



# Health & Safety Policy

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## SECTION 1: POLICY OVERVIEW

1.1 The Participation Officer & Administrator is always responsible for Health and Safety unless this responsibility has been delegated to another appropriate employee.

1.2 Lacrosse Scotland will do all in its power to ensure every employee's well-being and safety whilst at work. However every employee also has the duty to take reasonable care of themselves and their colleagues who may be affected. Any action by an employee, which endangers the health or safety of another person whilst at work, will lead to disciplinary action being taken which could result in dismissal.

### General Housekeeping

1.3 The majority of accidents recorded in Companies are falls, cuts and bruises sustained in corridors and offices not normally considered to be dangerous. The number of such incidents can be reduced by tidiness, forethought and by remedying or reporting things that are obvious hazards, such as damaged flooring or steps or carelessly left obstructions.

1.4 The Health and Safety at Work Act 1974, part of which is quoted below, gives employees certain statutory duties.

1.5 "It shall be the duty of every employee whilst at work:

- (a) To take responsibility for the health and safety of himself and of other persons who may be affected by his acts and omissions at work;
- (b) As regards any duty or requirement placed on his employer or any other person by or under relevant statutory provisions, to co-operate with him so far as necessary to enable that duty or requirement to be performed or complied with."

### Corridors and Access

1.6 It is the responsibility of all staff to ensure that we:

- (a) Keep corridors, exits and entrances clear of obstruction and litter;
- (b) Never obstruct fire exits, alarms and appliances;
- (c) Report defects in stairs, walkways, flooring, handrails etc;
- (d) Clean up spilt liquids;
- (e) Report Faulty Lighting.

1.7 When objects are unavoidably left in corridors, they should be:

- (a) Stacked carefully and securely;
- (b) Not left in a dangerous manner;
- (c) Not stacked on both sides of the corridor.

### Offices

1.8 Safety is often neglected in offices. The following points should be kept in mind, and remedial action taken when necessary:

- (a) Tripping hazards are common. Open filing cabinets; trailing leads and defective floor covering may cause accidents. Do not have cables from computer equipment trailing across walkways. There should be sufficient power points within the premises to make this unnecessary;
- (b) As far as possible load cupboards and filing cabinets from the bottom up, keeping any heavier items low down. Do not stow heavy objects on top of cupboards;
- (c) Do not stand on the furniture;

- (d) Do not sit too close to visual display units and, if necessary, turn brightness down. Ensure that you are sitting in the correct ergonomic position with adequate wrist support.

## Management of Health & Safety

1.9 The Participation Officer & Administrator of Lacrosse Scotland is responsible for its safe running.

- (a) Tools and equipment must be maintained in good condition and working order. Regular maintenance must be organised where appropriated and all faults and defects must be reported immediately;
- (b) Only competent personnel may use equipment and machinery. Personnel not fully competent may be allowed to learn how to use a machine, only under the continuous supervision of a competent person. Machinery and equipment should be left in a safe condition at all times;
- (c) Floors and floor coverings must be free of dangerous defects.

1.10 In general, take reasonable care for the health and safety of yourself and others around you who may be affected by your actions. Do not fool around – this is when accidents occur.

## Electrical Policy

1.11 All employees must ensure that they are aware of the electrical policy:

- (a) Electrical repairs are to be undertaken only by qualified electrical or electronic tradesman using the proper tools and test equipment;
- (b) Electrical faults are to be reported as soon as they are discovered;
- (c) Particular attention must be paid to cables, connections, correct fuse rating and earthing of portable appliances;
- (d) The permanent electrical installation of buildings is the responsibility of Lacrosse Scotland and must not be tampered with by Company personnel;
- (e) The temporary connection of equipment to the supply for test purposes must be by connectors, adequately covered to prevent accidental contact;
- (f) When working on mains type equipment, please ensure that it is disconnected or suitably isolated from mains supply.

## Handling

1.12 Appropriate training is to be given to other personnel whose jobs require the handling of goods and heavy equipment.

