where a problem arises in the use of DSE. In the case of adverse health conditions the Line Manager would normally refer the employee to the Occupational Health Department.

## **11.0 Use of Laptops**

- 11.1 As in many organisations, the use of laptops is increasing, with employees working in variety of locations, including at home, few of which may have been designed and planned for display screen work. If a laptop is used for long periods of time it will be classed as an item of DSE. If a laptop is used for prolonged periods, an attempt should be made to find a sensible compromise that retains the benefits of mobile working but removes the risk of causing harm to staff.
- 11.2 For prolonged use of a laptop in a fixed location, such as, an office where the user is constantly present and using the laptop, the provision of 'docking stations' or laptop risers should be considered because these enable full size, good quality display screens and full size keyboards and mouse to be used.
- 11.3 Such an arrangement allows the laptop to be used as a portable in the normal way; but, when in the office, the laptop user has access to a full size keyboard and screen, using only the laptop's processor and disc drive, and effectively turning the laptop into a fixed workstation. This will offer the user the flexibility inherent in using a laptop but remove problems that can occur such as back, shoulder, neck and wrist pains.

*Also see Guidance Document on the use of Laptops Appendix A.*

## **12.0 iPads, Tablet etc.**

- 12.1 The use of these types of equipment is becoming increasingly prevalent; these appliances are designed for work of a short duration and should not be used in preference to a desk top computer set up.

## **13.0 Additional Monitors / Screens**

- 13.1 It is becoming more common place these days for a standard desk top computer to have attached to it a primary and a secondary monitor. If this is the case in your DSE set up then the secondary monitor should be set in line with the primary one to enable ease of viewing and the same considerations i.e. re glare and flicker etc. applied.

## **14.0 Radiation and Pregnancy**

- 14.1 Employees using DSE are not at risk from radiation. Thus, there is no reason for an expectant mother to avoid working with such equipment.

14.2 It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health. The policy is therefore that any expectant mother may request a temporary transfer or a reduction in the volume of DSE work that she undertakes, such requests will be given full consideration and an assessment carried out, and where possible and viable, changes will be made.

### **15.1 References**

Health and Safety at Work, etc. Act 1974

The Management of Health and Safety at Work Regulations

1999 Display Screen Equipment Regulations 1992 (as amended

2002) Workplace Health, Safety and Welfare Regulations 1992

Provision and Use of Workplace Equipment Regulations 1998

## Appendix A

### Health and Safety Guidance for working with Display Screen Equipment

Display Screen Equipment (DSE) can cause difficulties in several areas:

These include:

**Musculoskeletal injury:** damage to upper limbs, back, shoulders etc., resulting from poor equipment, poor posture, incorrect work routines;

**Visual fatigue:** although there is no accepted evidence of VDU usage actually causing damage to eyesight, it can make small visual problems more noticeable and prolonged usage can cause tired or dry eyes, headaches etc. Poor lighting conditions, including siting issues, can also affect eyesight and cause visual fatigue;

**Mental overload:** the demanding nature of VDU work, or a lack of discretion caused by work with VDUs can place excessive pressure on workers;

Some of these risks can be managed effectively with ease by the user by applying the following advice to their workstation set up below:

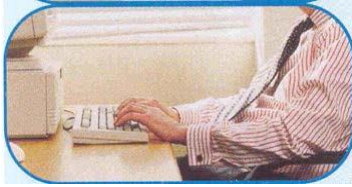
#### Display Screen

- The display screen should preferably be in front of the user;
- The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines;
- The image on the screen should be stable, with no flickering or other forms of instability;
- The brightness and the contrast between the characters and the background shall be easily adjustable, and also be easily adjustable to ambient conditions;
- The screen must swivel and tilt easily and freely to suit the needs of the person;
- It shall be possible to use a separate base for the screen or an adjustable table;
- The screen shall be free of reflective glare and reflections liable to cause discomfort;



#### Keyboard

- The keyboard shall be in front of the user, tilt able and separate from the screen to allow a comfortable working position, avoiding fatigue in the arms or hands;
- The space in front of the keyboard shall be sufficient to provide support for the hands and arms;
- The keyboard shall have a matt surface to avoid reflective glare;
- The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the comfortable use of the keyboard;
- The symbols on the keys shall be adequately contrasted and legible from the working position;



**Too Far Back**



**Too Far Forward**



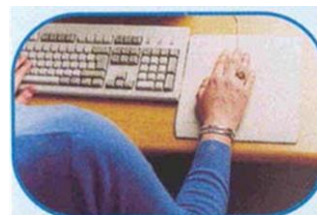
**Ideal**

### Using a Mouse

- The mouse should be positioned within easy reach, with the forearm supported on the desk;
- It should be used with the wrist straight, and without gripping the mouse too tightly;
- A mouse mat of soft foam material should be used and, if needed, with an integral wrist rest;
- The mouse and roller ball should be regularly cleaned;
- The sensitivity of the mouse should be adjusted to reduce the amount of movement required;



**Too Far Away**



**Ideal**

### Work Chair

- The work chair shall comprise five castors, be in good repair, be stable and allow easy freedom of movement and a comfortable position;
- The seat shall be adjustable in height;
- The seat back shall be adjustable in both height and tilt;
- Armrests (if required) for reading, writing and general desk work;
- A footrest shall be made available to any person where a need is demonstrated;
- Adjust the contoured backrest to fit and support the small of your back and the lumbar spine area;
- Adjust the height so that your legs are comfortable and your forearms are horizontal when your fingers are on the keyboard;
- Adjust the tilt forward up to 15° for reading and writing, and backwards up to 5° for terminal and keyboard work;
- Move close to desk (remove arm rests if necessary).



**Too far Back**



**Too far Forward**



**Ideal**

### **Work Desk or Work Surface**

- The work desk or work surface shall have a sufficiently large, low reflective surface and allow a flexible arrangement of the screen, keyboard, mouse, documents and related equipment;
- Any document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements;
- There shall be adequate space to arrange a comfortable position;

### **Space Requirements**

- The workstation shall be dimensioned and designed so as to provide sufficient space for persons to change position and vary movements;

### **Lighting**

- Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the person;
- Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources;
- Reflection and Glare;
- Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen;
- Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation;
- Anti-glare screens may be appropriate as a last resort;

### **Noise**

- Noise emitted by workstation equipment shall be taken into account at the design stage to ensure that attention is not distracted and speech is not disturbed.

### **Heat**

- Workstation equipment shall not produce excessive heat which could cause discomfort.

