



Fèisean nan Gàidheal
Risk Management and Policies

Date: 15 June 2010.

Policy: Health and Safety Policy

This policy forms part of the Fèisean nan Gàidheal's Policy Portfolio

Related Policies: Office Environment Risk Assessment, DSE Risk Assessment, Business Continuity, Travel and Mobile Phone, Manual Handling, Stress Management, Child Protection, Risk Management, Lone Workers, Fèis Risk Assessment & Guidelines, Staff Handbook

Purpose of Policy: To ensure the health, safety and welfare at work of staff, volunteers, Fèis participants and visitors and other persons using the organisation's premises or premises hired or loaned to the organisation and its members, or in the pursuit of activities arranged by or connected to the organisation.

Summary of Policy: Responsibilities and measures to ensure health, safety and welfare of employees and other personnel in connection with the organisation's activities. Office Environment and Display Screen Equipment Risk Assessments appended to policy.

Policy drafted by: Iona MacDonald, Training & Policy Officer

Submitted to Executive Group (date): 01 February 2010.

Approved by Board (date): 18 February 2010.

Last Reviewed (date): February 2013.

This policy should be reviewed by (date): February 2014.

Catriona MacIntyre – 18 February 2010.

Fèisean nan Gàidheal

Health and Safety Policy

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Child Protection Policy 2009		
Travel and Mobile Phone Policy 2009		
Staff Handbook 2009		
Lone Working Policy 2009		
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Comfort and Safety Guide for Fèisean (Computer and DSE Safety) 2002		
Fèis Activity Risk Assessment Checklist 2008		

Executive Summary

The Health and Safety (H&S) Policy highlights the requirements of the Health and Safety at Work Act (H&SaWA) (1974)

The H&S policy outlines:

- How the organisation will establish and maintain a healthy workplace
- Safe systems of work
- Arrangements to monitor health of employees where applicable
- Provision of information and training
- Management responsibilities
- The role of the Risk Officer
- The role of departmental managers
- Arrangements for policy review

The policy also specifies the responsibilities and requirements under the H&SAW Act with regard to the member Fèisean. This is found in **Appendix 1**.

The Health and Safety Policy is to be made available to any service users, via their induction to services, on commencement of employment, on taking out membership of the organisation, and on the Fèisean nan Gàidheal website or direct from lead officers.

This policy forms part of the Fèisean nan Gàidheal Risk Management Policy which also includes:

Comfort and Safety (Computer and DSE Policy)

Fèis Activities Policy

Fire Risk Policy

Child Protection Policy

Business and Organisational Risk Policy

Travel and Mobile Phone Policy

Background

The Health and Safety Policy is written in accordance with the requirements of the Health & Safety at Work Act 1974, and Management of Health & Safety at Work Regulations (1992). It describes how Fèisean nan Gàidheal (the organisation) discharges its duties under the Act. The Board of Directors will monitor the effectiveness of this policy at regular intervals and will revise and amend it whenever appropriate, for example on the introduction of revised legislation.

The Act places a duty on every employer to promote health, safety and welfare at work and provide the necessary information, training and supervision of staff. It also places a duty on every employee to take reasonable care of the health and safety of themselves and other persons who may be affected by their actions.

The organisation has a duty to ensure that all persons using its premises and undertaking its activities are protected from all foreseeable hazards/risks in so far as they may be affected by its activities.

The organisation is committed to its statutory obligation and ensuring the routine review of potential areas of risk are conducted and controls put in place, including maintenance of the organisation's Risk Register. The Risk Management Policy describes these in more detail as the overarching framework for managing risk.

Distribution of Policy

The Health and Safety Policy and Risk Management Policy are available to all staff, member organisations, funders, social services, contractors and to the public.

Staff have access to the policy through the following means:

- Each new staff member will receive a copy of the policy when they sign on to the Payroll
- Electronic copies will be available on the organisation's website

Members of the public will have access to the H&S Policy through:

- The organisation's website (www.feisean.org)
- Direct application to the Head Office
- Member Fèisean – main contacts

Policy Statement

The Board accepts its responsibilities imposed under the Health and Safety at Work Act and will ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees, and the health and safety of other persons using the organisation's premises. The obligations of the organisation under the Act include the following:

- Ensuring that management at all levels fulfills its obligation for health and safety in the areas under their control.
- Providing managers with support and resources where practicable to fulfill their respective duties.
- Establishing a safe and healthy workplace in accordance with relevant legislation, codes of practice, manufacturers' instructions or any other approved standards or knowledge.
- Providing and maintaining safe plant and equipment for use at work.
- Establishing and maintaining procedures for safe systems of work and making available all necessary safety devices, including adequate and suitable protective clothing.
- Making arrangements to monitor the health of its employees through encouragement of staff to report problems and to take up available medical assistance.
- Providing suitable information and training to persons at all levels in the organisation, including youth training scheme trainees, and staff from agencies, contractors and other organisations.
- Providing for the safe use, handling, storage and transport of equipment, substances and persons.
- Ensuring safe access to and egress from the workplace and formulating effective procedures and plans for the evacuation of buildings in the event of emergencies.

