

These procedures should be read in conjunction with BELS Health and Safety Policy.

BELS is committed to the promotion of safety awareness, maintenance of safe working and the instruction and training of staff and students. All matters concerning health & safety within BELS should be directed to office administrator in the first instance.

**Responsibilities of Staff** - All staff have a responsibility to take reasonable care of themselves and all others who may be affected by their acts and omissions and to co-operate with BELS with regard to health & safety. All persons on BELS premises have a duty not to interfere with or to misuse anything provided by BELS in the interests of health and safety.

**Risk Assessment** – BELS premises are essentially office type environments and their normal activities are low risk and are addressed by this document. However, no work outside the scope of this document will be permitted to start unless it is covered by a suitable and sufficient assessment of the risks involved in the work.

**Excessive Occupational Stress** – BELS has considered the impact and management of occupational stress in its risk assessment. Managers are required to assess the factors within their area of responsibility that can cause excessive occupational stress - workloads, individual staff capability, etc and minimise the risk from these where any are found to be likely to lead to ill health. Staff also have a duty to flag up to their line managers the existence of factors that may be causing excessive occupational stress.

**Supervision of Learners** - Supervisors of students or trainees have a special responsibility to ensure that fully adequate instructions, even those perhaps seemingly obvious or elementary, are given to their charges to protect them from danger. The need for detailed instruction and close supervision of students is especially important in practical exercises, particularly off-site activities. It is not sufficient for a supervisor to assume that an act or manoeuvre is so manifestly dangerous that no-one would attempt it. In return, BELS requires learners to observe instructions given by staff and to take reasonable care to ensure that their acts or omissions do not result in injury to themselves or others.

**Procedure in Case of Fire** - Instructions concerning procedures in the case of fire are prominently displayed in BELS offices. Staff should familiarise themselves with these procedures and also with the escape routes from the office location. On hearing the fire alarm staff should immediately attend to the nearest exits avoiding lifts. A list of the buildings qualified Fire Marshals is prominently displayed in BELS' offices.

**Emergency Number 999** – BELS staff should dial 999 in the event of any emergency - medical, fire, bombing etc. to summon appropriate and immediate help to offices.

**Accident and First Aid** – BELS ensures that there is at least one trained First Aider in its offices. A list of qualified first aiders and first aid boxes are kept prominently displayed within the office. In the case of serious accident or illness, an ambulance should be summoned by telephone immediately.

All accidents or incidents *and near misses* must be reported promptly using an accident report form available on BELS website at: [www/bels.org.uk/accident](http://www/bels.org.uk/accident) report form or from the office administrator. The completed form should be sent to the office administrator ([brendaharper@bels.org.uk](mailto:brendaharper@bels.org.uk)). Any person may report an accident/incident.

Staff who suffer from epilepsy, diabetes, or any other condition likely to require urgent attention, are advised, in their own interest, to inform their line manager in order that assistance may be rendered promptly if necessary.

**Electrical Safety** - All mains powered electrical equipment is PAT tested on a regular basis. Any item suspected of being defective because of age, appearance or damage must be taken out of service and the item reported to the office administrator. The administrator will arrange for the item to be tested in due course.

**Room Heaters** - Because of the associated fire-risk, the use of any type of electrical or bottled-gas room heater must be strictly monitored. Never leave a room heater running unattended other than for brief periods and certainly never overnight.

**Computer Work Stations and Office Equipment** – All BELS workstations are assessed on an annual basis to ensure they are fit for purpose, ergonomic and meet health and safety requirements. Concerns about the operation of equipment or requirements for new equipment should be, in the first instance, raised with the office administrator.

**Lifting and moving loads** – BELS staff are not authorized to lift or move any loads. Induction documentation provides specific guidance but any requirements for lifting and moving will need to be agreed by line management in advance. All staff whose work may in future involve an element of manual handling will be required to attend a session on risk assessment and safe lifting.

**Use of Stepstools** - Stepstools must always be used to work at height and access materials on high shelves. Furniture should never be used as a substitute. Only rated stepladders must be purchased and used.

***Do and don'ts advice for stepstool users:***

Do not use a makeshift stepstool;

Do not overreach from a stepstool - always move it;

When working inside a room - do not place the stepstool where it may be struck by doors - lock the doors and put up an appropriate sign or position a colleague outside in order that the steps are not struck by opening doors;

Do take steps out of service and report defects if noticed;

Do wear sound footwear;

Do return the stepstool to its storage place after use;

Do always ensure that stepstools are placed on a level and stable surface.

**H&S Annual Inspection** – In conjunction with risk assessment, BELS will undertake an annual inspection of health and safety within its premises.

**H&S Officer** – BELS will nominate an H&S officer to help and give advice on any safety issue to staff.

**Review** - This safety policy statement and any associated codes of practice will be updated annually or more often if necessary.