### **Temperature /Humidity**

- An adequate level of temperature & humidity shall be established and maintained (between 16°C ~ 30°C).

### **Software**

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the following principles shall be taken into account:

- software must be suitable for the task;
- software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the person, with no quantitative or qualitative checking facility used without the knowledge of the person;
- systems must provide feedback on the performance of the software;
- systems must display information in a format and at a pace appropriate to the person's ability, and;
- the principles of software ergonomics must be applied, in particular to data processing.

### **Use of a Telephone**

- Position your phone on the opposite side of your desk to the mouse;
- Regularly clean the phone mouthpiece and keys;
- Avoid holding the phone between your ear and neck as this can lead to "phone-neck" a very painful condition;
- Use a phone headset if data is routinely entered whilst using the phone.

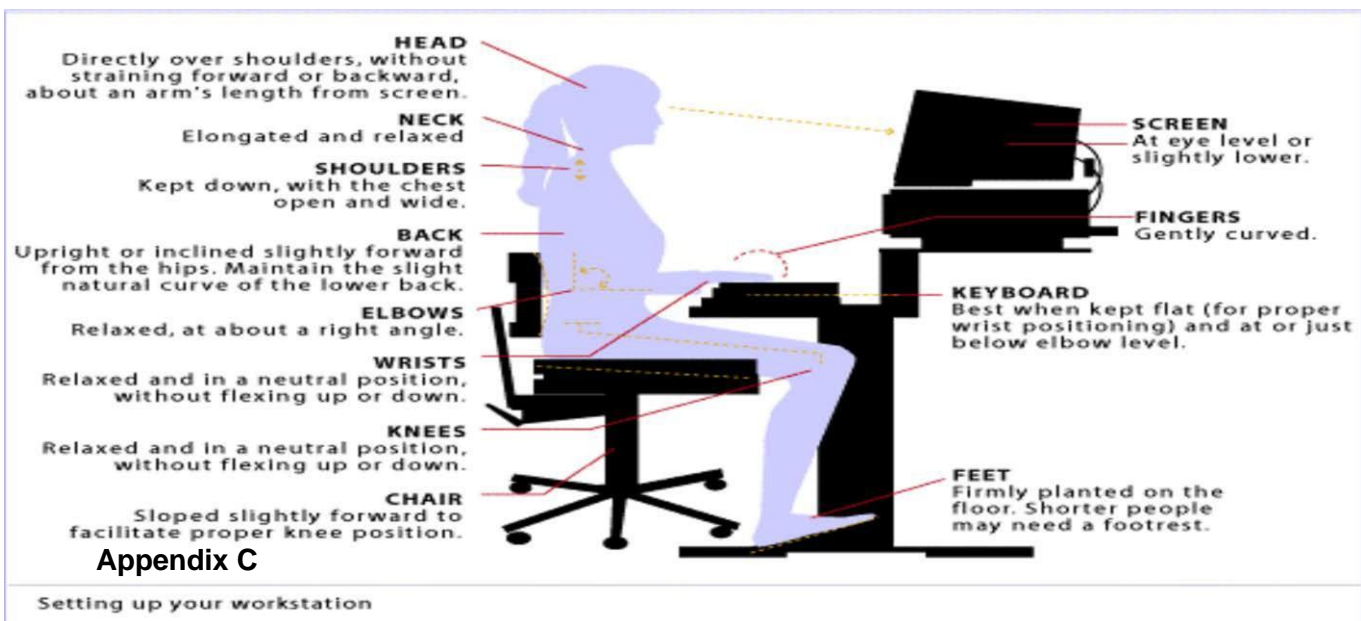


### Other Good practice with Computers

- Take regular breaks away from the computer;
- Use movement to reduce fatigue (stand up and walk around);
- If you are having difficulties with your vision over the computer screen distance speak to your line manager regarding an eye test;
- Persistent aches, pains, tingling or numbness are early warning signs and should be reported to your line managers.

### Office Exercises

- Exercise will move joints and stretch muscles and nerves;
- Movement stimulates the circulation and lubricates the joints;
- Will help to relieve muscle and nerve tightness;
- Just one to two stretches every 20 minutes to relieve fatigue;
- Aim to keep yourself generally fit, active and hydrate



### LAPTOP COMPUTERS: HEALTH AND SAFETY GUIDELINES

The ICB fully recognises its duties under the Health and Safety (Display Screen Equipment) Regulations (As Amended). We have produced these guidelines, which apply to all users of laptop computers.

Due to the compact design of laptop computers and the smaller size of the screen and keyboard, users may experience discomfort if certain precautions are not taken for usage. The ICB policy for usage recommends the following to be considered by users and adopted as working practice. Note that in this context a laptop computer is defined as a portable computer having a screen size, as specified by the manufacturer, of not less than 350mm (14 inches).

- Leave enough working room in front of the laptop to rest your wrists and forearms whilst carrying out work;

- Ensure that you adopt an upright sitting position and do not crouch over the laptop computer;
- Use a mouse which is separate to the laptop wherever possible;
- Always adjust the angle of the computer screen in order to reduce or eliminate reflections;
- If any discomfort is experienced when using a laptop, stop work and report to your manager;
- Whilst working at the office, use a desktop computer or laptop docking station when available;
- Ensure that whilst using the laptop that it is at the correct height in order to prevent discomfort from having to look up or down at the screen;
- Take regular breaks away from the laptop;
- Ensure that the laptop is on a solid, flat surface;
- Never overload the laptop carrying case with additional folders, etc., to prevent injury through awkward lifting and stress on the shoulders, neck and spine;
- Distribute the load in your laptop carrying case as evenly as possible;
- When carrying your laptop in public area be aware of your own personal security and the environment you are in;
- Do not use the laptop in your car whilst stationary: the limited space and sitting position could lead to discomfort;

## APPENDIX 4 - Lone Working Guidelines

### 1.0 Introduction

Many of the ICB's employees may find themselves as a Lone Worker at times i.e: people whose work activity involves a significant part of their working time in situations where there is no regular, close involvement with other personnel or supervision. This could involve people being:

- in a building on their own, including in their own home;
- working separately from others in the same building;
- working outside normal hours e.g. staff who through flexible working arrangements start work earlier or finish work later than what is generally regarded as normal office working hours (8.30am – 5pm);
- visiting clients and carers in their own homes;
- travelling between sites to attend meetings

Lone workers therefore could be members of any staff group: clinical staff, administrative staff, ancillary staff or managers.