Local Risk Management Activity

Each local office will devise their own local risk management assessment programme and associated plan(s), which reflect the improvements that need to be made locally to treat and control risk. Assistance will be given with this from Head Office.

These improvements will be highlighted through the hazard identification process (inspections, audits, hazard spotting and risk assessment) and can be recorded on the main Risk Register.

Local risk management plans may be developed at each local office.

Risk management activity and subsequent plans will be communicated to the Risk Officer (currently the Training & Policy Officer).

These local groups will work closely together and take responsibility for prioritising the entire risk profile across the organisation and membership and for ensuring that resources are made available to members/offices that are unable to meet priority risk treatment within their own available resources. Risk management will be a regular agenda item for quarterly Executive Group meetings.

Management Responsibilities

Responsibilities

Chief Executive Officer: The Chief Executive Officer (CEO) has overall and final responsibility for health and safety.

Risk Manager: The CEO is required to appoint an executive officer with special responsibility for health and safety (Risk Manager); the nominated officer is responsible for the overall co-ordination of health safety and welfare issues within the organisation.

Board Members (Directors): Directors will support the CEO and carry ultimate responsibility for the implementation of Health and Safety Policies. Directors have duties and responsibilities as part of their operational roles. In addition they have general duties specific to health and safety.

Senior Managers (Development Manager and Executive Manager): Responsible for implementation of policy, strategy, resources and for overseeing health and safety within their areas of control and for coordinating health, safety and welfare issues on a day-to-day basis. Senior managers should also take responsibility for raising concerns via the Risk Register.

Specialists: Specialist managers and advisors are responsible for providing advice and support within their area of specialism, and are contracted on an ad hoc basis.

All Employees: All employees, volunteers and contractors have duties and responsibilities under the 'Health and Safety at Work Act' 1974 and should give assurance of their understanding of H&S on induction.

Implementation

The **CEO** has overall responsibility for risk management and to ensure that the Trust complies with relevant legislation and standards.

The **CEO** is accountable to the Board of Directors for the implementation of the Health and Safety Policy and he/she will make the necessary arrangements to carry out the recommendations that are endorsed by the Board and:

- Ensure that management fulfils its responsibilities for health & safety.
- Consider the reports and recommendations submitted to him/her and act appropriately.
- Refer intractable health and safety problems to the Board for resolution.

On behalf of the CEO, **the Risk Manager** monitors and co-ordinates the implementation of the Health and Safety at Work Act 1974 and other related legal requirements and advises on action required.

The Risk Manager is responsible for the following areas of activity on behalf of the Chief Executive Officer:

- Provide guidance in relation to the implementation of the Health and Safety policy, procedures and legislation.
- Propose plans for adequate staffing, finances and other resources to ensure the safety of employees and others who may be involved.
- Co-ordinating and monitoring the arrangements for managing risk throughout the organisation.
- Ensuring that the responsibilities for provision of adequate arrangements for risk- related matters are assigned, accepted and implemented at all staffing levels.
- Developing risk-related improvement programmes.
- Ensuring that adequate arrangements for staff training needs are identified and that appropriate risk-related training is given at all levels.

Managers are responsible for organising and communicating health and safety matters within their own departments, units and areas. Intractable problems are referred via relevant committees to the Chief Executive Officer. Managers are responsible for ensuring the following activities are carried out:

- That their departments and areas of control are represented at Health and Safety meetings or where Health and Safety is to be discussed, and ensuring that decisions arising from such meetings which affect their departments are fully implemented.
- The conducting of regular risk audits for those areas under their control.
- Ensuring that departmental risk assessments/inspections are carried out at approximately 6 monthly intervals; that reports and recommendations are made to the Executive Group and reviewed on a regular basis.
- Requiring line management to fulfill its responsibilities for health and safety, fire and Control of Substances Hazardous to Health (COSHH) in particular, auditing, provision and revision of policies and procedures and completion of comprehensive risk assessments.
- Responding to requests from responsible staff to take appropriate remedial action to minimise risk following inspections/audits or assessments.
- Developing short, medium and long term strategies for minimising risk based on the findings of the above, and on advice from other specialist advisors.
- Representatives at local level (Fèisean and local offices) attend appropriate Health & Safety and Risk Management Training.
- Compliance with the organisation's Incident Reporting procedure and evaluation of information provided by the Risk Manager and other specialist advisors.

