

# Health and Safety Policy

The health, safety and working conditions for CAAT staff, interns and volunteers as well as the safety of visitors to the CAAT office are matters of prime importance. For the benefit of all who use and visit the office the following should be strictly adhered to:

## Health and working conditions

1. SPACE - Each member of staff and volunteer should have a comfortable amount of space to work in.
2. TEMPERATURE and VENTILATION - Staff and volunteers should be able to control their immediate environment within a temperature range found comfortable by mutual agreement and to have adequate ventilation.
3. CHAIRS and DESKS - All staff and volunteers are entitled to a chair and desk / table suited to their posture and comfort. Individuals are responsible for keeping their own desk space tidy.
4. COMPUTERS - Those working on computers regularly should have their workstation assessed to ensure maximum comfort and reduce the risk of potential injury. Adjusting equipment, furniture and posture, even slightly, can make a big improvement. An outline of ideal workstation ergonomics should be available for all staff and volunteers. To prevent fatigue, eye strain, repetitive strain injury, or back, limb or wrist problems as a result of prolonged computer use the following is suggested:
  - stretching and changing positions
  - looking into the distance from time to time
  - changing to a different activity before you feel tired or any pain
  - taking short frequent breaks
5. KITCHEN - A source of fresh drinking water is to be available at all times, as well as facilities for making hot drinks. Individuals are expected to wash up their own mugs and all washing up must be done after meals and by the end of each day. The lunch table and surfaces around the sink must be tidied and wiped clean after eating.
6. SMOKING - No smoking is allowed in the CAAT office.
7. CLEANLINESS and TIDYNESS - The office should be kept as clean and tidy as possible. The working environment should be bright and pleasant and maintained in a good condition.

## Safety

1. FIRST AID - A First Aid kit should be kept fully stocked and easily accessible to all staff, volunteers and visitors. CAAT's First Aider should have up to date training in 'Emergency First Aid at Work' and have their name displayed on the H&S notice in the office. A record, including date and details of First Aid treatment given, for an accident or serious mishap occurring in the CAAT offices, or by CAAT staff or volunteers on business outside the office, should be reported to the CAAT First Aider who will enter the details in the accident report book.
2. FLOORS - The walking and communal areas of all floors should be kept clear and free from obstruction at all times. All trailing wires and cables should be kept to the perimeter of the room and not cross doorways or walking areas. The floor covering must be maintained in a safe condition.
3. OFFICE FURNITURE - All furniture, especially shelving, is to be sound and stable.

Means must be provided for higher shelves to be reached without stretching. No objects should be placed at any level which can't be easily retrieved using a ladder or similar.

4. ELECTRICAL EQUIPMENT - All electrical equipment should comply with the relevant electricity regulations and be properly maintained. All equipment not in regular use should be switched off and the plug removed from the socket. No liquid should be placed near to any electrical socket.

5. HAZARDOUS SUBSTANCES - No member of staff or volunteer is to work for a long periods with or close to substances which might be a health hazard, e.g. fumes from adhesives. Lids should be replaced on glue and paint pots immediately after use.

6. FIRE PRECAUTIONS - Fire extinguishers are to be provided within easy reach of all work areas. They should be regularly serviced and their operation should be understood by all members of staff and volunteers. Fire escapes and the procedure in case of fire should be known to all staff and volunteers and notices regarding them should be displayed in a prominent position. The rear fire exit door should be unlocked when the office is open. The fire alarm should be tested regularly by the landlord. Flammable materials, such as paper, should be kept away from heat sources.

7. SECURITY - When only one member of staff or volunteer is in the office, no stranger without an appointment should be admitted.

This policy should be displayed in the CAAT office and be drawn to the attention of all new staff and volunteers.

September 2015