

# EMPLOYEE SAFETY HANDBOOK

This Employee Safety Handbook has been produced to provide employees with Health and Safety information. It also includes information about your duties as an employee and will help you to understand Health and Safety issues which affect you at work.

It contains the following:

- General Policy
- Organisation and responsibilities
- Employees' responsibilities, rules and procedures

## WHAT THE LAW REQUIRES

- Our organisation, under current legislation, has to have a written Health and Safety General Policy statement for the protection of our employees and others who may be affected by our work activities. Our Health and Safety Policy and Arrangements reflect our commitment to the provision of a safe working environment. We are legally required to identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

We also have a responsibility and duty to ensure that you are:

- Aware of and understand the Health and Safety General Policy.
- Aware of and understand the health and safety rules relating to your work.
- Provided with adequate information, instruction, training and supervision.
- Made aware of the significant risks associated with your work activities and how they may affect others.
- Provided with Safe Systems of Work.
- Provided with a safe and healthy working environment.

The policy is reviewed at regular intervals.

You are expected to sign a statement that you have read, understood, accepted and will obey all rules in this handbook and will keep yourself aware of any changes that might occur to working practices and / or the working environment. We provide other documents containing relevant information in addition to training and instruction to help you to carry out your work safely.

## HEALTH AND SAFETY GENERAL POLICY STATEMENT

At Linacre College we recognise our duties under health and safety legislation and associated regulations. Our intention is to meet the requirements of this legislation. We aim to provide and maintain a safe and healthy working environment for our employees and to provide a safe and healthy environment for residents and visitors. Managers and Staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of anyone likely to be affected by the operation of our business.

We recognise our duty to regularly assess the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce;
- to ensure that all employees are competent to do their work;
- to prevent workplace accidents and cases of work related ill health;
- to maintain a safe and healthy working environment;
- to actively manage and supervise health and safety at work;
- to ensure that we adequately communicate with, train and manage employees who may not be fluent in English;
- to have access to competent advice;
- to review annually and revise, as necessary, this policy; and
- to provide adequate resources for its implementation;

We recognise that we have;

- a duty to co-operate and work with other employers and their employees, when their employees come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their responsibilities

and setting out our health and safety rules in the employee safety information which is made available to every worker employed by us.

We have allocated responsibilities and detailed arrangements to support this policy.

This Health and Safety Policy was adopted by the Governing Body of Linacre College.

# Key Personnel Health and Safety Responsibilities

## Introduction

Health and safety legislation places specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (such as visitors and contractors) that might be affected by their undertakings.

To help us comply with these duties we have assigned specific health and safety responsibilities to Key Personnel for their areas of work. In addition, we have a Health and Safety Management System that includes:

- Our Health and Safety Policy.
- Safety responsibilities for key personnel.
- Safety Arrangements to deal with health and safety issues in our workplace.
- Risk assessments.
- Procedures to deal with emergencies.
- Employee safety rules.
- Additional information such as documented Safe Systems of Work, specific safety rules and fire precautions, are also provided.

Other information provided to help employees with health and safety issues includes:

- The displayed Health and Safety Law Poster.
- The displayed current Employer's Liability Insurance Certificate (or electronic version)
- Health and safety literature and information leaflets.
- Appropriate safety information and the significant findings of risk assessments.
- Information relating to Safe Systems of Work.

## **EMPLOYEE LEGAL RESPONSIBILITIES**

As an employee you have a legal duty to take reasonable care of yourself and others and to co-operate with management on all aspects of health and safety.

You must co-operate with and follow all emergency arrangements.

You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with any accident/ incident investigations when asked.

You must refrain from deliberate acts or interference with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.

You must carry out your tasks in a safe manner and follow any instructions or Safe Systems of Work provided to you by Management. Should you identify any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.

You have a duty to ensure that all personal protective equipment provided for you is worn as directed, kept clean, maintained and stored in the correct manner.

It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action may be taken against you by the Enforcing Authority, which can result in heavy penalties, i.e. fines and or imprisonment.

## **SAFETY RULES**

This section of the Employee Safety Handbook outlines some of the general health and safety rules. There may be other more specific procedures about how you carry out your tasks and specific working practices for which training and instruction will be provided.

## HAZARD REPORTING

We have implemented arrangements to encourage you to report, to the person in charge, hazards, unsafe conditions and practices that may affect you or others in order to reduce the possibility of injury or illness at work.

Hazards should be reported to your supervisor or manager. We encourage participation, so that defects or hazards can be quickly identified and remedied.

## CONSULTATION

To encourage your involvement in the health and safety of the organisation we provide opportunities for consultation with employees through various means. If you have any health and safety concerns you should raise them with your supervisor or manager.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- Risk Assessments and subsequent Safe Systems of Work
- Workplace hazards
- Emergency procedures
- New working practices, new work equipment
- Workplace welfare issues

## OCCUPATIONAL HEALTH

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments.

Where appropriate, Occupational Health needs will be identified through our risk assessment process. Suitable control measures will be implemented and where necessary, Occupational Health services will be provided. You will be informed of any requirement for you to take part in health monitoring. We anticipate that you will provide full cooperation by

attending for health monitoring should this be deemed necessary. Results of such monitoring will be confidential.

## **RISK ASSESSMENTS**

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- The significant hazards that employees may be exposed to.
- Who could be harmed and how.
- Identifying existing control measures.
- The likelihood of someone being harmed by the hazard.
- What (if any) further actions are required.
- Appropriate Safe Systems of Work and necessary training.

For further information on the completion of risk assessments and to view those relevant to your specific role you should speak to your supervisor or manager.