They are responsible for the health and safety of the staff they supervise and the workplaces they control. Departmental managers maintain close liaison with their staff in all risk-related matters, and are responsible in particular for the following:

- Preparing departmental safety policies and procedures (Local Rules) in accordance with relevant legislation, Codes of Practice, manufacturers' instructions or any other approved standard or knowledge.

- Identifying potential hazards in their own area and ensuring they are remedied. Intractable problems will be drawn to the attention of their line manager.
- Receiving representations from staff on local health and safety matters.
- Maintaining liaison with specialist staff for example fire officers.
- Organising and carrying out departmental risk/safety inspections on a regular basis. (Approximately 3-6 months interval).
- Advising their manager on matters arising from incident reports, hazard notifications, first aid and changes in departmental policies and procedures.
- Ensuring all staff under their control receive appropriate risk-related training.
- Bring to the attention of other managers within the organisation any problems that may affect the safe operation of their Department.
- Preparation and revision of any supplementary details relating to department etc. in conjunction with appropriate advisors.
- Dissemination of Hazard Notices and Safety Action Bulletins to appropriate staff for action and monitoring response.
- Ensuring compliance and use of the Trust Incident Reporting Policy.
- Assuring staff have an awareness of the regulations and legislation as stated by the Health and Safety Executive (HSE).

Role of Risk Officers

Each office/Fèis area (e.g.: North, Argyll & South, Lochaber, WI) must have a lead person to fulfill the role of the Risk Facilitator – in the case of Fèis area, this person will normally be the Fèis Development Officer.

This person will work from a local level:

- To co-ordinate on behalf of the Risk Manager all health and safety activities at local/departmental level.
- To act as their representative for all matters relating to managing risk encompassing environmental, fire, health and safety and security issues.
- To facilitate the supply of information from senior management to local/departmental level (e.g. dissemination and co-ordination of Hazard Notices and Safety Action Bulletins.)
- To prepare and supply information at local Health and Safety meetings (e.g. defects/incident reports, referral of formal assessments etc.)
- To ensure that local facilitators have adequate support, resources, information, knowledge, skills, training and supervision for them to fulfil their role as the named person for the department they represent.

Role of Local Facilitator (H&S)

Each Fèis or department must nominate a local staff member or volunteer as the Local Facilitator (H&S):

- To be the link person for all matters relating to risk management issues, i.e. environmental, fire, health and safety and security matters
- To undertake the duties of:
 - (a) Line Manager – Fire
 - (b) Local Safety Officer
 - (c) Security Co-ordinator on behalf of the Senior Manager/Risk Officer
- To undertake awareness training of staff/volunteers within the department/Fèis for all new employees upon induction, on risk related issues
- To act upon all risk related information/directives received within their department via the Risk Facilitator
- To confirm action taken in accordance with previous item and reporting of all defects in equipment via the organisation's Incident Policy to ensure that all appropriate personnel are kept informed of potential hazards
- To ensure that the organisation's Incident Reporting policy is properly implemented throughout the Department/Fèis at all times
- To initiate and carry out (with others), local inspections of the premises and provide written reports/recommendations to manage/risk facilitators
- To complete initial and more detailed risk assessments, (in accordance with organizational policy), as appropriate for all tasks carried out within their department/Fèis

RISK MANAGEMENT STANDARDS

Health and Safety at Work Act 1974

Child Protection Policy (Fèisean nan Gàidheal) 2009

Individual Policies related to Health & Safety devised by Fèisean nan Gàidheal

The process for reviewing compliance with risk management standards include:

- Self assessment against core and developmental risk management standards
- Formal assessment against any risk management standards which may be adopted, e.g. IRM (Institute of Risk Management), or legally imposed
- The organisation may also be subject to inspection by the HSE (Health and Safety Executive)

The Health and Safety Role of the Executive Group

The Board wishes to achieve, by joint consultation, the effective co-operation and involvement of all employees in health and safety matters. As a small organisation, every employee and volunteer is responsible for health and safety, and the role of the Health and Safety Committee will be devolved to the Executive Group. The Executive Group, in its role as Health and Safety Committee, is concerned with the promotion of co-operation between management and staff in instigating, developing and carrying out measures to ensure the health and safety at work of staff, and act as a focus for staff participation in the prevention of accidents and avoidance of industrial disease. The group provides a wide perspective on risk and health and safety matters, and advises the Chief Executive Officer on priorities for planning, training and management intervention. The Committee will also provide quarterly reports to the Board.

