

## HEALTH AND SAFETY POLICY (V6.0)

### A – INTRODUCTION

IEMA is committed to complying fully with the relevant health and safety laws and regulations and additional measures as considered fit to meet our required standards. We believe that health, safety and welfare are integral and essential to the continued success of our business

We accept that it is our duty and responsibility to maintain ‘so far as is reasonably practicable’, a workplace which is safe and free from risks for everyone and in order to achieve this, the active co-operation of all staff is required.

In particular, we are committed to maintaining safe and healthy working conditions through consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health. It is for these reasons that IEMA has trained and appointed first aiders, mental health first aiders and Menopause Champions. Employees can find details relating to IEMA’s Wellbeing Strategy and our range of supportive interventions on the IEMA Wellbeing Hub which can be found on its own dedicated MS Teams Page.

IEMA is committed to:

- preventing injury and reducing risks to health, safety and welfare of employees, members, contractors and volunteers and the general public as far as is reasonably practical
- raising the awareness and competence of employees through induction training and ongoing training as necessary
- monitoring the performance standards set out in our policies with the goal of continuous improvement
- ensuring employee involvement as part of our duty of care and seeking contributions to improving and maintaining safe practices
- ensuring that adequate resources are available for providing and maintaining healthy working conditions and safe systems of work
- communicating our policies to external third parties as appropriate

### B – SCOPE OF THIS POLICY

This policy covers all employees and workers.

This policy is non-contractual, and we reserve the right to amend it at any time.

### C – AIMS OF THIS POLICY

The aim of the policy is to ensure that all employees understand their responsibilities in relation to the Health and Safety at Work legislation and the standards and behaviours expected of all employees, contractors and volunteers.

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## D – LEGAL CONSIDERATIONS

The following legislation applies to this policy:

- The Health and Safety at Work Act 1974 (HSWA)
- Legislation enforced by the Health and Safety Executive
- First Aid Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Smoke-free (Private Vehicles) Regulations 2015
- Manual Handling Operations Regulations 1992 (as amended 2002)

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## E - RESPONSIBILITIES

The SLT will provide the strategic leadership and necessary financial, technical and human resources to secure compliance with this policy.

In accordance with our legal health and safety duties, IEMA will promote and manage health, safety and welfare by:

- controlling the health and safety risks arising from our business
- making sure that where our employees work, and any equipment they use, is safe
- putting emergency procedures in place and carrying out accident investigations
- providing information, instruction, training and supervision in safe working methods and procedures
- providing adequate welfare facilities e.g. sanitation, first aid and cleanliness
- providing health checks (e.g. sight tests) and equipment (e.g. spectacles or Personal Protective Equipment) when required
- ensuring that equipment has all necessary safety devices installed and that equipment is properly maintained
- involving employees on health and safety matters that affect them
- ensuring that sufficient funds are available to implement this statement and that adequate time and financial support are provided to ensure all legal duties relating to health and safety are met; and
- regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing these to our staff's attention.

### **All employees are required to:**

- carry out their work in accordance with the requirements of this policy
- take reasonable care of their own health and safety and that of others by observing the safety rules applicable and following instructions for the use of equipment
- report any accidents or near misses to the relevant line manager and HR as soon as possible after the occurrence
- co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury
- resist any temptation to play practical jokes and not indulging in horseplay, as this behaviour can lead to serious injuries

- comply with health and safety rules and instructions informing the line manager or the nominated person responsible for Health and Safety of any hazards
- not use, repair or maintain any office equipment or machinery or any substance or process hazardous to health for which full instructions or training has not been received
- report all defects in office equipment or machinery immediately to the IT Manager
- not to attempt to lift or move articles or materials so heavy as likely to cause injury or request that colleagues do so
- comply with any instructions and training which may have been provided relating to any work processes
- suggest ways of eliminating hazards and improving working methods
- ensure that any vehicle used for business is road worthy and safe to drive and that a full driving licence and insurance documentation can be presented at all times during travel
- ensure that each place of work is actively maintained in a safe manner and accept responsibility for individual work areas
- work in a safe manner at all times and set a personal example in meeting the required standards
- ensure that visitors are informed of any applicable Health and Safety rules and procedures outside of the home
- ensure that individual Display Screen Equipment is set up correctly and comfortable for use and that regular breaks are taken as advised
- ensure that handheld mobile phones are only used when safe to do so and are never used when driving for business purposes
- ensure that smoking is only done in permitted areas when working from a business premises and only when it is safe to do so inside the home and ensure that smoking litter is properly extinguished to ensure there is no fire hazard
- comply with all other reasonable requirements in relation to maintaining a healthy and safe working environment.

**First Aiders and Mental Health First Aiders have the responsibility to:**

- support employees with any physical or mental health first aid requirements or signpost the employee to where they may seek professional advice in accordance with the current legislation and approved code of practice
- notify the relevant line manager and/or the SLT of any incidents occurring whilst undertaking work duties

Not complying with these requirements could lead to legal implications for the individual and the organisation and may also lead to disciplinary action, including dismissal as a possible outcome.