In the vast majority of cases, lone working poses no problem but the ICB recognise the importance of all employees being afforded as safe a working environment as is reasonably practicable and will ensure that measures are in place to manage staff who may be lone working and to minimise any foreseeable resultant risks to those staff.

Line Managers of lone workers have a duty to:

- Undertake a suitable and sufficient risk assessment of the hazards to which the lone worker may be exposed (see section 3 below);
- Put control measures in place to reduce the risk, and;
- Monitor the effectiveness of the control measures applied.

Employees have a duty to:

- Follow all procedures and arrangements made for lone workers; and
- Report all incidents or near misses relating to lone working.

Generally there are no specific prohibitions on staff working alone. However, some health and safety legislation stipulates that a minimum of two people must be involved in certain work activities and particular safe systems of work must be followed. In other legislation a minimum level of supervision is required and limits the extent to which personnel may work on their own, for instance, young persons under the age of 18.

Lone working is specifically **not** permitted within the ICB for employees under the age of 18 or expectant mothers in the later stages of pregnancy, unless in their own home.

### 2.0 General principles around lone working

The first consideration should be whether lone working is necessary. Although it may well be in some cases and for limited periods every effort should be made to reduce it. This will include staff sharing offices and travelling together if possible. When flexible working is being considered staff safety should be part of the decision making process.

The following general principles should be followed to reduce the risk to lone workers:

- Staff should have a means of communicating to base;
- Staff at a central location should know where staff are likely to be;
- Staffs details (e.g. car, home address) should be accessible within a reasonable timeframe, where practicable;
- Staff should report to a central place or person when they start and finish work;
- Staff should report concerns about safety to their line manager, and report incidents when appropriate;

- Where a re-occurring situation is identified a management plan should be formulated, actioned and reviewed when necessary, e.g. via case conference;
- Staff should inform other teams or agencies of risks;
- Information about individual risks should be readily available to all team members and should be obvious;
- Crime should be reported to the police;
- All equipment used in the course of employment should be in good condition and be suitable for the task. Staff should be aware of the procedures to obtain replacements as necessary, ensuring that equipment is exchanged as soon as possible if it does not function correctly;
- If a staff member has to work alone in a room regular checks should be arranged by other staff to ensure the well-being of the lone worker; the room layout should have clear and accessible escape routes and be designed to ensure that wherever possible and practical there is an adequate physical barrier between personnel and any potential intruder;
- If a staff member has to work alone in a building they should, where possible, lock all entry doors, although they should ensure that they still have a means of escape in the event of a fire.

### 3.0 Assessing and Reducing the Risk to Lone Working

Although low, lone working does present some risks. The table below details some risks, factors for consideration and possible controls that should be used as part of the risk assessment. It is important to remember however that each situation will require its own assessment and response.

Potential risk	Factors to consider	Possible controls
Vehicle risks; for example breaking down, road traffic accidents	Remoteness of working area.  Knowledge of where staff are expected to be at any time.  Remoteness of car parking.	Provision of mobile telephones  Use of office diaries, making sure diaries are kept up to date and colleagues know where you are meant to be, location boards, calling in to offices regularly.  Whenever possible walk with another colleague to the car park, especially during the dark mornings/nights. When this is not possible being extra-vigilant during the dark winter months and letting colleagues or a family member know when you are leaving the office.

Potential risk	Factors to consider	Possible controls
Verbal abuse (including over the telephone) / physical abuse	Nature of work and likely distress / anger of callers or people being visited (e.g. people refused funding or awaiting assessment)	<p>Information regarding situation prior to visiting or taking or receiving calls.</p> <p>Provision of mobile telephones.</p> <p>Use of office diaries, making sure diaries are kept up to date and colleagues know where you are meant to be, location boards, calling in to offices regularly.</p> <p>Training on recognition and de-escalation of conflict.</p> <p>Sharing/documenting information regarding abusive behaviour.</p>
Working alone in vulnerable places e.g. offices.	The layout and security procedures of the individual area.	Regular checks by colleagues, altering layouts as appropriate.
Working alone in circumstances that are out of the Shropshire ICB's control e.g. people's homes / other organisations' premises.	Remoteness of location.	<p>Awareness of risks, ensuring that all staff are informed of potential risk in individual circumstances.</p> <p>Sharing documenting known information regarding particular areas.</p> <p>Provision of mobile telephones.</p> <p>Use of office diaries, location boards, calling in to offices regularly.</p>
Lack of immediate managerial or professional support.	<p>Type of work undertaken.</p> <p>Experience of staff.</p>	Informal and formal support systems.

## APPENDIX 5 - Fire Safety Procedures

### Contents

Section	Section title	Page number
1.0	Introduction	
2.0	Statement of Policy	
3.0	Responsibility for Fire Safety	
4.0	Fire Risk Assessments	
5.0	Fire Safety Training	
6.0	Fire Wardens	
7.0	Fire Drills	
8.0	Fire Detection and Warning Systems, Emergency Lighting and Fire Fighting Equipment	
9.0	Means of Escape	
10.0	Fire Prevention	
11.0	Smoking	
12.0	Help for People with Special Needs	
13.0	References	
	<b>Appendices:</b> <ul style="list-style-type: none"><li>• Appendix A: Fire Safety and Fire Prevention measures in ICB Premises</li><li>• Appendix B: Personal Emergency Evacuation Plan (PEEP)</li></ul>	

## **1.0 Introduction**

It is the policy of NHS Staffordshire and Stoke-on-Trent ICB to seek to ensure as far as reasonably practical, that all steps are taken to minimise the effects of fire.

The ICB acknowledges its responsibility for the safety of people within the ICB if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

The fire safety procedure, together with any subsequent revisions, will be brought to the notice of all ICB employees.

## **2.0 Statement of Policy**

The ICB takes every step necessary to ensure all employees are aware of potential fire risks and hazards. The Regulatory Reform (Fire Safety) Order 2005 requires the ICB to observe specific requirements in order to reduce the risk of a fire occurring by:

- Providing a safe working environment and paying attention to fire prevention and evacuation procedures;
- Ensuring that systems are in place and regularly scrutinised to ensure their adequacy, i.e. emergency fire evacuation drill, inspection of the means of escape and maintenance of fire warning systems and firefighting equipment;
- Carry out a Fire Risk Assessment of the workplace (including all employees and all other people who may be affected by fire in the workplace) and to make adequate provisions for any less able – bodied persons on site;
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk;
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures, together with mandatory annual updating for all people of the ICB.

