

PBSS HEALTH AND SAFETY POLICY STATEMENT

1. AIM

PBSS will comply with the requirements of the Health and Safety at Work Act 1974 (HSWA) and any other relevant statutory provisions and regulations. PBSS accepts that as an employer it has a duty to ensure, as far as reasonably practicable, the health, safety and welfare at work of all its employees. It will also conduct its undertakings in such a way that persons other than staff are not exposed to risks to their health and safety. At all times PBSS will endeavour to provide:

- a safe working environment for staff which is without risk to health;
- systems and working practices for the maintenance of fabric, equipment and the management of materials which are safe and without risks to the health and welfare of staff;
- adequate welfare and first aid facilities;
- sufficient information, instruction, training and supervision to ensure staff are working in a safe manner.

2. ORGANISATION OF HEALTH AND SAFETY IN PBSS

The Director has responsibility for the health and safety issues and will

- play an active role in ensuring that the PBSS's health and safety policy is implemented;
- uphold the principles of good housekeeping, including keeping a close watch for hazards;
- co-ordinate any necessary action following an accident including investigating the causes and posting warning notices where applicable;
- inspect the workplace at least annually and ensure that any identified hazards are rectified;
- ensure that contractors and visitors are made aware of their responsibilities under the HSWA Regulations and Approved Codes of Practice whilst on the premises.

Health and safety training will be incorporated into induction training and all staff will receive training in general health and safety awareness. Specific training e.g. VDU/workstations, manual handling, risk assessment, handling violence will be given as appropriate.

It is the duty of every member of staff while at work to look after their own welfare, to abide by the health and safety guidance and provisions which are in place and to ensure that their actions cannot result in injury or harm to anyone else. In particular, staff should be aware of the arrangements for fire and other emergencies, first aid and accident reporting procedures.

If staff fail to take reasonable steps to safeguard their own health and safety, or that of anyone else who may be affected by their actions, it will be deemed to be their responsibility and they will be liable for any outcomes.

Staff are required to report all accidents at work, however trivial, to the Director as soon as possible. All injuries so reported will be entered in an accident book. Any accident, injury or work-related disease causing an absence from work of more than three days will also be noted in the book.

All contractors will be requested to supply a copy of their health and safety policy document and to provide, in writing before commencing work, what risks to themselves and others exist in the work they propose to do and what steps they will take to minimise these risks. They must undertake to follow these safe working practices.

3. SOME DO'S AND DON'TS

DO'S	DONT's
Ensure you have good lighting at your work station	Use equipment unless you have been shown how to operate it
Carry out risk assessments before tackling new work	Ever attempt to repair electrical equipment - wait for the expert
Make sure you know where the nearest fire alarm and extinguishers are located	Wedge open fire doors (if fitted)
Make sure you know where the local fire and first aid notices are and read them. You won't have time to look for them in a real emergency	Leave drawers or filing cabinets open
Wear protective equipment provided when necessary	Having trailing leads and cables in your office - if unavoidable make sure they are covered with a protective shield
Report all accidents, hazards or near misses	Run in corridors - if fitted, look through the vision panel before opening doors
Keep tops of cupboards clear	Rush when carrying hot liquids
Turn off all electrical equipment (faxes, photocopiers, etc.) before attempting to clear a paper jam	Cover radiators or ventilation grills with paper or material

PBSS

December 2001