Employee Involvement in Health and Safety

Every employee has a legal duty to take reasonable care of the health and safety of themselves and other persons who may be affected by their actions.

Fèisean nan Gàidheal intends that all employees and volunteers should understand their duty of care for health and safety, and provides this statement as information on which that understanding be based.

Special training in safety matters is made available for employees whose work requires more detailed knowledge of health and safety.

Resources for Health and Safety

Not all working environments within the premises managed by the organisation are ideal. The estate managed by Fèisean nan Gàidheal consists of both town and country sites – old and modern, and consisting of a range of property from whole buildings (eg Meall House) to single rooms (Old Hostel, Tarbert) and rented from both private and public landlords. Occasionally, workers may also work from their own home, or “hot desk” in any of the larger offices. Fèisean nan Gàidheal is faced with substantial and competing demands on its maintenance budgets to effect improvement to meet current legal requirements. The Board of Directors anticipates that where additional monies cannot be found for capital replacement or maintenance works, a safe system of work will be developed by management with staff involvement, which minimises risks to those concerned.

Fèisean nan Gàidheal remains committed to improving the conditions within its premises in accordance with advice from the Health and Safety Executive. The organisation has, therefore, given priority to programmes of work necessary to effect improvements in health and safety and to minimise risk. Prioritisation is aided by the risk assessment process.

Incident Reporting

Any significant incident relating to health and safety should be reported to the Risk Officer using the form included as **Appendix 3** to this policy. The HSE requires that certain incidents are also reported to themselves under RIDDOR legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). These incidents include:

- deaths
- major injuries
- over-3-day injuries (where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days)
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- some work-related diseases

- some dangerous occurrences – a near miss where something happens that does not result in an injury, but could have done
- Corgi-registered gas fitters must also report dangerous gas fittings they find and gas conveyors/suppliers must report some flammable gas incidents

Deaths, major injuries and dangerous occurrences must be notified without delay, however only the following need to be notified to HSE out of normal working hours:

- Fatal accidents at work
- Accidents where several workers have been seriously injured
- Accidents resulting in serious injury to a member of the public
- Accidents and incidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital etc.
- Over-3-day injuries must be reported within ten days
- Source: HSE

RIDDOR forms are available online at <http://www.hse.gov.uk/riddor/report.htm> or emergency reporting may be made by telephone at 0845 300 9923.

Review

This policy will be subject to review:

- Annually
- following significant change
- on the reporting of an incident covered by this policy
- or, in light of any changes to H&S legislation

Appendices

- 1 Office Environment Risk Assessment
- 2 DSE (Display Screen Equipment) Risk Assessment
- 3 Incident Report

Appendix 1 (to Health and Safety Policy)
Fèisean nan Gàidheal
Risk Assessment for an Office Environment

Date: (1) 03/06/09	Assessed by: (2) Iona MacDonald	Checked / Validated* by: (3) Insert name	Location: (4) See 7	Assessment ref no (5) FnG01	Review date: (6) <i>Feb 2010</i> or sooner if significant changes occur
Task / premises: (7) Meall House, Portree; 111 Academy St, Inverness; Old Hostel, Tarbert; Old Hostel, Fort William; home offices					
Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Work in an office environment	Slips, trips	Staff, Visitors, Cleaners - could suffer injury e.g. sprains or fractures if they fall	Reasonable standards of housekeeping maintained Trailing cables positioned neatly away from walkways Damage to floor coverings and other repairs and maintenance reported immediately to senior management for repair/replacement as necessary. Floors kept clear of unnecessary items, e.g. papers, bags. Cabinet drawers and doors kept closed when not in use. Floor cleaned regularly. Adequate lighting provided. Liquid spills mopped up. Hazard warnings where appropriate.	Low	A
	Manual Handling – carrying, lifting, pulling, pushing, heavy loads e.g. furniture, PCs, stationery	Staff - could suffer from back/neck pain if heavy/bulky objects carried incorrectly	Staff trained in correct manual handling techniques Untrained staff to contact senior management to arrange for items to be moved. Trolley used to transport boxes of paper, etc Top shelves used for storage of light objects only	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Fèisean nan Gàidheal generic office risk assessment form and guidance notes – This form should be used in accordance with the accompanying guidelines and the Fèisean nan Gàidheal Health and Safety Policy, and completed appropriately for each office environment, including home offices.