The fire safety procedure is available to all employees in order to help them become aware of potential fire risks and hazards. The fire safety procedure also informs employees of what to do in the outbreak of a fire and how best to ensure the safety of employees, and others.

## **3.0 Responsibility for Fire Safety**

As with wider health and safety, overall responsibility rests with the Board.

### *3.1 Chief Executive Officer*

Responsibility for Fire Safety rests with the Chief Executive Officer who has nominated the Director of Corporate Governance as the person with managerial responsibility.

The Chief Executive Officer is responsible for:

- Reviewing the implementation of the Fire Safety Procedure.
- Demonstrating commitment to the promotion of fire safety within the ICB.
- Ensuring sufficient resources are allocated to implement the Fire Safety Procedure.
- Ensuring that mandatory training for all employees is provided and that adequate resources are available to meet those training needs.

#### **4.1 Health and Safety Representative**

The Health and Safety Representative is responsible for the implementation of the Fire Safety Procedure, and for the following:

- Ensuring compliance with the general requirements for good fire safety within all departments and areas of the ICB as detailed.
- Confirming that they are being conducted and then maintaining records of inspections and tests conducted on fire safety and fire safety equipment (e.g. alarm systems, emergency lighting, fire door closures).
- The provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting.
- Ensuring employees receive fire safety training appropriate to the level of risk and duties they may be required to perform.
- Ensuring competent persons (Fire Wardens) are appointed in all areas.
- Maintain appropriate fire evacuation plans.
- Arranging fire drills and advising on any remedial action.
- Ensure Personal Emergency Evacuation Plans are completed accordingly.

#### **4.2 Individual Employee Responsibilities**

- To know and follow the fire evacuation plan if a fire breaks out.
- To report all suspected or discovered fires.
- To know the fire hazards in their environments.
- To practice and promote fire prevention in their working area.
- To attend fire training annually.
- To report any concerns around evacuation and fire safety.

#### **5.0 Fire Risk Assessment**

The ICB will ensure that fire risk assessments (FRAs) are conducted on all properties occupied by it for the purposes of its business.

Risk assessments will be reviewed bi-annually or sooner if a process changes or temporary works are due and the significant findings are to be recorded.

#### **6.0 Fire Safety Training**

It is the responsibility of line managers to ensure that all employees (including temporary and agency staff) are given appropriate information about, and instruction in, the fire precautions and evacuation procedures to be taken or observed in the premises. Information and instruction will be given during induction at the start of the person's employment and whenever there is a change in the fire risk.

The need for further training will be determined by the Director of Corporate Governance, but all staff must attend a minimum of one training/briefing session every two years. The MLCSU Health and Safety Team are able to support with this.

The Director of Corporate Governance must ensure a record is kept of all fire safety training undertaken. Records should include the type of training, local information and instructions provided, date and names as necessary. These may be kept electronically.

#### **7.1 Fire Wardens**

The Health and safety Representative is responsible for appointing sufficient Fire Wardens to oversee evacuations for their respective areas at all times of the day. They will require specific training around their role, the MLCSU Health and Safety Team are able to support with this.

## 7.2 Roles and Responsibilities:

- To act as a focal point for fire safety issues within their areas of responsibilities.
- To assist in the fire safety regime within their areas of responsibilities.
- To assist in the fire response in their areas.
- To liaise with other fire wardens and appointed building Fire Officer.
- To ensure that all staff and visitors within their areas are accounted for during an incident.

## 8.0 Fire Drills

A fire drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

- The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned;
- The means of escape are used in accordance with a pre-determined and practised plan;
- If evacuation of the building becomes necessary, staff should be aware of what to do.

Fire drills will be held at least **once** a year. Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the supposed fire should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow.

Normally advance warning should **NOT** be given of the fire drill. However, you can individually warn anyone who may need to know in advance. Every opportunity should be taken to learn lessons from the drill and to reinforce employees training where gaps are identified. It is good practise to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.

## 9.0 Fire Detection and Warning Systems, Emergency Lighting and Fire Fighting Equipment

The ICB, through liaison with the Landlord and NHS Property services, will ensure that there is a suitable and sufficient Fire Detection and Warning system, emergency lighting and Fire Fighting Equipment installed within the ICB' areas of responsibilities. Where the ICB is occupying space in Council owned buildings, the responsibility will lie with the Council to install and maintain these. The ICB will also ensure that all equipment and systems are tested and maintained in accordance with the relevant legislation and standards. Further guidance can be found at Appendix A (Fire Safety and Prevention measures in ICB premises).

## 10.0 Means of Escape

All corridors and stairways that form part of designated escape routes are to be kept clear and hazard free at times. In addition all final exit doors are to be kept clear at all times and regular checks are required to ensure that these doors open freely without any obstructions. Further guidance on means of escape can be found at Appendix A (Fire Safety and Prevention measures in ICB premises).

## 11.0 Fire Prevention

The ICB place great emphasis on Fire Prevention in order to minimise the risk of a fire occurring. In order to achieve this all employees and visitors are to ensure:

- All waste material must be kept in suitable containers before it is removed from the premises;
- All combustible material must not be stored against electrical equipment or heaters;
- All excess combustible material must be stored in a dedicated storage area that is fire resistant;
- No unauthorised electrical equipment is to be used within the ICB's premises;

- Electric plug sockets are not to be overloaded and only authorised extension cables are to be used. The use of 3 way adaptors is prohibited.

The ICB will also ensure, by liaising with the landlord and NHS property services that all Mechanical and Electrical equipment within the ICB's area of responsibility is maintained, serviced and tested in accordance with relevant legislation, guidance and standards including:

- Fixed Wire Testing and Portable Appliance Testing;
- Heating Systems
- Lifts

Further guidance on Fire Prevention can be found at Appendix A (Fire Safety and Prevention measures in ICB premises).

## **12.0 Smoking**

Smoking is prohibited within the ICB premises for all staff and visitors for further information please see section 5.2.3 of the Health and Safety Policy.

## **13.0 Help for People with Special Needs**

When planning evacuation procedures and assessing the adequacy of fire precautions, consideration must be given to the requirements of people with special needs. Some common forms of disability that you may need to take account of include:

- Mobility impairment, which can limit speed of evacuation.
- Hearing impairment, which can limit the response to an alarm.
- Visual impairment, which can limit the ability to escape
- Learning difficulties, which can affect the response to an alarm.

Where people with special needs (employees and visitors) work in or use the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures. However, in some cases, more individual arrangements involving the development of 'personal emergency evacuation plans' (PEEPs) may need to be considered (See Appendix B).