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## F – ACCIDENTS AND FIRST AID

IEMA will provide information and training on physical and mental health first aid to employees to ensure that statutory requirements and the needs of the business are met.

Should employees have concerns about the provision of first aid, they should inform the Director of Operations so that an investigation can be undertaken, and the situation be rectified if necessary.

All accidents and near misses should be reported to the relevant line manager or a member of the SLT at the time of the incident and it is the line manager's responsibility to ensure that the occurrence is recorded with HR. All incidents which require notification under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 1995 will be investigated and monitored to prevent reoccurrence. All employees must co-operate with any resulting investigation.

It is the responsibility of employees to ensure the incident is recorded as soon as possible after the occurrence. Where an incident results in admittance to hospital or inability to continue work, the relevant line manager must be informed immediately, if the employee is unable to do this due to injury, they should speak to a family member and request them to follow the normal communication channels and if necessary, call the emergency services. It should be noted that a severely injured person should not be moved, and any involved individual should wait for the arrival of emergency services to advise on what needs to be done.

All first aid procedures are covered within staff inductions, and you are advised to have access to a basic first aid kit at all times when working from home.

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## G – BOMB THREATS AND SUSPECT PACKAGES

Bomb threats and the discovery of suspect packages must be treated with the utmost seriousness until a considered evaluation has been made.

Should you be working from a business office, and you notice a suspicious package, try to quickly establish if it belongs to anyone in the building. If ownership cannot be readily established, contact the police and advise the designated Office Manager so that an assessment and decision can be made about the evacuation of the building. Suspect packages should not be handled, moved or tampered with in any way.

If you discover a suspect package or receive information about a bomb threat, do not activate the fire alarm.

If it is necessary to evacuate the building, you should follow the building's evacuation procedure. However, according to the circumstances, it may be preferable for you to remain in the building until given details about how to transfer safely outside. In the meantime, you should keep clear of windows and possible areas where a blast could cause injury. If you are instructed to leave the building, do not stop to collect personal possessions.

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## I – DISPLAY SCREEN EQUIPMENT

IEMA takes the health, safety and welfare of its employees seriously. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. We recognise that the incorrect use of display screen equipment may result in postural difficulties and visual fatigue. Specific regulations protect employees and workers who are required to regularly use display screen equipment (DSE) to do their work.

Employees who use computer screens as a requirement of their job are entitled to reimbursement for eye tests at intervals prescribed by their optician.

For further information please refer to IEMA'S Display Screen Equipment Policy.

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## J – DRUGS AND ALCOHOL

IEMA aims to ensure a drug free working environment and to comply with criminal, civil and health and safety laws that relate to the maintenance of a workplace free from illegal drugs and alcohol. Alcohol and illegal drugs should not be consumed during your working hours. If you are suspected of using these substances or your

ability to work is impaired due to them, you may be suspended and subject to disciplinary action and possible dismissal. Any employee with an addiction should speak to their line manager or HR to provide relevant support.

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## K – ELECTRICITY

You should not use personal electrical appliances in conjunction with equipment supplied to you such as plugs and leads as these may not be compliant or safe to use.

Defective plugs, sockets and leads cause more electrical accidents than the appliances themselves. You must ensure that you remain vigilant on electrical safety:

- Switch off equipment before unplugging and before cleaning.
- Report electrical equipment which is not working properly to your line manager and/or the person responsible for Health and Safety
- Do not overload electrical sockets.
- Do not ignore operational faults i.e. problems when switching equipment on, intermittent stopping during operation etc. These problems may indicate internal faults.
- Use of supplementary electric heaters must be avoided, especially near combustible items. If extra heating is necessary, you should use a fan type heater with good ventilation wherever possible.
- Never touch light switches or handle any electrical equipment with wet hands.

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## L – EMERGENCY PROCEDURES

You have a duty to take reasonable steps to ensure that you do not place yourself or others at risk of harm and you are therefore required to ensure that you have suitable fire safety arrangements such as smoke detectors, escape routes and means of fighting a fire and take sensible safety precautions at home. You should be aware of and prevent any fire contributory factors for example, smoking in the home, leaving cooking unattended and the overloading of electrical equipment.

Should you discover a fire, you should not attempt to tackle it yourself unless you have the appropriate appliances to do so, and you have been trained to use them. Upon discovering a fire, you should call the emergency services immediately.

You should also make yourself aware of any specific emergency procedures applicable to the business premises where you may be working, including evacuation procedures and assembly point locations.

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## M – HEALTH ALERTS, EPIDEMICS, PANDEMICS

In the event of an epidemic or pandemic alert, we will organise our business operations and provide advice on steps to be taken in accordance with official government guidance, to reduce the risk of infection at work. Any questions should be referred to your line manager or HR.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances; any failure to do so may be dealt with under our Disciplinary Procedure.

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## N – PREGNANCY, NEW AND EXPECTANT MOTHERS

IEMA seeks to safeguard employees who may become pregnant or who return to work and are still nursing. Employees are required to inform HR and their line manager of their pregnancy as soon as they become aware, to enable the organisation to assess any additional occupational risks and implement the appropriate preventative measures.