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Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Regular computer use	Staff - may suffer from upper limb disorders (associated with repetitive actions) from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor	DSE Self Assessment of computer workstation undertaken within 4 weeks of starting employment and results forwarded to line manager. All problems identified in the self assessment prompt a full assessment with the findings reported to line manager who will arrange for remedial action to be taken. Staff appointed to undertake full DSE assessment as necessary. Work scheduled so that staff have regular breaks from the computer screen. Training in new software use provided as necessary.	Low	A

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Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Electrical e.g. PC, printer, lamp, fan, heater, kettle, photocopier, shredder, extension leads	Staff and others - could suffer electrical shock or burns if equipment is faulty	All office equipment used in accordance with the manufacturers instructions and staff trained in its use by line manager. Regular checks of cables and appliances are carried out in accordance with the HSE publication Maintaining Portable Electrical Equipment in Offices and other Low-Risk Environments, (04/04). Defective plugs, cables equipment etc reported to line manager for repair/replacement. Sufficient power sockets provided to reduce need for extension cables/adaptors. Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured. Kettle/water heater positioned so water spills cannot contact electricity supply or equipment. Liquid spills mopped up immediately.	Low	A

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Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Fire	Staff and other building users - could suffer from smoke inhalation or burns if trapped in office	Staff induction includes fire evacuation procedures and means of raising the alarm. Annual fire evacuation practice carried out. Access to fire exits kept clear. Regular removal of combustible waste. Heaters located away from combustible materials and switched off when office is left unattended. Fire Safety Policy in place for each building.	Med	A
	Lone working	Staff - if presence in building not known in the event of an emergency or if there is a threat to personal security. Accident/problem while driving/working alone or from home.	Telephone contact available at all times. Small office complex ensures that whereabouts of staff is known. Out of hours working arrangements in place to indicate the presence of people in the office (In/Out board). Intended whereabouts circulated weekly (travel). Staff advised to ensure unauthorised persons do not gain access to building out of hours. Driving for Work risk assessment to be carried out for staff expected to use their own cars for business. Staff working from home are advised to use safe working practices, and to notify a family member/relative if working away from home, with intended time of return.	Low	A
	Keyholder Security Callout	Keyholder may be entering building where crime is in progress	Keyholder should not enter building where alarm has been activated without support/police escort. Site-specific procedure in place for each building.	Med	A

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Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Falls from height	Staff - retrieving items stored at height	Stepladder/kick stool available in each office location. Equipment checked annually for defects and by user before each use. Staff trained in safe use of stepladder/kick stool.	Low	A
	Stress	Staff - from pressure of work demands, lack of job control, insufficient support from colleagues, not knowing their role, poor relationships, or badly managed change.	Stress policy in place. Work plans & objectives discussed and agreed at Personal Development Review annually or more frequently if need arises.	Low	A
	Environmental hazards a) thermal comfort	Staff – may feel too hot/cold or suffer other general discomfort.	Building temperatures kept as reasonable as possible with supplementary heating/cooling available when necessary (using portable heaters/fans). Offices are adequately ventilated.	Low	A
	b) space	Staff and others – contact with furniture if insufficient space to move around.	Space provided is sufficient to enable free movement around the office, and for carrying out tasks. Individual space requirements are re-considered when additional equipment furniture is acquired.	Low	A

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Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	c) lighting	Staff and others – may suffer eyestrain if lighting is insufficient or of the wrong type.	Lighting levels sufficient for the room, tasks undertaken and glare is minimised. Window blinds fitted where necessary to adjust lighting levels. Local lighting (e.g. lamps) is provided for close work where necessary. Light switches are easily accessible.	Low	A
	Hygiene & welfare	All staff & others could experience general discomfort.	Toilets supplied with hot/cold water, soap and towels, and any deficiencies are reported to line manager. Refreshment area available with drinking water and other facilities which is cleaned daily by staff rota. "No smoking" policy implemented.	Low	A
	Chemical e.g. photocopier toner/ ozone production, cleaning materials	Staff	Toner changed in accordance with manufacturers instructions. Training in use of photocopier is included in employee induction. Disposable vinyl gloves worn when skin contact with toner is likely e.g. when changing cartridges. Proprietary chemicals/substances used as directed by the manufacturer. All spills are cleared up immediately and waste appropriately disposed of. Heavily used photocopiers situated in well ventilated areas.	Low	A

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Risk assessment for the activities associated with work in an office environment – General office tasks					
Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Anything else relevant to the local situation	As appropriate	As appropriate		

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Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
	Arrange manual handling training for all staff	IMD	April 2010	
	Keyholder arrangements	AC/AW	On-going	
	Policy on Management of Stress	IMD	Sept 2009	
	Cleaning rota to be devised	AW/CA	On-going	
	Fire Safety Policy	IMD	Sept 2009	

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Notes to accompany Generic Risk Assessment Form

This assessment is recommended for use by Health & Safety Services to control the risks from hazards associated with single occupancy offices.