## **14.0 References**

- The Health and Safety at Work etc. Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Regulatory Reform (Fire Safety) Order 2005 (RRFSO);
- HM Government Fire Safety Risk Assessment – Offices and Shops - (ISBN 978185112815 – 0);
- Health Technical Memorandum 05-01: Managing healthcare fire safety (Second edition) dated April 2013;
- Disability and the Equality Act 2010;
- The Building Regulations 2010 Approved Document M – Access to and Use of buildings;
- The Building Regulations 2010 Approved Document B (Fire Safety) – Volume 2 – Buildings other than dwelling houses – 2006 edition incorporating 2007, 2010 and 2013 amendments;
- The Health and Safety (Safety Signs and Signals) Regulations 1996;
- The Smoke – free (Exemptions and Vehicles) Regulations 2007;
- IEE's Wiring Regulations 17th Edition wiring regulations (BS 7671);
- BS 5588 Fire precautions in the design and construction of buildings;
- BS EN 2 Classification of fires;
- BS EN3 Pt. 7 2004 Characteristics, performance requirements and test methods;
- BS 5306 Pt. 3 2009 Fire extinguishing installations and equipment on premises;
- BS 5306 Pt. 8 2007 Selection and positioning of portable fire extinguishers;

- BS 6643 Pt. 1 2008 Recharging fire extinguishers;
- BS 6643 Pt. 2 2008 Specifications for powder refills;
- BS EN 50172 (BS 5266-8): Emergency Lighting;
- BS 5891-1: Fire detection and alarm systems for buildings;
- BS 5499: Safety Signs Including Fire Safety Signs;
- BS 5839 – 1; Fire detection and alarm systems for buildings

## **Appendix A**

### **Fire Safety and Fire Prevention measures in the ICB's Premises**

#### **1. Housekeeping**

Good housekeeping will lower the chances of a fire starting, so the accumulation of combustible materials in premises should be monitored carefully. Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed.

Keep waste material in suitable containers before it is removed from the premises. If bins, particularly wheeled bins are used outside, secure them in a compound to prevent them being moved to a position next to the building and set on fire. Skips if used should be a minimum of 6m away from any part of the premises.

#### **2. Storage**

Many materials found within your premises will be combustible. If there are inadequate or poorly managed storage areas then the risk of fire is likely to be increased. The more combustible material you store the greater the risk of fuel to a fire.

Combustible materials are not just those generally regarded as being highly combustible, such as polystyrene, but all materials that will readily catch fire. Careful consideration of the type of material, the quantities kept and the storage arrangements, the risks can be significantly reduced.

In offices the retention of large quantities of paper records, especially if not filed away in proprietary cabinets, can increase the fire hazard. Care is to be taken to ensure that there is not a build-up of paper records and files. Records archiving should be undertaken in a secure area linked to the fire alarm system.

All employees are to be made aware of the hazards and risks of improper storage of combustible materials. Do not pile combustible material against electrical equipment or heaters, even if they are turned off in the summer and do not allow smoking in or around areas where combustible materials are stored externally.

Store excess combustible materials and stock in a dedicated storage area, storeroom or cupboard that is fire resistant. Do not store excess stock in escape routes or areas where staff or visitors would normally have access.

Under no circumstances are electrical and gas service cupboards and rooms to be used as storage areas for combustible materials.

#### **3. Voids**

Voids (including roof voids) must not be used for the storage of combustible materials. Such voids should be sealed off or kept entirely open to allow for easy access for inspection and removal of combustible material.

#### **4. Combustible Waste and Packaging**

Delivery of some goods results in large quantities of combustible waste and packaging. The sighting use and removal of these materials needs to be carefully managed to ensure that they cannot come into contact with potential ignition sources and to not cause obstructions.

#### **5. Equipment and Machinery**

Lack of preventive maintenance on equipment and machinery increases the likelihood of failure resulting in overheating or sparking and hence an increased risk of fire starting. All machinery, apparatus and office equipment should be properly maintained by a competent person. Appropriate signs and instructions on safe use may be necessary.

## **6. Heating**

Individual heating appliances require particular care if they are to be used safely, particularly those which are kept for emergency during power cut or as a supplementary during severe weather. The greatest risks arise from lack of maintenance and misuse.

Convactor or fan heaters should be preferred to radiant heaters because they present a lower risk of fire and injury. The following rules should be observed:

- All heaters must be kept clear of combustible materials and in a position where they do not cause an obstruction. Their use must be continuously risk assessed.
- The use of portable fuel burning heaters, including bottled gas (LPG) are not to be used in the office environment.

Gas heating appliances should only be used in accordance with manufacturer's instructions and will be serviced annually by a competent appointed contractor.

## **7. Hot Work**

The ICB requires that where any hot works are to be carried out within their areas of responsibility, then a permit to work is to be in place. The permit to work is to be controlled by either the building manager or NHS Property services. Hot work is defined as burning, welding, brazing, soldering, grinding or cutting work producing sparks, during activities such as plumbing and flat roof work. Such works are usually carried out by contractors.

## **8. Electrical systems**

### **8.1 Fixed Wiring**

Fixed wiring systems are installed and maintained in accordance with the IEE's Wiring Regulations 17th Edition wiring regulations (BS 7671). Fixed wiring will be subject to routine examination and testing by a NICEIC (National Inspection Council for Electrical Installation Contracting) accredited company at a minimum of every five years.

Work on fixed systems must only be done by persons who are competent to do this.

### **8.2 Portable Appliances**

Portable appliances will be subject to routine inspection and testing in accordance with the guidance set out by the ICB's Office Safety Procedure.

Where a permanent supply is required all reasonable steps will be made to modify the mains circuit to provide a permanent outlet and avoid long-term use of portable extension leads or multi-socket adaptors.

The Designated Person will ensure that arrangements are made for the above tests to take place.

Where employees provide their own electrical equipment such as mobile phones these will be included in the portable appliance testing. All new portable items introduced into sites must be reported to the Designated Person for inclusion in the appropriate register of appliances.

## **9. Arson**

Recent fire statistics in the UK indicate that over 2100 serious deliberately set fires occur every week resulting in injuries and fatalities. All premises can be targeted deliberately or just because they offer easy access. Be aware of other deliberately set fires in the locality, which can indicate an increased risk to your premises. Be suspicious of and record any small 'accidental' fires on the premises and investigate them fully.