- (a) Remove ragged edges or wear gloves;
- (b) Use correct method of lifting;
- (c) Store heavy objects low down in racks, put only light objects up high;
- (d) If two or more people are lifting one object, be clear who is in charge of the operation;
- (e) When carrying long objects, take great care approaching corners. If possible, keep the front end above head height;
- (f) Ensure that you can see where you are going.

## Fire

1.13 All employees must ensure that they are aware of the procedure. Fire notices are to be displayed in each area. It is the responsibility of all employees to be familiar with the correct procedure to be followed in the event of fire and evacuation from the building.

## Use of VDU's

1.14 The Health and Safety Executive's published guidance on working with visual display units (VDU's) points out that the equipment is not hazardous to health but that due consideration must be given to the way it is introduced and operated if difficulties are to be avoided.

1.15 Most work involving a VDU is not continuous and is interspersed with pauses and other activities e.g. telephone work. The need for set spells away from VDU should not normally arise. However if a continuous operation period arises, in any one-hour period of VDU operation there should be a 15-minute break away from the VDU. It should be noted that this is not a rest period and should be used for non-VDU tasks.

1.16 Lacrosse Scotland is committed to providing the most suitable VDU equipment and conditions of use to ensure safe working practice and comfort of use for employees.

## VDU Eye Tests

1.17 Lacrosse Scotland will pay for you to have an eye test every year if you wish. If you subsequently need glasses solely for use when working on your computer, Lacrosse Scotland will pay the basic cost. If the glasses are required for general use, including VDU operation, Lacrosse Scotland will contribute towards the cost of the glasses.

## Disabled Personnel

1.18 The Participation Officer & Administrator is to give special consideration to the safety of disabled personnel and to make specific provision for their escape in the event of fire or other emergency evacuation of the building.

## First Aid

1.19 Accidents should be recorded in the accident book.

## Medical Emergencies

1.20 To summon aid in an emergency dial 999.

## Accidents

1.21 Action in the event of an accident where a person has been injured:

- (a) The injured person, or their representative, must fill in the accident book;
- (b) A person who discovers an accident victim, who has sustained injury, is to summon assistance and, if necessary, alert the emergency services by dialling 999;
- (c) A representative of the injured person, must fill in the accident book, and for reportable accidents inform the Participation Officer & Administrator and/or Chair.

## Note

1.22 It may be necessary for the person finding an accident victim to remove the cause of the accident, i.e. switching off an electrical current or moving a fallen object etc. The finder, if knowledgeable, may have to render First Aid or artificial respiration. The principle criteria must always be the welfare of the victim. Do not move the victim, unless essential to prevent further injury.

## APPENDIX A: REPORTING ACCIDENTS & INCIDENTS AT WORK

1.1 This is a brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

### What is RIDDOR?

1.2 RIDDOR is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- (a) work-related deaths;
- (b) serious injuries;
- (c) cases of diagnosed industrial disease;
- (d) certain 'dangerous occurrences' (near miss incidents).

1.3 There are also special requirements for gas incidents (see section below).

### 2012 Change

1.4 From 6 April 2012, the over-three-day reporting requirement for people injured at work will change to more than seven days. From then, you only have to report injuries that lead to a worker being incapacitated for more than seven consecutive days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

1.5 Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work.

1.6 You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. Employers must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

1.7 These are the main changes to the reporting requirements for deaths, major injuries, occupational diseases and dangerous occurrences that employers need to be aware of.

### Why Report and Record?

1.8 Reporting and recording is a legal requirement. The report informs the enforcing authorities (HSE, local authorities and ORR) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

1.9 Records of incidents covered by RIDDOR are important. They ensure that you collect the minimum amount of information to allow you to check that you are doing enough to ensure safety and prevent occupational diseases. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

1.10 Employers must keep a record of:

- (a) any reportable death, injury, occupational disease or dangerous occurrence;
- (b) all occupational accidents and injuries that result in a worker being away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days).