Important!

If you wish to use this assessment the identified hazards will only be adequately controlled if measures listed under 'Existing measures to control risk' are available and implemented, or where existing measures are equivalent to these or better.

Action must be taken to address any deficiencies before this assessment can be regarded as suitable and sufficient for use (see 13 & 14 below).

How to use the form for your situation

- (1) **Date:** Insert date that assessment form is completed. It must be valid on that day.
- (2) **Assessed by:** Insert the name and signature of the assessor. (Name is sufficient if done electronically).
- (3) **Checked / Validated* by:** delete one.

Checked by: Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

Validated by: Use this for higher risk scenarios, e.g. where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the organisation's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

- (4) **Location:** insert details of where the assessment is intended to cover, e.g. building, floor, room, School, Directorate etc.
- (5) **Assessment ref no:** insert any local tracking references used.
- (6) **Review date:** insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, or a longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc.
- (7) **Task / premises:** This is a specific risk assessment for typical activities associated with work in an office environment.
- (8) **Activity:** The rows in this column have been merged to indicate that all the hazards relate to the day to day work of the office environment being assessed.
- (9) **Hazard:** list all the hazards associated with the areas/tasks you want to use this assessment for. Remember to look at hazards that are not immediately obvious. Remove any from and add others to the generic assessment as necessary.
- (10) **Persons in danger:** insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners and maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary e.g. new and nursing mothers, disabled, young persons on work experience.
- (11) **Existing measures to control the risk:** The measures listed are those that are necessary to control the risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done it is acceptable to cross reference this generic risk assessment to the other documentation. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

- (12) **Risk Rating:** this is a rating of the **remaining risk with the listed existing control measures in place** and is given as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Important! If this assessment is modified in any way users will need to check whether the given Risk Rating and Result are affected in any way and are still appropriate.

- (13) **Result:** this stage of assessment is often overlooked, but is probably the most important. Assigning a rating to a risk does not necessarily mean that the risk is adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new or adapting existing arrangements, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, the **action plan** must be completed.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Often additional information can be obtained readily eg from your School Safety Advisor, equipment/chemicals suppliers, University Safety Coordinator.

For T and A results, the assessment is complete. **For N or U results,** more work is required before the assessment can be signed off.

- (14) **Action Plan:** Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.

Appendix 2 (to Health and Safety Policy)
Fèisean nan Gàidheal
DSE Risk Assessment

WORKSTATION RISK ASSESSMENT [ref. The Health and Safety (Display Screen Equipment) Regulations 1992]			
USER'S NAME: (Please print.)	DEPARTMENT: SECTION: TEAM:	WORK STATION NUMBER:	LOCATION: (Building, floor, room, etc.)
RISK FACTORS:	HELP/SUGGESTIONS:	OK - √ PROBLEM - X	WHERE THERE IS AN 'X' STATE ACTION TO BE TAKEN:
SCREEN IMAGE: 1. Are the characters readable? 2. Is the image free of flicker and movement? 3. Are the brightness and contrast controls adjustable? 4. Does the screen swivel and tilt? 5. Is the screen free from glare and reflection? (If necessary, use a mirror in front of the screen to check the source of reflections.)	(a) Is the image clear? (b) Is the screen clear? (a) Is there a need to try a different screen colour to reduce flicker? (b) Is there the need to refer to the equipment supplier? (a) Can the screen be moved or tilted to remove reflections? (b) Can the desk or the source of reflections be moved? (c) Can lighting be adjusted or window coverings utilised? (Check that any blinds work. Vertical blinds are more effective than horizontal ones.) (d) If there are still problems, consider an anti-glare screen be used as a LAST resort?		
KEYBOARD: 1. Can the keyboard be tilted? 2. Can the user find a comfortable keying position?	(a) Are the hands bent up at the wrist? (b) Is the user applying a soft touch on the keys? (c) Is the user over stretching the fingers? (d) Is the keyboard separate from the screen? (e) Does the keyboard need to be repositioned?		