## 10.0 Display Materials and Decorations

Displays are often located in corridors, entrance foyers etc. and generally comprise of materials such as paper, cardboard and plastic which provide a means for rapid spread of fire. To reduce the risk of fire spread the ICB's will try and:

- Avoid the use of displays in corridors and foyers;
- Minimise the size and number of display areas to discreet, separate areas;
- Keep displays away from light fittings and heaters;
- Keep displays away from ceiling voids which may lack fire barriers; and
- Ensure that there are no ignition sources in the vicinity.

Information should be confined to appropriately located display boards in areas away from escape routes. Display boards may be used on escape routes as long as they are no bigger than 1m<sup>2</sup> or have been enclosed in a sealed display case.

## 11. Fire Precautions and Maintenance

The Nominated Person is responsible for ensuring their site maintains records of the routine fire safety checks and fire risk assessments in the fire safety log book. This log is required to be accessible at all times for inspection or checks by the local enforcing authorities.

## 12. Fire Detection and Alarm Equipment

The provision of adequate means of detecting a fire and raising the alarm are of vital importance in offices. Early detection permits time for orderly evacuation and allows time for fire to be tackled at an earlier stage, therefore reducing the risk to life and the damage caused.

Buildings will have a means for warning persons within the building of a fire. This is done by a combination of automatic smoke and heat detectors and manual break-glass call points.

### 12.1 Testing and Maintenance

The Designated Person will ensure competent persons have been appointed to conduct all aspects of the testing and maintenance as follows:

Requirement	Responsibility	Remarks
Daily check of Fire Panel – power supply in place and no fault lights showing.	Building nominated competent person	Any faults should be logged in Fire Safety Log Book and reported to the approved specialist fire alarm engineer for action.
Weekly check – manual call point activated (using a different call point for each successive test). Manual call points may be numbered to ensure they are sequentially tested	Building nominated competent person	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be reported immediately.
Six – monthly servicing and preventive maintenance of fire alarm	Approved specialist fire alarm engineer	The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied immediately.

Further guidance on testing and maintenance of the fire warning systems can be found in BS 5839 Part 1.

## 13. Fire Fighting Equipment

In offices the emphasis must be towards the safety of staff and visitors rather than fighting the fire; extinguishers should primarily be used to protect life and facilitate safe escape.

They should only be used, by trained staff, if they can be used safely and without risk of trapping the user.

Fire extinguishers should normally be located in conspicuous positions on escape routes, preferably next to exit doors, and should not become a trip hazard. Wherever possible, fire-fighting equipment should be grouped to form fire points. These must be clearly visible and conspicuously indicated so that fire points can be readily identified.

The ICB's will ensure a competent servicing contractor is appointed to undertake the annual fire extinguisher servicing and maintenance and the records for this are to be held on site in the fire safety log book.

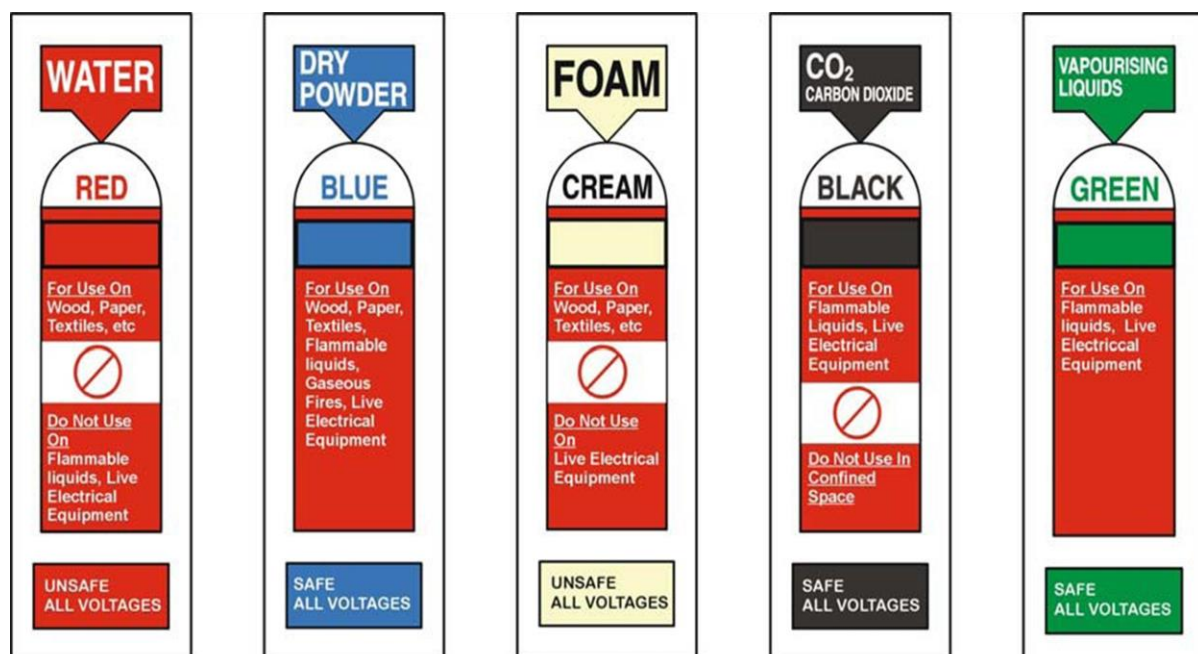
The Nominated Person is to nominate a competent person to have a monitoring role to ensure that the annual servicing of firefighting equipment is taking place as required and to report any defective units identified during the monthly inspections to the contractor for repair or replacement. All defects are to be recorded in the fire safety log book with action taken to rectify defect.

### 13.1 Colour Coding of Extinguishers

BS EN 3 1997 is the current standard for portable fire extinguishers. All new extinguisher bodies must be **red**, and subject to national regulations, an area up to five per cent of the body may be colour coded to assist identification of the extinguishing material it contains.

Graphic symbols are to be used on the extinguisher body to assist identification of the type of fire it can be used on.

Guidance on the selection and installation of fire extinguishers is given in BS 5306-8 and should be inspected and maintained in accordance with BS 5306 - 3.



### 13.2 Testing and Maintenance

The following checks are required to be carried out by a nominated person on all fire-fighting equipment. All records of checks are to be recorded in the Fire Safety Log Book and any faults / damage reported to the firefighting equipment contractor for remedial action.

### **Weekly**

- All fire extinguishers are in their correct place.
- All fire extinguishers are clearly visible.
- No visible damage i.e. safety pins have not been tampered with.

### **Monthly**

- The pressure in 'stored pressure' fire extinguishers is correct.

### **Annual**

- Service by a nominated competent contractor and replacement of safety pins (colour coded.)