## **SAFETY RECORDS**

We keep records of health and safety management actions and of inspections of plant and equipment as required by law. Should you wish it, your manager can arrange for you to see them.

## **GENERAL SAFETY RULES**

1. You must obey all rules, signs and instructions
2. You must attend relevant health and safety training
3. Only undertake tasks for which you have been trained
4. Ensure that all equipment used is in a safe condition
5. Wear Personal Protective Equipment as specified
6. Do not enter unauthorised areas
7. All accidents, incidents, hazards and near misses must be reported to the person in charge as soon as possible after the incident
8. Smoking is not permitted in the workplace.
9. Maintain good housekeeping at all times
10. Ensure all pedestrian and vehicle traffic routes are kept clear at all times

### **Accident Procedures**

You must report all injuries suffered at work (however minor) to management and enter details in the Accident Book.

You must report all accidents, incidents, near misses and dangerous occurrences to management immediately.

You must report all instances of damage to any property or articles to management immediately.

### **Working Practices**

You must not operate any equipment or use hazardous substances unless you have been trained and authorised to do so.

You must use all work equipment in accordance with your training and instructions.

You must report any fault, damage, defect or malfunction in any equipment to management immediately or if this is not possible as soon as reasonably practicable.

You must not make repairs to any work equipment unless you have been trained and authorised to do so.

When cleaning work equipment you must use the correct procedure as instructed.

Work equipment must not be left switched on without someone in control of it.

Employees under 18 years old must not operate (unless under direct supervision) or clean certain dangerous machinery.

You must use all hazardous substances in accordance with written assessments and instructions.

All hazardous, flammable or explosive substances that are not in use must be stored correctly in their designated safe storage areas.

You must follow safe working procedures and any training and instructions given on handling glassware.

You must obey the Drugs and Alcohol Policy of the organisation.

You must carry out manual handling tasks as instructed.

You must comply with all safe working procedures as detailed by the organisation.

You must wear suitable foot wear at all times at your workplace.

### **Working Conditions, Working Environment**

You must use the correct tools provided at work.

You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist.

Waste hazardous substances must be disposed of in a safe and approved manner.

Do not allow hazardous substances to enter drains or sewers.

You must keep all areas clean and tidy.

You must dispose of all rubbish and waste materials as instructed.

You must report any hazardous conditions to management.

## **Fire Precautions**

You must report any use of fire fighting equipment to management.

Do not attempt to fight fires unless you have been trained how to do so.

You must comply with all established emergency procedures.

You must not obstruct any fire escape route, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.

You must not interfere with or misuse any fire equipment provided.

Fire doors should be kept closed at all times, unless fitted with an automatic release device.

## **Health**

You must report to management any medical condition or use of medication which could affect your safety or the safety of others.

You must cooperate with the organisation's health surveillance provisions.

You must inform management, as soon as possible, if you are pregnant.

You must report to management any instances of illness that could compromise food safety and or other people's wellbeing. This includes;

- Diarrhoea, sickness (vomiting) and other stomach disorders
- Any discharge from the eyes, ears or nose or a sore throat
- Any septic skin condition such as sores, boils, septic cuts etc.
- Any other infection.

You must not attend work under the influence of either alcohol or illegal drugs.

## **Hygiene**

You must maintain high standards of personal hygiene at all times when at work.

You must protect all open wounds with a suitable dressing, whilst at work.

You must not consume food or drinks in a place where it may become contaminated.

## **Hazard and Warning Signs and Notices**

You must comply with all workplace warning signs and notices displayed.

## **Vehicles**

Regular safety checks must be carried out on all work vehicles.

Do not drive or operate any work vehicles without approval.

You must not allow unauthorised passengers in work vehicles.

You must not use work vehicles for unauthorised purposes.

You must not overload work vehicles.

You must report to management any medical condition that could affect your ability to drive.

If you drive your own vehicle on company business, you must provide proof that:-

- you have a full current EU driving licence
- the vehicle has been taxed and is insured for business use
- the vehicle has been properly serviced and has a valid MOT.

You must not use a hand held mobile phone whilst driving.

## **Protective Clothing And Equipment**

You are required to use all personal protective equipment as instructed.

You must not damage or misuse personal protective equipment.

Personal protective equipment must be stored correctly.

You must inform management of any personal protective equipment defects or loss.

## **Gross Misconduct**

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of these health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.

- Interference with or misuse of any equipment for use at work, such that it may cause harm.

## EMPLOYEE SAFETY HANDBOOK - RECEIPT and UNDERTAKING

Please read the notes below and then sign and date this form

### Information

We have developed a Health and Safety Policy for Linacre College and an Employee Safety Handbook setting out information about how the safety policy and our arrangements affect you as an employee.

Please sign this page and hand it to your manager to confirm that you have read and understood the details within the handbook as they affect you.

The complete Health and Safety Policy is available should you wish to examine it. Your line manager will arrange for it to be made available on request.

### Acknowledgement of receipt

I have read the Linacre College Employee Safety Handbook and understand the contents. I accept and will comply with the requirements so forming part of my contract of employment. I will keep myself aware of its contents and any updates of which I am made aware.

Employee signature: .....

Name: .....

Date: .....

Department: .....

Note: By law, an Employer must make available to employees relevant health and safety information regarding policies, procedures and safe working systems. Employees are obliged, by law, to follow safety rules, procedures and instructions and should confirm that they understand these matters. In the event of refusal to sign this document, arrangements will be made to have the contents read to you and a confirmation of this will be signed and dated by your manager.