<p>3. Is there enough space in front of the keyboard for the user to rest their hands? (E.g. 50 mm)</p> <p>4. Is the keyboard free from glare?</p> <p>5. Are the characters easily readable?</p>	<p>(a) Can the monitor be moved further back?</p> <p>(a) Does the keyboard need to be cleaned, modified or replaced?</p>		
RISK FACTORS:	HELP/SUGGESTIONS:	OK - √ PROBLEM - X	WHERE THERE IS AN 'X' STATE ACTION TO BE TAKEN:
MOUSE WORK			
<p>1. Is there intensive use of a mouse or trackball?</p>	<p>(a) Is the user taking work breaks?</p> <p>(b) Can the user change from right to left handed use (and vice versa) from time to time?</p> <p>(c) Is the mouse within easy reach?</p> <p>(d) Is the user gripping the mouse too hard?</p> <p>(e) Could a different size or shape mouse be used?</p>		
FURNITURE			
<p>1. Is the work surface large enough for documents, monitor, keyboard, etc.?</p> <p>2. Is the surface free of glare and reflections?</p>	<p>(a) Can the printer, files, etc. go elsewhere to make more room?</p> <p>(b) Is the user making repeated or awkward stretching movements?</p> <p>(c) Can the equipment, paper or work be re-arranged to avoid discomfort?</p> <p>(d) Is there a need to provide more space or more sockets?</p> <p>(a) Can mats or blotters be used for larger areas?</p>		
<p>3. Is the chair stable?</p> <p>4. Is the user comfortable? (See figures 1 and 2.)</p>	<p>(a) Has it got 5 castors?</p> <p>(b) Is it fully adjustable? (i.e. seat height, back support height, back support tilt)</p> <p>(c) Does it swivel?</p> <p>(d) Do all the adjustments work?</p> <p>(e) Does the user know how to adjust them?</p> <p>(a) Can the chair be adjusted?</p> <p>(b) Are the user's arms roughly horizontal to the floor and the wrist straight, i.e. in line with the hand and forearm?</p> <p>(c) Are the users eyes roughly the same height as the top of the VDU casing?</p> <p>(d) Are the users feet flat on the floor?</p> <p>(e) Is there too much pressure on the back of the legs and knees? (If so a footrest may be required.)</p> <p>(f) Is the small of the back supported by the chair?</p>		

	(g) Is the user's back supported by the chair? (Is the user relaxed or leaning forward?) (h) Are the arms of the chair preventing the user from getting close enough to key comfortably? (i) Are there any obstructions under the desk that need to be moved?		
SOFTWARE 1. Can the user comfortably use the software?	(a) Has the user had enough training? (b) Is the software suitable for the task? (c) Does it give adequate 'help' messages?		

RISK FACTORS:	HELP/SUGGESTIONS:	OK - √ PROBLEM - X	WHERE THERE IS AN 'X' STATE ACTION TO BE TAKEN:
ENVIRONMENT 1. Is there enough room to change position and vary movement? 2. Are the levels of light, heat and noise comfortable? 3. Does the air feel comfortable?	(a) The user needs room to fidget? (a) Is the lighting suitable? (Is it too bright, or not bright enough to comfortably read by?) Is there a need to provide shading or provide more light? (b) Is there a need to distance the user from sources of noise, or to provide sound proofing, e.g. for printers? (a) Is circulation of fresh air required? (Plants may help.) (b) Is a humidifier required?		
LAPTOPS/ PORTABLE COMPUTERS 1. Is there any use of laptops / portable computers?	(a) Is full-sized equipment available to use instead of a laptop/portable computer? (b) Is the user aware of how to minimise risks? (E.g. maintaining good posture, reducing screen glare, taking work breaks.)		

IS THE USER AWARE OF THE ENTITLEMENT TO A FREE EYE AND EYESIGHT TEST?

IS THE USER AWARE OF THE NEED TO TAKE BREAKS FROM CONTINUOUS SCREEN/KEYBOARD WORK?

It is important that short frequent breaks are taken to carry out other work, such as filing, etc. (1 - 2 minutes for every 15 - 20 minutes of keyboard/mouse work.)

HAVE ALL THE USER'S COMFORT PROBLEMS BEEN COVERED?

HAVE ALL THE ACTION POINTS BEEN DEALT WITH?

COMMENTS (IF ANY):

IF THERE ARE NO PROBLEMS, PLEASE COMPLETE THE FOLLOWING:

Users Name:

Signed:

Assessors Name:

Signed:

**Line Managers
Name:**

Signed:

Date:

June 2010

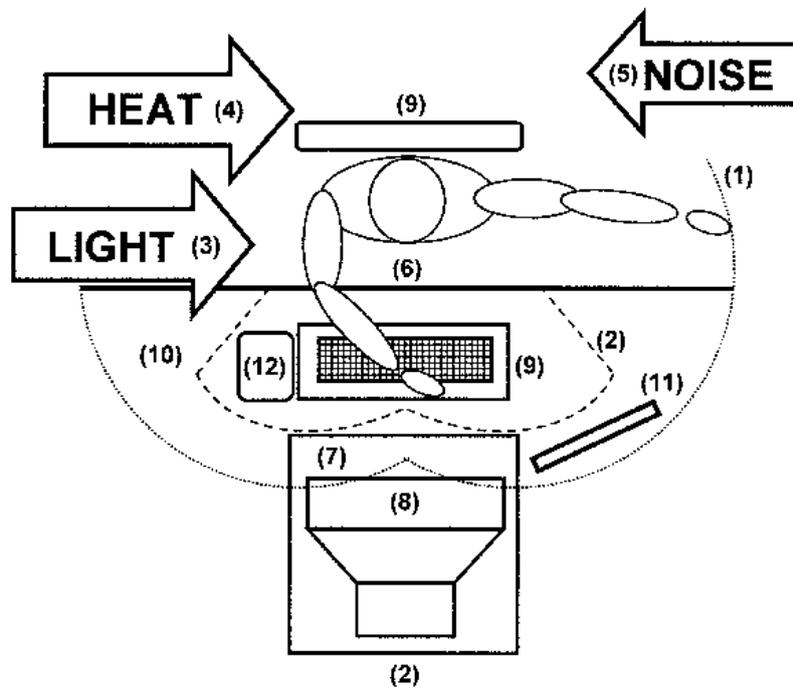


FIG. 1 WORKSTATION SET-UP AND REQUIREMENTS

1. Maximum reach.
2. Comfortable work area.
3. Adequate lighting. (Wherever possible light sources should be at right angles to the screen. Where window coverings are necessary, vertical blinds are more effective than horizontal.)
4. Comfortable heating levels and circulation of air.
5. Distracting noise minimised.
6. Leg room and clearances allow changes in posture and position.
7. Software appropriate to task, adapted to user, provides feedback on system status, no undisclosed monitoring.
8. Screen; stable image, adjustable, readable, free of glare and reflections.
9. Keyboard; undamaged, adjustable, detachable, legible.
10. Work surface; allows flexible arrangements, spacious, glare free.
11. Copy holder adjacent to screen (where necessary).
12. Mouse within easy reach.

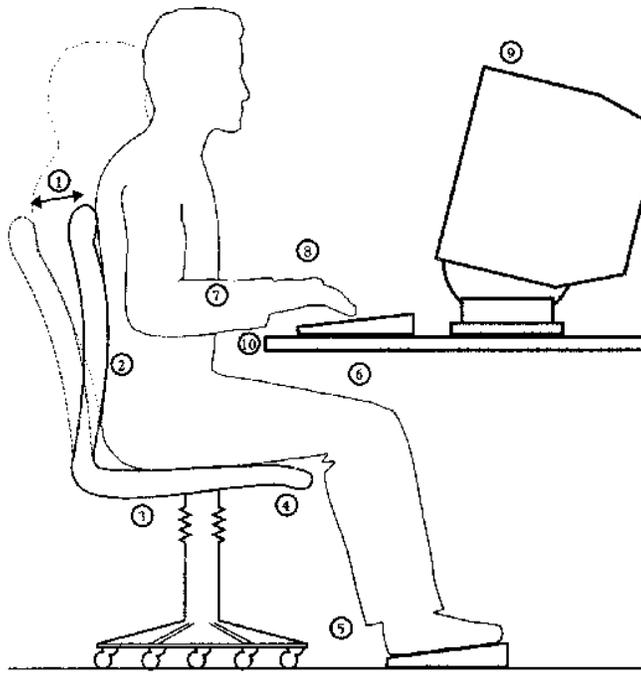


FIG. 2 SEATING AND POSTURE FOR TYPICAL OFFICE TASKS

1. Adjustment for seat back.
2. Good lumbar support.
3. Adjustment for seat height.
4. No excess pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Space for postural change. No obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of the wrists.
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

Appendix 3 (To Health and Safety Policy)
Fèisean nan Gàidheal
Incident/Accident Report

Name of Person affected/injured:	
Home Address & telephone:	
Occupation:	
Person reporting the Incident (if other than the injured person):	
Name:	
Home Address & telephone:	
Occupation:	Date:
Accident/Incident:	
Date:	Time:
Place:	
Equipment/Machinery involved:	
Description of incident including cause and nature of injury:	
Reported to:	
Is this incident notifiable under RIDDOR: Yes/No	
Action Taken/recommendations:	
Signature:	
Date:	

A copy of this form should be retained in the Fèisean nan Gàidheal Incident Log. Data Protection procedures apply. Also see www.hse.gov.uk or www.riddor.gov.uk for more serious notifiable incidents, where appropriate.