In addition discharge testing must be done by the competent contractor at least every 5 years.

For more information on extinguisher testing please refer to BS EN3 and BS 5306 – 3 Annex A&B.

### **13.3 Fire Blankets**

Fire blankets should comply with the 'light duty standard' as defined in BS 6575 and are useful for small discrete fires such as those in kitchens, and for putting out fires on people's clothing in these areas.

## **14. Means of Escape**

Means of escape enable a person to move away from a fire via structural parts of a building (corridors / staircases) to reach a place of safety. The extent of a means of escape is dependent on the assessed fire risk, size of the premises and profile of occupants.

It is essential that escape routes and the means provided to ensure they are used safely, are managed and maintained to ensure they remain usable and available at all times when the premises are occupied. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should never be located on any corridor or stairway that will be used as an escape route.

### **14.1 Testing and Maintenance**

The following checks are required to be conducted, recorded and remedial action taken accordingly:

#### **Weekly Checks**

- Check all emergency fastening devices to fire exits (push bars and pads).
- Check all internal / external routes are clear and safe.
- Check to ensure all electronic release mechanisms on escape doors work correctly. Ensure they 'fail safe' in the open position. This can be done at the same time the fire alarm is tested on a weekly basis and a record must be made in the fire safety log book to confirm doors closed as intended.

#### **Monthly Checks**

- Check fire door seals and self-closing – devices are in good condition.
- Check all internal self – closing fire doors work correctly.

## **15. Emergency Lighting**

Escape lighting is that part of the emergency lighting which is provided to ensure the escape routes are illuminated at all material times. (Emergency lighting is that provided for use when the power supply to the normal lighting fails).

The escape lighting should cover the corridors, stairways, large day rooms (those indicated for more than nine service users and which have a floor space exceeding 25m<sup>2</sup>), other large rooms and any external routes to a place of safety.

Escape lighting should be installed in accordance with the current version of BS 5266: Part 1.

### **15.1 Testing and Maintenance**

BS EN 50172:2004/ BS 5266-8:2004 Emergency escape lighting systems, specifies the minimum provision and testing of emergency lighting for different premises and also additional information on servicing can be found in BS 5266 – Part 1 – 2005 Emergency lighting. The following tests are required and must be recorded in the fire log book:

#### **Monthly**

- Short functional test in accordance with BS EN 50172:2004/ BS 5266-8:2004. The period of simulated failure should be sufficient for the purpose of this test whilst minimising damage to the system components e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible

#### **Annually**

- A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out by a nominated competent contractor. The emergency lights must still be working at the end of this test. The result must be recorded in the Fire Safety Log Book and if failures are detected, these must be remedied as soon as possible.

### **16. Internal Smoke/Fire Doors**

Where practicable it is good practice for all doors in the escape route to open in the direction of escape. This is particularly important for doors in high-risk areas, where the doors are at the base of stairs or where more than 50 persons are expected to evacuate.

All such doors must be able to be opened from the direction of travel without the use of a key or pass card (where security systems are in place, provision must be made for linking to the fire alarms to override locks when alarms are activated).

Smoke/Fire doors must be self-closing, fitted with intumescent strips and cold smoke seals and conform to BS 478 pt. 22 (fire resistance standard for fire door sets). Fire resistant doors fitted to cupboards and service risers that open onto escape routes must be kept locked, be fitted with intumescent strips and cold smoke seals.

### **17. External Final Exit Doors**

These are doors designed to be part of the means of escape for use to reach an external place of safety. They must meet the following criteria:

- Open in the direction of travel
- Be free from obstruction or trip hazard. Where steps or slopes are in place these must be minimised and if necessary highlighted.
- Doors that are also used for normal access and egress must be capable of being opened / unlocked or released by a single turn handle or device like a thumb turn
- Doors that are used only for emergency evacuation must be capable of being opened with a single action device such as a push bar or pad.

### **18. Fire Notices and Signs**

Signs must be used, where necessary, to help people identify escape routes and fire - fighting equipment. For a sign to comply with the Health and Safety (Safety Signs and

Signals) Regulations 1996 and BS 5499-4 and BS 5499-5 it must be in pictogram form. The pictogram can be supplemented by text if it is considered necessary to make the sign more easily understood, but you must not have a safety sign that uses only text.

The ICB will ensure that there are sufficient appropriate fire notices and signs within their premises. The purpose of fire notices is to give concise instructions of the actions to be taken on discovering a fire and hearing the alarm.

The purpose of fire signs is to direct people towards fire exits, or to provide specific information or warning about particular equipment, doors, rooms or procedures. They should be recognisable, readable and informative, as they convey essential information to regular and infrequent users of the premises and the fire and rescue service.

**Appendix  
B**

**Personal Emergency Evacuation Plan (PEEP)**

*To be completed by the Line Manager. (If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).*

<b>PERSONAL EMERGENCY EVACUATION PLAN</b>	
<b>Name</b>	
<b>Department</b>	
<b>Building</b>	
<b>Room Number and Floor</b>	
<b>Contact Number</b>	
<b>AWARNES OF PROCEDURE</b>	
<i>(Insert Name)</i> is informed of a fire evacuation by: (please tick <input type="checkbox"/> relevant box)	
<b>Existing alarm system;</b>	<b>Visual alarm system;</b>
<b>Pager device;</b>	<b>Other(please specify);</b>
<b>DESIGNATED ASSISTANCE</b>	
The following has been designated to give assistance to get out of the building safely in the event of an emergency	
<b>Name:</b>	
<b>Contact details:</b>	
<b>Name:</b>	
<b>Contact details:</b>	
<b>METHODS OF ASSISTANCE</b>	
<b>EQUIPMENT PROVIDED</b>	
<b>PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)</b>	
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>MONITOR and REVIEW</b>	
<b>Signed Manager</b>	<b>Date</b>
<b>Signed Individual</b>	<b>Date</b>

## Personal Emergency Evacuation Plan (Example)

*To be completed by the Line Manager. (If the individual works in more than one building, then it may be necessary to prepare a separate PEEP for each building).*