1.11 Employers must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.

## What Must be Reported?

1.12 Deaths and injuries do not have to be automatically reported, but must be reported if they occur as the result of an accident arising out of or in connection with work.

1.13 An accident is a separate event to a death or injury, and is simply more than an event, it is something harmful that happens unexpectedly.

1.14 When deciding if the accident that led to the death or injury has arisen out of or in connection to work, the key issues to consider are whether the accident was related to:

- (a) the way in which the work was carried out;
- (b) any machinery, plant, substances or equipment used for work;
- (c) the condition of the site or premises where the accident happened.

1.15 If any of the above factors were related to the cause of the accident, then it is likely that the injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

1.16 Examples of incidents that do and do not have to be reported are available at [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm).

1.17 A death must be reported if:

- (a) it results from a work accident;
- (b) a worker sustains an occupational injury;
- (c) it results from a suicide on a relevant transport system (this is considered to be an accident for the purpose of RIDDOR);
- (d) it results from an act of physical violence to a worker.

1.18 RIDDOR gives two types of injuries that must be reported if the person was at work – ‘major injuries’ and from 6 April 2012 ‘over-seven-day injuries’.

1.19 Major injuries include:

- (a) a fracture, other than to fingers, thumbs and toes;
- (b) amputation;
- (c) dislocation of the shoulder, hip, knee or spine;
- (d) loss of sight (temporary or permanent);
- (e) chemical or hot metal burn to the eye or any penetrating injury to the eye;
- (f) injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- (g) any other injury leading to hypothermia, heat-induced illness, unconsciousness, resuscitation or admittance to hospital for more than 24 hours;
- (h) unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- (i) an acute illness requiring medical treatment;
- (j) loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- (k) acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

1.20 From 6 April 2012, the law will introduce the over-seven-day injury category. This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

1.21 From 6 April 2012, employers do not have to report over-three-day injuries but you must keep a record of them (see 2012 change). For employers keeping an accident book, the record made in this will be enough.

1.22 Employers must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.

1.23 If the injured person was already at a hospital, the report only needs to be made if the injury is a 'major injury' (see above).

1.24 Employers must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, is suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.

1.25 Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, for example:

- (a) the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- (b) plant or equipment coming into contact with overhead power lines;
- (c) electrical short circuits or overloads causing a fire or explosion, which results in the stoppage of the plant for more than 24 hours or has the potential to cause death;
- (d) the accidental release of a biological agent likely to cause severe human illness;
- (e) the accidental release of any substance that may damage health

1.26 For a full list of dangerous occurrences applicable to all workplaces, and additional categories of dangerous occurrences applicable to mines, quarries, relevant transport systems (railways etc.) and offshore workplaces, see *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

1.27 If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died or suffered a major injury in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

1.28 If you are a gas engineer, registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die or suffer a major injury. This may be due to the design, construction, installation, modification or servicing, and could result in:

- (a) an accidental leakage of gas;
- (b) inadequate combustion of gas; or
- (c) inadequate removal of products of the combustion of gas.

### Exemptions

1.29 In general, regulation 10 of RIDDOR exempts duty holders from reporting deaths and injuries that result from:

- (a) medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;



- (b) the movement of a vehicle on a road (unless the person was loading or unloading the vehicle or working alongside the road, e.g. constructing or maintaining the road or adjacent buildings, the accident involved a train, or the accident involved the escape of a substance from a vehicle);
- (c) the duties carried out by a member of the armed forces while on duty.

### How to Report

1.30 Online: Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

1.31 Telephone: All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

1.32 Reporting out of hours: HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- (a) a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- (b) a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time;
- (c) following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

1.33 To report less serious incidents out of normal working hours, complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

1.34 More information about contacting HSE out of hours can be found at [www.hse.gov.uk/contact/outofhours.htm](http://www.hse.gov.uk/contact/outofhours.htm).

### Further Information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/).