For further information please refer to IEMA's Maternity Policy.

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## O – RISK ASSESSMENTS

General workplace risk assessments may be carried out as and when required for an employee working in or outside of the home, which includes Business Travel, Face to Face Meetings/Use of Co-working Spaces and Working From Home. The Director of Operations is responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented following a review; however, each member of staff has a responsibility and duty of care to themselves and work colleagues to ensure that they follow any and all advice provided as part of the Risk Assessment process and IEMA's formal policy portfolio.

Some risk assessments will require more regular completion. The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified.

If there are any risks that cannot be eliminated all employees working in that area must be made aware and familiarise themselves with all associated risks to minimise their impact.

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## P – SECURITY

All reasonable efforts are made to provide secure premises and to ensure that staff can enter and leave any business premises safely. Any concerns should be raised with onsite security or the Director of Operations.

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## Q – SMOKING

IEMA does not permit smoking, this includes the use of e-cigarettes, inside any office which may be used. You should ensure that smoking is only done in permitted areas when working away from home and are advised to only smoke outside the home and when it is safe to do so.

We recognise that some colleagues may wish to reduce or give up smoking but may have difficulty in doing so. We endorse the use of any treatments or therapies recommended by a GP or cessation clinic. Should you need help, you should speak to your line manager or HR for support. Free advice is also available from the NHS smoking helpline and from its website: <http://smokefree.nhs.uk>.

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## R – STRESS

IEMA is committed to maintaining a working environment that promotes the health and wellbeing of all our employees. However, we recognise that from time to time the nature of the working environment and its

deadlines may cause occasional pressures. This could give rise to stress. If you feel you are not coping you should consider speaking to your line manager who will consult with HR as needed.

You can also make use of the confidential Employee Assistance Programmes available through Health Shield or Perkbox or you can contact HR for advice and support.

For further information please refer to IEMA's Mental Health Policy.

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## S – VISITORS

When working remotely, you should avoid inviting visitors to the home for work purposes wherever possible and should only agree to meet with visitors when making use of an external office.

The member of staff who is meeting the visitor is responsible for ensuring that the visitor is advised of the relevant fire safety procedures and for ensuring that the visitor is informed of any specific workplace hazards.

Failure to comply with appropriate protocol may be treated as a disciplinary matter.

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## T – WELFARE

Where the use of an external office is utilised, you should advise the Director of Operations of any inadequate or poor facilities such as drinking water, toilets and poor heating and ventilation.

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## U – MANUAL HANDLING

Manual handling is one of the most common causes of injury at work and so, unless you have been authorised in advance by your line manager, you are specifically instructed not to carry out any heavy lifting tasks whilst undertaking your work duties (i.e. you should not lift or move any heavy or bulky objects or materials or request that colleagues do so on your behalf).

If hazardous manual handling is specifically a part of your work activity, ensure the task is within your capabilities, that you use the correct techniques and the available mechanical aids in order to minimise any risk of injury. (This should only apply to facilities / office managers).

Where it may be necessary for you to undertake manual handling activities, the hierarchy of risk control measures should be followed, for example you should (1) eliminate or avoid the need for hazardous manual handling; (2) for those manual handling activities that remain, assess the risk of injury; (3) from the information gathered from the assessment, reduce the risk of injury; (4) review the assessment and revise if necessary.

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## V – MOBILE PHONE USE

Mobile telephones (and similar devices, such as iPads etc) must not be used whilst driving on IEMA business. Even using a hands-free phone while driving will distract you. IEMA has a zero-tolerance policy for texting or emailing while driving and only hands free talking while driving is permitted.

Drivers must safely pull over to the side of the road before receiving or making calls, to text, to use social media or to use any other phone or device function or app (other than using the device as a satnav). It is safer to wait until you reach your destination to send/retrieve messages – this allows you to concentrate fully on driving.

You are advised not to use mobile phones or similar devices whilst undertaking any task where the use of the device might interfere with the level of concentration required to perform that task safely (e.g. shredding documents, walking up or down stairs).

For further information please refer to IEMA's Mobile Device Usage and Security Policy.

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## W – RELATED POLICIES

IEMA has a number of related policies:

- Display Screen Equipment Policy
- Home Working Policy
- Mental Health Policy

The above list is not exhaustive.

Any changes or amendments to this policy will be communicated to all staff.



## DOCUMENT HISTORY

Version	Date	Reason for Change
1.0		Original Version
2.0	July 2021	New Template with Version Control and Document History Added. Text updated to reflect working practices.
3.0	September 2021	Amended in line with home working practices and Smoking, Fire Safety and Manual Handling policies all amalgamated into the main H&S policy.
4.0	January 2022	Job titles contained within updated.
5.0	June 2022	Reference to Mental Health First Aiders and Menopause Champions included.
6.0	February 2023	Amendments to sections: <u>Section 'O' Risk Assessments</u> to reflect specific RAs now available <u>Section 'I' Display Screen Assessments</u> to reflect correct entitlement for reimbursement of eyesight tests