PERSONAL EMERGENCY EVACUATION PLAN	
<b>Name</b>	
<b>Department</b>	
<b>Building</b>	
<b>Room Number and Floor</b>	
<b>Contact Number</b>	
AWARENESS OF PROCEDURE	
<NAME> is informed of a fire evacuation by: (please tick <input type="checkbox"/> relevant box)	
<b>Existing alarm system;</b>	<b>Visual alarm system;</b>
<b>Pager device;</b>	<b>Other (please specify);</b>
DESIGNATED ASSISTANCE	
The following has been designated to give <NAME> assistance to get out of the building safely in the event of an emergency	
<b>Name:</b>	
<b>Contact details:</b>	
<b>Name:</b>	
<b>Contact details:</b>	
METHODS OF ASSISTANCE	
EQUIPMENT PROVIDED	
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the first alarm)	
1	
2	
3	
4	
MONITOR and REVIEW	
<b>Signed Manager</b>	<b>Date</b>
<b>Signed Individual</b>	<b>Date</b>

## Personal Emergency Evacuation Plan (PEEP) MATRIX

Options		Mobility Impaired People (a)				Sensory Impaired People		Cognitive Disabilities (f)			
Options	Types of Escape	Electric Wheelchair (b,c)	Wheel chair user(b)	Mobility Impaired person	Asthma/breathing problems	Visually impaired person(d)	Hearing impaired person(e)	Dyslexic orientation disorders	Learning difficulty autism	Mental health problems	Dexterity problems
1	Meet assistances at refuge		√	√		√					
2	Meet assistance at the workstation	√	√	√	√	√	√	√	√	√	√
3	Where suitable fire evacuation lifts exists these may be used	√	√	√	√						√
4	Make own way downstairs slowly	√	√	√	√						
5	Move downstairs on bottom after main flow	√	√	√	√				√		
6	Use evacuation chair or similar	√	√	√	√						
7	Travel down in own chair with support		√								
8	Can get downstairs using handrails	√	√	√	√	√			√		
9	Needs assistance to walk downstairs 1 person (Buddy system).	√	√	√	√	√			√	√	√
10	Needs assistance to walk downstairs 2 person (Buddy system).	√	√	√	√	√					
11	Horizontal evacuation	√	√								
12	Cannot transfer readily	√	√								
13	Needs colour contrast on stairways					√					
14	Needs step edge markings			√		√	√	√		√	
15	Needs showing escapes routes				√	√	√	√	√		

Options		Mobility Impaired People (a)				Sensory Impaired People		Cognitive Disabilities (f)			
16	Needs assistance for person and dog					√					
17	Needs door opening (Buddy system)										√
18	Needs orientation information					√	√	√	√	√	
19	Needs tactile map of building					√					
20	Large print information					√		√	√		
21	Needs taped information					√		√	√	√	
22	Needs information in Braille					√					
23	Buddy system					√		√			
24	Provision of alternative alarm	√	√	√		√	√				
25	Provision of flashing beacons						√				
26	Additional checks by fire wardens						√	√	√	√	
27	Identification of escape route by reception / security	√	√	√	√	√	√	√	√	√	√

**Notes on disabilities**

- a. There is a vast range of people who fit into this category. Issues relating to this group of people may also be relevant for people who have heart disease, asthma or heart conditions.
- b. This group of people is considered most at risk in terms of escape. However, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape. It is essential that the disabled person is asked the relevant questions tactfully and in a way that produces the best escape plan.
- c. Electrically powered wheel chair users may have less mobility than people who use manual chairs. It is wise to allow the escape of all other groups of disabled people in the building to ensure that is sufficient staff to assist this group.
- d. People who are visually impaired are helped to escape by the provision of good signage and other orientation clues. It should be noted that most visually impaired people have some sight and that they will be able to use this during the escape in order to make their own way out of the building. The provision of a high powered torch may be useful. If the "Buddy System" is used" it is recommended that the vision impaired person grasps their "Buddy's" elbow as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps.
- e. Hearing impaired and deaf people need to know that there is an escape in progress.
- f. People with cognitive disabilities often problems comprehending what is happening in escape conditions, or may not have the perceptions of risk as non-disabled people. Provision of good orientation facilities and measures within the building is essential. There may be reluctance by some to take an unknown route from the building. Some people with cognitive disabilities may fall into the group of unknown disabilities, such as dyslexia, dyspraxia and autism. These people may not be aware of the problem. The PEEP system should be used to give them the opportunity to understand the possible need for choice and direction change during an escape.

## DEFINITIONS

### **Protected escape route**

A protected escape route may consist of a corridor or stair enclosure which, once entered, will lead directly to a place of safety via an emergency exit.

The escape route is separated from the rest of a building by fire-resisting construction, providing a minimum fire resistance of 60 minutes. Access to the escape routes is by 'Fire Doors' which provide a minimum fire resistance of 30 minutes. These doors are fitted with self-closing devices capable of closing the doors from all angles of swing.

Once inside a protected escape route, you are deemed to be in a place of safety.

In order to maintain a satisfactory standard:

- No combustible material should be stored or sighted within protected stair enclosure. (Open notice boards, paper/cardboard stored below stairs etc.)
- Stairways and corridors to be kept free from obstruction. (No siting of equipment within these areas)
- A programme of inspection to ensure that all fire doors function properly and that any defects are immediately identified and repaired.

### **Refuges**

A refuge is an area normally sited within an enclosure such as a protected lobby, protected corridor or protected stairway, which provides a temporary safe area for people who will not be able to use stairways without assistance.

The refuge normally needs to be big enough to allow wheelchair use and to allow the user to manoeuvre into the wheelchair space without undue difficulty.

A means of communication must be provided so that the person requiring assistance can make contact with those people who have been designated to provide assistance. This could be by fixed telephone at the refuge point, mobile phone, or two way radio link.

It is essential that the location of any wheelchair spaces within a corridor or stair enclosure does not adversely affect the means of escape for other people by narrowing the escape route width.

In circumstances where the refuge area identified for a wheelchair user may restrict the free passage of others trying to evacuate the building, the area may still be suitable for use as a refuge providing that the wheelchair is manoeuvred into position after other persons have left that part of the building.

### **Evacuation chairs (EVAC chairs)**

Evacuation chairs are specially designed chairs for the evacuation of a person down a stair enclosure in a controlled and safe manner.

Whilst they are primarily for the use of wheelchair users, they can also be of assistance to those with impaired mobility, chronic/asthmatic conditions etc.

They must only be operated by person(s) trained in their use.

**Buddy System**

The 'Buddy System' is a procedure whereby a friend, colleague or staff member is allocated the responsibility of ensuring that the person, who may require assistance, is alerted of the need to evacuate a building and may assist that person in the evacuation.

Normally the person allocated this responsibility will be employed within the vicinity or work area of the person requiring assistance.

In order to maintain the continuity of the evacuation procedures, persons should be nominated to deputise for those allocated the responsibility in their absence.